RETURNING EXHIBITORS
Those who nominated in 2024 need to use their existing accounts, including exhibitor names and passwords. Returning exhibitors should NOT create a new account. Use the "forgot password" option, if necessary. For additional help accessing an account, contact the K-State Youth Livestock Program.

NEW EXHIBITORS
Create an account and password for each exhibitor in the family who plans to nominate animals and show in the Kansas State Fair Grand Drive and/or KJLS.

QUICK GROUPS
Optional. Families may create a "quick group" and add all their exhibitors to it when they are ready to enter animals in the system, or login to each child's exhibitor account separately. The Kansas "family nomination" process and quick groups are separate and unrelated. "Family Nomination" is a unique aspect of the Kansas State Livestock Nomination process. "Quick Groups" are an optional tool provided by the ShoWorks software program.

ELIGIBILITY
The state livestock nomination process is open to current Kansas 4-H and FFA members who would like to participate in the Kansas State Fair Grand Drive and/or Kansas Junior Livestock Show (KJLS).

All market animals and commercial breeding females must be state nominated to be eligible for the Kansas State Fair Grand Drive and/or KJLS.

*All steps must be complete by the appropriate deadline for the exhibitors and animals to be ELIGIBLE for the Kansas State Fair Grand Drive and/or KJLS. Submissions must also be approved by the appropriate extension agent (4-H exhibitors) and/or ag teacher (FFA exhibitors) to be accepted and eligible for subsequent show entry and exhibition.

NOMINATION PROCESS
(1) Order official DNA envelopes in advance and pay the nomination fee through ShoWorks.
      *Deadline to order DNA envelopes is 10 days prior to the nomination deadline.
            Market Beef – April 20
            Swine, Sheep, Meat Goat, & Commercial Heifer – June 5

      **To skip ahead in the system and just order DNA envelopes without putting in tag numbers, follow these instructions: https://www.asi.k-state.edu/extension/youth-programs/nominated-livestock/Order%20DNA%20Envelopes%20before%20Tagging.pdf

      You MUST return by the nomination deadline to add each animal/4-H tag numbers to ShoWorks and upload your documents. Otherwise, the animals will not be eligible.

(2) Submit 4-H tag numbers and other identifying data online for each animal through ShoWorks, as well as provide the required information for each exhibitor within the family.
    *Required documents to upload: **2025 Declaration Form** & **2025 YQCA Certificate**

(3) Mail a DNA hair sample in an official DNA envelope for each nominated animal. Each DNA envelope should be complete, sealed, and signed by all exhibitors within the family, plus a parent/legal guardian. A copy of the online receipt verifying all animals/4-H tag numbers were entered in ShoWorks should be mailed with the DNA samples.

(4) Review confirmation letter sent from the K-State Youth Livestock Program once nominations are received and processed.

**A copy of the receipt for all online nomination submissions must be mailed with the DNA envelopes via certified mail to the KSU Youth Livestock Program, being postmarked by the appropriate date. Late materials will not be accepted and all animals submitted after the postmark deadline will be ineligible.

POSTMARK DEADLINES
Market Beef – May 1
Commercial Heifers – June 15
Swine – June 15
Sheep – June 15
Meat Goats – June 15

K-STATE YOUTH LIVESTOCK PROGRAM MAILING ADDRESS
State 4-H/FFA Shows
Kansas State University
214 Weber Hall
1424 Claflin Road
Manhattan, KS 66506

SHOW ENTRY
***Nomination does not constitute show entry. They are separate and independent steps to participating in the Kansas State Fair Grand Drive or KJLS. The state livestock nomination process only makes animals eligible for either state show. Exhibitors must use the unique ShoWorks entry link through each specific show to formally submit show entries and pay the appropriate entry fees. Families who plan to exhibit in both shows will login to ShoWorks and submit information, as well as payment, at least three separate times, using the unique link for each step in the process (Nominations, Grand Drive Entries, KJLS Entries).

TIPS
SAVE CART and **SAVE OFTEN**! Saving your cart is the only way to keep user data and allows you to return later to complete your nomination submission.

Families are encouraged to use the specie checklists and Rookie Guide on the KSU Youth Livestock Program website to help guide them through the process. These documents include tips and hints for correct and complete nominations.

NOMINATION INFORMATION WEBSITE
http://bit.ly/ksunominations

GUIDELINES
(A) ALL nomination data must be submitted online by 5:00pm on the appropriate deadline.

(B) DNA envelope orders will close 10 days prior to the nomination deadline for each specie:

Market Beef - April 20
Small Livestock & Commercial Heifers - June 5

(C) Families will need to provide their official KSU Nomination # (assigned 5-digit number) and Family/Household Name in the system. Returning families may locate this number via the list posted on the youth livestock website, or obtain it by contacting their local extension office.

Families who are nominating for the first time need to **request a KSU Nomination #**, by using this link: https://kstate.qualtrics.com/jfe/form/SV_8tU94QBkQxL9IfY

These requests will be completed in the order in which they are received and may take 1-3 business days to be approved. New families will receive their official number via the email address provided upon submitting the request.

(D) All exhibitors are required to be YQCA certified prior to nomination. Certification must be valid through October 5, 2025 to be accepted. Exhibitors will upload a copy of their completion certificate during the nomination process. Youth should complete the training as early as possible to have their 2024-2025 certificate available and ready to upload before beginning the process!

YQCA Website: https://yqcaprogram.org/

(E) Submitting this information is for state livestock nomination purposes only to officially make animals eligible for the Kansas State Fair Grand Drive and/or KJLS.

(F) A complete state livestock nomination does **NOT** constitute show entry. Official show entries must be made separately, directly though each individual show, in order to be able to exhibit. Rules and entry details may be found on each show's respective website:

Kansas State Fair Grand Drive: https://www.kansasstatefair.com/p/competitions/grand-drive1

KJLS: https://www.kjls.net/

(G) In order to take advantage of the family nomination system in Kansas, all exhibitors within the family must have EACH animal/4-H tag number submitted under their name in ShoWorks, as well as sign all of the DNA envelopes.

(H) Families should re-use their accounts created previously. However, is it imperative the same username and password are used. DO NOT create a new account for an exhibitor who nominated last year. Exhibitors may reset their password through the "Forgot Password" option.

(I) Exhibitors may click a check box to dual nominate gilts, ewes, and does for both the market division and the commercial breeding division. Dual nominating means you would like the animal to be eligible for either division and is the equivalent to entering their information twice, once under the market division and once under the commercial breeding division. Breed is required for all market animals, so *this option is only available under the market division*. For example, a gilt that should be dual nominated needs to be entered under the market division, then the "Dual Nomination" boxed checked. Please refer to each show's respective rules on their market shows and breeding divisions. Please note <u>*only*</u> steers, barrows, and wethers may show in the market division at KJLS.

(J) There is a $20 fee for any incomplete nomination received. This includes online submission data, uploaded documents, and DNA envelope(s). All nomination submissions are final. No refunds.

DECLARATION FORM
Exhibitors of Kansas Youth Livestock Shows are responsible for the proper care of their animal(s) by following acceptable methods of good animal husbandry. Youth are also expected to provide the primary care and training for livestock projects for the duration of the project. Primary care is defined as the exhibitor making the decisions for and providing the care, handling, and training of their livestock project a majority of the time.

*Families will need to complete and upload the 2025 Declaration Form for the exhibitors within their family. This form-fillable PDF is available on the "Nomination Information" page of the KSU youth livestock website. It must be signed by all exhibitors within the family and a parent/legal guardian. Typed signatures will be accepted and are legally binding, as if they were physical signatures. The same completed form, representing the entire family, should be uploaded for each exhibitor. The system will prompt users to upload their documents when the first animal is added to the cart for each exhibitor.

2025 Declaration Form: https://www.asi.k-state.edu/extension/youth-programs/nominated-livestock/2025%20Declaration%20Form.pdf

PASSPORT APP
Optional. If you created a new PASSPORT account last year, your account was saved. Just log into your PASSPORT account. However, nominations will be easier to complete using a computer, which is recommended. NEW ShoWorks Passport users can create an account after submitting nominations for this year and completing the process. In the future, it will save all of your entries from year to year, as well as for other fairs and shows!