03-10-2025

Good morning, KSRE!

The state livestock nomination season has arrived! As many of you are aware, we transitioned to an online nomination system in 2022. It is going to continue to be imperative for families to plan ahead, read the materials provided, and be accountable for their state livestock nominations. Moving to an online system helped streamline the process from nomination, to entry, through participation in the state shows.

Exhibitors are required to complete two steps to actually be able to show in the Kansas State Fair Grand Drive and/or KJLS – nomination and show entry. Nomination is the identification and validation process that makes animals *eligible* to be shown at a state show, while show entry actually enters the 4-H/FFA member and animal into the show. The deadlines have not changed and will continue to be enforced. Families will have to submit their nomination information online and postmark their DNA envelopes by the appropriate date for animals to be eligible. They will also still need to get their barcode stickers from the local extension office after/at the time of tagging in order to complete the process. The barcode stickers are attached to each completed DNA envelope.

Who should nominate?
Youth must nominate all market animals and commercial breeding females for those animals to be eligible for the Kansas State Fair Grand Drive and/or KJLS.

What is state livestock nomination?
State livestock nomination is the formal process of identifying livestock projects a current 4-H or FFA member owns, posses, and would like to be eligible to show at one of the two state youth livestock shows in Kansas.

What are the nomination deadlines?

May 1 – Market Beef
                -steers
                -market heifers
June 15 – Small Livestock & Commercial Heifers
                -market hogs
                -commercial gilts
                -market lambs
                -commercial ewes
                -market meat goats
                -breeding does (ALL – commercial and registered)
                -commercial heifers

When do DNA Envelopes have to be ordered?
   10 days prior to nomination deadline

April 20 – Market Beef

June 5 – Small Livestock & Commercial Breeding Heifer

Do registered breeding heifers, gilts, and ewes have to be nominated?

Registered breeding females do not have to be nominated, since they show off of their papers. The registration papers must be in the exhibitor's name by the appropriate deadline and those animals basically skip the nomination process and go straight to show entry. Exhibitors are encouraged to make sure the tattoo, ear notches, tag, etc. matches the information listed on the papers to avoid being disqualified at one of the state shows. The exception is breeding does. Neither show offers a papered division for meat goat breeding does, so ALL meat goats have to be nominated to show in any division.

Do returning exhibitors need to use the existing account they created last year?
Yes! They will include their First and Last name, then select "I have previously registered…". This will allow them to login, input their 4-H age (before 1/1/2025), new YQCA number (for 2025), and animal housing location, then move on through the system. If they need to edit their other contact information, they can, but if everything is the same, they don't have to re-enter it all for this year. Families who have forgotten their password **SHOULD NOT** create a duplicate account. The system offers an option to reset their password.

Does a new family who is nominating for the first time need to do anything special before beginning the process?
Yes! Families who are nominating for the first time will need to request an official KSU Family Name and Nomination #. Requests are submitted through this link: KSU Family Name and Number Request. The official family name and number will be issued via the email provided in the online form. It takes 1-3 days business days to process name and number requests, so families will need to plan accordingly. Once a family receives their name and number, they will use it for the entire show career or all of their children. It becomes their name and number, permanently. Families should also make sure their children have completed YQCA for this year. Current certification numbers are required to set up exhibitor accounts.

What does the overview of the process look like?

1. Families will purchase official DNA envelopes directly through ShoWorks for each animal they would like to nominate.

- This is how the **nomination fee** will be paid in order to continue honoring family nominations without it costing the families on a per child basis. It also allows families to pay via credit card; the **cost is $12/envelope** (animal).

- The **new DNA envelopes** (re-designed in 2022 to match the online system) include a place for the **barcode sticker**, as well as additional animal

information. Extension Units are highly encouraged to make a copy and/or take pictures of their barcode stickers and keep them in a safe place. If the original stickers get misplaced, the family can tape a high-quality picture or copy of the sticker in the box on the envelope. They will still scan as long as the barcode is clear and high quality. Extra DNA envelopes ordered in 2022 and after may be used.

- Old DNA envelopes (purchased in 2021 or before) will not be accepted.

- **Extension Units and FFA Chapters are welcome to order DNA envelopes** and have them available in their office(s). However, they will cost the full $12/animal nomination fee. The process to order for extension units and chapters is similar to how a family would order them, but under the club sign in option. Extra DNA envelopes ordered this year may be used in the future. If you have questions about ordering for your extension unit, let me know.

- If families want to **order DNA envelopes before tagging** and return later to put in their animal information, they should login under one kid in the family (usually the oldest), confirm their contact information, and click on the circle with the "3-Items" at the top of the page. Detailed instructions may be found here. Otherwise, they can order them in one session after putting in all of their animal data as nomination entries and uploading their documents.

==DNA envelope orders will close 10 days prior to the nomination deadline for each specie. This will be **April 20** for market beef and **June 5** for small livestock. There is an option for expedited shipping if they miss the order deadline. However, it is $50. Please reiterate to your families the importance of getting DNA envelopes ordered early!==

2. Families will enter their animal and exhibitor data online through ShoWorks.

- Nominations must be submitted online by **5:00PM on the appropriate deadline**. The system will automatically close.

- All **tag numbers and identifying animal data** must be **submitted online through the *kansasnom* ShoWorks link**. Families may not continue through the system or submit an animal without completing the required fields. Information submitted online is official – families need to make sure to input accurate, 5-digit tag IDs (visual 4-H tag number) for each animal.

- **Animals need to be entered under each exhibitor within the family.** Otherwise, they will not show up later when it is time for show entry. This does mean an animal could be submitted in the system multiple times, for multiple kids within a family. For example, if a family has two kids – Wilber and Wanda, all of their animals need entered in the system under Wilbur's account AND under Wanda's account.

- **Club = County or FFA Chapter** – families need to choose the county or FFA chapter in which they participate and plan to show. Families will have to select their county or FFA chapter from a drop-down menu to designate their "Club" in ShoWorks. All of the FFA chapters are listed below the county in which they exist. For Example, a Dickinson County 4-H member will select "Dickinson" from the Club list. A young person showing under Abilene FFA will select "Dickinson – Abilene FFA" as their Club.

- Families will be able to **check a box for gilts, ewes, and does to dual nominate** them (market division and commercial breeding division) rather than enter those animals in the system twice. This option is only available under the market division, so that's where families will have to submit them to see the box to indicate "dual nomination".

- **ShoWorks refers to any animal or static item submitted into the system as an "entry"**. It is important to clarify that an entry during the nomination process means it is a tag number and affiliated animal data that a family wants to be eligible to exhibit at a state show. After nominating, they will still need to submit an official show entry directly through each specific show in which they would like to participate by the entry deadline. Kansas State Fair Grand Drive entries are due July 15, with KJLS entries due August 15. *A complete nomination "entry" does NOT constitute a show entry.* They are separate! While all three entities use ShoWorks, everyone has their own unique link. If a family plans to attend both state shows, they will need to login to their ShoWorks account and submit information and payment at least three (3) times (nominations, Grand Drive entries, KJLS entries). A clue to know if a family has submitted their nominations is to login under your club account. You will be able to see all of the kids and animals who have nominated under your county.

- The system will prompt families to **upload** a copy of each child's **YQCA certificate** and **2025 Declaration Form** when they enter their first nominated animal. Families need to have these documents handy on their computer before beginning the process. Both documents must be uploaded at the same time. Once the window is closed, uploaded documents cannot be added or edited. They have to talk to me to fix it. The system will accept PDF or image files (JPEG, PNG, etc.). Families may now type their signatures in, rather than using hand-written or an Adobe electronic signature on the Declaration Form. Agents and ag teachers will be able to see where families declare that animal is kept during the approval process (at their primary residence or an alternate location). If you question where a family has indicated the animal is being housed, you may request to see copy of a family's Declaration Form by emailing me.

- **Sheep & Meat Goats** – full **scrapie tag numbers** are required, including the Flock ID and individual animal number (example: KSS1234 56789). If it is a custom farm tag, families should look on the back of the tag for the Flock ID.

- **Swine** – all nominated hogs must be notched and report the **ear notch** in the system (example: 3-1).

3. Families will mail the completed and signed DNA samples, as well as a copy of their receipt for the animals they submitted online, by the deadline.

- **The postmark deadline will continue to be strictly enforced.** Late nominations will not be accepted.

- Families are HIGHLY ENCOURAGED to use **certified mail**. They are also DISCOURAGED from placing their envelope in a general mail bin or personal mailbox for carrier pickup.

- Families must submit a **copy of their receipt of online submissions, listing all of the tag numbers entered online, with their DNA** envelopes. If questions arise, we'll refer to their receipt and the DNA received.

- The DNA envelopes and receipt will need to be placed in a mailing envelope, as done previously, and mailed to the youth livestock program on campus:

Mailing Address:
State 4-H/FFA Shows
Kansas State University
Attn: Lexie Hayes
214 Weber Hall
1424 Claflin Road
Manhattan, KS 66506

4. Extension Agents and FFA Advisors will approve nominations online through ShoWorks.

This process is similar to how Grand Drive entries for the state fair have been approved for the last several years. Nominations submitted by 4-H members should be approved by an Extension Agent. FFA Advisors will approve entries submitted by FFA members.

Families will have to select their county or FFA chapter from a drop-down menu in ShoWorks. For the sake of the system **"club" = county or FFA chapter**. All of the counties should be listed. All FFA chapters are listed below the county in which they exist. For Example, a Dickinson County 4-H member will select "Dickinson" from the Club list. A young person showing under Abilene FFA will select "Dickinson – Abilene FFA" as their Club. The nominations will be listed for approval under the "club" selected by the exhibitor. ***Make sure your families use the club/county where they actually participate*** if they live in one and are 4-H members in another. Otherwise, you will not be able to view and approve their nominations.

Families will have to indicate where each animal is located: at their primary residence or kept at an alternate location. This information will be listed on the approval page.

Agents and FFA Advisors may login and approve all of the nominations at once, or periodically throughout the nomination season. We ask they be **approved by midnight on the nomination deadline.** This is **May 1 for Market Beef** and **June 15 for small livestock and commercial breeding heifers**. Families will also be encouraged to contact their agent/FFA advisor when they submit their nominations, so you know they are ready to be reviewed and approved.

Nomination approval can be done on your own time, anywhere you have an electronic device and access to the internet. You no longer have to be in the office to sign the last-minute forms.

Checking the box in the "approve" column has the same implications as signing physical forms in previous years. You are verifying you have physically seen the tag in the ear of the animal listed and the youth is a member in good standing of your organization. This includes being active in 4HOnline and having paid their program fees.

What are some important items to note?

Use the Resources
Please read through the Rookie Guide and use the resources provided. It is crucial that any family nominating this year, including seasoned ones, use the resources. They should answer most questions families will have. There are also step-by-step instructions in the Rookie Guide, as well as screen shots of each step, for each specie. If the Guide seems overwhelming to them, there is a Table of Contents and "Bookmarks" to navigate to the portion or specie they need. We have also added a "Quick Tips" this year to address the most commonly asked questions or items missed. The specie checklists have also been reformatted to include all the links a family should need as they go through the process.

Order DNA Envelopes Early
Families may either login, order envelopes, and return to submit their animal nomination information later, or submit all of the information online and order their envelopes in a single session. Either way, they should order their envelopes as early as possible. Those who haven't had their animals tagged yet and want to go ahead and order their envelopes need to select the "3-Items" circle at the top of the page once they login to skip ahead. Instructions on doing this may be found here. Families are also encouraged to order all of their DNA envelopes under one child. The animals have to be entered under every child in the family, but all of the envelopes can be ordered under just one of them.

No More Forms Mailed
No physical forms will be mailed or accepted. There are "worksheets" that look similar to the old nomination forms for families to use as a guide to assemble all of their data and enter it into the system. It is clearly noted on those documents they cannot submit them in lieu of completing the online process. Also, the additional details added to the

DNA envelopes will make it easy for families to use those to enter each animal into ShoWorks before dropping them in the mail.

YQCA Requirement
YQCA will continue to be required. Encourage families to complete their training as early as possible! They will need their new number and a valid certificate (good through 10/5/2025) for each child before they can submit any nominations. If they are only order DNA envelopes, they can order all of them under one child's name.

Animal Name for Auto-fill
Families are encouraged to use the name of their animal in ShoWorks, even though it is an optional field. This will allow them to quickly add each animal to another sibling in the family, using the "Auto-fill from previous" function in the system.

Receipt
Families must submit a copy of their receipt of online submissions with their DNA. The receipt we need is the one that lists all of the tag numbers nominated in the system. If questions arise, we'll refer to their receipt and the DNA envelopes received. They have the option to print it at the end when they check out, receive one via email, and can log back in at a later date to view/print a copy.

KSU Family Name and Numbers
Families will continue using their family name and 5-digit KSU Nomination #. Returning families need to use the number originally assigned to them. The KSU Family Name and Nomination Number List is posted on the youth livestock website. New families will need to request one before beginning the nomination process. The request will be completed online through Qualtrics. They will receive their number via email in 1-3 business days. Here is the link: https://kstate.qualtrics.com/jfe/form/SV_8tU94QBkQxL9IfY

Where can I find the link, resources, and information?
Resources and information regarding state livestock nominations are posted on the "Nomination Information" tab of the KSU youth livestock program website. I have attached the updates, all important dates for this year, and a document that includes all of the specie checklists, but please bookmark the website and visit it for all the other information, including the Rookie Guide.

KSU Youth Livestock Program Website: https://www.asi.k-state.edu/extension/youth-programs/

Nomination Resources & Information: https://www.asi.k-state.edu/extension/youth-programs/nominated-livestock/

ShoWorks Nomination Link: https://kansasnom.fairwire.com/

This information will be distributed to families in the next couple of days. The website is live. You are encouraged to link to our website, rather than update your individual

websites with all of the new materials. This will help avoid misinformation and prevent families from downloading old materials. **If you have previous state livestock nomination forms and information posted, please delete and unlink it!**

We will be hosting two zoom sessions, which will be recorded, later this spring. Once those dates are finalized, that information will be distributed.

Thanks,
Lexie

Lexie Hayes
Extension Assistant, Youth Livestock Coordinator
Animal Sciences & Industry
Kansas State University
214 Weber Hall
1424 Claflin Road
Manhattan, KS 66506
P: (785)-532-1264
F: (785)532-7059
KSU Youth Livestock Program Website
adhayes@ksu.edu