March 11, 2024

Good Morning Kansas Youth Livestock Families!

The state livestock nomination season has arrived! In 2022, we transitioned to an online nomination system, which will continue. I realize this email is incredibly long, but I encourage you to R-E-A-D it in its entirety – it will be very helpful in understanding the process and expectations for 2024 state livestock nominations. If you know of a new family who plans to state nomination this year, please feel free to forward this information to them!

It is going to be **IMPERATIVE** for you to plan ahead! You will not be able to wait until the last minute and successfully complete the nomination process.

Moving to an online system helped streamline the process from nomination, to entry, through participation in the state shows. Both steps will continue to be required – complete nomination and show entry. Additionally, the deadlines have not changed and will continue to be enforced. You will have to submit your information online, through ShoWorks, and postmark your completed and signed DNA envelopes by the appropriate date. Then, after your nominations are complete and have been verified, you'll submit your official show entries directly through the specific show in which you would like to participate – the Kansas State Fair Grand Drive and/or KJLS.

==**Who should nominate?**==
Kansas 4-H and FFA members who would like to exhibit livestock projects 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](#). When we refer to "state shows", these are the two shows in which Kansas state livestock nominations apply.

==**What are the nomination deadlines?**==

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

==**If we are a returning exhibitor, do we use the same ShoWorks account we created last year?**==
Yes! **Returning exhibitors need to use the existing account they created last year.** On the Sign In page, select the option on the right at the bottom of the page, "I have previously registered this year". This will allow you to login, input the child's 4-H age (before 1/1/24), new YQCA number (for 2024), and animal housing location, then move on through the system. If you need to edit an exhibitor's contact information or local agent, you can. But, if everything is the same, you don't have to re-enter it this year! If you have forgotten your password **DO NOT** create a duplicate account. This will complicate things later. The system offers an option to reset your password. It typically arrives within 5 minutes. Make sure to check your spam before re-sending the request. You may also contact me for assistance.

You will need to continue using your **assigned official family name and KSU nomination number**. A bright green postcard will be arriving in the mail soon with this information. There is also a list posted on the top of the Nomination Information page of the KSU youth livestock program website.

Your **first steps** as a returning exhibitor are to **locate your family name and KSU nomination number** and have each child in your family **renew their YQCA certification**!

==**We are newbies and will be nominating for the state shows for the first time this year, what do we need to do?**==
Use the resources provided, including the checklists and Rookie Guide! However, the first step to nominating is to **communicate with the local extension office** to let them know you are interested in showing at the state fair or KJLS and plan to state nominate animals. Then, you will need to request a KSU Family Nomination Name and Number and have the exhibitors in your family complete their YQCA training and download their certificates. You can also go ahead and complete the Declaration Form for your family. Make arrangements to **get your animals tagged**, usually by attending your county's spring tag in. Next, you'll navigate to the online system to **set up a ShoWorks account for each child** who plans to nominate and show animals. Then, you'll use those accounts to **order DNA envelopes** and **submit online nominations** for animals you'd like to be eligible once they've been tagged. Pull your DNA

[samples](#) for each animal and complete the envelope. Finally, you'll **print off a receipt listing the animals** you entered online and **mail it, with your signed DNA envelopes**, to the KSU Youth Livestock Program. Everyone is highly encouraged to use the resources available on the website to navigate the nomination process!

Once your nominations are complete, you still have one step left – enter the actual shows! You'll go through each show's respective website to officially enter and pay the fees for the shows in which your kids would like to participate. A complete nomination does not constitute show entry; it only makes animals eligible for the Kansas State Fair and KJLS.

==**Is there a video I can watch about state livestock nominations?**==
We will be hosting two Zoom sessions this spring to provide an overview and demonstration of the online process. Watch your email, as well as the K-State Youth Livestock Program Facebook page for details!

==**REMINDER – A COMPLETE NOMINATION DOES NOT CONSTITUTE SHOW ENTRY!**==
Exhibiting at a state show is a multi-step process. Nomination makes animals eligible to subsequently be entered and shown in the Grand Drive and/or KJLS. **Nomination does NOT constitute show entry.** After completing the nomination process, exhibitors must use the specific entry link for each show to login to their ShoWorks account, submit their show entries, and pay the affiliated fees, in order to actually participate. **Families who plan to exhibit in both state shows** will login to their ShoWorks account **and submit information, as well as payment, at least three times**, using the unique link affiliated with each step in the process (nominations, Grand Drive entries, KJLS entries).

==**What does the online nomination process through ShoWorks look like?**==

1. **Purchase official DNA envelopes online, directly through ShoWorks, for each animal you would like to nominate. 1 animal = 1 envelope.**

- **Cost** – Purchasing DNA envelopes is how the nomination fee will be paid in order to continue honoring family nominations without it costing you on a per child basis. It also allows you to pay via credit card; funds will no longer be included when you mail your DNA samples. The cost is **$12/animal (per envelope)**.

- **User Account** – You are **encouraged to order all of the DNA envelopes** your family needs **under one child** in the family. A valid YQCA number will be required to place an order. While the animals must be entered under the exhibitor account for each child within the family, they don't all have to have a corresponding DNA envelope order. As long as envelopes have been purchased under one exhibitor in the family, that is acceptable.

- **Barcode Stickers & Info on DNA Envelopes** – The new DNA envelopes have been re-designed to include a place for the barcode sticker, as well as additional animal

information. Most people have found it easiest to order their DNA envelopes, pull samples, then sit down and enter the animals into ShoWorks under each kid, using the information on the envelope. You will need to obtain the **barcode stickers** for your tags from the **local extension office**. This barcode sticker goes in the box in the upper right corner of each DNA envelope.

- **Unacceptable DNA Envelopes – Old DNA envelopes** (purchased by Extension Units in 2021 or before) will **NOT** be **accepted**.

- **Leftover DNA Envelopes** – Extra DNA envelopes ordered in 2022 or 2023 may be used. They may also be shared with another family. However, we do ask you notify the Youth Livestock Program if you redistribute extra envelopes to another family.

- **DNA Envelope Order Deadline** – 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. Order them early to make sure they arrive in time!

- **OVERNIGHT OPTION CONTINUING THIS YEAR –** An option for expedited overnight delivery will continue this year. The cost will be $50 and envelopes will be overnighted. This means we will continue to ship DNA envelopes after the order deadline, but you will have to add the expedited shipping fee to your cart and pay extra for this service upon placing the order in ShoWorks. It is in addition to the $12/envelope nomination fee. This additional option is only extended until 2 business days before the deadline and is dependent upon overnight service available (some rural areas do not guarantee true overnight delivery). If you order prior to the appropriate order deadline (April 20 or June 5), you do not need to pay the expedited shipping fee and your envelopes will be sent standard mail via USPS.

- **In-person Pick Up** – If you, or someone you trust, will be in the Manhattan area, DNA envelopes may also be picked up in-person. After placing your order through ShoWorks, you will need to contact me immediately to make arrangements for pickup. Otherwise, we'll send them out in the mail next day. Popular local events people have used as an opportunity to pick up in Weber are state FFA contests, K-State graduation, and state FFA convention.

- **You must pay to get your DNA envelopes** – Exhibitors must manually enter the number of DNA envelopes they would like to order under page 3 "Items" in the system. *It does **NOT** auto calculate based on tag numbers entered in the system*. If you don't put in your payment information and get a receipt indicating your card was charged, you haven't placed an order to receive envelopes!

2. **Enter your animal & exhibitor data online through ShoWorks. It is recommended that you use a computer to complete this step.**

- **Online Nomination Deadline –** state livestock nominations must be **submitted by 5:00PM** on the appropriate deadline. The system will automatically close.

- **Adding Animals to Exhibitor Accounts in System** – All **tag numbers** and **identifying animal data** must be **submitted online through ShoWorks**. You may not continue through the system or submit an animal without completing the required fields. *==Animals will have to be entered under each exhibitor within the family==.* Otherwise, they will not show up later when it is time for show entry. If you have two kids, Wilbur and Wanda, all of the animals must be entered in the system under both Wilbur's exhibitor account AND under Wanda's exhibitor account.

- **Dual Nominating Animals** – You may use the slider "YES/NO" checkbox for gilts, ewes, and does to **dual nominate** them for both the 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 you will have to submit them to see the box to indicate "dual nomination". If you are dual nominating an animal, it's the same animal, with the same DNA, so only one (1) DNA envelope will be submitted, signed by all the exhibitors in the family.

- **Tag ID** – Your tag numbers are submitted in the system under the **"Tag ID"** field. This is the **5-digit visual tag number** of the **Kansas 4-H EID tag** in the animal's ear. Once you enter the first animal in the system under each exhibitor's account, you will also be required to upload their required documents. If you haven't had your county tagging, don't have your 2024 Declaration Form complete, or don't have the new YQCA certificate for the child, you can't start entering animals in the system yet! Those three items are paramount to successfully entering animal nominations into the system.

- **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 you want to be eligible to exhibit at a state show. You will still need to submit an official show entry directly through each specific show in which you/your children would like to participate by the show 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!

- **Required Documents to Upload** – The system will prompt you to upload a copy of each child's **[YQCA certificate](#)** and **[2024 Declaration Form](#)** when you enter the first nominated animal for each exhibitor. You need to have these documents handy on your computer before beginning the process. The system will accept PDF or image files (JPEG, PNG, etc.). You will need to download the Declaration form before completing it for full functionality of the form-fillable PDF. The agent signature has also been removed from the Declaration Form to allow you to complete it electronically, within your household, but agents will be able to see where you declare that animal is kept during the approval process (at your primary residence or an alternate location). While the Declaration Form

will be uploaded under each exhibitor, you should still complete one form that represents your entire family. Have all eligible kids and a parent/legal guardian sign a single form, save or take a picture of it, then upload the same completed form for each child.

- **Swine** – **ear notches are required** for all state nominated hogs. You are required to submit the ear notches in the system. *Example: 9-3*. Contact your local extension office, ag teacher, project leader, or breeder for assistance in correctly reading your ear notches. Resources are also available at the bottom of the Nomination Information page.

- **Sheep & Meat Goats – full scrapie tag numbers are required, including the Flock ID and individual animal number.** Both parts must be submitted online AND written on the DNA envelope. *Example: KSS0035 16150*. If your lamb or goat has a custom farm tag "Wildcat Farms 1234", look on the back of the tag. The Flock ID is on the scrapie tag somewhere! The custom farm name will not be accepted – we need the actual number.

- **CONTINUING THIS YEAR – TYPED SIGNATURES ACCEPTED ON DECLARATION FORM!** Families may now type their signatures in, rather than using hand-written or an Adobe electronic signature, for both exhibitors and a parent/legal guardian. Typed signatures from parties have the same implications as an original, hand-written signature. Hopefully, this will make it easier to complete, save, and upload the form. Any acceptable form of signature you chose to use on the form is legally binding.

- **Electronic Signature – Typing "YES"** in the signature box at the end of the submission process has **the same implications as a hand-written signature** on the physical forms previously used.

- **"Club" = County or FFA Chapter!** You need to select the county or FFA chapter in which you participate from the "Club" drop-down menu. **NEW THIS YEAR** – all FFA chapters have been added under their county. For example, Dickinson county 4-H members will select "Dickinson" as their club, while an FFA member showing from Abilene will select "Dickinson – Abilene FFA" as their Club. It is vitally important you select the correct club! Otherwise, the agent/ag teacher will not have access to your nominations to approve them. Select the club in which you actually participate.

3. **Mail the completed and signed DNA samples, as well as a copy of your receipt for the animals you submitted online, listing all tag numbers, by the nomination deadline.**

- **The postmark deadline will continue to be strictly enforced** – Late nominations will not be accepted. The postmark date on the envelope must read on or before the listed the deadline. If you are cutting it close, ask the postal employee to stamp or "round date" your envelope to make sure it meets the deadline.

- **Use Certified Mail** – You are **HIGHLY ENCOURAGED** to use **certified mail**. Requesting a return receipt will cost a little extra, but can offer peace of mind. Once it is received in our office, we sign the postcard, and it gets returned to you. So, you'll know we physically received your DNA envelopes! We process DNA envelopes in the order in which they are received, which usually takes about two weeks. You are also **DISCOURAGED** from **placing your mailing envelope** in a **general mail bin** or **personal mailbox** for carrier pickup. K-State, KJLS, and/or the Kansas State Fair are not responsible for late, lost, or misdirected mail.

- **Mail a Copy of Your Animal Submission Receipt** – You must submit a **copy of your receipt** of online submissions with your DNA envelopes. The receipt we need is the one **that lists all of the tag numbers** and animal information you submitted. If questions arise, we'll refer to your receipt and the DNA envelopes received. The **tag IDs** and information **submitted online**, as well as provided **on the signed DNA envelope is official**.

- **Mailing Address** – 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:

  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.**

- **Select Correct Club** – You will have to select your county or FFA chapter from a drop-down menu in ShoWorks. For the sake of the system **"club" = county or FFA chapter**. Select where your family participates, not where you live, if they are different. The nominations will be listed for approval under the "club" selected by the exhibitor. The same goes for the county on the DNA envelope – please make sure to use the county where you actually participate. Please communicate with your extension office about your nominations, including your intension to nominate and when you've submitted your animals online. As a family, it is your responsibility to communicate with the local extension office or FFA advisor regarding your intensions to have animals tagged, state nominate, and participate in the state shows.

==**What are other important details to know for this process to go smoothly?**==

- **Use the Rookie Guide** – Please read through the *[Rookie Guide](#)* and use the resources provided. It is crucial that anyone nominating this year, including seasoned veterans,

use the resources. They should answer most questions you 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, there is a Table of Contents to navigate to the portion or specie you need. There is also a 3-page Quick Tips sheet that has been added this year. It addresses the most commonly asked questions and mistakes. For more details about each step, you are encouraged to refer to the rookie guide. Finally, the Checklists for each specie have been re-formatted to be as helpful as possible in getting everything submitted in a timely fashion! Each specie now has their own page.

- **Order DNA Envelopes Early** – You may either login, order envelopes, and return to submit your animal nomination information later, or submit all of the information online and order your envelopes in a single session. Either way, you should **order your envelopes as early as possible**. To skip ahead in the system to order envelopes before your animals are tagged, click the "3-Items" circle on the navigation bar on the top of the page – after you sign in and complete the exhibitor information for one of the children in the family. These instructions are also posted online. *If you just order DNA envelopes and plan to return later to enter your animals, make sure you do by the deadline!* If you forget, your animals will be ineligible. They have to be in the online system for us to accept your signed DNA envelopes.
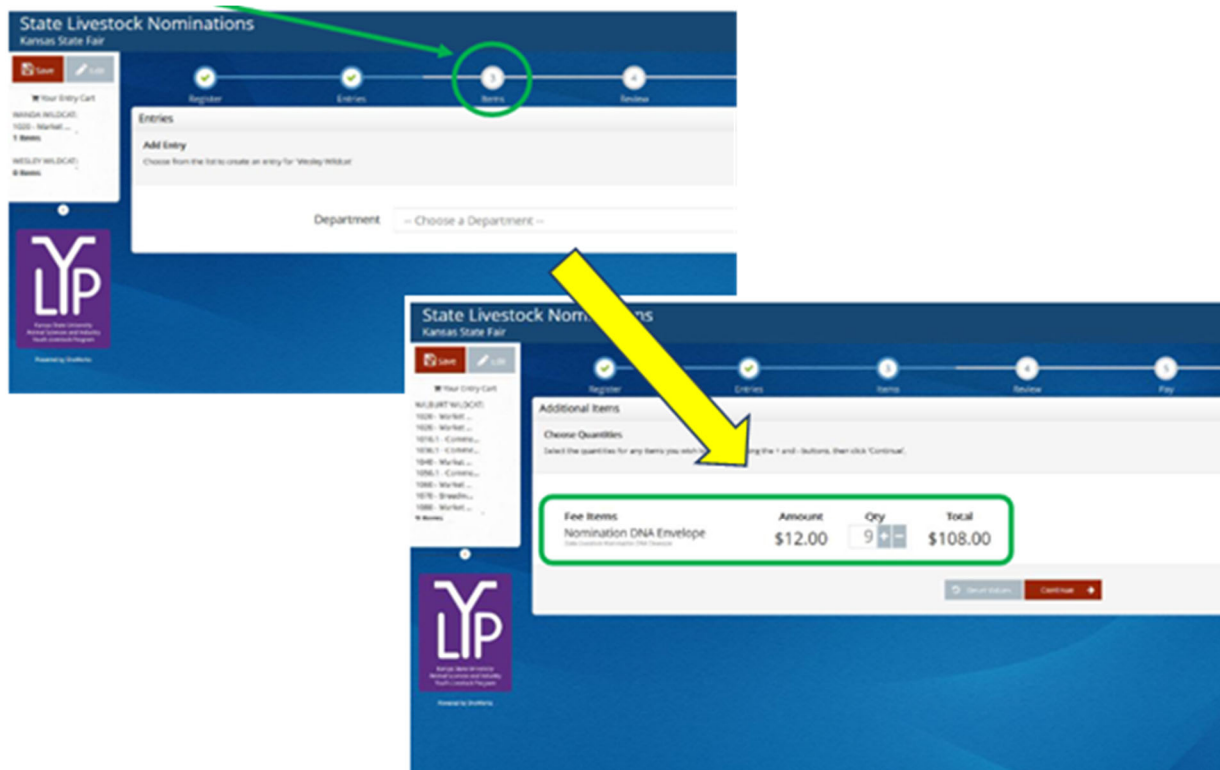
- **No physical nomination forms** will be **accepted**. There are "worksheets" that look similar to the old nomination forms for you to use as a guide to assemble all of your

data and enter it into the system. It is clearly noted on those documents they cannot be submitted in lieu of completing the online process.

- [YQCA](#) will continue to be **required**. Have your kids complete their training as early as possible! They will need a valid certificate (good through 10/1/2024) before you can order DNA envelopes or submit any nominations. Also, make sure to download each child's certificate immediately after completing the course!

- **Animal Names** – You are encouraged to use the name of your animal in ShoWorks, even though it is an optional field. This will allow you to quickly add each animal to another exhibitor in the family with the auto-fill.

- **Receipt** – there are three (3) ways to access your receipt. Print it off when you submit your nominations, make sure the box is checked to receive a copy via email, or login and select the "transactions" option from the profile button in the upper right corner. If this is your first time nominating, check your spam/junk folder if the receipt doesn't appear in your inbox within 5-10 minutes.

- **KSU Family Name & Number** – You will continue using your family name and 5-digit KSU Nomination #. Returning families (even if you haven't nominated in a few years) need to refer to the updated [Family Name and Number List](#) on the website. It will also be provided on the lime green postcard those of you who have nominated in the last few years will be receiving in the mail. New families need to request a KSU Nomination # before beginning the nomination process. The request will be completed online through Qualtrics. You will receive your number via email in 1-3 business days. If you haven't seen it in that time, check your spam folder. If you don't see it in either place, please email adhayes@ksu.edu before submitting a second request. Here is the link for new families nominating for the first time to request a KSU Nomination #: https://kstate.qualtrics.com/jfe/form/SV_8tU94QBkQxL9IfY

Are there any important updates or changes from last year?
There are a few minor changes this year, but overall the system will be very similar to last year. The most significant changes are the expansion of the Club list to include all FFA chapters, the change in the Kansas 4-H policy regarding animals that participate in a county fair premium auction, and a variety of breed classifications and schedule changes for each show. All exhibitors need to refer to the rules for each show in which they plan to participate for specific details on the changes for the 2024 Grand Drive and KJLS.

Do you have a list of helpful links and Resources?
[All Important Dates](#)
[2024 Updates](#)
[2024 Declaration Form](#)
[Rookie Guide](#)
[Nomination Checklist](#)

Quick Tips
Nomination Online System Instructions
ShoWorks Field Description Key
YQCA Program
YQCA Memo for Families
Scrapie Tag Resource
Ear Notch Resource
DNA Sample Collection Resources

Kansas State Fair Grand Drive
KJLS

Kansas State Livestock Nomination System Link (ShoWorks): https://kansasnom.fairwire.com/

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

Thanks,
Lexie

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