

Kansas State Youth Livestock Nomination Process

Nomination Checklist – Market Beef

I have a market steer or market heifer to nominate, what do I submit?



- 1. Locate KSU Family Name & Nomination #**
 - *Returning Families* – use original name and number issued the first year you nominated
 - ✓ [List](#) available on “[Nomination Information](#)” tab of KSU YLP website
 - *New Families* – those nominating for the first time, request one [here](#).
 - ✓ Official KSU Family Name & Number will be emailed in 1-3 business days. Will use this information on nomination and show information in the future.
- 2. YQCA Certificate** – all exhibitors must be YQCA certified and have a valid certificate through 10/1/2024
 - Exhibitors need to complete their [YQCA](#) training as early as possible and download the certificate
 - Certificate must be downloaded and available prior to nominating animals through ShoWorks
 - ✓ must have new number available to order DNA envelopes
 - ✓ system will prompt exhibitor to upload certificate when first animal is added to system
- 3. Get Animal Tagged by May 1** with a Kansas 4-H Electronic Identification (EID) tag
 - ✓ Contact your local extension office if calf has an existing 840 EID tag upon purchase
 - ✓ Tag ID for ShoWorks & DNA envelope is visual 5-digit number on Kansas 4-H EID tag
- 4. Exhibitor Information Online** – use state nomination link to submit information – <https://kansasnom.fairwire.com/>
 - *Returning Exhibitors* – use existing account created in 2023; do NOT create duplicate account
 - *New Exhibitors* – create account using instructions in Rookie Guide
 - ✓ may create individual exhibitor account or add new exhibitor account to Quick Group
 - ✓ “Quick Groups” are optional; ShoWorks tool to manage multiple exhibitors in family
- 5. Complete 2024 Declaration Form** – complete all sections and include all signatures
 - Form available on the “[Nomination Information](#)” page of the KSU YLP website – [2024 Declaration Form](#)
 - Complete and save form before beginning nominations
 - If you answered “No” for the housing question, must fully complete Section 2, including:
 - ✓ specie(s)
 - ✓ description of how you will care for animals not housed at your primary residence
 - Upload into ShoWorks system for each exhibitor within family
 - ✓ complete one form/family; have all exhibitors in family sign it; upload same form for all kids
 - ✓ **must upload simultaneously with YQCA certificate when first animal is added to the system**
- 6. Purchase & Complete DNA Envelope**
 - Purchase online by **April 20** via ShoWorks (payment of nomination fee). Non-refundable.
 - Collect DNA hair sample – hair must be pulled, not cut. Obtain at least 40 follicles. [Instructions](#) on website.
 - All exhibitors within the family and a parent/guardian must sign the front of the DNA envelope.
- 7. Animal Nomination Entry Submitted through ShoWorks by May 1:** <https://kansasnom.fairwire.com/>
 - Department – Cattle • Division – Market Beef • Breed • Tag Number
 - Club (exhibitor’s county or FFA chapter) • Animal Gender • Housing Location
 - Make sure 4-H tag number in animal’s ear matches Animal ID on DNA and Tag ID in system.
 - **Enter animal nomination under each exhibitor within the family. If you have 2 kids, enter animals under both.**
- 8. Mail DNA & Copy of Receipt** – All of the above must be **completed** & DNA **postmarked** by **May 1**.
 - Certified Mail *highly* encouraged.
 - Include copy of ShoWorks submission receipt (with animals, Tag IDs, etc. listed) with signed DNA envelope(s).

Kansas State Youth Livestock Nomination Process

Nomination Checklist – Commercial Heifer

I have a commercial heifer to nominate, what do I submit?

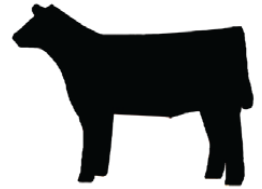


- 1. Locate KSU Family Name & Nomination #**
 - *Returning Families* – use original name and number issued the first year you nominated
 - ✓ [List](#) available on “[Nomination Information](#)” tab of KSU YLP website
 - *New Families* – those nominating for the first time, request one [here](#).
 - ✓ Official KSU Family Name & Number will be emailed in 1-3 business days. Will use this information on nomination and show information in the future.
- 2. YQCA Certificate** – all exhibitors must be YQCA certified and have a valid certificate through 10/1/2024
 - Exhibitors need to complete their [YQCA](#) training as early as possible and download the certificate
 - Certificate must be downloaded and available prior to nominating animals through ShoWorks
 - ✓ must have new number available to order DNA envelopes
 - ✓ system will prompt exhibitor to upload certificate when first animal is added to system
- 3. Get Animal Tagged by June 15** with a Kansas 4-H Electronic Identification (EID) tag
 - ✓ Contact your local extension office if calf has an existing 840 EID tag upon purchase
 - ✓ Tag ID for ShoWorks & DNA envelope is visual 5-digit number on Kansas 4-H EID tag
- 4. Exhibitor Information Online** – use state nomination link to submit information – <https://kansasnom.fairwire.com/>
 - *Returning Exhibitors* – use existing account created in 2023; do NOT create duplicate account
 - *New Exhibitors* – create account using instructions in Rookie Guide
 - ✓ may create individual exhibitor account or add to Quick Group
 - ✓ “Quick Groups” are optional; ShoWorks tool to manage multiple exhibitors in family
- 5. Complete 2024 Declaration Form** – complete all sections and include all signatures
 - Form available on the “[Nomination Information](#)” page of the KSU YLP website – [2024 Declaration Form](#)
 - Complete and save form before beginning nominations
 - If you answered “No” for the housing question, must fully complete Section 2, including:
 - ✓ specie(s)
 - ✓ description of how you will care for animals not housed at your primary residence
 - Upload into ShoWorks system for each exhibitor within family
 - ✓ complete one form/family; have all exhibitors in family sign it; upload same form for all kids
 - ✓ **must upload simultaneously with YQCA certificate when first animal is added to the system**
- 6. Purchase & Complete DNA Envelope**
 - Purchase online by **June 5** via ShoWorks (payment of nomination fee). Non-refundable.
 - Collect DNA hair sample – hair must be pulled, not cut. Obtain at least 40 follicles. [Instructions](#) on website.
 - All exhibitors within the family and a parent/guardian must sign the front of the DNA envelope.
- 7. Animal Nomination Entry Submitted through ShoWorks by June 15:** <https://kansasnom.fairwire.com/>
 - Department – Cattle
 - Club (exhibitor’s county or FFA chapter)
 - Housing Location
 - Make sure 4-H tag number in animal’s ear matches Animal ID on DNA and Tag ID in system.
 - **Enter animal nomination under each exhibitor within the family. If you have 2 kids, enter animals under both.**
 - Division – Commercial Breeding Heifer
 - Breed – Commercial Breeding Heifer
 - DOB (must be in 2023 for KJLS)
 - Tag Number
 - Animal Gender
- 8. Mail DNA & Copy of Receipt** – All of the above must be **completed** & DNA **postmarked** by **June 15**.
 - Certified Mail *highly* encouraged.
 - Include copy of ShoWorks submission receipt (with animals, Tag IDs, etc. listed) with signed DNA envelope(s).

Kansas State Youth Livestock Nomination Process

Nomination Checklist – Dual Nominated Heifer

I have a heifer that I would like to nominate as BOTH a commercial breeding heifer AND a market heifer, what do I submit?



**No market heifer division available at KJLS; only state fair.*

- 1. Locate KSU Family Name & Nomination #**
 - *Returning Families* – use original name and number issued the first year you nominated
 - ✓ [List](#) available on “[Nomination Information](#)” tab of KSU YLP website
 - *New Families* – those nominating for the first time, request one [here](#).
 - ✓ Official KSU Family Name & Number will be emailed in 1-3 business days. Will use this information on nomination and show information in the future.
- 2. YQCA Certificate** – all exhibitors must be YQCA certified and have a valid certificate through 10/1/2024
 - Exhibitors need to complete their [YQCA](#) training as early as possible and download the certificate
 - Certificate must be downloaded and available prior to nominating animals through ShoWorks
 - ✓ must have new number available to order DNA envelopes
 - ✓ system will prompt exhibitor to upload certificate when first animal is added to system
- 3. Get Animal Tagged by May 1** with a Kansas 4-H Electronic Identification (EID) tag
 - ✓ Contact your local extension office if calf has an existing 840 EID tag upon purchase
 - ✓ Tag ID for ShoWorks & DNA envelope is visual 5-digit number on Kansas 4-H EID tag
- 4. Exhibitor Information Online** – use state nomination link to submit information – <https://kansasnom.fairwire.com/>
 - *Returning Exhibitors* – use existing account created in 2023; do NOT create duplicate account
 - *New Exhibitors* – create account using instructions in Rookie Guide
 - ✓ may create individual exhibitor account or add to Quick Group
 - ✓ “Quick Groups” are optional; ShoWorks tool to manage multiple exhibitors in family
- 5. Complete 2024 Declaration Form** – complete all sections and include all signatures
 - Form available on the “[Nomination Information](#)” page of the KSU YLP website – [2024 Declaration Form](#)
 - Complete and save form before beginning nominations
 - If you answered “No” for the housing question, must fully complete Section 2, including:
 - ✓ specie(s)
 - ✓ description of how you will care for animals not housed at your primary residence
 - Upload into ShoWorks system for each exhibitor within family
 - ✓ complete one form/family; have all exhibitors in family sign it; upload same form for all kids
 - ✓ **must upload simultaneously with YQCA certificate when first animal is added to the system**
- 6. Purchase & Complete DNA Envelope**
 - Purchase online by **April 20** via ShoWorks (payment of nomination fee). Non-refundable.
 - Only need (1) envelope/animal.
 - Collect DNA hair sample – hair must be pulled, not cut. Obtain at least 40 follicles. [Instructions](#) on website.
 - All exhibitors within the family and a parent/guardian must sign the front of the DNA envelope.
- 7. Animal Nomination Entry Submitted through ShoWorks by May 1:** <https://kansasnom.fairwire.com/>
 - *Submit heifer under both market beef and commercial breeding heifer divisions in the ShoWorks system.*
 - Department – Cattle • Division – Market Beef & Commercial Breeding Heifer • Breed • DOB
 - Club (exhibitor’s county or FFA chapter) • Tag Number • Animal Gender • Housing Location
 - Make sure 4-H tag number in animal’s ear matches Animal ID on DNA and Tag ID in system (tag number).
 - **Enter animal nomination under each exhibitor within the family. If you have 2 kids, enter animals under both.**
- 8. Mail DNA & Copy of Receipt** – All of the above must be **completed** & DNA postmarked by **May 1**.
 - Certified Mail *highly* encouraged.
 - Include copy of ShoWorks submission receipt (with animals, Tag IDs, etc. listed) with signed DNA envelope(s).