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/](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/](https://kansasnom.fairwire.com/)
   - Department – Cattle
   - Division – Market Beef
   - Club (exhibitor’s county or FFA chapter)
   - Breed
   - Animal Gender
   - Tag Number
   - 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).
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.

   - Department – Cattle
   - Club (exhibitor’s county or FFA chapter)
   - Housing Location
   - Tag Number
   - Division – Commercial Breeding Heifer
   - Breed – Commercial Breeding Heifer
   - DOB (must be in 2023 for KJLS)
   - 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 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.

   *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).