

March 1, 2022

Good Evening Kansas Youth Livestock Families~

The new year is in full swing and before we know it, the state livestock nomination season will be upon us! As many of you are aware, we are transitioning to an online nomination system this year. Patience and cooperation will be necessary as we navigate this change. I realize this email is incredibly long, but I encourage you to read it in its entirety. It will be very helpful in understanding the process and expectations for 2022 state livestock nominations!

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

Moving to an online system will help streamline the process from nomination, to entry, through participation in the state shows. Both steps will continue to be required – 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.

All market animals and commercial breeding females must be nominated to be eligible for the Kansas State Fair Grand Drive and Kansas Junior Livestock Show (KJLS). When we refer to “state shows”, these are the two shows in which state livestock nominations apply.

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

*Registered breeding females that will only be exhibited in the breeding division 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 they basically skip the nomination process and go straight to show entry. This has not changed. Refer to each show’s rules for specific details. 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.

We will be hosting a few Facebook Live and Zoom sessions this spring to provide an overview and demonstration of the new online nomination process. Watch your email, as well as the Kansas State Youth Livestock Program Facebook page, for details! The “Nomination Information” tab of the youth livestock program website is also an invaluable resource. The link to the page is included at the bottom of this email.

Process Overview:

1. Purchase official DNA envelopes in advance directly through ShoWorks for each animal you would like to nominate. 1 animal = 1 envelope.

- This 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 has increased to \$12/animal.
- The new DNA envelopes have been re-designed to include a place for the barcode sticker, as well as additional animal information.
- Old DNA envelopes (purchased by Extension Units in 2021 or before) will NOT be accepted.
- Extra DNA envelopes ordered this year may be used in the future. They may also be shared with another family. However, we do ask you notify the Youth Livestock Program if you redistribute extra envelopes to a different family.
- DNA envelope orders will close one (1) week prior to the nomination deadline for each specie. This will be **April 24** for market beef and **June 8** for small livestock. Order them early!

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

- Nominations must be submitted by 5:00PM on the appropriate deadline. The system will automatically close.
- All tag numbers and identifying animal data that was previously submitted on the paper specie nomination forms will now be submitted 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, as well as each division in which you would like it to be eligible. For example, if you are not sure how you would like to show a dark crossbred gilt, you will need to enter her in the system as a market hog AND a commercial breeding gilt. However, it's the same animal, so only one (1) DNA envelope will be submitted, signed by all the exhibitors in the family.

- 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. [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!
- The system will prompt you to upload a copy of each child’s YQCA certificate and 2022 Declaration Form when you enter their first nominated animal. 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.). The agent signature has been removed from the Declaration Form to allow you to complete it electronically, or 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. The form is attached to this email.
- Typing “YES” in the signature box at the end of the submission process has the same implications as a wet signature on the physical forms.

3. Mail the completed and signed DNA samples, as well as a copy of your receipt for the animals you submitted online, by the 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.
- 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! 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.
- You must submit a copy of your receipt of online submissions with your DNA envelopes. If questions arise, we’ll refer to your 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:

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.

- 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.

Important Notes:

- Please read through the [Rookie Guide](#) and use the resources provided on the youth livestock program website, under the “[Nomination Information](#)” tab. It is crucial that anyone nominating this year, including seasoned veterans, use the resources. They should answer most questions you will have during this transition. There are also step-by-step instructions in the Rookie Guide, as well as screen shots of each step, for each specie.
- 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 at the end in a single session. Either way, you should order your envelopes as early as possible.
- No physical forms will be mailed or 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. Also, the additional details added to the DNA envelopes will make it easy for you to use those to enter each animal into ShoWorks before dropping them in the mail.
- YQCA will continue to be required. Have your kids complete their training as early as possible! They will need a valid certificate (good through 10/2/2022) before you can submit any nominations. Also, make sure to download each child’s certificate immediately after completing the course!

- 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, as well as other divisions (dual nominate a heifer).
- You must submit a copy of your receipt of online submissions with your DNA samples. If questions arise, we'll refer to your receipt and the DNA envelopes received.
- 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 listed 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. Here is the link to the request: https://kstate.qualtrics.com/jfe/form/SV_8tU94QBkQxL9IfY

Everyone is encouraged to download the ShoWorks passport app. This will allow us to communicate with individual families, or to the masses, via a notification system, if you enable notifications in the app. We are hopeful this option will be beneficial in sharing information regarding your nomination status, as well as messages directly related to the shows in the fall.

ShoWorks Online Nomination System Link: <https://kansasnom.fairwire.com/>

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

GRAND DRIVE & KJLS IMPORTANT DATES

April 24	Last Day to Order Beef DNA Envelopes
May 1	Market Beef Nominations Due
June 8	Last Day to Order Small Livestock DNA Envelopes
June 15	Small Livestock Nominations Due -Market Swine, Commercial Gilt -Market Lamb, Commercial Ewe -ALL Meat Goat (Market & Breeding)
	Commercial Heifer Nominations Due
	Registered Breeding Heifer Papers in Exhibitor's Name
	Registered Breeding Gilt Papers in Exhibitor's Name
July 1	Registered Breeding Ewe Papers in Exhibitor's Name
July 15	Kansas State Fair Grand Drive Entry Deadline
July 25	Kansas State Fair Grand Drive Late Entry Deadline
August 15	KJLS Entry Deadline
August 25	KJLS Late Entry Deadline
Sept. 9 - 11	Kansas State Fair Grand Drive
Sept. 30 - Oct. 2	KJLS

All market animals must be nominated to be eligible for either show.

All commercial breeding females must be nominated to be eligible for either show.

Registered breeding females must be in the exhibitor's name by the appropriate date to be eligible for either show.

All meat goats, including market, commercial does, and registered breeding does must be nominated to be eligible for either show.

<http://bit.ly/ksunominations>

<https://www.kansasstatefair.com/p/participate/grand-drive>

<http://www.kjls.net/>

Thanks,
Lexie

Lexie Hayes#

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