2024 Aksarben Stock Show Nomination Process

For exhibitors that submitted DNA envelopes for the NE State Fair please see the instructions for Dual Nomination for Aksarben Stock Show and Nebraska State Fair

IMPORTANT REMINDERS:

- Read all the nomination rules prior to nomination.
- DNA envelopes must be ordered prior to nomination being submitted.
- **DNA envelopes must be postmarked to return to the Aksarben Stock Show by July 1st.**
- **Every exhibitor must submit nomination information online by 5 p.m. Central Time on July 1st.**
- Official nomination and DNA is required for market and breeding beef, feeder calves, market and breeding goats, market and breeding sheep, and market and breeding swine.
- Family nominations are allowed, but you must follow the steps outlined below.
- Dual nomination of females in both market and breeding is allowed, but you must follow the steps outlined below. You will only need to submit one DNA envelope for that animal.

1. **Order Official DNA Envelopes – MUST BE DONE PRIOR TO NOMINATION**
    a. DNA envelopes must be ordered for and paid online by going to aksarbenstockshow.com. Only official DNA envelopes from the Aksarben Stock Show will be accepted, so please plan accordingly. Specific instructions can be found below.
    b. Family nominations are allowed, but please see instructions specific for that below.
    c. Envelopes cost $8/envelope. There is no limit on the number of animals an exhibitor may nominate, but each animal must have its own envelope. There is no refund for unused envelopes.
    d. New in 2024 we are offering the ability to request Priority Postage from the beginning. There is an additional cost of $12 per order. By ordering with Priority Postage, you will receive an email with the tracking information.
    e. Starting at noon (Central Time) on June 14th you will be required to select Priority Postage and pay the additional cost of $12 per order.
    f. Starting at noon (Central Time) on June 21st you will be required to select Express Priority Postage and pay the additional cost of $35 per order.
    g. **Ordering of DNA envelopes will close at noon (Central Time) on June 26th, no exceptions, so please plan accordingly.**
    h. Steps to Ordering DNA Envelopes Online
        i. Register
            1. Create an account and establish a password by choosing "I am a new exhibitor." **It is important to save the password you select, as it will be used when logging in to submit nominations for that exhibitor.**

  a. Important to Note: Create an account for ONE exhibitor within the family to order DNA envelopes. Until the DNA envelope information is entered during the nomination process (step 2 below) the DNA envelope is NOT connected to any exhibitor.
    i. Also, if you are planning on completing a family nomination it is recommended to go ahead and select the Quick Group option, create a family login then create an account for the one exhibitor you are ordering DNA through using this feature.
  2. Input the address of where to send the DNA envelopes.
  3. Input the county of residence.
  4. Enter a phone number to contact if there are issues.
  5. Enter an email address for the order.
  6. A birthdate for the exhibitor whose name you are creating an account for will be inputted.
 ii. Skip past Entries.
 iii. Items
  1. Select the number of DNA envelopes needed. Envelopes are good for all four species.
   a. Reminder – Until the DNA envelope information is entered during the nomination process (step 2 below) the DNA envelope is NOT connected to any exhibitor.
  2. New in 2024 we are offering the ability to request Priority Postage from the beginning. There is an additional cost of $12 per order. By ordering with Priority Postage, you will receive an email with the tracking information.
  3. Starting at noon (Central Time) on June 14th you will be required to select Priority Postage and pay the additional cost of $12 per order.
  4. Starting at noon (Central Time) on June 21st you will be required to select Express Priority Postage and pay the additional cost of $35 per order.
 iv. Review
  1. You can review your purchases. This is your last chance to make any changes to what you are purchasing.
  2. Please note this information is not saved unless you select "Save This Cart for Later."
 v. Pay
  1. Choose a payment method. Only Visa and MasterCard are accepted. Once you enter your credit card information click Continue.
 vi. Confirm
  1. Review your summary and additional items. You may print and request an email of the receipt at this screen. If everything is correct click Finish.
 vii. Finish
  1. You may view your profile by clicking on your name in the top right corner of the page.

2. **Complete Online Nomination – COMPLETE AFTER DNA ENVELOPE IS IN HAND**
 a. All nominations for the Aksarben Stock Show will be done online. The link to nominate can be found at aksarbenstockshow.com. The first step is to Register.

i. For those that created an account to purchase DNA you will login using the password you created earlier and skip to part b. For all others continue to ii.

ii. Create an account and establish a password by choosing "I am a new exhibitor." **It is important to save the password you select for each exhibitor, as it will be used when logging in to submit entries.**

1. Optional – Families may create a "Quick Group" and add all their exhibitors to it. This will save time for families wanting to do Family Nominations.

iii. Enter the exhibitor's address, city, state and zip. This will be the address where premium checks will be mailed, so accuracy is important.

iv. Enter a phone number that we can access if questions arise.

v. Enter an email address that is regularly accessed. Emails regarding the Stock Show will be sent out to this address.

vi. Enter the exhibitor's date of birth.

vii. Verify all information is correct and click continue.

b. To complete the actual nomination, follow these steps:

i. Select the department of livestock in which you are nominating.

ii. Select the appropriate division and/or breed.

iii. **Enter the DNA envelope number found on the top left corner.**

iv. Enter Identification Information for Each Animal and Gender. For AOB Breed you will need to specify what breed.

1. For Sheep and Goats
   a. Under Tag ID enter the last 5 numbers of the Scrapies tag.
   b. Under Scrapies Tag put the entire Scrapies tag number (both flock ID/premise ID and individual animal number)
   c. Registered Breeding Ewes & Does will ask for Birthdate of the Animal.

2. For Swine
   a. Under Tag ID enter an official tag number. For swine with EID tags put the last 5 numbers of the tag.
   b. For swine with an EID tag put the entire EID tag number under Electronic ID.
   c. Under Ear Notch put the ear notch. Use the format *left ear-right ear*. For example, 8-3.
   d. Breeding Gilts will ask for Birthdate of the Animal.

3. For Market Beef, Feeder Steers and Commercial Heifers
   a. Under Tag ID enter an official tag number.
      i. If an EID tag put the last 5 numbers of the tag.
   b. For beef with an EID tag put the entire tag number under Electronic ID.
   c. For registered market steers put the tattoo number in the Ear Tattoo field.

4. For Registered Breeding Heifers
   a. Put the tattoo number in the Ear Tattoo field.
   b. Enter the Birthdate of the Animal.

v. Ewes, Gilts, Does, and Heifers can be dual nominated for both market and breeding. Enter under the ***Breeding Division*** and slide the "Female Dual Nom" check box at the bottom to the blue "YES." This will automatically nominate you in both.

1. Note – Only one envelope is needed for dual submission.

      vi. For animals that DNA has been submitted for the Nebraska State Fair slide the "NE State Fair Nom" check box to YES.
- 1. Note – this only applies to Nebraska State Fair

c. Add nominations/entry to cart.
- **i.** After all information is entered correctly, click "Add Entry to Cart" to continue. At this point you can choose from three different options.
  - **1.** "Add a Different Entry" if you have a change in specie or sex you are entering for the same exhibitor.
  - **2.** "Add a Similar Entry" if you want to add entries of the same species and sex for the same exhibitor.
  - **3.** "Continue" if you have completed all entries for that particular exhibitor.
- **ii.** Review Cart
  - **1.** Review the nominations/entries you have submitted and select from the following options:
    - **a.** "Add more Entries" to add more entries for this particular exhibitor.
    - **b.** "Save the Cart for Later" allows you to return at a later time to complete the nomination process.
    - **c.** For those using the Quick Group feature you will select "Add Entries for a Different User" to input another exhibitor.
    - **d.** "Check Out" allows you to complete the nomination process.
- **iii.** Pay
  - **1.** There is no payment for nomination submission.
- **iv.** Confirm
  - **1.** Review your nominations then select Submit.
  - **2.** You can print and request an emailed receipt at this screen.

d. Online nominations will close at 5 p.m. (Central Time) on July 1st, no exceptions, so please plan accordingly.

e. Family Nominations
- **i. Every animal you are wanting to family nominate must be nominated under each exhibitor's name. This is where the Quick Group feature can be beneficial. However, you will still need to input the animal's information each time for the nomination to be complete under each exhibitor.**
- **ii. Note – the DNA envelope for that animal must have all exhibitors listed.**
- **iii. For specific requirements for Family Nominations see the Nomination Rules section.**

3. **Important Notes**
   - **a.** Nomination does not constitute show entry. They are separate and independent steps to participating in the Aksarben Stock Show. Exhibitors must use the unique ShoWorks entry link available August 1st to formally submit show entries and pay the appropriate entry fees.
   - **b.** Save your cart and save it often!!

4. **Questions?**
   You can reach the Aksarben Stock Show by calling 308-382-1620 or by emailing aksarben@statefair.org.