

## Stock Show Online Nomination Process Step-by-Step Instructions

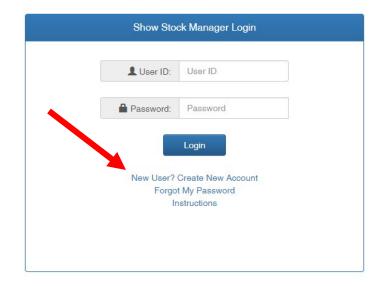
https://showstockmgr.com

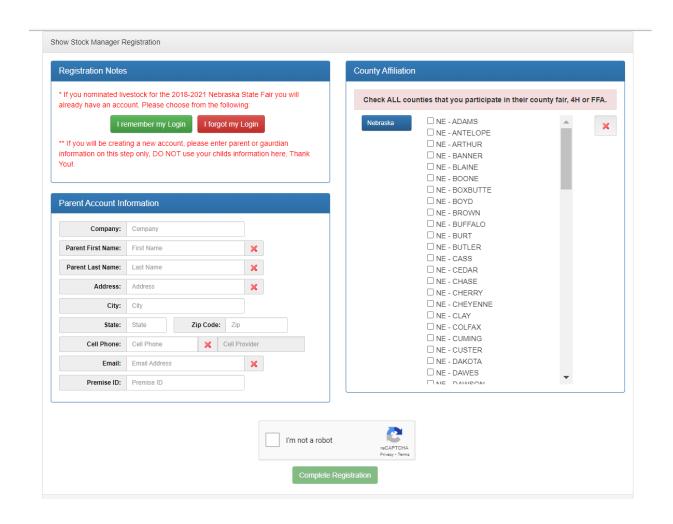
Step 1. Select "New User? Create New Account" or login.

Note: If you nominated livestock for the Nebraska State Fair in previous years you will already have an account. Skip to Step 7 below.

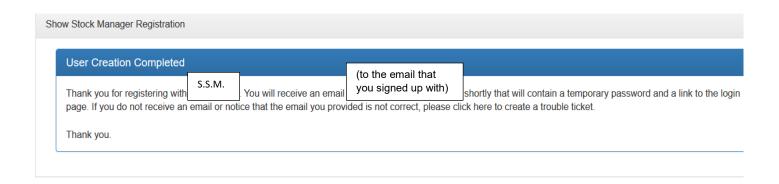
**Step 2.** Fill out all Parent Account Information for the adult parent, not the youth exhibitor.

- You will not be able to proceed without having all green check marks in each field.
- Select ALL Counties you participate in (4-H & FFA) along right side of screen.
- When all information is verified and selected, the 'Complete Registration' button will activate.



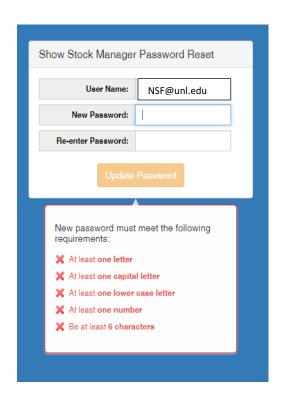


**Step 3.** Check the provided email address from your new user registration for your temporary password and login link. If you do not see an email after a few minutes, check your junk/spam box.



**Step 4.** Following instructions in your email, click the link and sign in using your temporary password.

 Create a new password. You will need to remember this password as it is how you will make changes later to your Parent Account.



**Step 5.** Create Exhibitor Account.

• In the box on the right side, select 'Add Exhibitor' to create your child's account in the database.



**Step 6.** Fill out all information on the Exhibitor. All information with an astrix (\*) is required. Click "Update Exhibitor Information" when completed. If you are an FFA member, please select your chapter at this time.

dit Exhibitor Informa	tion					
* First Name:						
* Last Name:						
* Date Of Birth:	mm/dd/yyyy					
* Expected Graduation:	Year	4 Digit Yea	r			
* High School:	High School					
FFA Chapter:	Select FFA Chap	pter (No Chapt	er) ▼			
PQA #:			Swine E	xhibitors Only		
Update Exhibitor Information Cancel						
* Required Items						

Step 7. To create State Fair nominations, select the Nominations tab in the upper left corner. Select "Add

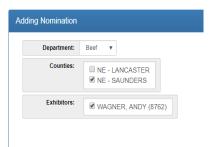


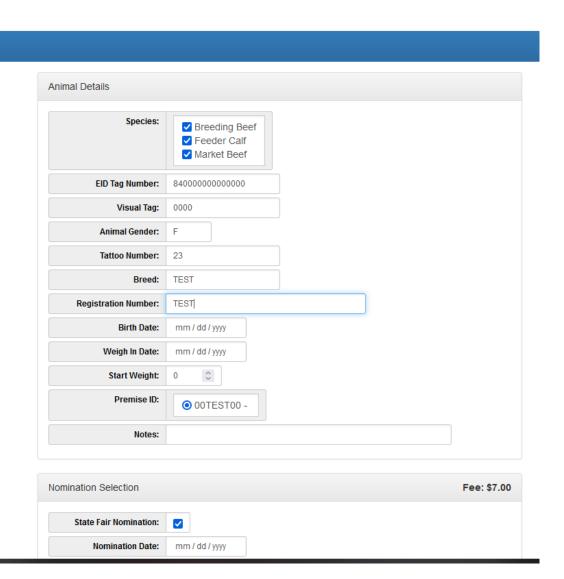
**Step 8:** Select the species, counties and exhibitors that the nomination applies. If you have multiple children in your family, select all exhibitor names that the nomination would be eligible under. Select the division(s) you wish to enter the animal under and complete all the required nomination fields based off of the organization's specific animal ID guidelines. You are able to select both breeding and market divisions at this time. In order to complete the nomination, you will need to select the "State Fair Nomination" box. By selecting the box, it will trigger a \$7.00 nomination fee for each nomination. (Note: all animals nominated for State Fair must have a DNA hair sample pulled and submitted to your local Extension Office.)

Click "Add Nomination" after completing all the requirements for your nomination entry. You will receive a 5 Digit number (see below) to write on the DNA Collection envelope or personal records. You can record this number for your records. Repeat Step 8 for all animals you wish to nominate. Note: For users using a cellphone, please scroll across your screen as the "Record Animal ID" pop-up may not be initially visible, and families believe the nomination was not created when it had been accepted.

When finished nominating your animals, click "Cancel" to return to the Nomination Tab.

## (Preview of the nomination screen)

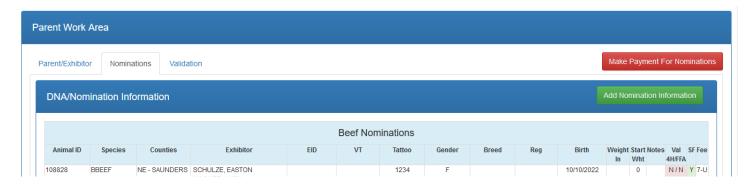




**Step 9.** When all nominations are complete a red "Make Payment for Nominations" button will appear in the upper right corner, if payment is due.

• All livestock nominations are not considered completed until payment has been received.

Note: Show Stock Manager will not accept nominations past midnight of the deadline date of June 15.



**Step 10:** You are able to pay with either a Paypal account, or by checking out using your Debit or Credit card. Note: You are not required to have a PayPal account and can proceed as a guest by using the Debit or Credit card function.

P PayPal	₩ \$6.00 USD
Pay with PayPal	English V
Email	
Password	
Stay logged in for faster checkout	
Log In	
Log In Having trouble logging in?	
Having trouble logging in?	d
Having trouble logging in?	d

**Step 11.** Once payment has been confirmed you will receive notification in the Show Stock Manager database and you can close the webpage or sign-out using the "Exit Show Stock Manager" button in the upper right corner.

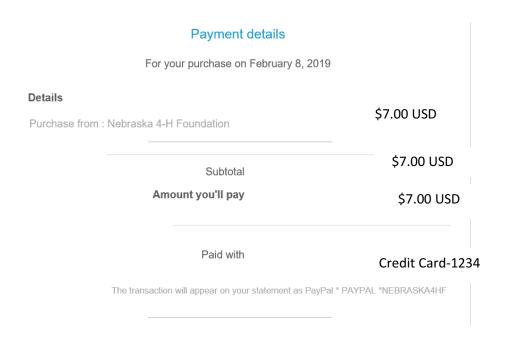
Payment Complete

Thank You, your payment is complete!

You will receive a confirmation email shortly.

OK

**Step 12.** You will receive an email confirmation from Show Stock Manager and from PayPal (Purchased from the 4-H Foundation) that will show the nomination information and transaction details.



**TIP:** Another way to ensure your nomination was processed is to see if under the column "Fee" that it shows the amount paid with a P next to it. If you see a U, this represents an unpaid nomination. Also, the red "Make Payment for Nominations" button should disappear.

