

Frequently Asked Questions for 4-H Exhibitors and County Extension Staff

General

- **What is the website to enter in livestock nominations?**
<https://www.showstockmgr.com/>
- **What is a (livestock) nomination?**
A livestock nomination is the identification process for making an individual animal eligible for entry and showing evidence that the animal is part of the youth livestock project. When successfully completed online through Show Stock Manager, the nomination will add the animal to an exhibitors list of eligible animals for entry for State Fair and/or AKSARBEN.
- **What animals are required to be “nominated” on the Show Stock Manager website for State Fair?**
Market Beef, Market Swine, Market Lambs, Market Goats, Breeding Beef, Breeding Sheep, Breeding Goats.
- **What animals are required to be “nominated” on the Show Stock Manager website for AKSARBEN?**
Market Beef, Feeder Calves, Market Swine, Market Lambs, Market Goats, Breeding Beef, Breeding Sheep, Breeding Goats, and Horse

Parent and Exhibitor Account Questions

- **What if the parent created a Parent Account with the child’s name (exhibitor) instead of the parent name?**
The parent is able to edit the parent account profile to update any information, including first and last name. The parent can then update the correct information in the parent account profile.
- **What if the child (exhibitor) is not in high school, how should the parent complete the exhibitor information section?**
The parent should enter the high school that the child is expected to attend in the future. This question is asked in reference to the AKSARBEN scholarship program and for FFA nominations.
- **How can the parent see what nominations they have entered in the Show Stock Manager?**
All completed and submitted nominations for each child (exhibitor) will be available under the nominations tab in the Parent Account.
- **If the parent has an issue creating a nomination, who should they ask for help?**
 - 1) For database or payment based questions, the County Extension Staff or families can send questions to the customer service email dna@aksarben.org.
 - 2) We will encourage families to first ask their County Extension Staff for basic nomination questions.
- **“When I complete the online livestock nomination process on Show Stock Manager, does this mean I am entered for State Fair and/or AKSARBEN?”**
No. Exhibitors will still need to complete the online entry for both the Nebraska State Fair and AKSARBEN through their designated online registration websites.
NOMINATION (STATE FAIR & AKSARBEN): www.showstockmgr.com
(DEADLINE: April 15- Market Beef. June 15- Market Swine, Market Sheep, Market Goat, Feeder Calves, Breeding Beef, Breeding Sheep and Breeding Goats)
STATE FAIR ENTRY: www.statefair.org (DEADLINE: August 10)
AKSARBEN ENTRY: www.aksarbenstockshow.com (DEADLINE: August 31)
- **“Do I have to enter a weight for market animals?”**
No. This field is still an option due to other states who participate at the AKSARBEN Stock Show who may still record this data. This is an optional field for Nebraska exhibitors.

- **“Do I have to put my Premise ID number on my DNA envelope?”**
Exhibitors are encouraged to write the premise ID number on the back of the envelope but this is not a requirement. By writing the number on the DNA envelope, it will help with retags.
- **What is the Animal ID number and what is the purpose of it?**
The Animal ID number is a computer generated number given to each nomination when entered into the database. It is a reference number used by the AKSARBEN Staff to cross-check nominations with envelopes for each exhibitor once received in the AKSARBEN Office. This is also the reference number given to the exhibitors when they check-out and pay for their market nominations. It will be included with the payment receipt email sent when payment is received through PayPal. It can also be found online under each parent account in the nominations section.
- **“Where do I put the computer generated Animal ID number on my DNA envelope?”**
Exhibitors can write the computer generated animal ID number on the middle of the top of the envelope.
- **What if DNA envelope was mailed to AKSARBEN by the Extension Office without animal ID number listed?**
The animal ID number is a reference number for AKSARBEN’s use when double checking envelopes vs. what is in the system. If the animal ID number is not included on the envelope when it is received at the AKSARBEN Office, AKSARBEN Staff will work to ensure that all envelopes are labeled.
- **Can animals can be nominated as both a market animal and a breeding animal?**
Yes, as long as all identification requirements for both market and breeding within that species are met.
- **What is the procedure on how to nominate an animal as market and breeding?**
To dual nominate an animal as both breeding and market, the parent/exhibitor can simply select the “Breeding” and “Market” check boxes under that species. As long as all identification requirements are available for both, the animal will be dual nominated as both a breeding and market animal.
- **If I exhibit my animal as either market or breeding at State Fair, can I switch it at AKSARBEN?**
No, once an animal is declared a market or breeding animal at the Nebraska State Fair, it cannot switch to the other at AKSARBEN.
- **At what point does a nominated animal become designated as either a market animal or a breeding animal?**
Determination of final breeding or market designation for beef, sheep and goats will be determined at check-in during the Nebraska State Fair. Once **exhibited** as the entered designation, the animal will be required to be exhibited in that designation at AKSARBEN.
- **What if the nominated animal is not entered or exhibited at the Nebraska State Fair, at what point does the animal become designated as either a market animal or a breeding animal?**
If an animal is not entered or exhibited at the Nebraska State Fair, but nominated as both breeding and market, the deadline to make that decision for AKSARBEN is August 31, the entry deadline.
- **What if the nominated animal is entered for the Nebraska State Fair but not exhibited, can the exhibitor switch the animal to the opposite designation? (Example: Exhibitor enters heifer for the Nebraska State Fair as breeding but does not show the heifer. Can they switch the animal to market for AKSARBEN?)**
Yes, if an animal is entered but not exhibited at the Nebraska State Fair, they can switch the animal to the opposite designation. However, the designation made by the August 31 entry deadline is the designation that animal will exhibit as at AKSARBEN.

Market Beef

- **If our county already had a market beef weigh-in/check-in/tagging date, how will our families know what to enter in online to Show Stock Manager?**
The County Extension Office should provide their families with a copy of the DNA envelope so they have the proper information to enter their nominations online through Show Stock Manager. If the County Extension

Office sends the DNA envelope to the AKSARBEN Office before making copies, they should contact Chyann Smith at smithc@aksarben.org to request a copy.

➤ **What if the parent/exhibitor already turned in their DNA envelopes to the County Extension Office or FFA Advisor without writing down the Animal ID number on the envelope?**

For market beef nominations, especially the counties that have already had their market beef weigh-ins/check-in/tagging dates prior to the step by step instruction guide being announced, County Extension Staff will have the opportunity to view all completed/submitted nominations from the Show Stock Manager website. Staff will be able to write down the animal id number on each of the envelopes based off the online information found in the County Account. AKSARBEN Staff and State 4-H will work together to write down the animal id information on the DNA envelopes that were already turned in prior to the introduction to the step by step instruction guide.

➤ **What if the exhibitor attended a beef weigh-in at one county but will show in another county?**

The County Extension Office that will validate the families' nominations should be the county that copies/records the data and mails the DNA envelopes to AKSARBEN.

Dairy

➤ **How will exhibitors identify their dairy animals for State Fair (4-H and FFA) and AKSARBEN?**

Exhibitors will continue to use paper dairy affidavit identification sheets.

Horse

➤ **AKSARBEN Only: "How do I nominate my horse(s) for AKSARBEN? Is there a limit to the number of horses an exhibitor can nominate? Is there a cost to nominate my horse?"**

AKSARBEN is going to do all horse nominations online. The horse nominations will include the general identification information of the animal and also include a picture upload. Horse exhibitors can reference the breeding nomination instructions found in the step by step instructions guide for assistance. There is no limit to the number of horses an exhibitor can nominate. There is no fee associated with the nominations, only a fee at entry time. All horse nominations will be due online June 15. Entries will be due August 31, also online.

Payment

➤ **Is there a fee for breeding animal nominations?**

No. At this time there will not be a fee for any breeding animal.

➤ **Is there a fee for market animal nominations?**

Yes, each market animal nomination is \$6.00. This cost will cover a nomination for both State Fair and the AKSARBEN Stock Show.

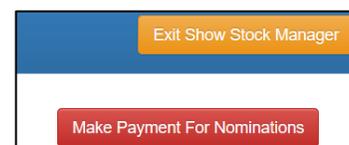
➤ **If an exhibitor accidentally created a market nomination, how can they remove the animal from the nomination list so the parent will not have to pay for that nomination?**

In order to remove any fee for a market nomination, the exhibitor can uncheck the "State Fair/AKSARBEN Nomination" box under the Nomination Selection. If left unchecked the fee will read as \$0.00. If the market nomination is not selected for State Fair/AKSARBEN and left unpaid by the deadline, the animal will be ineligible to show at both State Fair/AKSARBEN.

➤ **How does the parent know if they paid for their market entries?**

After each payment, an email receipt will be issued to the email listed on the parent account. The email will hold the following items: receipt amount paid, payment date, payment id, and the species with the animal id number. Also in the parent account nominations tab, each market animal will show in the "Fee" column 6-P. If the market nomination is still unpaid, the "Fee" column will read 6-U.

Another tip is to see if there is a red box with "Make Payment For Nominations" in the upper right corner of your profile. (See example at right.)



- **Can the parent partially pay for my market entries?**
No.
- **Does the parent have to pay the full amount for the market nominations before the deadline?**
Yes. In order for an animal nomination to be complete, payment must be made by the deadlines April 15-Market Beef and June 15-Market Swine, Market Sheep, Market Goats, Feeder Calves (AKSARBEN Only).
- **Can the parent make edits to their nominations once they have submitted payment? (Ex: gender, breed, retags) How will the parent request an edit to the already paid nomination?**
Exhibitors will not be able to make edits once a nomination has been paid. All changes/edits to any nomination once paid or past the deadline will need to be submitted to the County Extension Office. The County Extension Office will need to make edits in their County Extension account through the validation tab.
- **“Why am I receiving an email from the Knights of AKSARBEN when I am not going to be showing at AKSARBEN?”**
The AKSARBEN Foundation manages the DNA envelopes and payment for both AKSARBEN and the Nebraska State Fair.
- **What does the parent do if they pay for a nomination more than once?**
Any animal that the parent suspects has been paid more than once will need to report the duplication to County Extension Staff for confirmation. County Extension Staff must report the confirmed duplication to Chyann Smith smithc@aksarben.org.
- **How will the County Extension Staff know if their families have paid for their market entries?**
County Extension Staff are able to open their county account to view the payments that have been made and also the payments that are still pending. Two ways to do this is the view the “Payment Log” tab and see the timestamp and amount paid for each of the families. Another option is on the main screen all exhibitors will be listed along with the amount still due under the “Parent Manager” column. This will be located on the left-hand side of the screen.
- **If I submit a market nomination but show the animal as breeding at State Fair and/or AKSARBEN, will I receive a refund for my DNA fee?**
No, refunds will not be allowed for this situation.

Validation

- **If the parent does not pay for breeding nominations, how do they know they have properly submitted their breeding nomination in Show Stock Manager?**
All completed and submitted breeding nominations will be available on the nominations tab. All nominations must be completed online by June 15. Breeding nominations will be able to be edited until June 15th. The County Extension Staff will need to validate each breeding nomination in order to have it be available for the State Fair and/or AKSARBEN Pre-Entry website.
- **Where does the County Extension Staff go to validate nominations?**
<https://www.showstockmgr.com/>
(Please contact Brandy Wagner bwagner5@unl.edu for any questions about user name and password.)

Other

- **If the parent enters online by August 10 an FFA animal for State Fair but the exhibitor does not show the animal in FFA at the State Fair, can they still exhibit that animal at AKSARBEN?**
In years past if an animal was entered online by August 10 but not exhibited in FFA, it was not allowed to exhibit at AKSARBEN. Starting in 2018, only animals that are actually exhibited in FFA at State Fair will be ineligible.