



Stock Show Online Nomination Process

Step-by-Step Instructions

www.showstockmgr.com

Step 1. Select “New User? Create New Account”.

If you participated in the 2017 AKSARBEN Stock Show you will already have an account under your email address used during AKSARBEN entry.

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.

Show Stock Manager

Parent Registration

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.



Show Stock Manager
Parent Registration

User Creation Completed

Thank you for registering with showstockmgr.com. You will receive an email at livestock@daltonkook.com shortly that will contain a temporary password and a link to the login page. If you do not receive an email or notice that the email you provided is not correct, please click here to create a trouble ticket.

Thank you.

Copyright © 2018, AKSARBEN Foundation. All Rights Reserved.

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.

Show Stock Manager Password Reset

User Name:

New Password:

Re-enter Password:

New password must meet the following requirements:

- ✗ At least one letter
- ✗ At least one capital letter
- ✗ At least one lower case letter
- ✗ At least one number
- ✗ Be at least 6 characters

Step 5. Create Exhibitor Account.

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

Exhibitors (Children) Add Exhibitor

SFID	Name	Graduation

Step 6. Fill out all information on the Exhibitor. All information with an astrix (*) is required. Click "Update Exhibitor Information" when completed.

Edit Exhibitor Information

* First Name:

* Last Name:

* Date Of Birth:

* Expected Graduation:

* High School:

FFA Chapter:

PQA #:

Swine Exhibitors Only

* Required Items

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



Step 8: Select the species, counties and exhibitors that the nomination applies. Select the division you wish to enter the animal under and complete all the required nomination fields based off of the organization's specific animal ID guidelines. If you are nominating this animal for State Fair or AKSARBEN, select the box. By selecting the box, it will trigger a \$6.00 nomination fee for all MARKET animals. (Note: all market animals nominated for State Fair and/or AKSARBEN must have a DNA hair sample pulled and submitted.) There is no fee for breeding animals or FFA Feeder Calves.

Click "Add Nomination" when completed with your nomination entry. This will provide you with a 5 Digit number (seen below) to write on the DNA Collection envelope or personal records. Repeat Step 9 for all animals you wish to nominate.

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

A screenshot of a web form titled 'Adding Nomination'. The form is divided into several sections. On the left, there are three sections: 'Species' with a dropdown menu set to 'Beef'; 'Counties' with two checked options: 'NE - DODGE' and 'NE - SAUNDERS'; and 'Exhibitors' with two checked options: 'KOCK, DALTON (8769)' and 'KOCK, KEVIN (8770)'. On the right, there is an 'Animal Details' section with a 'Species' dropdown set to 'Breeding Beef' (checked), and other fields for 'EID Tag Number', 'Visual Tag', 'Animal Gender', 'Tattoo Number', 'Breed', 'Registration Number', 'Birth Date' (with a date format 'mm/dd/yyyy'), and 'Notes'. Below this is a 'Nomination Selection' section with a 'Fee: \$0.00' and a checkbox for 'State Fair/Aksarben Nomination' which is currently unchecked. Overlaid on the bottom left of the form is a modal dialog box titled 'Record Animal ID'. It contains the text: 'Please write this number on your DNA envelope for market livestock/feeder calves. For breeding livestock/horse/dairy please record this number in an appropriate location for later reference: 74033'. A red arrow points to the number '74033'. There is an 'Ok' button at the bottom right of the dialog box.

Record Animal ID

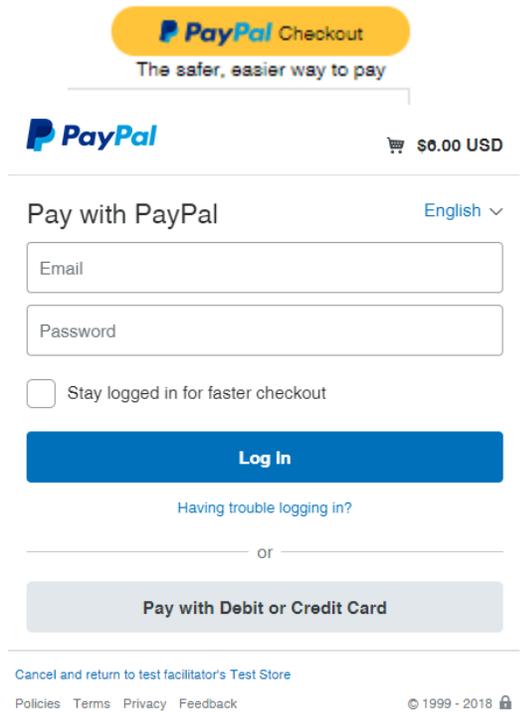
Please write this number on your DNA envelope for market livestock/feeder calves. For breeding livestock/horse/dairy please record this number in an appropriate location for later reference: 74033

Ok

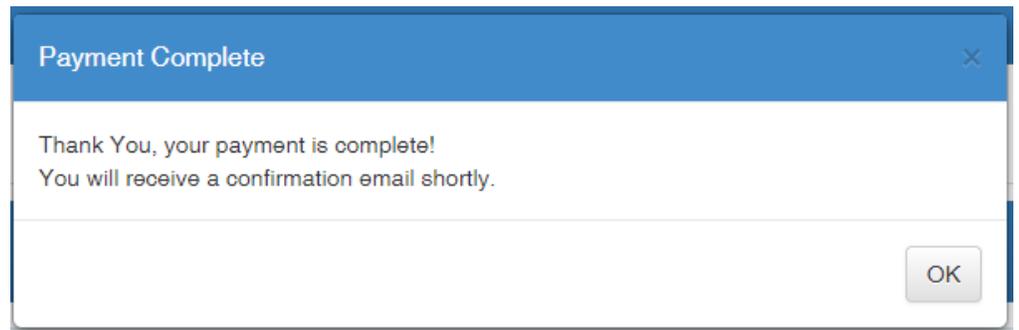
Step 9. When all nominations are complete a PayPal button will appear in the upper right corner, if payment is due. You are able to pay with either a Paypal account, or by checking out using your Debit or Credit card.

- All Market nominations are not considered completed until payment has been received.
- All Breeding nominations are not considered complete until they have been verified and validated by County Extension Staff or FFA Advisors. All breeding nominations must be submitted online by the exhibitors by June 15. County Extension Staff or FFA Advisors have until July 1 to validate the entries.

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



Step 10. 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.



Step 11. You will receive a payment confirmation from the Show Stock Manager that will contain your PayPal payment details and all nominations completed.

Show Stock Manager Payment Confirmation Inbox x

 Show Stock Manager Payment Confirmation <info@showstockmgr.com>
to Livestock ▾

Thank you for your payment. The following is your transaction details for your payment at showstockmgr.com:

Amount Paid.: \$6.00
Payment Date: 2/7/2018
Payment ID.: PAY-

Items Paid.:
Species, Animal ID
=====

MBEEF, 74017