



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.

Show Stock Manager Registration

User Creation Completed

Thank you for registering with **S.S.M.** You will receive an email **(to the email that you signed up with)** 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.

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: NSF@unl.edu

New Password:

Re-enter Password:

Update 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
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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.

Edit Exhibitor Information

* First Name:

* Last Name:

* Date Of Birth:

* Expected Graduation: Year 4 Digit Year

* High School:

FFA Chapter:

PQA #: Swine Exhibitors Only

* Required Items

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

Parent/Exhibitor **Nominations**

DNA/Nomination Information

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)

Adding Nomination

Department: Beef ▼

Counties: NE - LANCASTER
 NE - SAUNDERS

Exhibitors: WAGNER, ANDY (8762)

Animal Details

Species: Breeding Beef
 Feeder Calf
 Market Beef

EID Tag Number: 840000000000000

Visual Tag: 0000

Animal Gender: F

Tattoo Number: 23

Breed: TEST

Registration Number: TEST|

Birth Date: mm / dd / yyyy

Weigh In Date: mm / dd / yyyy

Start Weight: 0 ▼

Premise ID: 00TEST00 -

Notes:

Nomination Selection

Fee: \$7.00

State Fair Nomination:

Nomination Date: mm / dd / yyyy

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.

The screenshot shows the 'Parent Work Area' interface. At the top, there are tabs for 'Parent/Exhibitor', 'Nominations', and 'Validation'. A red button labeled 'Make Payment For Nominations' is in the top right. Below the tabs is a section for 'DNA/Nomination Information' with an 'Add Nomination Information' button. The main content is a table titled 'Beef Nominations' with the following data:

Animal ID	Species	Counties	Exhibitor	EID	VT	Tattoo	Gender	Breed	Reg	Birth	Weight In	Start Wht	Notes	Val 4H/FA	SF Fee
108828	BBEEF	NE - SAUNDERS	SCHULZE, EASTON			1234	F			10/10/2022		0		N / N	Y 7-U

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.

The screenshot shows the PayPal checkout interface. At the top, there is a shopping cart icon with '\$0.00 USD'. Below it, the 'Pay with PayPal' section is active, showing a language dropdown set to 'English'. There are input fields for 'Email' and 'Password', and a checkbox for 'Stay logged in for faster checkout'. A blue 'Log In' button is present, along with a link for 'Having trouble logging in?'. Below this is an 'or' separator and a grey button for 'Pay with Debit or Credit Card'. At the bottom, there are links for 'Cancel and return to test facilitator's Test Store', 'Policies', 'Terms', 'Privacy', and 'Feedback', and a copyright notice '© 1999 - 2018'.

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.

The screenshot shows a 'Payment Complete' notification dialog box. The title bar is blue with the text 'Payment Complete' and a close button. The main content area is white and contains the text: 'Thank You, your payment is complete! You will receive a confirmation email shortly.' There is an 'OK' button in the bottom right corner.

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.

Payment details

For your purchase on February 8, 2019

Details	\$7.00 USD
Purchase from : Nebraska 4-H Foundation	
Subtotal	\$7.00 USD
Amount you'll pay	\$7.00 USD
Paid with	Credit Card-1234
The transaction will appear on your statement as PayPal * PAYPAL *NEBRASKA4HF	

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.

nt	Start	Notes	Val	SF	Fee
Wh					
0	TEST		N	N	0-U
0			N	Y	7-P

