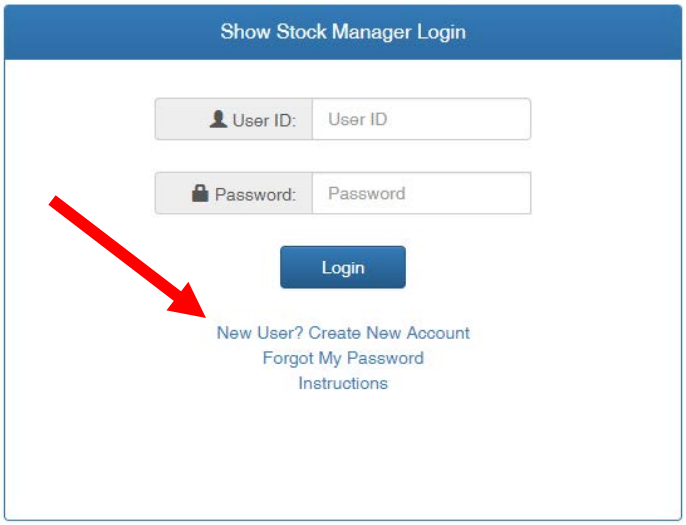
# Stock Show Online Nomination Process

## Step-by-Step Instructions

## www.showstockmgr.com

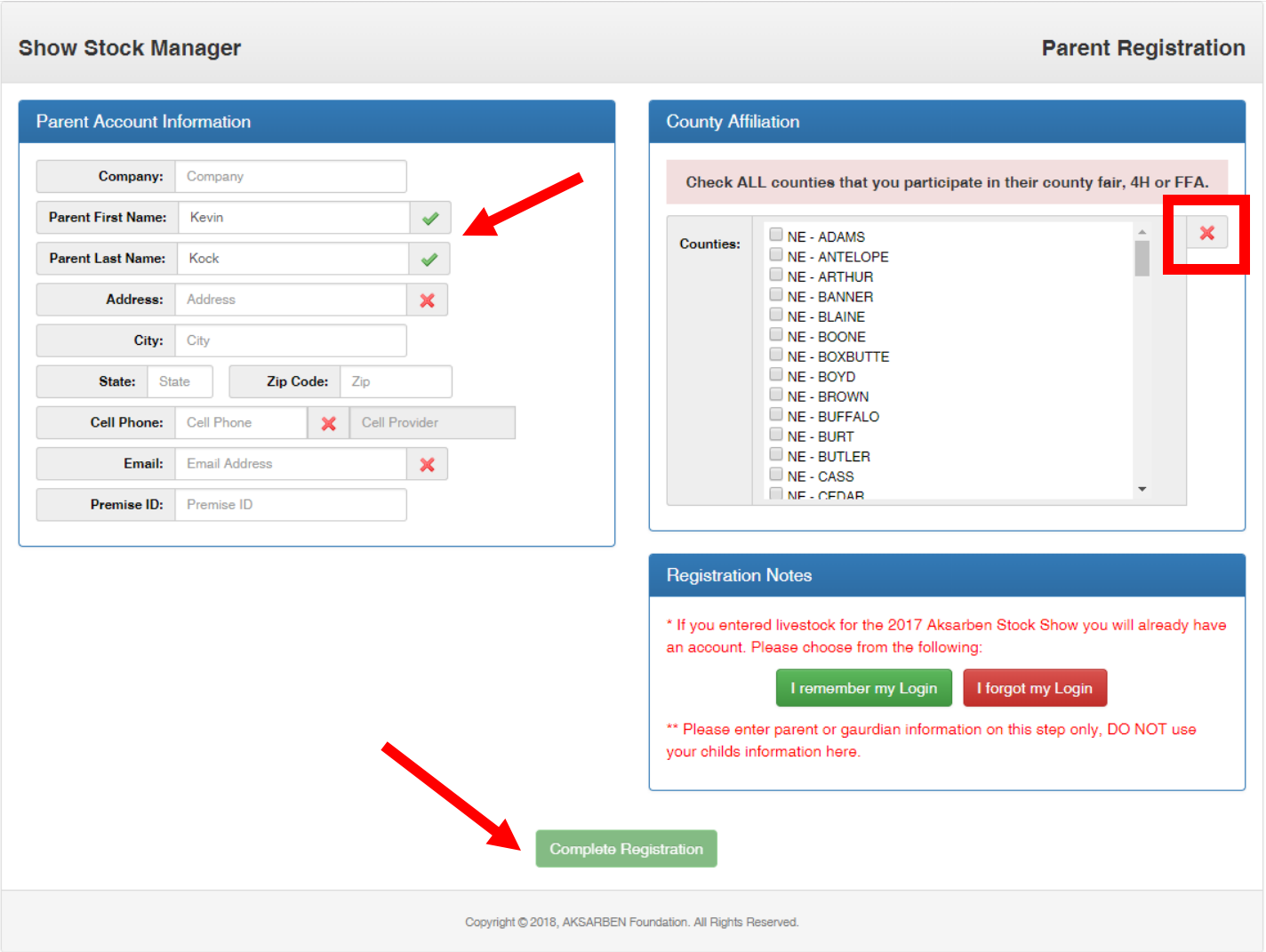
**Step 1.** Select "New User? Create New Account".

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

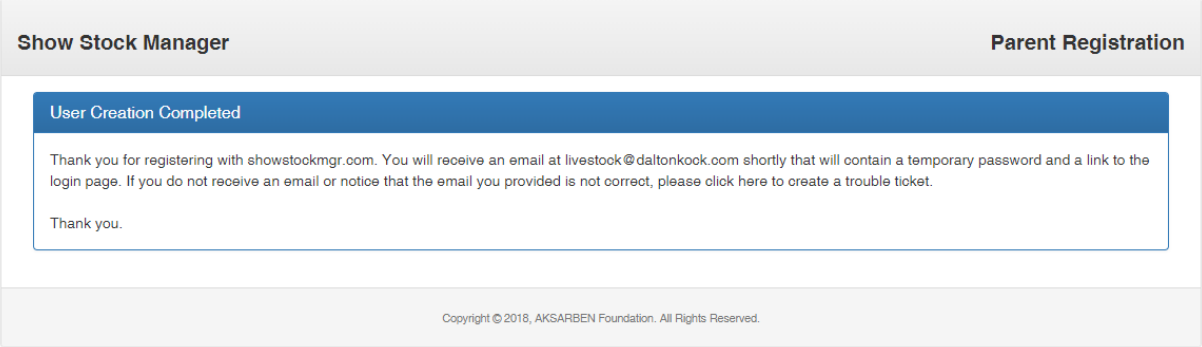



**Step 2.** Fill out all Parent Account Information for the adult parent, not the youth exhibitor.

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

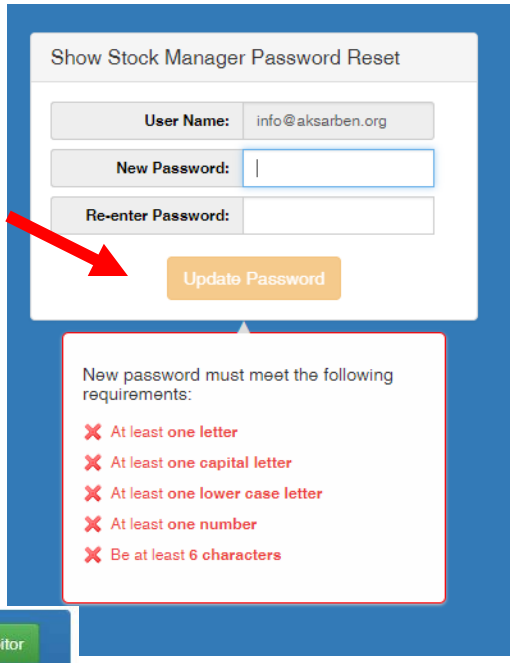


**Step 3.** Check the provided email address from your new user registration for your temporary password and login link. If you do not see an email after a few minutes, check your junk/spam box.



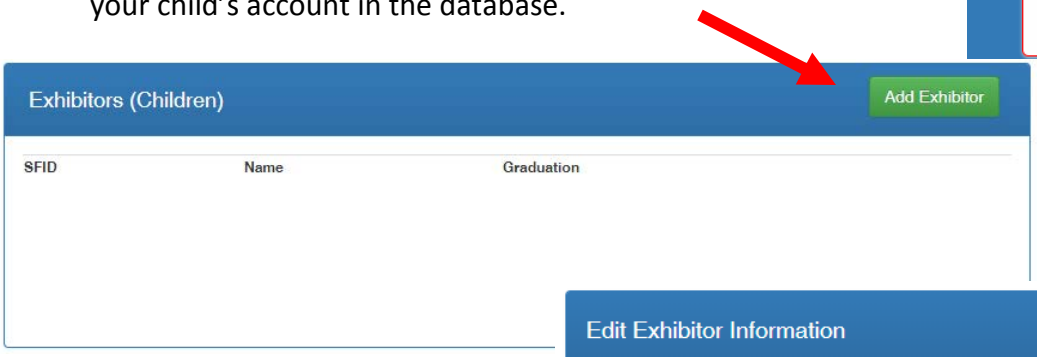

**Step 4.** Following instructions in your email, click the link and sign in using your temporary password.

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

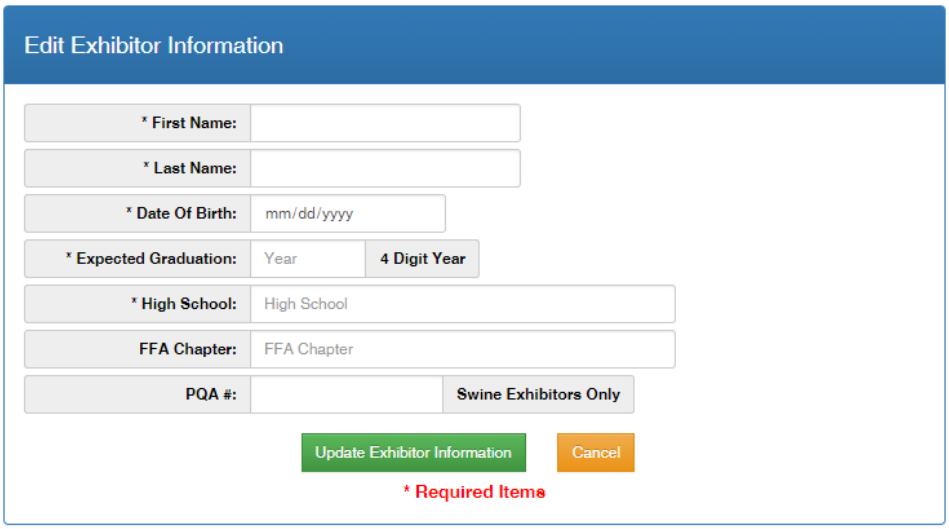



**Step 5.** Create Exhibitor Account.

- 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.

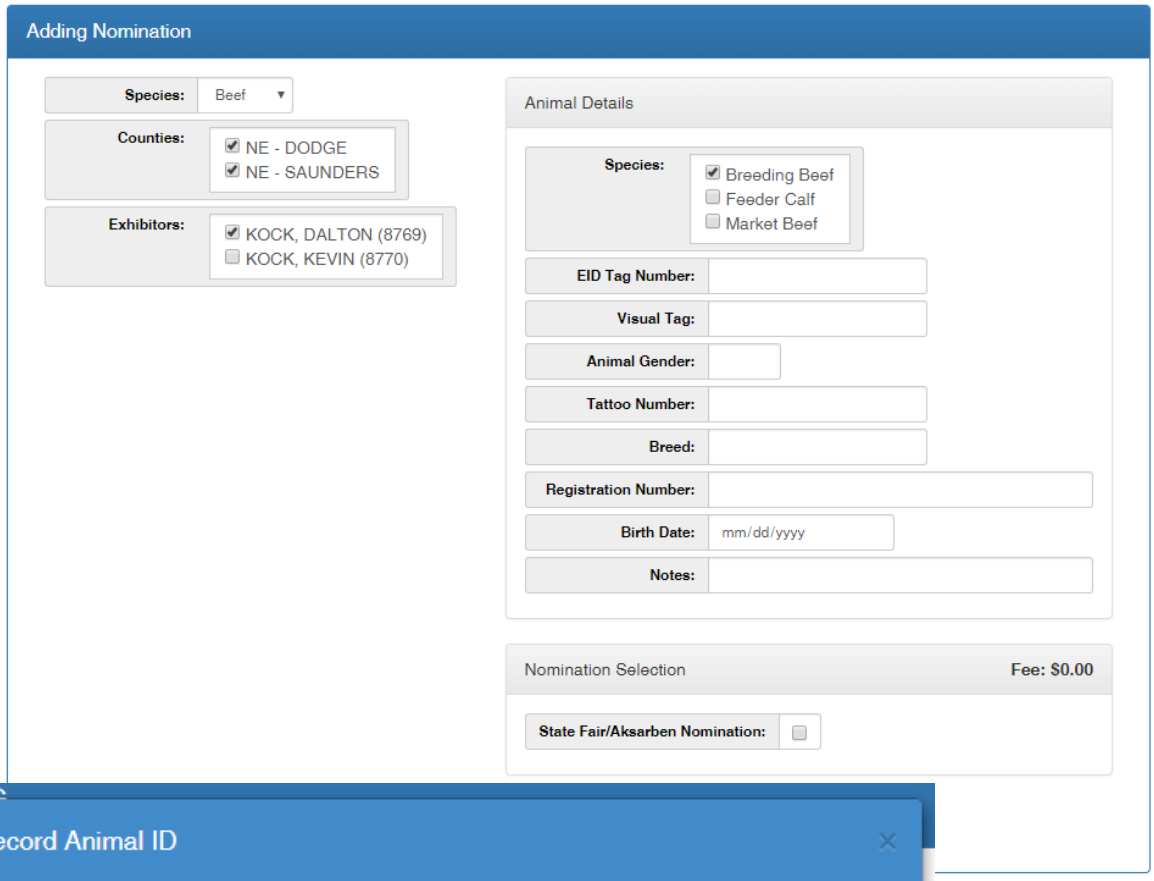


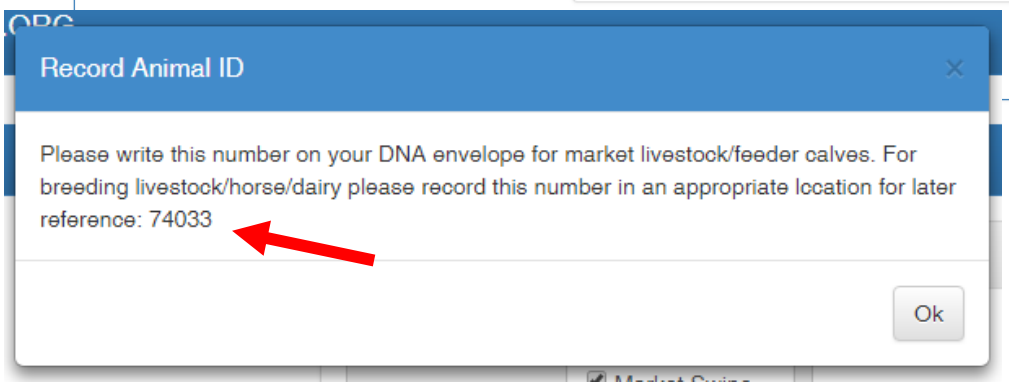
**Step 7.** To create State Fair or AKSARBEN nominations, select the Nominations tab in the upper left corner. Select "Add Nomination Information."

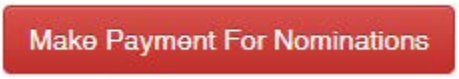
**Step 8:** Select the species, counties and exhibitors that the nomination applies. Select the division you wish to enter the animal under and complete all the required nomination fields based off of the organization's specific animal ID guidelines. If you are nominating this animal for AKSARBEN, select the box. By selecting the box, it will trigger a $6.00 nomination fee for all MARKET animals. *(Note: all market animals nominated for NE & SD 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.

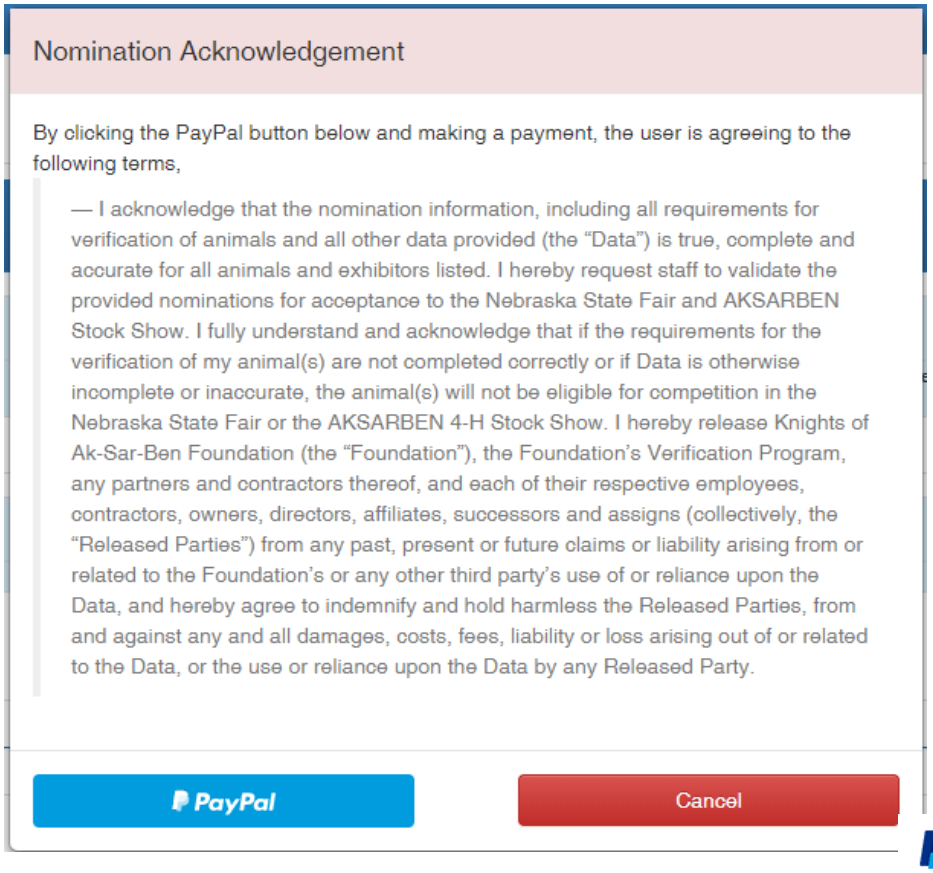
When finished nominating your animals, click "Cancel" to return to the Nomination Tab.





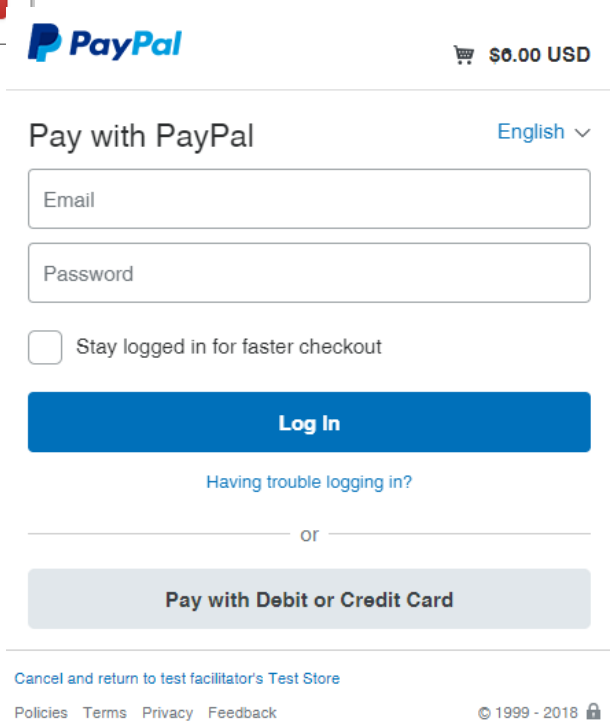

**Step 9.** When all nominations are complete a Make Payment For Nominations button will appear in the upper right corner. When clicked a pop-up will appear with the nomination acknowledgement *(below).* Please read this carefully as acceptance to this agreement is required for all nominations submitted. To accept the acknowledgement click the PayPal button at the bottom to proceed to check-out.



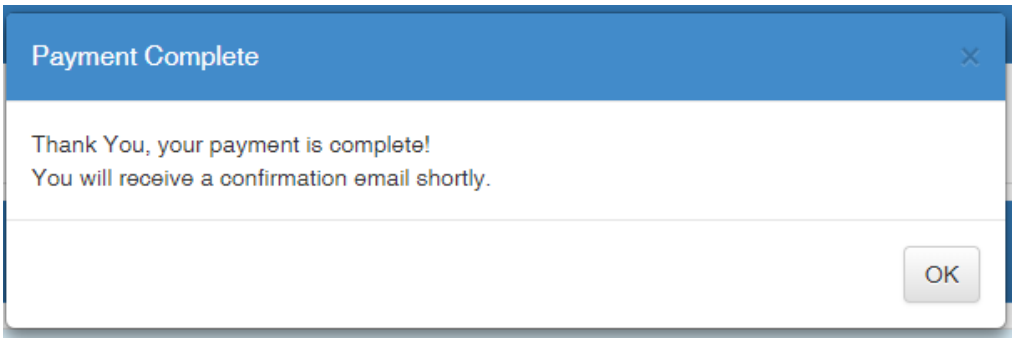

Payment is accepted with either a PayPal account or direct payment with your Debit or Credit Card.

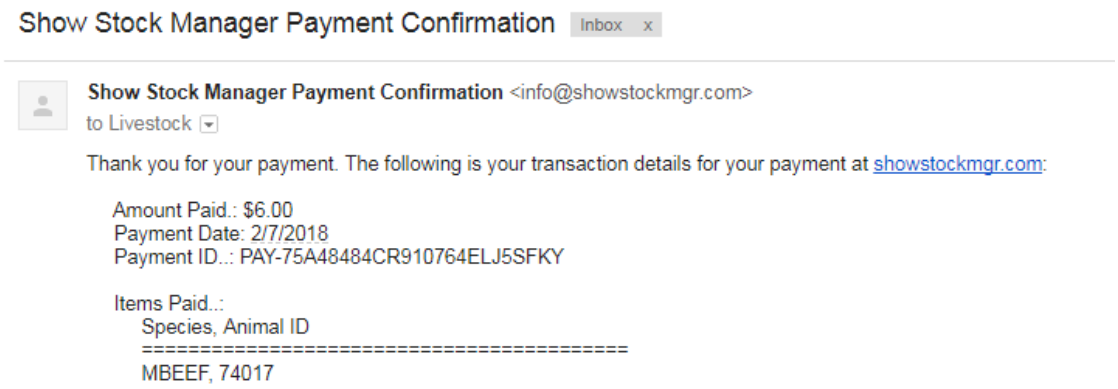
- All Market nominations are not considered completed until payment has been received.
- All Breeding nominations are not considered complete until they have been verified and validated by County Extension Staff. All breeding nominations must be submitted online by the exhibitors by June 15. County Extension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

**Note: Show Stock Manager will not accept nominations past midnight of the deadline date of the project area (April 15-Market Beef, June 15-Breeding and Market Swine/Sheep/Goats/Feeder Calves).*



**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.