# Stock Show Online Entry Process Step by Step Instructions

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

**AK-Entry Login**

👤 User ID: | User ID

🔒 Password: | Password

Login

New User? Create New Account
Forgot My Password

---

**AKSARBEN** — Parent Registration/Exhibitor Connection

**Parent Account Information**

| Company: | Company |
| First Name: | First Name ✗ |
| Last Name: | Last Name ✗ |
| Address: | Address ✗ |
| City: | City |
| State: | State | Zip Code: | Zip |
| Cell Phone: | Cell Phone ✗ Cell Provider |
| Email: | Email Address ✗ |
| Premise ID: | Premise ID |

**Exhibitor Connect**

* If you have nominated livestock in more than one county please make sure to connect exhibitors from all counties.

State: | Please Select Exhibitor State ▼
County: | ▼

**Family Exhibitors** ✗

| Action | Exhibitors | ID |

Complete Registration

Copyright © 2017, AKSARBEN Foundation. All Rights Reserved.

**Step 2.** Fill out all relevant information. You will not be able to proceed without all green check marks.

---

**Step 3.** Select State and County from dropdown menu along right side of page. Click Green Plus sign to link individuals to your parent account. If you are a new exhibitor and cannot find your name, please contact us at 402.554.9600 ext. 104.

Click "Complete Registration" at bottom of Page.

**AKSARBEN** — Parent Registration/Exhibitor Connection

**Parent Account Information**

| Company: | Company |
| First Name: | Kevin ✓ |
| Last Name: | Kock ✓ |
| Address: | 7101 MERCY RD ✓ |
| City: | OMAHA |
| State: | NE | Zip Code: | 68106-2619 |
| Cell Phone: | 4027203226 ✓ | Verizon |
| Email: | kockd@aksarben.org ✓ |
| Premise ID: | Premise ID |

**Exhibitor Connect**

* If you have nominated livestock in more than one county please make sure to connect exhibitors from all counties.

State: | Nebraska ▼
County: | DODGE ▼

| Action | Exhibitors | ID |
| + | | |
| + | | |
| + | | |
| + | | |
| + | | |
| + | | |
| + | | |
| + | KOCK, DALTON | 18633 |
| + | | |
| + | | |
| + | | |
| + | | |
| + | | |
| + | | |

**Family Exhibitors** ✓

| Action | Exhibitors | ID |
| − | KOCK, DALTON | 18633 |

Complete Registration

Copyright © 2017, AKSARBEN Foundation. All Rights Reserved.

**Step 4.** Check your previously provided email address for your temporary password and login link. If you do not see an email after a few min, check your junk/spam box.

**User Creation Completed**

Thank you for registering to make entries for the 2017 Aksarben Stock Show. You will receive an email shortly that will contain a temporary password and a link to the login page.

Thank you.

**Password Reset**

| | |
|---|---|
| User Name: | info@aksarben.org |
| 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.** 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 exhibitor account.

**Step 6.** Select "Add" along right side of each individual 4-H'er to add an animal to the individual. If you have an error alert, click on the 4-H'ers name with "Error" next to it. Fill in any information that has an asterisk(*) next to it. The most common information missing is Exhibitor Date of Birth, Expected Graduation Year, High School Name, PQA ID & Premise IDs.

**2017 Exhibitor Menu - INFO@AKSARBEN.ORG**

Edit Parent Info   Print Final Entry Report   Exit Ak-Entry

| Exhibitor Name | Entry ID | HO | SW | LB | BR | MD | DY | DH | GT | BB | MB | FC | RB | BC | TO | #HO | PR | Fees | Paid | Due | Entry |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| KOCK, DALTON (8633) | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Add |
| Entry Totals: | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | |

SH=2017

Print Entry Info    Return to Exhibitor Menu

**Exhibitor ID: 8633 - Exhibitor Name: KOCK, DALTON**

### Entry Fee Summary

| Item | Quantity | Fee |
|------|----------|-----|
| Breeding Beef | 0 | 0 |
| Broilers | 0 | 0 |
| Dairy | 0 | 0 |
| Dairy Herd | 0 | 0 |
| Dairy Steer | 0 | 0 |
| Feeder Calf | 0 | 0 |
| Horse | 0 | 0 |
| Market Beef | 0 | 0 |
| Market Lamb | 0 | 0 |
| Market Swine | 0 | 0 |
| Meat Goat | 0 | 0 |
| Rabbit | 0 | 0 |
| Premier Exhibitor | 0 | 0 |
| | | ======= |
| Total Entry Fees | | 0 |

### General Fee Summary     Please make an entry first

| Item | Quantity | Fee |
|------|----------|-----|
| Horse Show (Grand Island) | | |
| Number of Stalls | 0 | 0 |
| | | |
| Cattle Exhibitors | | |
| Blocking Chutes | 0 | 0 |
| Tieouts | 0 | 0 |
| | | |
| | | ======= |
| Total General Fees | | 0 |
| Grand Total Due | | 0 |

### Entry Information

Add Entry

No Entry Information Available, Please add Entry Information

**Step 7.** In lower right corner, select "Add Entry" to select species to be entered.

**Step 8.** Select species and entry class and then click "select" on your animal and then click "Add Entry Information" for each animal entered. Horses and Dairy Cattle exhibitors will be asked to fill out information, all others will have all nominated animals listed under each species. If your animal comes up as "unvalidated" you need to contact your county office to complete the validation process. If you are entering Premier Exhibitor, select it from this menu as well. Please be sure to also fill out the separate Premier Exhibitor entry form on http://www.aksarbenstockshow.com/entry

**Step 9.** If you need to purchase Blocking Chute passes, tie out stalls, or Horse Stalling, select "Edit General Information" to select those items.

If you do not need to purchase these items, click on "Return to Exhibitor Menu" to proceed to the next step.



**Step 10.** Once all exhibitor entries are completed, select the PayPal button in the upper right corner. Follow the instructions via PayPal's website, an account is not required to complete payment. Your entries are not completed until they are paid for via PayPal.



Once payment is completed, you may exit the website. If you need to make a change at a later date, you can log in again via the email and password you created in Step 5. If you have any questions, please contact AKSARBEN at 402.554.9600 Ext. 103