WELCOME TO X-PO

A STEP-BY-STEP GUIDE TO NOMINATING & ENTERING FOR A SHOW

X-PO

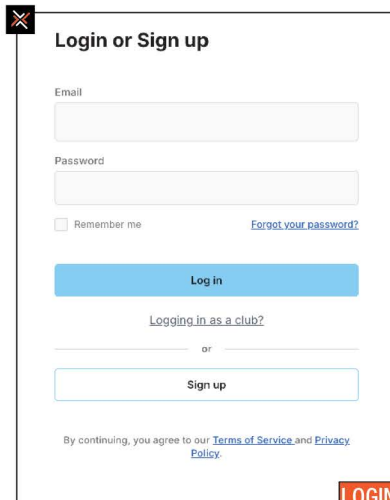THE SHOW MANAGEMENT APP THAT LETS YOU RUN THE SHOW, *NOT THE OTHER WAY AROUND.*

LOGIN

Option 1: Login as a Club

1. Select - "Logging in as a Club?"
2. Select Your Show
3. Select Your Club and Enter Preset Password
   a. This password is OKAE0 and your club number or OKCE0 and your county code.

Option 2: Login as a User

1. Sign up as a User
   a. Requires a unique email, but does not have to be the exhibitor's email.
   b. Select Your Show.

Login or Sign up

Email

Password

☐ Remember me   Forgot your password?

Log in

Logging in as a club?

or

Sign up

By continuing, you agree to our Terms of Service and Privacy Policy.
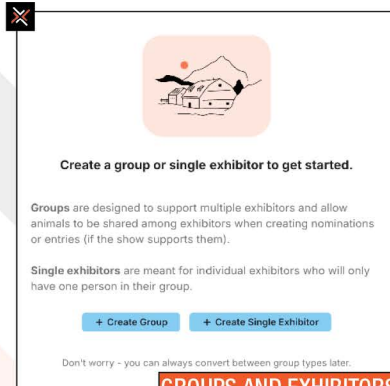
LOGIN

ESTABLISH GROUPS & EXHIBITORS

1. Select which best describes you - Group or Single Exhibitor
   – If a group, you are nominating for your household, including all siblings or those who follow the houshold nomination rule.
   – If a single exhibitor, you are an individual exhibitor without additional siblings.

2. Add Exhibitors to Group
   – Information Needed for Each Exhibitor:
     ☐ First Name   ☐ Home Address
     ☐ Last Name   ☐ School/Club
     ☐ Exhibitors Date of Birth   ☐ E-Signature Liability Waiver
     ☐ Phone

Create a group or single exhibitor to get started.

Groups are designed to support multiple exhibitors and allow animals to be shared among exhibitors when creating nominations or entries (if the show supports them).

Single exhibitors are meant for individual exhibitors who will only have one person in their group.

+ Create Group   + Create Single Exhibitor

Don't worry - you can always convert between group types later.

GROUPS AND EXHIBITORS

CREATE ANIMALS

1. Create Animals for each Family Group
   – OYE Tags must be unique to the animal.
     – *The tag number in X-PO must match the tag number on the DNA envelope.*
   – With a Family Group, each animal only needs to be created once, not per sibling.

SCAN TO VISIT
X-PO.ORG

ADD NOMINATIONS

Before starting, confirm that you are viewing as the correct family group.

1. Select - Add Nomination
    a. Select the exhibitor for the nomination.
    b. For Family Nominations you can select all of the siblings at once.
2. Select the Department and Division for the Animal.
    a. All eligible animals for that breed will populate.
    b. You can select multiple animals per breed to nominate at the same time.
3. Submit Nomination
    a. A nomination is auto-created for each selected exhibitor that is in a group.
    b. Same-sex and breed animals are grouped to streamline the list.
    c. Nominations are complete when all exhibitor-animal pairs appear here.
        – *Clubs can export a spreadsheet of all animals and exhibitors.*

Notes:

ADD NOMINATIONS

STEP 3b

CREATE ENTRIES

Only Clubs can Approve and Create Entries

For animals which do not require a nomination, clubs will create animal entries during the entry period.

1. Select - Nominations & Entries
    a. Review and Approve Nominations.
    b. View in - Club Entry Management Mode - or by each family group.
    c. Entry Count: This button appears during nomination review and entry approval. Specific animals don't need to be selected—any nominated animal within the correct species and sex may be shown. Entries simply reflect the total number of animals an exhibitor plans to show in a department or species/sex group.
    d. The system creates draft entries based on the Entry Count entered.
2. After approving nominations, select entries to proceed to checkout.
    a. Club Leaders can use this tool to purchase entries chapter-wide or by group.
    b. Forms of Payment Accepted:
        ☐ Credit Card   ☐ ACH   ☐ Check

Notes:

STEP 1b

STEP 1c