



OKLAHOMA YOUTH EXPO X-PO NOMINATION PORTAL WALKTHROUGH INSTRUCTIONS

1. Welcome and Getting Started

Welcome to the Oklahoma Youth Expo Nomination Portal!

In this walkthrough, we'll guide you through the nomination process, step by step.

You'll learn how to log in, create exhibitors and family groups, add animals, and complete your nominations.

2. Logging In

The first step is logging in.

The login process depends on whether you're a parent or guardian, or a club leader.

For parents and guardians:

If you're logging in for the first time, select **Sign Up** on the login screen to create a new user account.

Each user account must have a unique email address.

The account should belong to the person completing the entries. It does not have to be registered under the exhibitor's name.

For Ag teachers and 4-H Extension Agents:

Select the option labeled Club Leader

Choose your show and club, then enter your email address and club password.

OYE staff have already assigned each club leader's email address for authentication.

Here's a helpful way to confirm that you're logged in correctly.

Look at the bottom-left corner of your screen. If you see your club's name instead of your personal name, you're logged in as a club.

If you're a club leader and have trouble logging in, contact OYE staff for assistance.

If your club has multiple teachers, there's no need to create separate club accounts. Multiple teachers can manage the club, add exhibitors, and enter nominations at the same time.

3. Creating Exhibitors and Family Groups

Once you're logged in, the next step is setting up your exhibitors and groups.

If you've used the portal before, you'll see your previously created exhibitors.

Take a moment to review your existing information. Delete any exhibitors or groups that will not be showing at OYE this year.

If you're a new user, the system will prompt you to create either a single exhibitor or a group.

If you're entering multiple siblings, we recommend creating one group for each family.

This makes it easier to manage family nominations and helps reduce errors.

Groups should be organized by family, not by species. There's no need to create a separate group for cattle, goats, sheep, or other species.

If you manage multiple exhibitors or groups, use the dropdown menu in the top-left corner of the screen to switch between them.

Before creating an exhibitor or group, you'll also select the club responsible for managing them.

This selection determines who manages the nominations and which club the exhibitor will be stalled with at the show.

For example, if you're an FFA advisor managing younger siblings who participate in 4-H, assign all the siblings to your FFA club if they need to be managed and stalled together.

When setting up an individual exhibitor, you'll also select their school.

The school you select is the school announced in the show ring.

Here's the key difference to remember:

The **club** determines who manages the nominations and stall assignments.

The **school** determines what is announced in the show ring.

4. Electronic Signature Forms

OYE now requires electronic signatures for liability forms.

This means club leaders no longer need to mail or upload these forms separately.

If you're completing a form on behalf of an exhibitor, we recommend downloading and printing a copy for your records.

You can do this using the download link provided with the electronic signature question.

Once your exhibitor or group is created, you can begin adding animals or continue setting up additional exhibitors and family groups.

You will only need to complete this initial setup once.

Your exhibitors will carry over from year to year, so you'll simply update their information as needed.

5. Adding Animals

Now that your exhibitors and groups are set up, it's time to add your animals.

Start by selecting the **Animals** tab on the left side of your screen.

Before adding an animal, check the group name displayed in the top-left corner.

This is important because each animal must be added under the correct group or exhibitor.

If needed, use the dropdown menu to switch to the correct group before continuing.

Each animal only needs to be created once in the system, even when it's being nominated for multiple family members.

OYE tags are also unique identifiers.

If a tag number has already been used anywhere in the Expo system, you'll receive an error message.

If you believe your tag number is correct, contact OYE staff for help resolving the issue.

As you create an animal, make sure you answer all required questions.

6. Selecting Exhibitors and Shows

There's an **important change** to the animal nomination process.

Before you finish creating an animal, you must select the exhibitors you want to nominate that animal for.

You must also select the show in which you want to nominate the animal.

Based on the species and breed you select, the system will display the shows for which that animal may be eligible.

Review your selections carefully before continuing.

The exhibitors and shows you select determine which nominations the system creates automatically.

This redesigned process is based on user feedback and is intended to make nominations faster and easier.

7. Reviewing and Editing Nominations

Once your animals have been created, the system automatically generates the corresponding nominations.

You can review these nominations by selecting the **Nominations** tab.

Each exhibitor will have a separate box for each species and show.

Within each box, you'll find the animals nominated for that exhibitor in that species and show.

If you need to make a change to an existing nomination, return to the **Animals** tab and select the animal you want to edit.

From there, you can make changes such as updating the breed, adding or removing an exhibitor, or deleting a nomination when necessary.

Be sure to review your changes carefully to confirm that the correct exhibitors and shows are selected.

8. Completing Your Nominations

Once you've created all your animals and reviewed the nominations for your exhibitors, you're finished!

There's **no need** to click Submit Cart or print a receipt.

Your nominations are created automatically as part of the animal creation process.

If you'd like to keep a record of your entries, select **Download Nomination Report** in the top-right corner of the screen.

This option downloads an Excel spreadsheet containing your nominations.

We recommend reviewing this report to help verify your nominations and keep a copy for your records.

9. Additional Tools for Club Leaders

If you're a club leader, you'll have access to additional management tools.

Under the **Nominations** and **Entries** tabs, you'll find an option called **Club Entry Management**.

This view allows you to see all nominations associated with your club in one place.

You can also download a complete Excel report of your chapter's nominations.

The home screen provides another helpful overview.

Here, you can review the exhibitors and groups you manage, along with their progress through the nomination process.

These tools make it easier to track your club's entries and identify anything that may need attention.

10. Need Help?

That concludes our walkthrough of the Oklahoma Youth Expo Nomination Portal!

Remember to review your exhibitors, animals, and nominations carefully before you finish.

If you have questions or need assistance, please contact OYE staff.

You can also email Jacob Sanderson at jacob@okyouthexpo.org.