



# Northern Arizona Junior Livestock Association

## ONLINE REGISTRATION INSTRUCTIONS

All forms can be found at [najlasite.org](http://najlasite.org).

### **ALL ENTRIES**

Upon registering your first animal, you will be asked to digitally enter a W-9 (stored online in a secure location) and to upload the Exhibitor Agreement Form and the Signature Release Form (make sure you have downloaded these forms to your device prior to registering). These will only be asked for one time and will need to be completed prior to continuing the registration process.

### **Mobile Users: (useful apps)**

- **Genius Scan** allows you to make a pdf directly from a photo.
- a pdf reader on your mobile device (such as **Adobe Fill & Sign**) will allow you to save the Exhibitor Entry and Signature Release Form to your device and fill it out so you can upload it as a pdf. Use this if you don't have a printer.

### **LARGE LIVESTOCK ONLY**

**OTHER FORM ITEMS THAT WILL NEED TO BE UPLOADED** (If you register early, you have until the registration deadline to upload these):

**Proof of Ownership by deadline date (select one of the following):**

- Arizona Seasonal Pass; or
- Arizona Inspection Certificate (must show animal brand, tag, ear notches AND date of sale or transfer); or
- Bill of Sale (price can be redacted - date of sale must to be visible)

**IF you don't have a pdf of the Proof of Ownership, you can use Genius Scan to take a picture with your phone and convert it to a pdf**

**2 PHOTO'S – these must be uploaded by the registration deadline**

**ALL OF THE ABOVE FORMS/PHOTO'S MUST BE UPLOADED BY THE ONLINE MARKET REGISTRATION DEADLINE TO COMPLETE YOUR REGISTRATION FOR THE NORTHERN ARIZONA JUNIOR LIVESTOCK AUCTION.** All entries must be complete and photos approved to be eligible. We strongly recommend you submit your paperwork early in case any corrections need to be made.

Immediate family members may register the same Back-Up animal; not to exceed 2 registered animals per exhibitor.

**BACKUP ANIMALS WILL NEED TO HAVE A SEPARATE PHOTO ENTRY FOR EACH  
BACKUP ANIMAL YOU ARE ENTERING**

**Picture Instructions:** Pictures need to easily identify animal and exhibitor

**PHOTOGRAPH #1 –** Picture must clearly show side profile of animal, NAJLA tag, and face of exhibitor.

**PHOTOGRAPH #2 –** Picture must clearly show the head of the animal with NAJLA tag in ear.

**Photo Technique suggestions:**

- **Do not take the quality of your photo lightly.** If your photo does not identify both the exhibitor and the animal, it may result in disqualification of your entry. Your picture must be a clear image of both the animal and the exhibitor, not too dark or light. **The exhibitor and the animal need to be seen in detail.**
- It helps to take a picture during feeding.

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