4-H Project Links

The 4-H Project Links provides a method to correlate projects with fair classes. These project links must be completed so that the Year in Project information prints on item tags. Judges use the Year in Project information during their judging.

Up to 40 fair classes can be linked to each 4-H project. In the case where there are more fair classes than available links, use the 40 most popular classes in the division. The Year in Project information needs to be manually written on the item tag for the remaining classes.

Leader projects end in a 0 and member projects end with numbers 1-9. If leader projects are displaying, please call the Communications and Technology office so this can be corrected.

Establishing Links

1. Click **Go to > Fair Data /Premiums > 4H Prj Lnks (4-H Project Links)**.
2. List the projects by **Code** or **Title** by clicking the appropriate radio button.
3. Highlight the **project** in the displayed list. See Figure 1.

Figure 1. 4-H Project Links

4. Select the fair class. Click **Department** and highlight the desired department. Click **Divisions** and highlight the desired division. Click **Classes** and the classes display.
5. Highlight the classes to be linked with the project. The class numbers display in the *link controls*.

Change and Delete Links

1. Click Go **to > Fair Data /Premiums > 4H Prj Lnks (4-H Project Links)**.

2. List the projects by **Code** or **Title** by clicking the appropriate radio button.

3. Highlight the **project** in the displayed list. See Figure 1 on page 1.

4. Select the class to be deleted by clicking the **radio button** in *Link Controls*.

5. Click the **Delete Link** button.

 All links can be deleted by clicking the **Delete All Links** button.

6. Change a class link by selecting it in the *Link Controls*.

7. Reassign the appropriate department, division, and class.