



4-H Exhibitors Add Project Items

Be sure the project links are created between 4-H projects and fair classes before entering 4-H exhibits. See the 4-H Project Links tip sheet for more information.



All 4-H exhibitors **must** be entered using this method. The Year in Project information prints on the item tag when the projects are entered this way.

1. Click **Go to > Exhibitors/Items > Exhibitors > Individual (Normal Method)**.



This assumes the 4-H members are imported as 4-H exhibitors. See the Exhibitors tip sheet for more information.

2. Click the **4-H Exhibitor** radio button. A list of 4-H exhibitors displays.
3. Highlight a **member**. The member's information displays in the Exhibitor Data section.



When a member is enrolled in more than one club, a different club can be selected by clicking the **Representing Club** down arrow. Highlight the desired club.

4. Click the **Enter Project** button. See Figure 1.

Exhibitor Data...							Return	
Id	Last	First	MI	Phone	Gender			Delete Item
G0S4300	Appleseed	Johnny		(307)349-1298	M			Add Item
Grade	Street	City		State	Zip			Optional Info
3	123 Main	Jellystone		WY	87000-0000			
Project	Title	Item	Class	Title				
81201	Robotics	000000020	H057001	Juniors (8-10 yrs old) - 1st or 2nd yr in project				
Exhibitor Projects...				Project Class Links...		Project Class Entries...		
Code	YIP	Project Title	Count: 6		Count: 1			
81201	01	Robotics	H057001 Juniors (8-10 yrs old) - 1st or 2nd yr in project		000000020 H057001 Juniors (8-10 yrs old) - 1st or 2nd yr in project			
63401	01	Rifle	H057002 Juniors (8-10 yrs old) - 3 yrs or more in project					
			H057003 Intermediates (11-13 yrs old) - 1st or 2nd yr in project					
			H057004 Intermediates (11-13 yrs old) - 3 yrs or more in project					
			H057005 Seniors (14-19 yrs old) - 1st or 2nd yr in project					
			H057006 Seniors (14-19 yrs old) - 3 yrs or more in project					

NOTE: Each Exhibitor's 4H Project can only be entered (as a project entry) into a maximum of 40 classes in total. If project needs to be entered into more than 40 classes, this can be done by simply entering the project as a standard item entry.

NOTE: The [Add Item] button and Double Click feature in the [Project Class Links] list box will be disabled if the Exhibitor project has been entered a total of 40 times.

Figure 1. Enter Project Items

5. Highlight the **project** in the *Exhibitor Projects* section.

6. Double click the **appropriate class** in the *Project Class Links* section. The entry displays in the *Project Class Entries* section.
7. Continue to add all exhibits for the 4-H member.
8. Click **Return** after items for the 4-H member are entered.

Optional Information

The program automatically displays the optional information screen when an item is entered in a class using a method asking for this information. For example, the optional information displays for a livestock class when tied to a livestock method asking for additional information.



Click the **Optional Info** button or the **Livestock Info** button located in the lower-left hand corner of the Exhibitors screen to add this information. See Figure 2 for an example. Be sure to highlight an exhibitor and an item to activate these buttons.

The screenshot shows the Exhibitors software interface. At the top left, there are radio buttons for selecting an exhibitor type: 0 (4H Member >> 4H Exhibitor), 17 (4H Club >> 4H Exhibitor), 117 (4H Exhibitor - selected), 11 (FFA Exhibitor), and 4 (Open Class Exhibitor). Each has an 'EnterNew' button. To the right is a 'Find...' search box and a list of settings: State Fair Only... (Off), Tag Printing... (Off), Manual Back Tag... (Off), Auto Optional... (Off), Auto Livestock... (Off), and Print OCE Age... (On). Below this is the 'Exhibitor Data...' form with fields for Id (GOS4300), Last (Appleseed), First (Johnny), MI, Phone ((307)349-1298), SSN, Age (8), Grade (3), 4H Year (1), Gender (M), Street (123 Main), City (Jellystone), State (WY), Zip (87000-0000), Back Tag Number, and Representing Club... (GOS112 Bunny Round-Up Youth Club). On the right is a 'Current 4H Fair Exhibitor list...' table with columns 'Id' and 'Name'. The table lists exhibitors like GOS4022 Adamson, Adam and GOS4300 Appleseed, Johnny. At the bottom left are buttons for 'Add New Item(s)', 'Optional Info', and 'Delete Item'. In the center is a list of project items, with '00000008 H056002 4H DEPARTMENT Rifle, Any Level 2 exhibit - Ages 11-13' selected. At the bottom right are buttons for 'Print Item Tag' and 'Eject Sheet', along with a 'Tag Printing Status' grid.

Figure 2. Optional & Livestock Information