



## Class Posting

Posting enters the judging results for each class. It can be done by class, by individual, or by scanner. The fast posting section is not covered as there are too much potential for errors.

The class posting screen displays all exhibitors for each class so places and awards are entered.

1. Click **Go to > Posting/Sweepstakes > Class**. See Figure 1.

Enter/Click Class to Post...	Items...	State Fair	Placings	Awards	COPY Item to Class...	NEW Item Number
J003001 20	00000067 GOS3547 Warthog, Pumbaa			4		
A001001 Scenery-Oil/Acrylic	00000064 GOS3717 Robot, Rosie					
A001002 Animal-Oil/Acrylic	00000061 GOS4126 LaRamie, Jacque					
A001004 Plant World-Oil/Acrylic	00000062 GOS3709 Mouse, Minnie			2	2	
A001006 People-Oil/Acrylic	00000060 GOS3839 Jetson, Elroy					
F001002 Reconditioned Tools for Home L	00000059 GOS3800 Hood, Robin			3		
F002004 Noxious Weeds	00000065 GOS4208 Rubble, Barney					
H017001 Any Level 1 Archery Exhibit-Age	00000066 GOS3926 Sailor, Sinbad					
H017002 Any Level 2 Archery Exhibit-Age	00000068 GOS3842 White, Snow			1	1	
H017003 Any Level 3 Archery Exhibit-Age						
H049002 Any Level 2 exhibit - Ages 11-13						
H056002 Any Level 2 exhibit - Ages 11-13						
H057001 Juniors (8-10 yrs old) - 1st or 2nd						
H061002 Any Level 2 exhibit - Ages 11-13						
H078014 Beef Cattle - Intermediate						
H078015 Beef Cattle - Junior						
J003001 Market Steer						
J003015 Market Beef - Heifer						
J003055 Lightweight Steers						
J013001 Market swine						

Figure 1. Class Posting



When ribbon colors are not displayed on the class posting screen, check the ribbon set assigned to the class through the premium table. Click the **Showing Placing Titles** button to review the current ribbon sets. See the Ribbon Sets tip sheet and the Premium Tables tip sheet for more information.

2. Highlight the **class being posted**. Use the judges' call sheet to complete the posting.

3. Click the **appropriate placing** button for each exhibitor.



The arrows above the exhibitors' names shift them to the left or right as needed.

4. Place a check in the **State Fair** box for each exhibitor qualifying for State Fair.
5. Click the **check box** for awards for grand champion and reserve champion, if needed.



Use the **Next Group** and **Prior Group** buttons when there are more than 15 exhibitors in a class.

### **Error Correction**

- Click the correct placing when an exhibitor is posted to the incorrect placing.
- Click the exhibitor's name to remove a posting completely.