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 is 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.

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.