



Classes

Classes are a subcategory of divisions and are designated by the second set of numeric characters in the class code. The class in class code J003001 is 001, Market Steer. This is where the exhibitor enters his/her item in the fair.



A department and division must be selected first so the Class menu is active on the toolbar.

Create a New Class

1. Click **Go to > Fair Data/Premiums > Department**.
2. Highlight a **department**.
3. Click **Division** on the menu toolbar.
4. Highlight a **division**.
5. Click **Class** on the menu toolbar. The *Class* screen displays. See Figure 1 on page 2.

Classes

The screenshot shows a software window titled "Class". At the top, "Selected Department - Division" is "J001 JUNIOR SHOWS / BREEDING BEEF". Below that, "Code" is "J001001" and "Title" is "Jr. Heifer Calf - Black Angus". There are three input fields: "*State Fair Fee" (N), "*Animal Required" (N), and "*Locked" (N). A note box says: "Note: You must have entries for the three Class information boxes to enable the [Create New Class] button. You can click the select/change buttons and enter values or click on an existing Class to use it's values." To the right is a list of "Known Class(es)" including "J001001 Jr. Heifer Calf - Black Angus". Below the note are buttons for "Create new Class", "Delete Class", and "Return To Division". On the left, "Text Keys..." lists F1-F8 with corresponding animal types. At the bottom, "Class Information (Enter/Select/Change)..." has buttons for "Method", "Premium", and "Class Fee". The "Method" field contains "LIVESTOCK", "Premium" contains "J001001", and "Class Fee" contains "0.00". There are also fields for "Date/Time Judged" (with an example "07/13/00 03:30 PM") and "Minimum Grade" and "Maximum Grade".

Figure 1. Classes



A method, premium table, and class fee must be selected first to enable the *Create New Class* button. Be sure to know which method and premium table are being used with the new class.

6. Click the **Method** button. The *Method* screen displays.
7. Highlight a **method** and click **Save/Return**. The *Class* screen displays.
8. Click the **Premium** button. The *Premium Table* screen displays.
9. Highlight a **premium table** and click **Save/Return**. The *Class* screen displays.
10. The *Class Fee* defaults to zero. Type in an amount when an entry fee is charged.



Once a class has been displayed, the program automatically uses the method, premium table, and class fee information for subsequent classes in that division. This means these items are not reselected each time a new class is added. The optional features of Date/Time Judged, Minimum Grade, and Maximum Grade are not retained. They must be entered individually for each class.

11. After entering the method and premium table, click the **Create New Class** button.
12. The next available code is automatically assigned. A different number can be added by backspacing through the numbers and typing in the desired number.

13. Press **Tab** or **Enter**.
14. Type a **title**. Use the function key text to enter phrases.
15. Press **Enter**. The class is added.



To use the same methods and premium table as a class established in a previous session, “pick up” the method and premium table by simply selecting that class. Then, click the **Create New Class** button.

16. Continue until all classes are added. Click **Return to Division** or any other commands on the menu toolbar.



Wyoming is not using locked classes.

Optional Features

Information can be entered for the Date/Time Judged, the Minimum Grade, and the Maximum Grade. When date and time information is entered and an exhibitor tries to enter items in classes that have simultaneous judging times, a warning message about the conflict displays so the exhibitor can be notified. However, the exhibitor is allowed to enter all items regardless of the time conflict.

The same approach applies to minimum and maximum grade requirements. A warning message displays whenever an exhibitor enters an item in a class and does not meet the specified requirements.

Delete a Class



A class cannot be deleted when exhibitor items are entered. A warning message displays when exhibitor items are present. See Figure 2 on page 4. Click **OK** to clear the message. Confirm that the class should be deleted. Exhibitor items need to be removed before a class is deleted.



Figure 2. Class Removal

1. Highlight the class in the *Known Classes* list.
2. Click the **Delete Class** button.
3. A confirmation message displays. Click **OK** to confirm the deletion.