



Departments

Departments are the first category of items for a fair and are designated by an alpha character in the code. These are the main subject areas of each fair. The following departments are used in the examples: F – FFA Department; H – 4-H Department; and J – Junior Shows. Departments are created or deleted in this section.

Create a New Department

1. Click **Go to > Fair Data/Premiums > Department**. See Figure 1.

Department

Code Title

*Optional *State Fair Fee *Animal Required (Y or N) *Locked (Y or N)

You must select a Department to enable the Division menu item!

Known Department(s)...

F FFA DEPARTMENT
H 4H DEPARTMENT
J JUNIOR SHOWS

Count: 3

Figure 1. Departments

2. Click the **Create New Department** button.
3. Enter a **code**. Use alpha characters **A** through **Z**. The character does not need to be capitalized. The program automatically changes it to a capital letter.



Use the **Tab** or **Enter** key to move between fields.

4. Type the **title** and press **Enter**.
5. This adds the department under the *Known Departments* section and activates the *Create New Department* button. A count displays at the bottom of the list showing the total number of departments.



The optional information is not used for Wyoming at this time.

Delete a Department



A department cannot be deleted when exhibitor items are entered in the classes. A warning displays showing exhibitor items are present. See Figure 2. Click **OK** to clear the message. Confirm that the department should be deleted. Remember, divisions and classes in the department are also removed. Exhibitor items need to be removed before the department is deleted.



Figure 2. Department Removal

1. Highlight the department in the *Known Departments* list.
2. Click the **Delete Department** button.
3. A *Confirm Department Removal* message displays. Click **OK** to confirm the deletion.