



Divisions

Divisions are the subcategory of departments and are designated by the first three numeric characters of the class code. For example, the division in class code J003001 is 003, Market Beef. A department must be selected from the Known Departments list to activate the division menu item on the toolbar.

Create a New Division

1. Click **Go to > Fair Data/Premiums > Department**.
2. Highlight a **department** in the *Known Departments* list. This enables the *Division* menu on the toolbar.
3. Click **Division** on the toolbar.
4. Click the **Create New Division** button. See Figure 1.

*Optional	*State Fair Fee	*Animal Required (Y or N)	*Locked (Y or N)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

J001 BREEDING BEEF
J002 FEEDER CALVES
J003 MARKET BEEF
J004 DAIRY CATTLE
J005 DAIRY GOATS
J006 HORSE SHOW - HALTER CL
J007 HORSE SHOW - PERFORMA
J008 RABBITS
J009 BREEDING SHEEP
J010 MARKET LAMBS
J011 BREEDING SWINE
J012 MARKET SWINE
J013 WOOL
J016 POULTRY - BANTAMS, CLEA
J017 POULTRY - BANTAMS, FEAT
J018 POULTRY - CHICKENS, CLEA
J019 POULTRY - CHICKENS, FEAT
J020 POULTRY - DUCKS

F1	- Hereford	F5	Bull Calf
F2	Heifer Calf	F6	- Maine Anjou
F3	Yearling Heifer	F7	- Shorthorn
F4	Grand/Reserve Champion	F8	- Simmental

Figure 1. Division

5. The program automatically assigns the same letter as the selected department and assigns the first available number (i.e., 001). The number can be changed by backspacing and typing in the desired number. The division letter cannot differ from the department selected, and the number must contain three digits.
6. Type a **title**.
7. Press **Enter**. A new division is added to the *Known Divisions* list.

Delete a Division



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



Figure 2. Division Removal

1. Highlight the division in the *Known Divisions* list.
2. Click the **Delete Division** button.
3. A confirmation message displays. Click **OK** to confirm the deletion.