



## Exhibitors Screen

The exhibitors screen displays information about exhibitors and the items entered in the fair. See Figure 1 for an example. An explanation of each section of the screen follows.

The screenshot shows the Exhibitors Screen with the following sections and callouts:

- 1**: Enter/Select Exhibitor... section with radio buttons for 4H Member, 4H Club, 4H Exhibitor, FFA Exhibitor, and Open Class Exhibitor.
- 2**: Find... search field.
- 3**: State Fair Only... Tag Printing... Manual Back Tag... Auto Optional... Auto Livestock... Print OCE Age... section with On/Off buttons.
- 4**: Current 4H Fair Exhibitor list... table with Id and Name columns.
- 5**: Exhibitor Data... form with fields for Id, Last, First, MI, Phone, SSN, Age, Grade, 4H Year, Gender, Street, City, State, Zip, Back Tag Number, and Representing Club.
- 6**: Exhibitor Items... section with Item Count, Add New Item(s), Enter Project(s), Optional Info, Livestock Info, Delete Item, and Tag Printing Status buttons.

Id	Name
GOS4022	Adamson, Adam
GOS4300	Appleseed, Johnny
GOS4202	Beethoven, Schroeder

**Figure 1. Exhibitors Screen**

- 1. Enter/Select Exhibitor** – The 4-H members and 4-H club information is brought in from the 4HPlus! program. Click the 4-H members' radio button to display the members in the list on the right-hand side of the screen. Click the 4-H clubs radio button to display clubs in the list on the right-hand side of the screen. The numbers to the left-hand side of the radio buttons show the total number of members, clubs, and exhibitors. These numbers change when a member or club is entered in the fair. When a 4-H member enters an item, the total number of members decrease and the number of 4-H exhibitors increases.



Fair boards that do not have access to the 4HPlus! program can obtain copies of the necessary files from the county extension office. Please call the Communications and Technology office for installation information.

2. **Find Field** – Enter the name of the desired exhibitor in this field when exhibitors are displayed in the Exhibitors Found list.
3. **Parameter Settings** – The parameter default settings are in red when they are off and green when they are on. These change by clicking **On** or **Off**. Changing the parameter settings from the exhibitor entry screen does not change them permanently. They revert back to their default settings every time the program is closed. These parameters can be changed by going to **Utilities > Parameters**. For example, if a large number of items are entered for State Fair only, change the parameter to **On** so it does not have to be changed manually.
  - State Fair Only – Default is off. Change this to on when entering items for State Fair only. This eliminates the steps of posting items and selecting them to go to State Fair. Change the parameter **Entering State Fair Items only** to true when the only thing done is sending items to State Fair. See the State Fair Entries Only tip sheet for more information.
  - Tag Printing – Default is off. Item tags are automatically printed as they are entered when this is turned on. This is controlled by the **Tag printing options** parameter.
  - Manual Back Tag – Default is off. Back tag item numbers are automatically assigned as items are entered when this parameter is set to on. This is controlled by the **Collect Back Tag Number for Exhibitors** parameter.
  - Auto Optional – Default is on. The optional information screen displays when an item is entered into a class assigned to a static method. This is controlled by the **Auto Optional Fields on Item Entry** parameter.
  - Auto Livestock – Default is on. The required livestock fields display when an item is entered into a class assigned to a livestock method. This is controlled by the **Auto Livestock Data on Item Entry** parameter.

- **Print OCE Age** – Default is on. The age for open class exhibitors prints when this parameter is turned on. It is controlled by the **Print OCE Exhibitor Age where available on Item Entry** parameter.
4. **Exhibitors Found** – When a radio button for exhibitors, 4-H members, or clubs is clicked, the exhibitors display by ID number or by name. Click the **ID** button at the top of the list to display by ID number. Click the **Name** button to display exhibitors alphabetically.
  5. **Exhibitor Data** – Highlight an individual exhibitor in the Exhibitors Found list to display his/her personal information.
  6. **Exhibitor Items** – Any items entered for an exhibitor display in this area. Items are added and deleted in this section.