



FFA Exhibitors

It is important that the FFA exhibitors be added with the correct FFA chapter code to coordinate entries from each county. The format for the FFA exhibitor number is FFACCXX where CC is the chapter code and XX is a consecutive number. Contact the FFA advisor or check the State Fair premium book for the correct chapter number.



It is important that the correct chapter number is used. Otherwise, it is possible for the item to be eliminated when the information is received at State Fair.

Add an FFA Exhibitor

1. Click **Go to > Exhibitor/Items > Exhibitors > Individual (Normal Method)**. See Figure 1 on page 2.
2. Click the **FFA Exhibitor** radio button.
3. Click the **Enter New** button.
4. The characters *FFA* are added to the ID field in the Exhibitor Data section.
5. Enter the **county FFA chapter code** for the first 2 numeric characters.
6. Use a numeric number from 01 to 99 for the rest of the number.
7. Enter the exhibitor's personal information. Press **Tab** or **Enter** to move between fields.

FFA Exhibitors

Enter/Select Exhibitor...

114 4H Member >> 4H Exhibitor
17 4H Club >> 4H Exhibitor
3 4H Exhibitor
11 FFA Exhibitor
1 Open Class Exhibitor

Find...

State Fair Only... Off
Tag Printing... Off
Manual Back Tag... Off
Auto Optional... Off
Auto Livestock... Off
Print OCE Age... On

Current FFA Fair Exhibitor list...

Id	Name
FFA4039	Duck, Daffy
FFA4057	Hood, Robin
FFA1239	Lightyear, Buzz
FFA1002	Magoo, Quincy
FFA4025	Peppermint, Patty
FFA4001	Robot, Rosie
FFA8003	Rubble, BamBam
FFA4030	Simpson, Lisa
FFA4045	Squarepants, SpongeBob
FFA4017	Van Pelt, Linus
FFA4016	Van Pelt, Lucy

Exhibitor Data...

Id: FFA1239, Last: Lightyear, First: Buzz, MI: Q
Phone: 307-349-9827, SSN: , Age: , Grade: , 4H Year: , Gender: M
Street: 302 Grand, City: Jellystone, State: WY, Zip: 87000
Back Tag Number: , Representing Club:

Exhibitor Items...

Item Count:

Tag Printing Status

Figure 1. FFA Exhibitors

Delete an FFA Exhibitor

1. Click **Go to > Exhibitor/Items > Exhibitors > Individual (Normal Method)**.
2. Click the **FFA Exhibitor** radio button.
3. Highlight the **FFA exhibitor** to be deleted.
4. Click the **Delete Exhibitor** button.



Contact the FFA advisor for a current list of FFA members.