FFA Exhibitors
Add New Items

Use the Add New Items options to enter items for FFA exhibitors and Open Class exhibitors in the fair. Do not use Add New Items for 4-H exhibitors because the Year in Project information will not print on the item tag. Use the Enter Projects option instead.

The Add New Items can be used for 4-H exhibitors only when a class code does not display in the Enter Projects option. Be sure all the 4-H project links are used in a class before using this option. Write in the Years in Project information on the item tag. Please see the 4-H Project Links tip sheet for more information.

FFA Exhibitor Entries

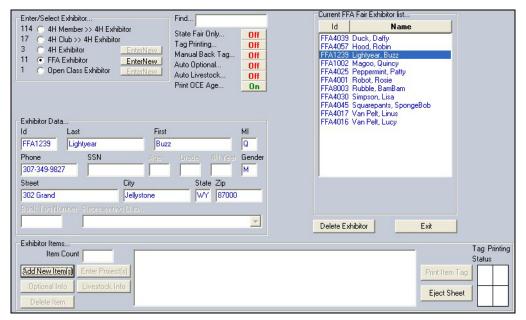1. Click **Go to > Exhibitors/Items > Exhibitors > Individual (Normal Method)**. See Figure 1.

Figure 1. FFA Exhibitor

2. Click the **FFA Exhibitor** radio button. The FFA exhibitor list displays.

3. Highlight the **FFA exhibitor** entering an item.

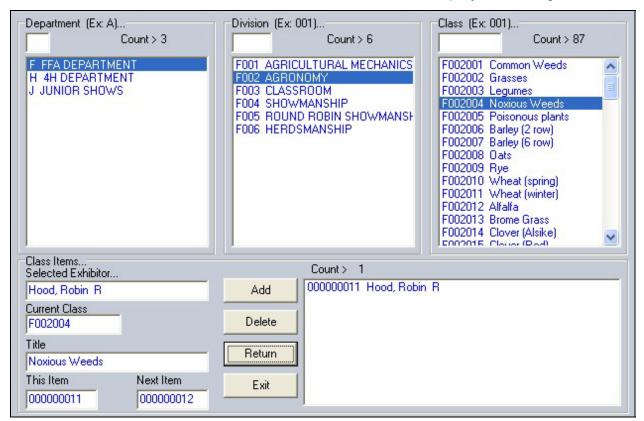4. Click the **Add New Item** button. The *Add Items screen* displays. See Figure 2.

Figure 2. Add Items Screen

CAUTION Make sure that the number in the Next Item field is 0000000001 when entering the first item of the fair. Any other number indicates that data from the previous year or a training session has not been removed. See the Data Removal tip sheet for more information.

5. Highlight the **FFA Department**.

6. Highlight the **appropriate division**.

7. Highlight the appropriate class.

8. Click the **Add** button.

9. The current class and title displays in the Class Items section.

10. A second item can be added in the same class by clicking the **Add** button again.

11. To add more items from a different class for the same exhibitor, select the appropriate **department**, **division**, and **class**. Click the **Add** button.

12. To add items to the same class for a different exhibitor, click the **Return** button. Highlight the **exhibitor**. Click **Add New Items**. Note that the class code still displays. Click the **Add** button. See Figure 3.
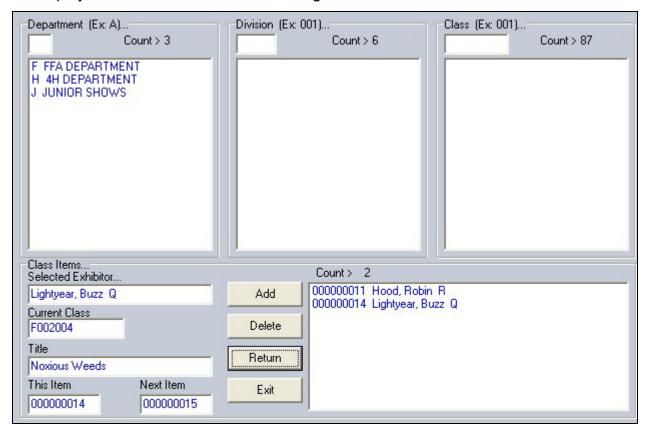

Figure 3. Add New Exhibitor to Same Class

Optional Information

The program automatically displays the optional information screen when an item is entered in a class using a method asking for this information. For example, the optional information displays for a livestock class when tied to a livestock method asking for additional information.

Click the **Optional Info** button or the **Livestock Info** button located in the lower-left hand corner of the Exhibitors screen to add this information. See Figure 4 on page 4 for an example. Be sure to highlight an exhibitor and an item to activate these buttons.
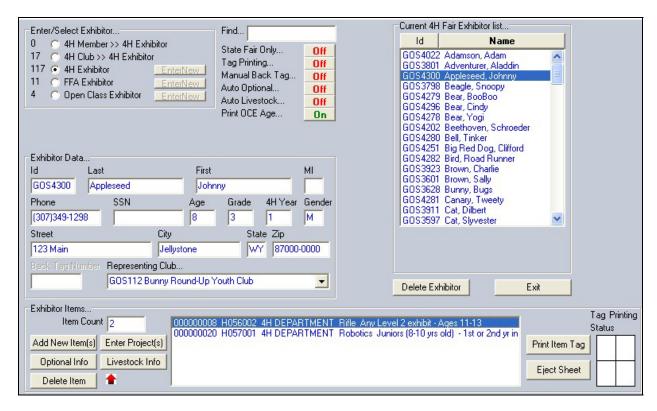
Figure 4. Optional & Livestock Information