



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.

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 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.

The screenshot shows a software interface for adding items. It consists of three main selection panels at the top and a 'Class Items' section at the bottom.

- Department (Ex: A)...**: A list with three items: 'F FFA DEPARTMENT', 'H 4H DEPARTMENT', and 'J JUNIOR SHOWS'. The 'F FFA DEPARTMENT' item is highlighted. The count is '> 3'.
- Division (Ex: 001)...**: A list with six items: 'F001 AGRICULTURAL MECHANICS', 'F002 AGRONOMY', 'F003 CLASSROOM', 'F004 SHOWMANSHIP', 'F005 ROUND ROBIN SHOWMANSHIP', and 'F006 HERDSMANSHIP'. The 'F002 AGRONOMY' item is highlighted. The count is '> 6'.
- Class (Ex: 001)...**: A list with 15 items, including 'F002001 Common Weeds', 'F002002 Grasses', 'F002003 Legumes', 'F002004 Noxious Weeds', 'F002005 Poisonous plants', 'F002006 Barley (2 row)', 'F002007 Barley (6 row)', 'F002008 Oats', 'F002009 Rye', 'F002010 Wheat (spring)', 'F002011 Wheat (winter)', 'F002012 Alfalfa', 'F002013 Brome Grass', 'F002014 Clover (Alsike)', and 'F002015 Clover (Red)'. The 'F002004 Noxious Weeds' item is highlighted. The count is '> 87'.

The **Class Items...** section includes:

- Selected Exhibitor...**: A text field containing 'Hood, Robin R'.
- Current Class**: A text field containing 'F002004'.
- Title**: A text field containing 'Noxious Weeds'.
- This Item**: A text field containing '000000011'.
- Next Item**: A text field containing '000000012'.
- Buttons**: 'Add', 'Delete', 'Return', and 'Exit'.
- Count**: A label '> 1' and a list area containing '000000011 Hood, Robin R'.

Figure 2. Add Items Screen



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.

FFA Exhibitors - Add New Items

Enter/Select Exhibitor...

0 4H Member >> 4H Exhibitor

17 4H Club >> 4H Exhibitor

117 4H Exhibitor EnterNew

11 FFA Exhibitor EnterNew

4 Open Class Exhibitor EnterNew

Find...

State Fair Only... Off

Tag Printing... Off

Manual Back Tag... Off

Auto Optional... Off

Auto Livestock... Off

Print OCE Age... On

Current 4H Fair Exhibitor list...

Id	Name
GOS4022	Adamson, Adam
GOS3801	Adventurer, Aladdin
GOS4300	Appleseed, Johnny
GOS3798	Beagle, Snoopy
GOS4279	Bear, BooBoo
GOS4296	Bear, Cindy
GOS4278	Bear, Yogi
GOS4202	Beethoven, Schroeder
GOS4280	Bell, Tinker
GOS4251	Big Red Dog, Clifford
GOS4282	Bird, Road Runner
GOS3923	Brown, Charlie
GOS3601	Brown, Sally
GOS3628	Bunny, Bugs
GOS4281	Canary, Tweety
GOS3911	Cat, Dilbert
GOS3597	Cat, Sylvester

Delete Exhibitor Exit

Exhibitor Data...

Id	Last	First	MI				
GOS4300	Appleseed	Johnny					
Phone	SSN	Age	Grade	4H Year	Gender		
(307)349-1298		8	3	1	M		
Street	City	State	Zip				
123 Main	Jellystone	WY	87000-0000				
Back Tag Number	Representing Club...						
	GOS112 Bunny Round-Up Youth Club						

Exhibitor Items...

Item Count

Add New Item(s) Enter Project(s)

Optional Info Livestock Info

Delete Item ↑

000000008 H056002 4H DEPARTMENT Rifle Any Level 2 exhibit - Ages 11-13

000000020 H057001 4H DEPARTMENT Robotics Juniors (8-10 yrs old) - 1st or 2nd yr in

Tag Printing Status

Print Item Tag Eject Sheet

Figure 4. Optional & Livestock Information