



FairPlus! Tip Sheets

July, 2006



Title Bar Information

Basic information about the program displays in the blue title bar at the top of the screen. See Figure 1. Open the FairPlus! program by double-clicking the desktop icon.



Figure 1. Title Bar

1. County
2. Program version number. The first section of the program version number is the year of the release. The second section is the day of the release. In this example, the version number is 05-208. It was released in 2005 on July 27th, the 208th day of the year.
3. Data set year. The data set year is in two sections. The left side shows the year being viewed or the year where information is being entered. The right side is the latest year available. In this example, the data set year is 2006/2006.

Information for the previous two years is retained. The current data set year can be changed to either of the previous two years so information can be reviewed. But, this information **cannot** be changed. See the Fair Years tip sheet for more information.



Navigating the Program

The **Go to** menu displays the logical progression of a county fair and is used to navigate the program. Use it to determine the next action that needs to be taken at a fair.

1. Click the word **Go to** from the menu toolbar. A menu displays. See Figure 1.
2. Click the item on the menu for the next action.

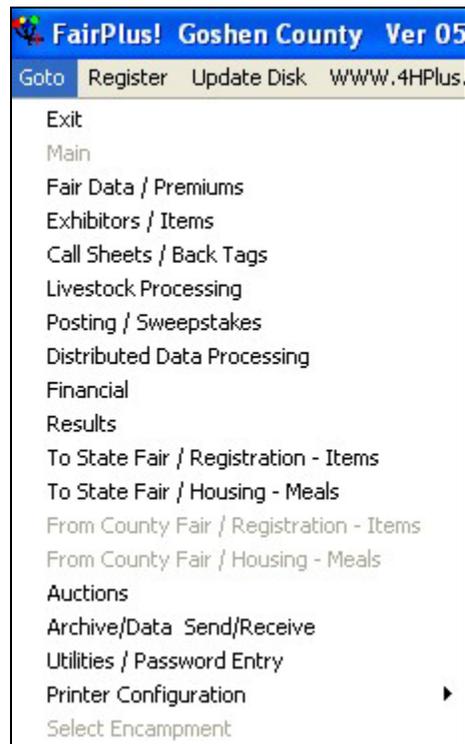


Figure 1. Go to Menu

There are four sections of the program that are not used in Wyoming. They are:

- To State Fair/Housing-Meals
- From County Fair/Registration-Items
- From County Fair/Housing-Meals
- Select Encampment



Fair Years

Information for the previous two fair years can be displayed by changing the data set year. The data set year on the title bar reflects this information. See the Title Bar tip sheet for more information. Switch the fair year to show one of the previous year's information. Then be sure to switch it back to the current year.

Previous Fair Year

1. Click **Go to > Archive/Data Send/Receive > Select Year**.
2. Click the radio button for the **appropriate year**.
3. A confirmation message displays asking to confirm the switch. Click **OK**. See Figure 1.



Figure 1. Switching Data Message

4. The data set year on the title bar shows the data set year requested. In this example, the data set year being viewed is 2005. See Figure 2.



Figure 2. Data Set Year 2005

5. A warning message displays when a different part of the program displays. It provides a reminder that data entry is not allowed. See Figure 3. Click **OK**.



Figure 3. Not Using Newest Data Set

Current Fair Year

Take these steps to change back to the current fair year.

1. Click **Goto > Archive/Data Send/Receive > Select Year**.
2. Click the radio button for the **current year**.
3. A confirmation message displays asking to confirm the switch. Click **OK**.
4. The data set on the title bar displays the current data set year.



Update Disk

As information is entered in the program, periodically click **Update Disk** located on the menu toolbar to save the information to the computer's hard drive. See Figure 1.



Figure 1. Update Disk

Using this feature ensures the data is saved to the hard drive. **It is not a backup.** If the computer's hard drive crashes and a current backup is not available, **data will be lost.** Clicking **Update Disk often** to reduce the amount of data that has to be reentered in the event the power goes out or the program closes abnormally. A separate backup should be completed at least **once** during each **day of the fair.** See the Backup tip sheet for more information.



E-Mail Setup

E-mail messages can be sent from within the program. This is useful in e-mailing the results media report file to any media outlets in the area. The e-mail parameters are set before the e-mail feature is used. An Internet connection and e-mail program such as Netscape Messenger, Microsoft Outlook, or Microsoft Outlook Express must be available.

When dialup is used through an Internet Service Provider (ISP), the user name, password, and the ISP phone number are needed. The mail server name is also needed. This information is provided by the ISP. Contact them to obtain the information.

The mail server name is needed when the computer accesses the Internet through a network. Contact the network administrator for this information.

Dialup/Modem Setup

1. Click **Go to > Results > Email > Setup Media Email**. See Figure 1 on page 2.
2. Click the **Dialup/Modem** radio button.
3. Enter the **password**. It is masked with asterisks.
4. Press **Tab**.
5. Type the **ISP's phone number**.
6. Type the **e-mail address** in the *Sender* field.
7. Type the **user ID** for the ISP account. It may be different from the e-mail user ID.
8. Type the **mail server name**.
9. The domain information is usually not needed.
10. Type up to **10 e-mail addresses** for the media contacts.
11. Click the **Exit** button.

E-Mail Setup

FairPlus! Washakie County Results 04-159 Data Set 2004/2004 By C & K Ventures Copyright 1998 5296

Goto Update Disk Ribbon Counts Media Reports Premiums Earned Report Email

Email access method...

Dialup / Modem
 LAN / DSL

Password
xxxxxxx

ISP Phone Number
721-9876

SMTP Parameters...

Sender (Your Email Address) User Id (Example: Gwashington)
pamelah@uwyo.edu pamelah

Mail Server (Example: mail.ISP.com) Domain (Example: 209.151.32.123)
exchange.uwyo.edu

These values will only need to be entered one time. Contact Head of Computer Operations if you are not sure of your settings. The Domain Name or Number may not be required by your email provider.

Exit

Media Email Addresses...

Media 0 jsmith@trib.com	Media 5
Media 1	Media 6
Media 2	Media 7
Media 3	Media 8
Media 4	Media 9

Figure 1. Dialup/Modem E-Mail

LAN/DSL Setup

1. Click **Go to > Results > Email > Setup Media Email**. See *Figure 2* on page 3.
2. Click the **LAN/DSL** radio button.
3. Type the **e-mail address** in the *Sender* field.
4. Type the **e-mail user ID**.
5. Type the **mail server name**.
6. The domain information is usually not needed.
7. Type up to **10 e-mail addresses** for the media contacts.
8. Click the **Exit** button.

E-Mail Setup

FairPlus! Washakie County Results 04-159 Data Set 2004/2004 By C & K Ventures Copyright 1998 5296

Goto Update Disk Ribbon Counts Media Reports Premiums Earned Report Email

Email access method...

Dialup / Modem

LAN / DSL

Password

ISP Phone Number

SMTP Parameters...

Sender (Your Email Address) User Id (Example: Gwashington)

Mail Server (Example: mail.ISP.com) Domain (Example: 209.151.32.123)

These values will only need to be entered one time. Contact Head of Computer Operations if you are not sure of your settings. The Domain Name or Number may not be required by your email provider.

Media Email Addresses...

Media 0	<input type="text" value="jsmith@trib.com"/>	Media 5	<input type="text"/>
Media 1	<input type="text"/>	Media 6	<input type="text"/>
Media 2	<input type="text"/>	Media 7	<input type="text"/>
Media 3	<input type="text"/>	Media 8	<input type="text"/>
Media 4	<input type="text"/>	Media 9	<input type="text"/>

Figure 2. LAN/DSL E-Mail



Backup Data

It is very important that data is backed up on a regular basis to removable media such as a diskette, zip drive, or flash media. This is always important in the event of a computer crash or the program ends abnormally, and information needs to be restored. Be sure to back up the data at least once daily during the fair. The program can be set up to provide an hourly reminder to backup the data. The backup file name is ***FairBack.txt***.

Consider purchasing an uninterruptible power supply (UPS) to use with the fair computer. The UPS provides enough time for data to be saved and the computer to be shut down in the event of a power outage.

Reminder Period

1. Click **Go to > Utilities/Password Entry > Parameters**.
2. Scroll down the *parameters listing* to **reminder period**. See Figure 1.
3. Highlight the **Reminder Period** parameter.
4. Select **option 1** for an *hourly* reminder. Select **option 2** for a *daily* reminder.
5. Click the **Exit** button.

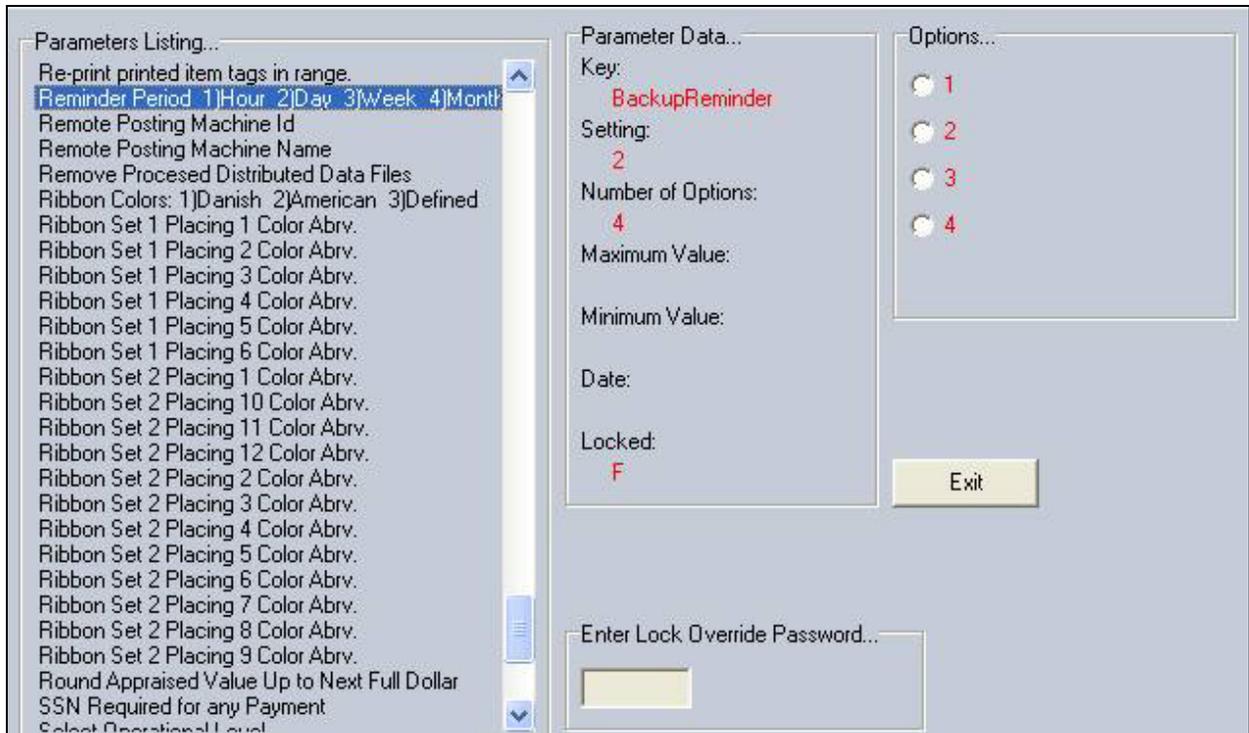


Figure 1. Reminder Period

Zip Drive/Flash Media Letter Default

FairPlus! installs with a default drive letter D: for a zip or flash media drive. The drive letter used in the computer may be different. Check the drive letter first before trying a backup. The default drive letter can be changed to match the computer system. Be sure to insert the flash media when checking this setting.

1. Click **Start > My Computer**.
2. Check the drive letter for *Removable Disk*.
3. Make a note of the drive letter when it is a letter other than D.

Change the Drive Letter

1. Click **Go to > Utilities/Password Entry > Parameters**.
2. Highlight **100 MB Zip drive letter** in the *Parameters* listing. This is used for a zip drive or for a flash media drive. See Figure 2 on page 3.

Backup Data

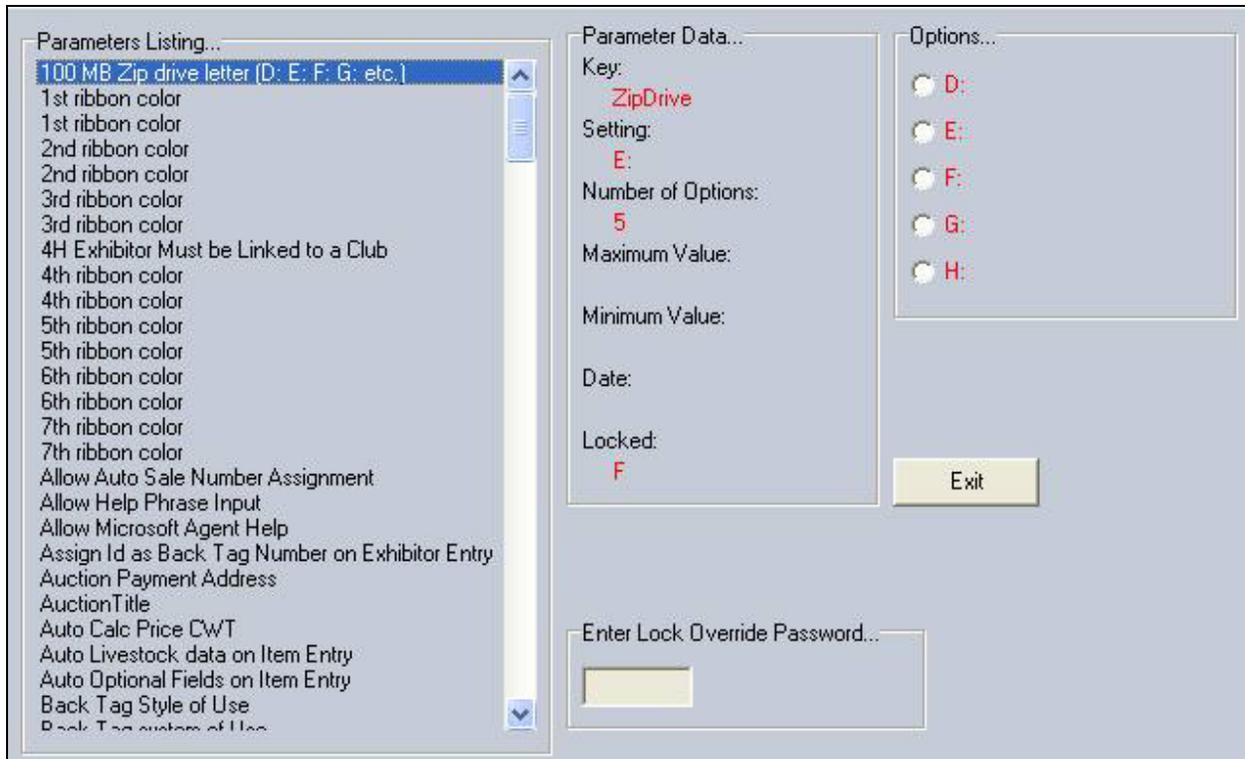


Figure 2. Zip Drive/Flash Media Parameter

3. Click the **drive letter** radio button matching the computer's zip or flash media drive.
4. Click the **Exit** button.

Backup the Data

Backup to a 3 ½ Diskette

1. Click **Go to > Archive/Data Send/Receive > Share/Backup > Backup/Fair**.
The *Backup* screen displays. See *Figure 3* on page 4.
2. Insert a 3 ½" diskette in drive A.
3. Click the **A: (1.44 MB Disk Drive)** radio button under *Backup File Destination*.
4. Click the **Backup** button.
 - a. A list of files displays when there are files on the diskette.
 - b. Click the **Delete files and continue** button to use the diskette. The files are deleted and the backup continues.
 - c. Click the **Exchange Diskette** button to use a different diskette. Insert another diskette in drive A and the backup continues.

5. The backup is complete when the progress bar is at 100%.
6. Click the **Exit** button.

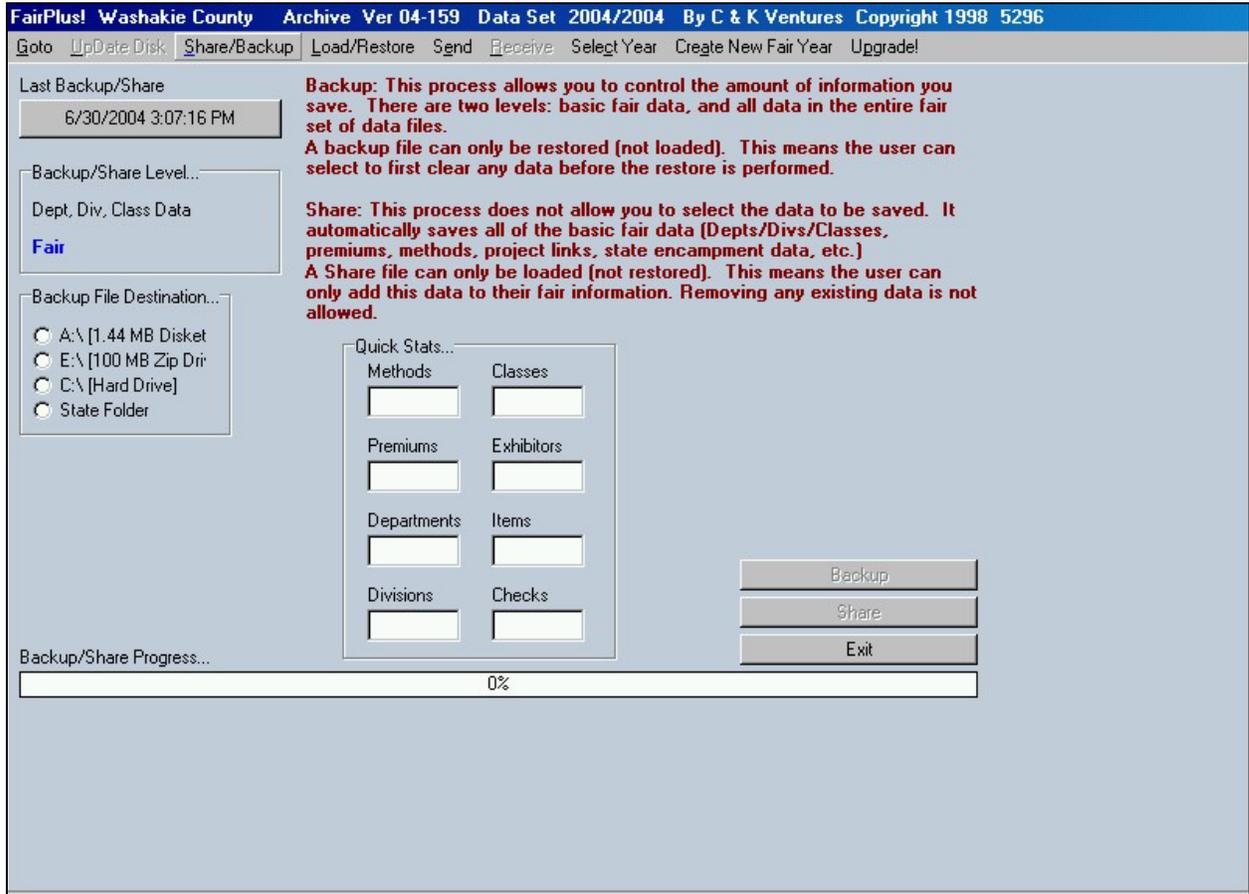


Figure 3. Backup Screen

Zip/Flash Media Drive Backup



The flash media drive must **not** have files on it when being used for a FairPlus! backup.

1. Click **Go to > Archive/Data Send/Receive > Share/Backup > Backup/Fair**.
The *Backup* screen displays. See *Figure 3* on page 4.
2. Insert a zip disk in the zip drive, or insert a flash media in a USB port.
3. Click the **100 MB Zip Drive** radio button under *Backup File Destination*.
4. Click the **Backup** button.
 - a. A list of files displays when files are present.

- b. Click the **Delete files and continue** button to use the media. The files are deleted and the backup continues.
 - c. Click the **Exchange Diskette** button to use a different media. Insert the new media and the backup continues.
5. The backup is complete when the progress bar is at 100%.
 6. Click the **Exit** button.

Hard Drive Backup



Copy the backup file to removal media such as a diskette, zip disk, flash media, or CD-ROM when a backup is done to the hard drive. Then, it is not lost in the event the hard drive crashes.

1. Click **Go to > Archive/Data Send/Receive > Share/Backup > Backup/Fair**.
The *Backup* screen displays. See *Figure 3* on page 4.
2. Click the **C:\(Hard Drive)** radio button under *Backup File Destination*.
3. Click the **Backup** button.
4. The backup is complete when the progress bar is at 100%.
5. Click the **Exit** button.
6. Copy the **FairBack.txt** file from the hard drive to some type of removable media.

State Folder Backup



Copy the backup file to removal media such as a diskette, zip disk, flash media, or CD-ROM when a backup is done to the state folder. Then, it is not lost in the event the hard drive crashes.

1. Click **Go to > Archive/Data Send/Receive > Share/Backup > Backup/Fair**.
The *Backup* screen displays. See *Figure 3* on page 4.
2. Click the **State Folder** radio button under *Backup File Destination*.
3. Click the **Backup** button.
4. The backup is complete when the progress bar is at 100%.
5. Click the **Exit** button.
6. Copy the **FairBack.txt** file from the hard drive to some type of removable media.



Restore Data

When the data is lost or needs to be installed on another computer, the information can easily be recovered when a current backup is available. Restoring the data can be done with any one of the four backup methods.

1. Click **Goto > Archive/Data Send/Receive > Load/Restore**. The *Restore Data* screen displays. See Figure 1.

FairPlus! Washakie County Archive Ver 04-159 Data Set 2004/2004 By C & K Ventures Copyright 1998 5296

Goto UpDate Disk Share/Backup Load/Restore Send Receive Select Year Create New Fair Year Upgrade!

Restore File Information...

2004 - [21] Machine Id: 01 Wyoming - Washakie County Fair Data Backup as of 6/30/2004 Ver [04-159] 3:17:12 PM

Data Files Found...

System
Parameters
Departments
Divisions
Classes
Department F Key Phrases
Premiums
Exhibitors
Items
Non Printed Tags
No Tag Classes
Passwords
Exhibitor Financial Data
Checks
Encampment
State Fair Housing
Methods
State Fair Class Codes
State Items
Deleted Records
Exhibitor Project Class and Item
Auction Participants List
Auction Species List
Auction Buyers List
Auction Sale Orders
Auction Delivery/Disposal
Cash Payout Data
Project Class/Lot Links
Auction Financial Profiles
State Fair County Data

Restore/Load File Location...

A:\ [1.44 MB Disket] E:\ [100 MB Zip D] C:\ [Hard D] State Folder

Restore Type File Found...

Dept, Div, Class Data **Fair**

Open Restore File Clear/Restore Data Restore Data

Restore Progress... 0%

Exit

Figure 1. Restore Data Screen

2. Place the backup disk in the appropriate drive.

3. Click the **drive** radio button where the backup file is located in the *Restore File Location* section.
4. Click the **Open Restore File** button.
5. The data files display. The date of the backup displays at the top of the screen.



A warning message may display about program version differences. This occurs when the version of the backup is different from the current version of the program. Click **No** at this message. Do not restore information in the event this happens. Check the version of the program to be sure it matches the version of the backup. Contact the Communications and Technology office for help.

6. Click the **Restore Data** button.
7. Click **OK** at the confirmation message. The program closes automatically.



The **Clear/Restore Data** option clears all the data currently saved. Be sure that all the information is to be cleared prior to using this option.



Printer Configuration

A default printer must be installed in Windows before the program will open. This must be done even when a printer **is not** physically attached to the computer.

Up to three printers can be used with a switch box, a network, or USB connections. This allows the use of one printer with regular paper, a second printer with item tag paper, and a third printer with check blanks. The three printers must be identical when using the switch box. Three different printers can be used with USB ports.

Print the instructions by clicking **Go to > Printer Configuration > Instructions**. Most counties use one printer and can leave the printer configuration at the single printer default. Please review the setup instructions included with the program when using three printers.

Printer Setup for Fairplus!

Introduction:

Fairplus can be configured to work with one or three printers. There are three different printer setups:

1. Single printer.
2. Three identical printers accessed via a switch box.
3. Three printers (can be different types) connected via USB ports that are selected via program control. (This is preferred method)

Setup 1:

This is the simplest setup but requires the most work and diligence upon the users part during program operation. If you are printing a report, call sheets, etc that require standard sheet paper, then the printer must of course be loaded with stock paper. If you print item tags, the printer must be then loaded with item tag stock. Lastly, if you are printing checks, the printer must be (correctly!) loaded with check blanks. Each time you process some step of the fair, the user must check to see that the correct stock has been correctly loaded in the printer before printing is started.

The printer connection will be to either the parallel port (most common) or to some USB port. The default printer will be selected via the Windows printer selection screen.
[Start] [Settings] [Printers] [Set the desired printer to being default]

To use this method, in Fairplus, click [Goto] [Main] [Printer Configuration][Setup].
Select Printing System Option 1.

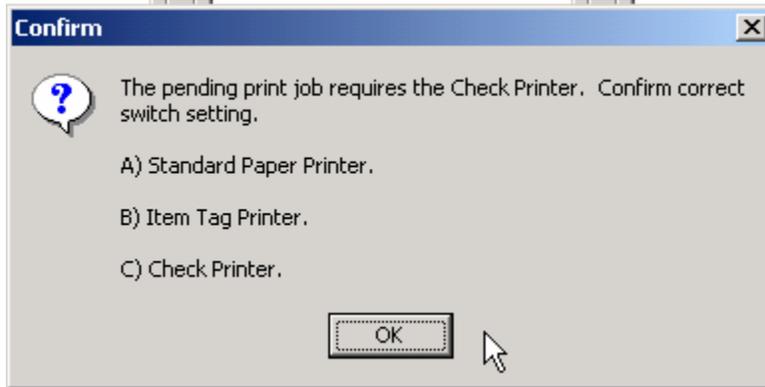


Setup 2:

This is the next best arrangement. Three printers (they must be identical as the same printer driver will be used no matter what you are printing) are connected to a switch box and the switch box is connected to either the parallel port (most common) or to some USB port.

The printers will be identified as 'paper', 'Tags' and 'Checks'. While using Fairplus, the program will keep track of what kind of printing task you last performed (paper, tags, or

check) and if your current or next printing task would require the same printer, the system will simply proceed to print. If your current or next printing task requires a different printer, you will be prompted with a message box informing you to switch to the correct printer. See example below:



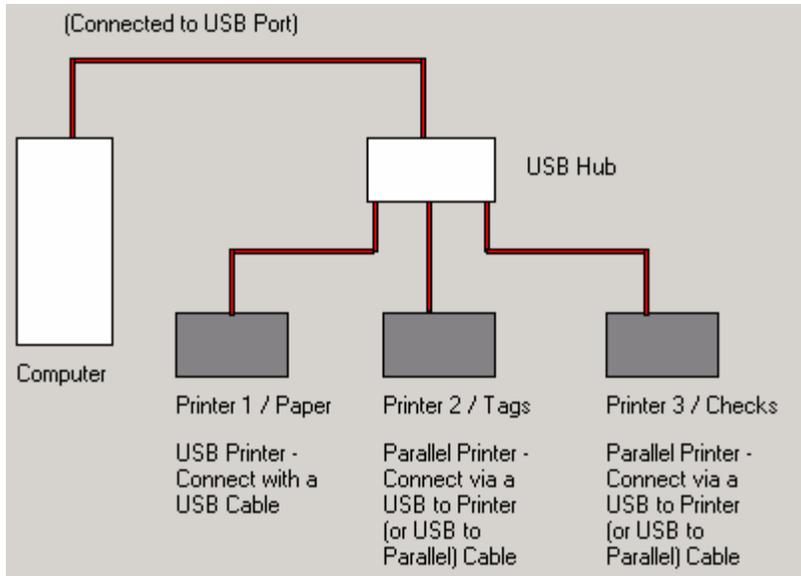
To use this method, in Fairplus, click [Goto] [Main] [Printer Configuration] [Setup]. Select Printing System Option 2.



Setup 3:

This arrangement is the preferred method as it removes the responsibility for proper printer selection from the user. The printers are selected automatically based upon current printing task (paper, checks, tags).

For this method you will need to have three printers (they can all be different) connected to the computer via the USB ports. As most systems only have two USB ports, you will need a four port USB Hub. This hub will be connected to one of the open USB ports on the computer. If any or all of your printers are USB based, simply plug the printer into one of the open USB ports on the hub. If any of your printers are parallel based (most common at this time), then the printer must be plugged into the USB hub using a USB to Parallel (or Printer) conversion cable. Notice diagram below:



If you need USB to Printer Cables (for your Parallel printers) here are two brands and model numbers:

Belkin F5U002

CTG C184-7488
USB To Parallel Adapter

These are available from www.TigerDirect.com

To use this method, in Fairplus, click [Goto] [Main] [Printer Configuration] [Setup].
Select Printing System Option 3.

FairPlus! Box Butte County Ver 02-086 Data Set [1] 2002/2002 Support ID: 2148391 Uses: 5943

Goto Register Update Disk WWW.4HPlus.com Whats New Mini-Docs Agents Who Am I? Documentation

Fairplus Printer Setup...

Save/Return

Printing System...

Single Printer / Via LPT1 / Default Printer
 Three IDENTICAL (A-B-C) Printers / Via Switch Box / Default Printer
 Any three printers / Via USB Connections / Select Printers Below [Preferred Method]

PDF Preview (Adobe Distiller) Found. Index 9

Printer Selection...

Single (Default) Printer Index

Checks 7

Printer Tasks...

A) Sheet Paper Paper 1

B) Item Tags Tags 2

C) Check Blanks Checks 9

To assign a printer to a task, click on the desired printer in the 'Printers Found' list. Then click the task (sheet, tag, check) edit field to link the printer.

Printers Found

Tags
Paper
HP LaserJet 6P/6MP PostScript
HP LaserJet 6MP
HP LaserJet 6L
Epson Stylus COLOR 800 ESC/P 2
Epson LQ-570 ESC/P 2
Checks
Acrobat PDFWriter
Acrobat Distiller

Select Master Font...

Select Master Font

Save Font Selection

Help / Instructions

Note: Here we see that the three printers that have been chosen for the Fairplus program have had their names changed to “Tags”, “Checks”, and “Paper”. This can be on the Windows Printer screen [Start] [Settings] [Printers]. Right click the printer icon, select Rename, and enter a new name. This is not required but may make the printers easier to find during the assignment steps. Note: if you wish to change the printer names, this must be done before running Fairplus.

To assign a printer to a task, click on the desired printer in the ‘Printers Found’ list. Then click the task (sheet, tag, or check) edit field to link the printer to that task.

If you have Adobe Acrobat (full version – not just the reader) installed on your system, Fairplus will find the ‘Adobe Distiller’ and develop a printer index that the system will use to allow for on screen exact print previews via the adobe .pdf system.

Please contact your state supporter for further help of information on the Fairplus printer setups.



Select Multiple Items

Many of the screens allow multiple selections of items using Windows features. There are several ways to do this.

Continuous Items – The first way!

1. Click the **first item**.
2. Press and hold the **Shift** key.
3. Click the **last item**. All items, including the first and last item selected, are highlighted.

Continuous Items – A second way!

1. Click the **first item**, and **hold down** the mouse button.
2. **Drag** down to the last item.
3. **Release** the mouse button.

Non-continuous Items

1. Click the **first item**.
2. Press and hold the **Ctrl** key.
3. Click the **other items** to be included in the selection.



Close the Program

- To close the program, click **Go to > Exit** from the menu.
- Do not use the  button on the title bar to close the program. A warning message displays when this method is used. See Figure 1.



Figure 1. Shutdown Warning Message

- When this message displays, click **OK**. Click **Goto > Exit** to close the program.



Methods

A method determines how each class is handled in the fair and groups like items. They are associated with class codes and are required for each class. Information needed on an item tag or a call sheet is done by including it in the method. The user is prompted to provide information when items are added. For example, add a field so that a brief description of the exhibit is included in the event it is misplaced or lost.

The first three optional fields are printed on item tags for judge and clerk information. They are available to optionally be printed on call sheets and state fair reports.

- Item tags print the first three optional fields.
- Call sheets print all fields list as an option.
- The State Fair report displays the first three fields.

Create at least one **Simple** method. Use this one method for every class that does not need additional information. That may be every class in a fair.

Create as many methods as needed. For example, if different information is collected for items entered in the leather craft division than for items entered in the foods division, a separate method is created for each of those divisions. A unique method is **not** needed for every class.

Method Types

1. Simple - The simple method does not use optional fields. See Figure 1 on page 2.

Methods

The screenshot shows a software window titled 'Method [Ex: A001001]'. The 'Name' field contains 'GENERAL'. Under 'Method Properties...', the 'Simple' radio button is selected, while 'Livestock', 'Static', and 'Demonstration' are unselected. A 'Current Methods...' list on the right contains: A001001 STATIC WITH OPTIONS, G001001 Goats, H001001 GENERAL (highlighted), J001001 LIVESTOCK, and S001001 Static. Buttons for 'New', 'Save/Return', 'Delete', and 'Exit' are on the right.

Figure 1. Simple Method

2. Static - The static method is used for all non-livestock classes needing optional information. Up to 10 optional fields can be added. See Figure 2.

The screenshot shows a software window titled 'Method [Ex: A001001]'. The 'Name' field contains 'Static'. Under 'Method Properties...', the 'Static' radio button is selected, while 'Simple', 'Livestock', and 'Demonstration' are unselected. Below this is an 'Optional Field Titles...' section with a list of 10 text boxes; the first two contain 'Description' and 'Color'. A note at the bottom states: 'Note: The contents of the first three optional fields will appear on the item tag!'. The 'Current Methods...' list on the right contains: A001001 STATIC WITH OPTIONS, G001001 Goats, H001001 GENERAL, J001001 LIVESTOCK, and S001001 Static (highlighted). Buttons for 'New', 'Save/Return', 'Delete', and 'Exit' are on the right.

Figure 2. Static Method

3. Livestock - The livestock method is used for livestock classes or any class where information is needed about an animal. Any of the required livestock fields can be used and up to 10 optional fields can be added. The required livestock fields are not printed on the item tag. But, the first three optional fields are printed. This should not be a problem as item tags are usually not printed for livestock classes. See Figure 3 on page 3.

Methods

Figure 3. Livestock Method

4. Demonstration - The demonstration method is not used in Wyoming.

Create a Method

1. Click **Go to > Fair Data/Premiums > Methods.**
2. Click **New.**
3. Type a **method code.**



The code is 1 letter followed by 6 numbers. The letter does **not** have to correlate with department codes.

4. Press **Enter.**
5. Type a **method name.**
6. Press **Enter.**
7. Click the desired **method property.**
8. Type the **optional field titles** for the *Static* method.
9. Select the **required livestock fields**, and add **optional field titles** for the *Livestock* method.
10. Click **Save/Return.**



Ribbon Sets

Ribbons are used to denote the place awarded to exhibitors for their fair entries. These can be set for places 1 through 12 for each class. The ribbon sets are assigned to premium tables, which include the amount paid for each placing. There are two ribbon sets that are user definable and can be customized as needed. Use the most common ribbon set in the fair as ribbon set 1 because it is the default on the premium tables.

Define Ribbon Sets

1. Click **Go to > Fair Data/Premiums > Premiums > Placing Names**. See Figure 1 on page 2.



Either ribbon set can be cleared by clicking the appropriate button.

2. Click the **Set One** or **Set Two** radio button in the *Select Ribbon Set* section. A placing list displays.
3. Click the **Place** radio button next to the place number. The place number can be selected as an option on a media report.
4. Type the **name** or **phrase**. This information is used only on this screen.
5. Enter the **name abbreviation**. The name abbreviation is the placing code that prints on the judges' call sheets. It can also be selected as an option on a media report.
6. Click a **color square** in the box of color choices. This assigns a color for the placing on the posting screen.



FG in the posting color box means foreground color.

7. Enter a **color abbreviation**. A one-letter or two-letter abbreviation can be used. The abbreviation prints on judges' call sheets and is available as an option for a media report.

Each premium table can store up to twelve places (1-12) for up to eight (8) breaks as well as up to four (4) awards. Each award can contain a name, money amount and/or object. Use this section to associate a name or phrase with each placing if desired.

You can define two different sets, perhaps one for livestock and one for static exhibits. During premium table creation you will have to link which ribbon color set you want that premium table to use. THIS IS VERY IMPORTANT!

Click the Place Radio Button, then Click the desired color. Enter the Name and Color TWO letter abbreviations of choice, then enter the data for the next placing. Note: The use of the Name Abv or the Color Abv is controlled by the setting of the "Use Placing Two Letter Abbreviations" parameter. [Goto] [Utilities] [Parameters]

Placing Colors / Names / Abvrs for Ribbon Set ONE...

Place	Name or Phrase...	Name Abv.	Posting Color	Color Abv.
<input type="radio"/> 1	Purple	PR		PR
<input type="radio"/> 2	Blue SF	SF		SF
<input type="radio"/> 3	Blue	B		B
<input type="radio"/> 4	Red	R		R
<input type="radio"/> 5	White	W		W
<input type="radio"/> 6	Sixth	6		
<input type="radio"/> 7	Seventh	7		
<input type="radio"/> 8	Eighth	8		
<input type="radio"/> 9	Ninth	9		
<input type="radio"/> 10	Tenth	10		
<input type="radio"/> 11	Eleventh	11		
<input type="radio"/> 12	Twelfth	12		

Select Ribbon Set...

Set One (1)
 Set Two (2)

Select Posting Color

Return
 Clear Ribbon Set One
 Clear Ribbon Set Two

Call Sheet Note...
 This Column (Name Abv) will be the placing code that prints on call sheets.

Figure 1. Placing Names Screen

8. Repeat the process for each placing.
9. Click **Return** after each placing is assigned.



When only one ribbon set is used throughout the entire fair, the ribbon color parameter can be changed. Click **Go to > Utilities/Password Entry > Parameters**. Highlight **Ribbon Colors**. Option 1 is for the Danish set and shows these colors on the posting screen: purple, blue, red, and white. Option 2 is for the American set and shows these colors on the posting screen: blue, red, white, yellow, green, and hot pink.



Premium Tables

Premium tables are used to award the money and ribbons given to exhibitors. The premium tables show different dollar amounts to be paid based on the number of exhibitors entered in a class. Breaks are used for a premium table when different or higher premium amounts are paid based on the number of entries. Most premium tables will not have breaks. A sample premium table is shown in Figure 1. A zero means a ribbon is awarded rather than money.

No. in Class	Awards					
	1 st	2 nd	3 rd	4 th	5 th	6 th
1-6	\$8	\$6	\$4	0	0	0
7-14	\$10	\$8	\$6	\$4	0	0
15	\$12	\$10	\$8	\$6	\$4	\$2

Figure 1. Sample Premium Table

A unique premium table is not required for every class. It is only necessary to create a unique premium table for each different premium paid. For example, when 50 classes are paying \$5 for first, \$3 for second, and \$1 for third, only one premium table needs to be created and associated with those 50 classes. On the other hand, some classes may have such a unique set of awards that a premium table needs to be created specifically for that class.

A break divides a premium table based on the number of entries in a class. Up to 12 places in 8 different breaks can be paid. Only one break is needed when the same premium is paid regardless of how many entries are in a class. Breaks are added when the premiums are higher due to more entries. For example, add a break for the higher premiums when they change for 15 entries.

Premium Tables

Premium tables can be created with zero dollar amounts if ribbons are awarded in place of money. Enter zero dollar amounts when a mixture of money and ribbons is awarded as shown in Figure 1.

Enter the lowest break first for a premium table. From the sample premium table in Figure 1, the first break is for 1-6 exhibitors in the class. Do not enter the break for 15 exhibitors in the first line. Review Figure 2 to see how this premium table is entered.

If a premium is paid only when a minimum number of entries are reached, create a premium table with a higher number for a break. For example, if a class requires 10 entries before a premium is paid, set the beginning break at 10. No premiums are paid when there are fewer than 10 entries in a class.

Create a New Premium Table

1. Click **Go to > Fair Data/Premiums > Premiums > Enter/Correct**. See Figure 2.

Table Code (Ex: A001001) Y001001

Count 24

Break	Start	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
1	1	8.00	6.00	4.00	0	0	0						
2	7	10.00	8.00	6.00	4.00	0	0						
3	15	12.00	10.00	8.00	6.00	4.00	2.00						
4													
5													
6													
7													
8													

Award	Amount	Object	Percent Paid By Fair
1 Grand Champion	25.00	Champion rosette	100
2 Reserve Champion	20.00	Reserve champion rosette	
3			
4			

F1 = 'Grand Champion' F2 = 'Reserve Champion'

Ribbon Colors:
 Use Color Set One
 Use Color Set Two

Figure 2. Premium Table

2. Click the **Enter New Premium Table** button.
3. Type a **table code**.



The table code is 1 letter followed by 6 numbers. The code does not have to correspond with the department codes where the premium table is used. For example, a premium table code Z001001 can be used with the classes in any department.

4. Press **Enter**. The first break field is highlighted.
5. Type **1** in the break field.
6. Press **Enter**.
7. Type the amounts for each **place**. Press **Enter** after each one.



The numbers entered in the place field display and print on the call sheets exactly as they are entered. Include the decimals so a premium shows decimal values (i.e., 5.00 rather than 5).

8. The amounts for each placing must be lower than the amount for the previous award. For example, the amount for 2nd place cannot be higher than the amount for 1st place. The following error message displays when an amount is entered incorrectly: “The current placing value must not exceed the previous placing value.” Click **OK**, and make the necessary correction.
9. Press **Enter** in an empty field to activate the next break.
10. Press **Enter** on an empty break field to activate the *Awards* list.
11. Type a **name**, **amount**, and/or **object**. Press **F1** to enter the *Grand Champion* wording. Press **F2** to enter the *Reserve Champion* wording.
12. Press **Enter** in an empty award field to activate the *Percent Paid by Fair* field.
13. Be sure the *Percent Paid by Fair* is 100%. Otherwise, type in the appropriate percentage for the premium table. The percentage is used to calculate the amount paid to exhibitors.



Double-check this percentage **prior** to printing checks. If 10% is entered by mistake in *Percent Paid by Fair*, awards are calculated at 10%.

14. Select **Ribbon Color Set One** or **Ribbon Color Set Two**. Click **Save/Return**.



Premium Table Error Report

Run an error report after new classes are created or changes are made. This report confirms that a premium table is assigned to each class.

1. Click **Go to > Fair Data/Premiums > Premiums > Enter/Correct.**
2. Click the **Print Premium Table Error Report** button.

The report shows which classes do not have a premium table assigned to them. Use it to determine which premium table needs to be assigned for each class. The report shows a zero error count when all classes have an assigned, completed premium table.

Goshen County Fair Premium Table Report		4/13/2006 10:55:54 AM Page 1
Class Code	Class Premium Table	
H035001	Empty	
H035002	Empty	
H035003	Empty	
H035004	Empty	
H035005	Empty	
H035006	Empty	
H035007	Empty	
H035008	Empty	
H036025	A001001	
H036029	A001001	
H036030	A001001	
H036031	A001001	
H036032	A001001	
H036033	A001001	
H036034	A001001	
H036035	A001001	
H036036	A001001	
H036037	A001001	
J002002	Empty	
J002005	Empty	

Class Premium Table Error Count: 20



Departments

Departments are the first category of items for a fair and are designated by an alpha character in the code. These are the main subject areas of each fair. The following departments are used in the examples: F – FFA Department; H – 4-H Department; and J – Junior Shows. Departments are created or deleted in this section.

Create a New Department

1. Click **Go to > Fair Data/Premiums > Department**. See Figure 1.

Department

Code Title

*Optional *State Fair Fee *Animal Required (Y or N) *Locked (Y or N)

You must select a Department to enable the Division menu item!

Known Department(s)...

F FFA DEPARTMENT
H 4H DEPARTMENT
J JUNIOR SHOWS

Count: 3

Figure 1. Departments

2. Click the **Create New Department** button.
3. Enter a **code**. Use alpha characters **A** through **Z**. The character does not need to be capitalized. The program automatically changes it to a capital letter.



Use the **Tab** or **Enter** key to move between fields.

4. Type the **title** and press **Enter**.
5. This adds the department under the *Known Departments* section and activates the *Create New Department* button. A count displays at the bottom of the list showing the total number of departments.



The optional information is not used for Wyoming at this time.

Delete a Department



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



Figure 2. Department Removal

1. Highlight the department in the *Known Departments* list.
2. Click the **Delete Department** button.
3. A *Confirm Department Removal* message displays. Click **OK** to confirm the deletion.



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, FEA
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.



Function Key Text

When entering similar class names over and over for a particular division, it is helpful to associate words and phrases with function keys. This speeds up the process of entering class codes within a division. Review the fair book to determine which phrases are repeatedly used within a division. Then, a phrase is entered with the press of a function key instead of retyping a word or phrase many times.



The necessary space is automatically added between each word when using function keys.

1. Select a **Division** from the *Known Divisions* list.
2. Click the **Enter Key Text** button.
3. Type a **word or phrase** for a function key. See Figure 1 as an example. Here, - Hereford is associated with F1, Heifer Calf with F2, and Yearling Heifer with F3.

Division

Selected Department
J JUNIOR SHOWS

Code Title
J001 BREEDING BEEF

*Optional *State Fair Fee *Animal Required *Locked
(Y or N) (Y or N)

Create New Division Enter Function Key Text
Delete Division Return to Department

You must select a Division to enable the Class menu item!

Known Divisions

- J001 BREEDING BEEF
- J002 FEEDER CALVES
- J003 MARKET BEEF
- J004 DAIRY CATTLE
- J005 DAIRY GOATS
- J006 MEAT GOATS
- J007 HORSE SHOW - HALTER CLAS
- J008 HORSE SHOW - PERFORMANC
- J009 RABBITS
- J010 BREEDING SHEEP
- J011 MARKET LAMBS
- J012 BREEDING SWINE
- J013 MARKET SWINE
- J014 WOOL
- J015 POULTRY

Count: 15

Function Key Listing...

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

Figure 1. Function Key Text

Function Key Text

The function keys are available to use when creating classes in that particular division. Press the appropriate function key to insert phrases. Function keys can be changed at any time to accommodate different classes within a division.



Classes

Classes are a subcategory of divisions and are designated by the second set of numeric characters in the class code. The class in class code J003001 is 001, Market Steer. This is where the exhibitor enters his/her item in the fair.



A department and division must be selected first so the Class menu is active on the toolbar.

Create a New Class

1. Click **Go to > Fair Data/Premiums > Department**.
2. Highlight a **department**.
3. Click **Division** on the menu toolbar.
4. Highlight a **division**.
5. Click **Class** on the menu toolbar. The *Class* screen displays. See Figure 1 on page 2.

Classes

Figure 1. Classes



A method, premium table, and class fee must be selected first to enable the *Create New Class* button. Be sure to know which method and premium table are being used with the new class.

6. Click the **Method** button. The *Method* screen displays.
7. Highlight a **method** and click **Save/Return**. The *Class* screen displays.
8. Click the **Premium** button. The *Premium Table* screen displays.
9. Highlight a **premium table** and click **Save/Return**. The *Class* screen displays.
10. The *Class Fee* defaults to zero. Type in an amount when an entry fee is charged.



Once a class has been displayed, the program automatically uses the method, premium table, and class fee information for subsequent classes in that division. This means these items are not reselected each time a new class is added. The optional features of Date/Time Judged, Minimum Grade, and Maximum Grade are not retained. They must be entered individually for each class.

11. After entering the method and premium table, click the **Create New Class** button.
12. The next available code is automatically assigned. A different number can be added by backspacing through the numbers and typing in the desired number.

13. Press **Tab** or **Enter**.
14. Type a **title**. Use the function key text to enter phrases.
15. Press **Enter**. The class is added.



To use the same methods and premium table as a class established in a previous session, “pick up” the method and premium table by simply selecting that class. Then, click the **Create New Class** button.

16. Continue until all classes are added. Click **Return to Division** or any other commands on the menu toolbar.



Wyoming is not using locked classes.

Optional Features

Information can be entered for the Date/Time Judged, the Minimum Grade, and the Maximum Grade. When date and time information is entered and an exhibitor tries to enter items in classes that have simultaneous judging times, a warning message about the conflict displays so the exhibitor can be notified. However, the exhibitor is allowed to enter all items regardless of the time conflict.

The same approach applies to minimum and maximum grade requirements. A warning message displays whenever an exhibitor enters an item in a class and does not meet the specified requirements.

Delete a Class



A class cannot be deleted when exhibitor items are entered. A warning message displays when exhibitor items are present. See Figure 2 on page 4. Click **OK** to clear the message. Confirm that the class should be deleted. Exhibitor items need to be removed before a class is deleted.



Figure 2. Class Removal

1. Highlight the class in the *Known Classes* list.
2. Click the **Delete Class** button.
3. A confirmation message displays. Click **OK** to confirm the deletion.



4-H Project Links

The 4-H Project Links provides a method to correlate projects with fair classes. These project links must be completed so that the Year in Project information prints on item tags. Judges use the Year in Project information during their judging.

Up to 40 fair classes can be linked to each 4-H project. In the case where there are more fair classes than available links, use the 40 most popular classes in the division. The Year in Project information needs to be manually written on the item tag for the remaining classes.



Leader projects end in a 0 and member projects end with numbers 1-9. If leader projects are displaying, please call the Communications and Technology office so this can be corrected.

Establishing Links

1. Click **Go to > Fair Data /Premiums > 4H Prj Lnks (4-H Project Links)**.
2. List the projects by **Code** or **Title** by clicking the appropriate radio button.
3. Highlight the **project** in the displayed list. See Figure 1.



Figure 1. 4-H Project Links

4. Select the fair class. Click **Department** and highlight the desired department. Click **Divisions** and highlight the desired division. Click **Classes** and the classes display.
5. Highlight the classes to be linked with the project. The class numbers display in the *link controls*.

Change and Delete Links

1. Click Go to > **Fair Data /Premiums > 4H Prj Lnks (4-H Project Links)**.
2. List the projects by **Code** or **Title** by clicking the appropriate radio button.
3. Highlight the **project** in the displayed list. See Figure 1 on page 1.
4. Select the class to be deleted by clicking the **radio button** in *Link Controls*.
5. Click the **Delete Link** button.



All links can be deleted by clicking the **Delete All Links** button.

6. Change a class link by selecting it in the *Link Controls*.
7. Reassign the appropriate department, division, and class.



Fair Book Data

Print the fair book data and keep it in a notebook to use as a reference. This helps in troubleshooting any questions or problems about the methods, premium tables, departments, divisions, and classes used in the fair. For example, if the wrong premium is being paid for a class, use this information to determine the premium table assigned to the class.

Methods and Premiums

Print the fair book data for any class in the fair and request the methods and premiums to show the detailed information.

1. Click **Go to > Fair Data/Premiums > Prt Fr Data**. See Figure 1.

The screenshot shows a software window with several sections:

- Select Department(s):** A list box containing 'F FFA DEPARTMENT', 'H 4H DEPARTMENT', and 'J JUNIOR SHOWS'. 'H 4H DEPARTMENT' is selected.
- Printing Scope...:** Radio buttons for 'All Departments', 'Selected Department(s)', 'Selected Division(s)', 'Selected Class(es)', and 'Clear Selection'. 'Selected Class(es)' is selected.
- Print To...:** Radio buttons for 'Printer' and 'File'. 'Printer' is selected.
- Report Options (Include)...:** Checkboxes for 'Premium Tables', 'Methods', 'Grade Range', 'Date/Time Judged', 'State Fair Fee', and 'Animal Required'. 'Premium Tables' and 'Methods' are checked.
- Select Division(s):** A list box containing various divisions such as 'H077 Herdsmanship', 'H020 Cat', 'H015 Dog Show', etc. 'H077 Herdsmanship' is selected.
- Select Class(es):** A list box containing classes such as 'H077001 Beef', 'H077005 Dairy', 'H077004 Goats', etc. 'H077001 Beef' is selected.
- Buttons:** 'Print' and 'Exit' buttons are located at the bottom right.

Figure 1. Fair Book - Methods & Premiums

2. Click **Selected Classes**.
3. Select a **department, division, and class**. Pick any class in the fair.
4. Click **Premium Tables and Methods** in the *Reports Options* section.
5. Select the **Printer** radio button.
6. Click **Print**. See Figure 2 for an example.

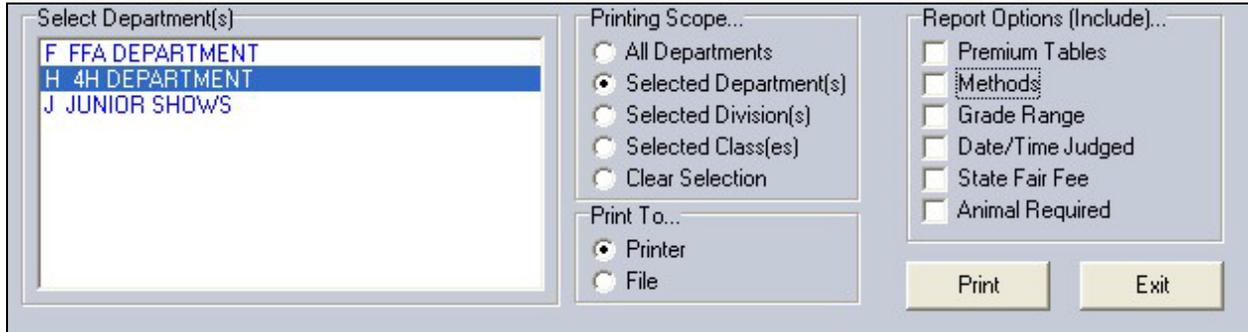
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Methods List...												
Code	Title	Properties										
A001001	STATIC WITH OPTIONS	Static										
G001001	Goats	Livestock										
H001001	GENERAL	Simple										
J001001	LIVESTOCK	Livestock										
S001001	Static	Static										
Z001002	Static with 2 options	Static										
Premiums Used List...												
Code	% Pd.	Bks/Awd	Premiums									
A001001	100%	Break 1 1)	3.00	3.00	2.00	1.00						
B001001	100%	Break 1 1)	3.00	2.00	1.00							
		Award 1	Grand Champion									
		Award 2	Reserve Champion									
B100102	100%	Break 1 1)	5.00	3.00	2.00	0	0					
		Award 1	Grand Champion				25.00	Champion rosette				
		Award 2	Reserve Champion				20.00	Reserve champion rosette				
D001001	100%	Break 1 1)	100.00	80.00	60.00	40.00	20.00					
		Award 1	Most Attractive Booth				25					
D001002	100%	Break 1 1)	25.00									
D002001	100%	Break 1 1)	20.00									
D002002	100%	Break 1 1)	10.00									
G001001	100%	Break 1 1)	10.00									
H001001	100%	Break 1 1)	3.00	3.00	2.00	1.00						
H001002	100%	Break 1 1)	1.50	1.50	1.25	1.00						
H001003	100%	Break 1 1)	6	5	4	3	2	1				
J001001	100%	Break 1 1)	18.00	16.00	14.00	12.00	10.00	8.00	0	0	0	
		Award 1	Champion									
		Award 2	Reserve Champion									
J001002	100%	Break 1 1)	12.00	10.00	8.00	6.00	4.00	2.00	0	0	0	
		Award 1	Champion									
		Award 2	Reserve Champion									
J001003	100%	Break 1 1)	8.00	6.00	4.00	3.00	2.00	1.00	0	0	0	
		Award 1	Champion									
		Award 2	Reserve Champion									
M001001	100%	Break 1 1)	10.00									
M001002	100%	Break 1 1)	20.00									
S001001	100%	Break 1 1)	0	0	0	0	0	0	0			
S001003	100%	Break 1 1)	0	0	0	0	0	0	0			
X001001	100%	Break 1 1)	3.00	3.00	2.00	1.00						
X001002	100%	Break 1 1)	8.00	6.00	4.00	3.00	2.00	1.00				
		Award 1	Champion									
		Award 2	Reserve Champion									
X999999	100%	Break 1 1)	0	0	0	0	0	0				
Y001001	100%	Break 1 1)	8.00	6.00	4.00	0	0	0				
		Break 2 7)	10.00	8.00	6.00	4.00	0	0				
		Break 3 15)	12.00	10.00	8.00	6.00	4.00	2.00				
		Award 1	Grand Champion				25.00	Champion rosette				
		Award 2	Reserve Champion				20.00	Reserve champion rosette				
Z001001	100%	Break 1 1)	2	1.50	1							
		Break 2 10)	10	9	8	7	6					
		Award 1	Champion				2500	Rosette				
		Award 2	Reserve Champion				25					
		Award 3	Other				2550					
Z001002	100%	Break 1 1)	100	90	80	70	60					

Figure 2. Methods & Premiums

Departments

The fair book data by departments shows the method and premium table assigned to each class. Print this for the entire fair or for each department.

1. Click **Go to > Fair Data/Premiums > Prt Fr Data**. See Figure 3.



The screenshot shows a software interface for printing fair book data. It is divided into three main sections:

- Select Department(s):** A list box containing three options: "F FFA DEPARTMENT", "H 4H DEPARTMENT" (which is highlighted in blue), and "J JUNIOR SHOWS".
- Printing Scope...:** A group box containing four radio buttons: "All Departments", "Selected Department(s)" (which is selected), "Selected Division(s)", "Selected Class(es)", and "Clear Selection".
- Print To...:** A group box containing two radio buttons: "Printer" (which is selected) and "File".
- Report Options (Include)...:** A group box containing five unchecked checkboxes: "Premium Tables", "Methods", "Grade Range", "Date/Time Judged", "State Fair Fee", and "Animal Required".

At the bottom right of the interface are two buttons: "Print" and "Exit".

Figure 3. Department Fair Book Data

2. Click the **Selected Departments** radio button.
3. Be sure *Premium Tables* and *Methods* **are not** selected in *Report Options*.
4. Click the **Printer** radio button.
5. Click **Print**. See Figure 4 on page 4 for an example.

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H 4H DEPARTMENT (18 Divisions)

H014 Cat Show (21 Classes)

Code	Premium	Method	Title
H014001	H001001	H001001	Kitten- Long-haired female
H014002	H001001	H001001	Kitten- Long-haired male
H014003	H001001	H001001	Kitten- Short-haired female
H014004	H001001	H001001	Kitten-short-haired male
H014005	H001001	H001001	Adult- Purebred, long-haired male
H014006	H001001	H001001	Adult- Purebred, long-haired female
H014007	H001001	H001001	Adult- Purebred, short-haired male
H014008	H001001	H001001	Adult- Purebred, short-haired female
H014009	H001001	H001001	Adult- Household Pet, long-haired male
H014010	H001001	H001001	Adult- Household Pet, long-haired female
H014011	H001001	H001001	Adult- Household Pet, short-haired male
H014012	H001001	H001001	Adult- Household Pet, short-haired female
H014013	H001001	H001001	Fun - Oldest Cat
H014014	H001001	H001001	Fun - Longest Tail
H014015	H001001	H001001	Fun - Longest Whisker
H014016	H001001	H001001	Fun - Shortest Tail
H014017	H001001	H001001	Fun - Best Groomed cat
H014018	H001001	H001001	Fun - Most Colorful Cat
H014019	H001001	H001001	Fun - Heaviest Cat
H014020	H001001	H001001	Fun - Best Trick
H014021	H001001	H001001	Fun - Best Costume, Cat-Decorated Cage

H015 Dog Show (41 Classes)

Code	Premium	Method	Title
H015001	X001002	H001001	First Year (on leash)
H015002	X001002	H001001	On Leash A
H015003	X001002	H001001	On Leash B
H015004	X001002	H001001	Novice A (on & off leash)
H015005	X001002	H001001	Novice B (on & off leash)
H015006	X001002	H001001	Graduate Novice A
H015007	X001002	H001001	Graduate Novice B
H015008	X001002	H001001	Open A (off leash)
H015009	X001002	H001001	Open B (off leash)
H015010	X001002	H001001	Utility A (off leash)
H015011	X001002	H001001	Utility B (off leash)
H015012	X001002	H001001	Sporting Group
H015013	X001002	H001001	Hound Group
H015014	X001002	H001001	Working Group
H015015	X001002	H001001	Terrier Group
H015016	X001002	H001001	Toy Group
H015017	X001002	H001001	Non-sporting Group
H015018	X001002	H001001	Herding Group
H015019	X001002	H001001	Any Other Purebred Dogs, not listed elsewhere
H015020	X001002	H001001	Any other dog, over 14" Group
H015021	X001002	H001001	Any other dog, under 14" Group
H015022	X001002	H001001	Agility Level 1 - under 8"
H015023	X001002	H001001	Agility Level 1 - 8" to 12"
H015024	X001002	H001001	Agility Level 1 - +12" to 16"
H015025	X001002	H001001	Agility Level 1 - +16" to 22"
H015026	X001002	H001001	Agility Level 1 - Over 22"
H015027	X001002	H001001	Agility Level 2 - Under 8"
H015028	X001002	H001001	Agility Level 2 - 8" to 12"
H015029	X001002	H001001	Agility Level 2 - +12" to 16"
H015030	X001002	H001001	Agility Level 2 - +16" to 22"
H015031	X001002	H001001	Agility Level 2 - Over 22"
H015032	X001002	H001001	Agility Level 3 - Under 8"
H015033	X001002	H001001	Agility Level 3 - 8" to 12"
H015034	X001002	H001001	Agility Level 3 - +12" to 16"
H015035	X001002	H001001	Agility Level 3 - +16" to 22"
H015036	X001002	H001001	Agility Level 3 - Over 22"
H015037	X001002	H001001	Agility Level 4 - Under 8"
H015038	X001002	H001001	Agility Level 4 - 8" to 12"
H015039	X001002	H001001	Agility Level 4 - +12" to 16"
H015040	X001002	H001001	Agility Level 4 - +16" to 22"
H015041	X001002	H001001	Agility Level 4 - Over 22"

Figure 4. Departments



Class Changes

The method and premium table associated with a group of classes can be easily changed with this utility. This is easier and faster than modifying them for each class individually.

There is a message on the screen that the utility is for experienced users only. It is an easy utility to use. Use the Fair Book Data report to note the changes in method codes and premium tables that need to be made.

Change a Method

1. Click **Go to > Fair Data/Premiums > Class Cngs.** See Figure 1.

Caution! This utility is for experienced users only! With this utility you can select any number of classes for the purpose of changing their method and/or premium table. This operation will not allow methods to be changed on locked classes.

Known Class(es)...	Known Methods...	Known Premiums...
H041006 Seniors (14-19 yrs old) - 3 yrs or more	A001001 STATIC WITH OPTIONS	A001001
H042001 Juniors (8-10 yrs old) - 1st or 2nd	G001001 Goats	B001001
H042002 Juniors (8-10 yrs old) - 3 yrs or more	H001001 GENERAL	D001001
H042003 Intermediates (11-13 yrs old) - 1st	J001001 LIVESTOCK	D001002
H042004 Intermediates (11-13 yrs old) - 3rd	S001001 Static	D002001
H042005 Seniors (14-19 yrs old) - 1st or 2nd		D002002
H042006 Seniors (14-19 yrs old) - 3 yrs or more		G001001
H043001 Juniors (8-10 yrs old) - 1st or 2nd		H001001
H043002 Juniors (8-10 yrs old) - 3 yrs or more		H001002
H043003 Intermediates (11-13 yrs old) - 1st		H001003
H043004 Intermediates (11-13 yrs old) - 3rd		J001001
H043005 Seniors (14-19 yrs old) - 1st or 2nd		J001002
H043006 Seniors (14-19 yrs old) - 3 yrs or more		J001003
H044001 Any Level 1 exhibit - Ages 8-10		M001001
H044002 Any Level 2 exhibit - Ages 11-13		M001002
H044003 Any Level 3 exhibit - Ages 14-19		S001001
H045001 Juniors (8-10 yrs old) - 1st or 2nd		S001002
H045002 Juniors (8-10 yrs old) - 3 yrs or more		
H045003 Intermediates (11-13 yrs old) - 1st		
H045004 Intermediates (11-13 yrs old) - 3rd		
H045005 Seniors (14-19 yrs old) - 1st or 2nd		
H045006 Seniors (14-19 yrs old) - 3 yrs or more		
H046001 Garment for self - Skills A		

Total: 1882
Selected: 12

Selected...: H001001

Selected...: Do Not Change

Processing will enter the selected Method and selected Premium into each of the selected Class.

Buttons: Clear selection, Process, Return, Clear Selection

Figure 1. Method Class Change

2. Select the **classes** that need a new method in the *Known Class* list.



Select more than one class by using one of these methods. Highlight the first class, and click and drag to the last class. Hold the **Ctrl** key, and highlight the classes.

3. Highlight the **new method** in the *Known Methods* list.
4. The selected method displays in the *Selected* field.
5. Click **Process**.

Change a Premium Table

1. Click **Go to > Fair Data/Premiums > Class Cngs**. See Figure 2.

Caution! This utility is for experienced users only! With this utility you can select any number of classes for the purpose of changing their method and/or premium table. This operation will not allow methods to be changed on locked classes.

Known Class(es)...	Known Methods...	Known Premiums...
H041006 Seniors (14-19 yrs old) - 3 yrs or m H042001 Juniors (8-10 yrs old) - 1st or 2nd H042002 Juniors (8-10 yrs old) - 3 yrs or m H042003 Intermediates (11-13 yrs old) - 1st H042004 Intermediates (11-13 yrs old) - 3 H042005 Seniors (14-19 yrs old) - 1st or 2nd H042006 Seniors (14-19 yrs old) - 3 yrs or m H043001 Juniors (8-10 yrs old) - 1st or 2nd H043002 Juniors (8-10 yrs old) - 3 yrs or m H043003 Intermediates (11-13 yrs old) - 1st H043004 Intermediates (11-13 yrs old) - 3 H043005 Seniors (14-19 yrs old) - 1st or 2nd H043006 Seniors (14-19 yrs old) - 3 yrs or m H044001 Any Level 1 exhibit - Ages 8-10 H044002 Any Level 2 exhibit - Ages 11-13 H044003 Any Level 3 exhibit - Ages 14-19 H045001 Juniors (8-10 yrs old) - 1st or 2nd H045002 Juniors (8-10 yrs old) - 3 yrs or m H045003 Intermediates (11-13 yrs old) - 1st H045004 Intermediates (11-13 yrs old) - 3 H045005 Seniors (14-19 yrs old) - 1st or 2nd H045006 Seniors (14-19 yrs old) - 3 yrs or m H046001 Garment for self - Skills A	A001001 STATIC WITH OPTIONS G001001 Goats H001001 GENERAL J001001 LIVESTOCK S001001 Static	H001001 H001002 H001003 J001001 J001002 J001003 M001001 M001002 S001001 S001002 S001003 X001001 X001002 X999999 Z001001 Z001002
Total: 1882 Selected: 12	Selected... Do Not Change Clear Selection	Selected... Z001001 Clear Selection
Clear selection	Process	Return

Processing will enter the selected Method and selected Premium into each of the selected Class.

Figure 2. Premium Table Class Change

2. Select the **classes** that need a new premium table in the *Known Class* list.



Select more than one class by using one of these methods. Highlight the first class, and click and drag to the last class. Hold the **Ctrl** key, and highlight the classes.

3. Highlight the **new premium table** in the *Known Premiums* list.
4. The selected premium table displays in the *Selected* field.
5. Click **Process**.

Change a Method and Premium Table

1. Click **Go to > Fair Data/Premiums > Class Cngs.** See Figure 3.

Caution! This utility is for experienced users only! With this utility you can select any number of classes for the purpose of changing their method and/or premium table. This operation will not allow methods to be changed on locked classes.

Known Class(es)...	Known Methods...	Known Premiums...
H041006 Seniors (14-19 yrs old) - 3 yrs or i	A001001 STATIC WITH OPTIONS	H001001
H042001 Juniors (8-10 yrs old) - 1st or 2nd	G001001 Goats	H001002
H042002 Juniors (8-10 yrs old) - 3 yrs or m	H001001 GENERAL	H001003
H042003 Intermediates (11-13 yrs old) - 1s	J001001 LIVESTOCK	J001001
H042004 Intermediates (11-13 yrs old) - 3	S001001 Static	J001002
H042005 Seniors (14-19 yrs old) - 1st or 2r		J001003
H042006 Seniors (14-19 yrs old) - 3 yrs or r		M001001
H043001 Juniors (8-10 yrs old) - 1st or 2nd		M001002
H043002 Juniors (8-10 yrs old) - 3 yrs or m		S001001
H043003 Intermediates (11-13 yrs old) - 1s		S001002
H043004 Intermediates (11-13 yrs old) - 3		S001003
H043005 Seniors (14-19 yrs old) - 1st or 2r		X001001
H043006 Seniors (14-19 yrs old) - 3 yrs or r		X001002
H044001 Any Level 1 exhibit - Ages 8-10		X999999
H044002 Any Level 2 exhibit - Ages 11-13		Z001001
H044003 Any Level 3 exhibit - Ages 14-19		Z001002
H045001 Juniors (8-10 yrs old) - 1st or 2nd		
H045002 Juniors (8-10 yrs old) - 3 yrs or m		
H045003 Intermediates (11-13 yrs old) - 1s		
H045004 Intermediates (11-13 yrs old) - 3		
H045005 Seniors (14-19 yrs old) - 1st or 2r		
H045006 Seniors (14-19 yrs old) - 3 yrs or r		
H046001 Garment for self - Skills A		

Total: 1882
Selected: 12

Selected...: H001001

Selected...: Z001001

Processing will enter the selected Method and selected Premium into each of the selected Class.

Buttons: Clear selection, Process, Return

Figure 3. Method & Premium Change

2. Select the **classes** that are changing in the *Known Class* list.



Select more than one class by using one of these methods. Highlight the first class, and click and drag to the last class. Hold the **Ctrl** key, and highlight the classes.

3. Highlight the **new method** in the *Known Methods* list.
4. Highlight the **new premium table** in the *Known Premiums* list.
5. The selected method and premium table displays in the *Selected* fields.
6. Click **Process**.



Division Operations

Division operations are used to copy, renumber, or remove divisions. These actions cannot be taken when exhibitors' items are entered in the fair. Check the divisions and make a note of the division numbers being worked with before using the copy or renumber features. The Fair Book Data may be of help when using the division operations utility.

Copy or Duplicate a Division

The class information associated with a division is included with the new, copied division. This is a good way to create a new division when the classes are the same as they are in the current division. The same methods and premiums are used for the new division. In the following example, Division H001 Dairy in the 4-H Department has classes needed in a new division, H005 Beef.

1. Click **Go to > Fair Data/Premiums > Utilities > Division Operations**. See Figure

The screenshot shows the 'Duplicate Division...' section of the 'Division Operations' utility. It includes a 'Source Division (Ex: R001)' field with 'H001' and 'Dairy' entered, and a 'New Division (Ex: R002)' field with 'H005' and 'Beef' entered. There are 'Create new Division' and 'Return' buttons at the bottom of this section. Above it are sections for 'Remove Division...', 'Re-Number Divisions...', and 'Move Division...'.

1.

2. Click the **Source Division** field in the *Duplicate Division* section. Type the division number being copied. Press **Tab**.
3. Type the **new division number** in the *New Division* field. Press **Tab**.
4. Type the **new division name** in the *description* field. Press **Tab**.
5. Click the **Create New Division** button. The new division is created with the same class information, methods, and premiums from the original division.

Figure 1. Copy Division

Remove a Division

A division can be removed or deleted only when there are no exhibitors' items in the classes within the division.

1. Click **Go to > Fair Data/Premiums > Utilities > Division Operations**.
2. Click the **Division** field in the *Remove Division* section.
3. Type the **division number** being removed. Press **Tab**. The description displays.
4. Click the **Remove Division** button.
5. Click **OK** to confirm the removal of the division.

Renumber a Division

A division cannot be renumbered when there are exhibitors' items in the classes within the division. There must be an open division number above the ending division.

1. Click **Go to > Fair Data/Premiums > Utilities > Division Operations**.
2. Click the **Starting Division** field in the *Renumber Divisions* section.
3. Type the **division number**. Press **Tab**. The description displays.
4. Click the **Ending Division** field.
5. Type the **division number**. Press **Tab**. The description displays.
6. Click the **Renumber Divisions** button.
7. Click **OK** to confirm the division renumbering.



Registration Form

A customized registration form can be set up using a mail merge file from the 4HPlus! program and a mail merge form developed in Microsoft Word. Using this method allows the registration form to show the current projects for 4-H members. Also, different registration forms can be created for different types of entries such as static exhibits or livestock.

4HPlus! Mail Merge File

Create the mail merge file in 4HPlus! using the Member's SQL section. Decide what information is needed on the registration form prior to running the SQL request.

1. Open the 4HPlus! program.
2. Click **Goto > Members > SQL > Request > Mail Merge**.
3. Select the criteria to generate the mail merge file. For example, it can be all current active members or all active members in certain projects.
4. Next, select the fields being used. For example, this can include first name, last name, street, city, state, zip, phone, age, primary club, and projects.
5. Select the sort order. Usually, sorting by last name first and first name second works well.
6. After processing the request, a message displays showing the location of the mail merge file. See Figure 1 on page 2.
7. Click **OK**, and close the program.

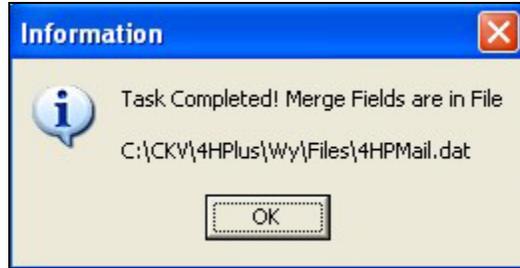


Figure 1. Mail Merge File Location

Sample Mail Merge Form

A sample template can be downloaded from the CES Technical Support site and modified to make setting up the mail merge form easier. It includes the mail merge fields. This is a good way to see how the process works. Changes can be made to the template prior to completing the mail merge, if desired.



Be sure a 4HPlus! mail merge file has been created and saved in the C:\CKV\4HPlus\WY\Files folder. Otherwise, this sample template will not work. It must include the following fields: first name, last name, street, city, state, zip, phone, age, primary club, and the 20 project fields.

1. Download the file from the technical support site and save it on the hard drive. Make a note of where the file is saved. As a suggestion, it can be saved in the My Documents folder.
2. Open Microsoft Word.
3. Click **File > Open**.
4. Navigate to the location of the sample template file.
5. Highlight the file and click **Open**.
6. Click **Yes** at the message, "Opening this document will run the following SQL command."
7. Click **View > Toolbars > Mail Merge**.
8. Click the **Merge to New Document** icon on the mail merge toolbar. See Figure 2 on page 3.

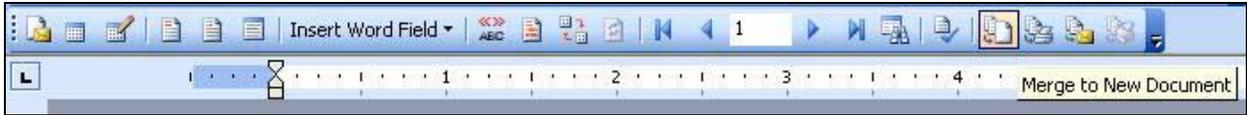


Figure 2. Merge to New Document

9. Click **OK** at the *Merge to New Document* window.
10. The merged registration forms are in a separate file. It can be saved and the forms can be printed.

Create a New Registration Form

Following are the directions to start a registration form from scratch.

1. Set up a form in Microsoft Word with the desired information. Customize it to meet the needs of your registration. More than one registration form can be used, if needed.
2. Click **Tools > Letters and Mailings > Mail Merge**. The mail merge wizard displays in the task pane.
3. Select the **Letters** radio button.
4. Click the **Next: Starting document** link.
5. Select the **Use the current document** radio button.
6. Click the **Next: Select recipients** link.
7. Select the **Use an existing list** radio button.
8. Navigate to the **C:\CKV4HPlus\WY\Files** folder.
9. Change the *Files of type* to **All files (*.*)**.
10. Locate the **4HPMail.dat** file.
11. Click **Open**.
12. Click **Windows (default)** radio button in the *File Conversion* window and click **OK**.
13. Click **OK** at the *Mail Merge Recipients* window.

Write the Letter

1. Click the **Next: Write your letter** link.
2. Take these steps to insert the fields for the registration.
 - a. Click the **More items** link.

Registration Form

- b. Highlight the field to be inserted. For example, highlight **First** to insert the first name.
- c. Click **Insert**.
- d. Click **Close**.
- e. Repeat this process for each field.



There are 20 projects fields and each one is inserted separately so that all a member's projects print on the registration form.

3. Click the **Next: Preview your letters** link.
4. After previewing the letters, click the **Next: Complete the merge** link.
5. Click the **Edit individual letters** link.
6. Click **OK** at the *Merge to New Document* window.
7. Save the merged letters in a separate file and print them.



No Tag Class

The No Tag Class is a utility for identifying departments, division, or classes that do not need an item tag such as livestock and horses. When a class is identified as a “no tag class”, the setting carries all the way through to State Fair item tags.

Select No Tag Classes

1. Click **Go to > Exhibitors/Items > No Tag Classes**. See Figure 1.

Enter No tag department, division or class.

Departments (Ex: A)...	Divisions (Ex: 001)...	Classes (Ex: 001)...
Count 0	Count 0	Count 0
F FFA DEPARTMENT	J001 BREEDING BEEF	
H 4H DEPARTMENT	J002 FEEDER CALVES	
J JUNIOR SHOWS	J003 MARKET BEEF	
	J004 DAIRY CATTLE	
	J005 DAIRY GOATS	
	J006 HORSE SHOW - HALTER C	
	J007 HORSE SHOW - PERFORM	
	J008 RABBITS	
	J009 BREEDING SHEEP	
	J010 MARKET LAMBS	
	J011 BREEDING SWINE	
	J012 MARKET SWINE	
	J013 WOOL	
	J016 POULTRY - BANTAMS, CLI	
	J017 POULTRY - BANTAMS, FE	
	J018 POULTRY - CHICKENS, CL	
	J019 POULTRY - CHICKENS, FE	

Add No Tag Department, Divisions or Class...

Select...

Department(s)...

Division(s)...

Class(es)...

Processing

No Tag Class Count: 0

Add Classes View / Remove Classes Exit

Figure 1. No Tag Classes

2. Click the radio button for **Department**, **Division**, or **Class** in the *Select* area.
3. A list of departments displays. Highlight the **desired departments**.

No Tag Classes

4. If division was selected, highlight the **desired divisions**.
5. If class was selected, highlight the **desired classes**.
6. Click the **Add Classes** button. Notice that the number of tag classes' count shows the total number of classes that are selected for no tag printing.

Delete No Tag Classes

Individual classes, a group of classes, or all the classes can be removed from the no tag printing list.

1. Click the **View/Remove Classes** button on the no tag screen. See Figure 2.

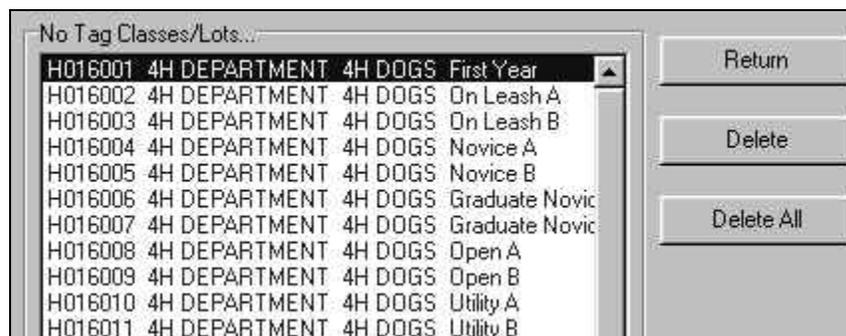


Figure 2. Delete From No Tag List

2. Highlight the classes in the list.
3. Click the **Delete** button. Click the **Delete All** button to remove all the classes.
4. Click **Return**.



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 interface. It includes several sections:

- 1. Enter/Select Exhibitor...:** A group of radio buttons for selecting the type of exhibitor: 114 4H Member >> 4H Exhibitor, 17 4H Club >> 4H Exhibitor, 3 4H Exhibitor (selected), 12 FFA Exhibitor, and 1 Open Class Exhibitor. Each has an 'EnterNew' button.
- 2. Find...:** A search field with a 'Find...' button.
- 3. Settings:** A list of settings with 'Off' or 'On' status: State Fair Only... (Off), Tag Printing... (Off), Manual Back Tag... (Off), Auto Optional... (Off), Auto Livestock... (Off), and Print OCE Age... (On).
- 4. Current 4H Fair Exhibitor list...:** A table with columns 'Id' and 'Name'. It lists: GOS4022 Adamson, Adam; GOS4300 Appleseed, Johnny (highlighted); and GOS4202 Beethoven, Schroeder.
- 5. Exhibitor Data...:** A form for entering exhibitor details. Fields include: Id (GOS4300), Last (Appleseed), First (Johnny), MI, Phone (307)349-1298, SSN, Age (8), Grade (3), 4H Year (1), Gender (M), Street (123 Main), City (Jellystone), State (WY), Zip (87000-0000), Back Tag Number, and Representing Club (GOS112 Bunny Round-Up Youth Club).
- 6. Exhibitor Items...:** A section for adding items. It includes an 'Item Count' field (1), a text area with '000000008 H056002 4H DEPARTMENT Rifle Any Level 2 exhibit - Ages 11-13', and buttons for 'Add New Item(s)', 'Enter Project(s)', 'Optional Info', 'Livestock Info', and 'Delete Item'. To the right are 'Tag Printing Status' and 'Eject Sheet' buttons.

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.



Import 4-H Members as Exhibitors

All 4-H members can be imported as exhibitors so they display in one list. This eliminates looking for members in the 4-H Member list or the 4-H Exhibitor list. When using Distributed Data Processing, 4-H members should be imported as exhibitors. This allows individuals using the slave computers to enter items for exhibitors who are write-ins or late entries.

1. Click **Go to > Exhibitors > Import all 4-H Members as Exhibitors Utilities**. See Figure 1.



Figure 1. Import 4-H Members

2. Click the **Import All (Remaining) 4-H Members Now** button. This moves all the 4-H members to 4-H exhibitors when the progress bar displays 100%.
3. After all 4-H member items are entered, exhibitors that did not enter an item can be moved back to the 4-H Members list. Click the **Remove Itemless 4-H Exhibitors** button. The exhibitors are moved back to the members list when the progress bar displays 100%.



Import 4-H Clubs as Exhibitors

When 4-H clubs enter items, clubs can be imported as exhibitors. Consider doing this when using Distributed Data Processing. This allows individuals using the slave computers to enter items for the 4-H clubs.



When a county pen entry is going to State Fair, create a unique club in the 4HPlus! program such as “County SF Club.” This allows a county pen to be entered into the fair. Be sure to delete the club within the 4HPlus! program so it is not included in the ES237 report.

1. Click **Go to > Exhibitors > Import All 4-H Clubs as Exhibitors** Utilities. See Figure 1.



Figure 1. Import 4-H Clubs

2. Click the **Import All (Remaining) 4-H Clubs Now** button. This moves all the 4-H clubs to 4-H exhibitors when the progress bar displays 100%.

Import 4-H Clubs as Exhibitors

3. After all the 4-H club items are entered, clubs without items can be moved back to the 4-H clubs list. Click the **Remove Itemless 4-H Club Exhibitors** button. The clubs are moved back to the 4-H club list when the progress bar displays 100%.



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

Delete Exhibitor

Exhibitor Data...

Id Last First MI
FFA1239 Lightyear Buzz Q

Phone SSN Age Grade 4H Year Gender
307-349-9827 [] [] [] [] [] M

Street City State Zip
302 Grand Jellystone WY 87000

Back Tag Number Representing Club...
[] []

Exhibitor Items...

Item Count

Tag Printing Status

<input type="button" value="Print Item Tag"/>	<input type="checkbox"/>
<input type="button" value="Eject Sheet"/>	<input type="checkbox"/>

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.



Open Class Exhibitors

Open class exhibitors may include 4-H exhibitors and FFA exhibitors who are also entering items in open class. The program considers each type of exhibitor to be different due to the exhibitor ID. So, when a 4-H exhibitor is also an open class exhibitor, that individual receives two premium checks. One is for the 4-H exhibits and the second check is for the open class exhibits.

Add an Open Class Exhibitor

1. Click **Go to > Exhibitor/Items > Exhibitors > Individual (Normal Method)**. See Figure 1 on page 2.
2. Click the **Open Class Exhibitor** radio button.
3. Click the **Enter New** button.
4. The characters OCE are added to the ID field in the Exhibitor Data section along with the next consecutive number.
5. Enter the exhibitor's personal information. Press **Tab** or **Enter** to move between fields.

Open Class Exhibitors

Enter/Select Exhibitor...

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

Find...

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

Current Open Class Fair Exhibitor list...

Id	Name
OCE0004	Cleaver, Ward
OCE0001	Farmer, Barbara
OCE0002	Huxtable, Claire
OCE0003	Stivic, Gloria

Exhibitor Data...

Id: OCE0002, Last: Huxtable, First: Claire, MI: J
Phone: 307-298-3748, SSN: , Age: , Grade: , 4H Year: , Gender: f
Street: 707 Main, City: Jellystone, State: WY, Zip: 87000
Back Tag Number: , Representing Club:

Exhibitor Items...

Item Count:

Tag Printing Status

Figure 1. Open Class Exhibitors

Delete an Open Class Exhibitor

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



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.

Figure 2. Add Items Screen



Make sure that the number in the Next Item field is 000000001 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 Tag Printing Status

<input type="button" value="Add New Item(s)"/>	<input type="button" value="Enter Project(s)"/>	<input type="text" value="000000008 H056002 4H DEPARTMENT Rifle Any Level 2 exhibit - Ages 11-13"/>	<input type="button" value="Print Item Tag"/>				
<input type="button" value="Optional Info"/>	<input type="button" value="Livestock Info"/>	<input type="text" value="000000020 H057001 4H DEPARTMENT Robotics Juniors (8-10 yrs old) - 1st or 2nd yr in"/>	<input type="button" value="Eject Sheet"/>				
<input type="button" value="Delete Item"/>	<input type="button" value="↑"/>		<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> <tr><td></td><td></td></tr> </table>				

Figure 4. Optional & Livestock Information



Open Class 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.

Open Class 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
 4 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 Open Class Fair Exhibitor list...

Id	Name
OCE0004	Cleaver, Ward
OCE0001	Farmer, Barbara
OCE0002	Huxtable, Claire
OCE0003	Stivic, Gloria

Exhibitor Data...

Id: OCE0002 Last: Huxtable First: Claire MI: J
 Phone: 307-298-3748 SSN: Age: Grade: 4H Year: Gender: f
 Street: 707 Main City: Jellystone State: WY Zip: 87000
 Back Tag Number: Representing Club:

Exhibitor Items...

Item Count: 3

000000015	A001002	Fine Arts	Painting & Drawing-Professional	Animal-Oil/Acrylic
000000016	A001004	Fine Arts	Painting & Drawing-Professional	Plant World-Oil/Acrylic
000000017	A001006	Fine Arts	Painting & Drawing-Professional	People-Oil/Acrylic

Tag Printing Status

Figure 1. Open Class Exhibitor

2. Click the **Open Exhibitor** radio button. The Open Class exhibitor list displays.
3. Highlight the **Open Class 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 'Count > 4'. The selected item is 'A Fine Arts'. Other items include 'F FFA DEPARTMENT', 'H 4H DEPARTMENT', and 'J JUNIOR SHOWS'.
- Division (Ex: 001)...**: A list with 'Count > 13'. The selected item is 'A001 Painting & Drawing-Professiona'. Other items include 'A002 Painting & Drawing-Advanced /', 'A003 Painting & Drawing-Amateur', 'A004 Painting & Drawing-Junior', 'A005 Children's Painting & Drawing', 'A006 Photography-Pro-B&W', 'A007 Photograph-Adv Amateur-B&W', 'A008 Photograph-Adv Amateur-Color', 'A009 Photography-Amateur-B&W', 'A010 Photography-Amateur-Color', 'A011 Photography-Junior-Color & B&W', 'A012 Digital Camera Photos', and 'A013 Children's Photography'.
- Class (Ex: 001)...**: A list with 'Count > 6'. The selected item is 'A001001 Scenery-Oil/Acrylic'. Other items include 'A001002 Animal-Oil/Acrylic', 'A001003 Lifestyles-Oil/Acrylic', 'A001004 Plant World-Oil/Acrylic', 'A001005 Still Life-Oil/Acrylic', and 'A001006 People-Oil/Acrylic'.

The **Class Items...** section at the bottom has a 'Count > 1' and contains the following fields and buttons:

- Selected Exhibitor...**: Text input field containing 'Huxtable, Claire J'.
- Current Class**: Text input field containing 'A001001'.
- Title**: Text input field containing 'Scenery-Oil/Acrylic'.
- This Item**: Text input field containing '000000018'.
- Next Item**: Text input field containing '000000019'.
- Buttons**: 'Add', 'Delete', 'Return', and 'Exit'.
- Class Item List**: A list area containing one entry: '000000018 Huxtable, Claire J'.

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 **open class 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 form 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.

Open Class - 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 Tag Printing Status

<input type="button" value="Add New Item(s)"/>	<input type="button" value="Enter Project(s)"/>	<input type="text" value="000000008 H056002 4H DEPARTMENT Rifle Any Level 2 exhibit - Ages 11-13"/>	<input type="button" value="Print Item Tag"/>
<input type="button" value="Optional Info"/>	<input type="button" value="Livestock Info"/>	<input type="text" value="000000020 H057001 4H DEPARTMENT Robotics Juniors (8-10 yrs old) - 1st or 2nd yr in"/>	<input type="button" value="Eject Sheet"/>
<input type="button" value="Delete Item"/>	<input type="button" value="↑"/>		<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"></table>

Figure 4. Optional & Livestock Information



4-H Exhibitors Add Project Items

Be sure the project links are created between 4-H projects and fair classes before entering 4-H exhibits. See the 4-H Project Links tip sheet for more information.



All 4-H exhibitors **must** be entered using this method. The Year in Project information prints on the item tag when the projects are entered this way.

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



This assumes the 4-H members are imported as 4-H exhibitors. See the Exhibitors tip sheet for more information.

2. Click the **4-H Exhibitor** radio button. A list of 4-H exhibitors displays.
3. Highlight a **member**. The member's information displays in the Exhibitor Data section.



When a member is enrolled in more than one club, a different club can be selected by clicking the **Representing Club** down arrow. Highlight the desired club.

4. Click the **Enter Project** button. See Figure 1.

Exhibitor Data...							Return	
Id	Last	First	MI	Phone	Gender			
G0S4300	Appleseed	Johnny		(307)349-1298	M	Delete Item		
Grade	Street	City	State	Zip	Add Item			
3	123 Main	Jellystone	WY	87000-0000	Optional Info			
Project	Title	Item	Class	Title				
81201	Robotics	000000020	H057001	Juniors (8-10 yrs old) - 1st or 2nd yr in project				
Exhibitor Projects...				Project Class Links...		Project Class Entries...		
Code	YIP	Project Title	Count: 6		Count: 1			
81201	01	Robotics	H057001 Juniors (8-10 yrs old) - 1st or 2nd yr in project		000000020 H057001 Juniors (8-10 yrs old) - 1st or 2nd yr in project			
63401	01	Rifle	H057002 Juniors (8-10 yrs old) - 3 yrs or more in project					
			H057003 Intermediates (11-13 yrs old) - 1st or 2nd yr in project					
			H057004 Intermediates (11-13 yrs old) - 3 yrs or more in project					
			H057005 Seniors (14-19 yrs old) - 1st or 2nd yr in project					
			H057006 Seniors (14-19 yrs old) - 3 yrs or more in project					

Figure 1. Enter Project Items

5. Highlight the **project** in the *Exhibitor Projects* section.

6. Double click the **appropriate class** in the *Project Class Links* section. The entry displays in the *Project Class Entries* section.
7. Continue to add all exhibits for the 4-H member.
8. Click **Return** after items for the 4-H member are entered.

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 2 for an example. Be sure to highlight an exhibitor and an item to activate these buttons.

The screenshot shows the Exhibitors software interface. At the top left, there are radio buttons for selecting the exhibitor type: 0 (4H Member >> 4H Exhibitor), 17 (4H Club >> 4H Exhibitor), 117 (4H Exhibitor), 11 (FFA Exhibitor), and 4 (Open Class Exhibitor). Each has an 'EnterNew' button. To the right is a 'Find...' search box and a list of settings: State Fair Only... (Off), Tag Printing... (Off), Manual Back Tag... (Off), Auto Optional... (Off), Auto Livestock... (Off), and Print OCE Age... (On). Below this is the 'Exhibitor Data...' form with fields for Id (GOS4300), Last (Appleseed), First (Johnny), MI, Phone ((307)349-1298), SSN, Age (8), Grade (3), 4H Year (1), Gender (M), Street (123 Main), City (Jellystone), State (WY), Zip (87000-0000), Back Tag Number, and Representing Club... (GOS112 Bunny Round-Up Youth Club). On the right is a 'Current 4H Fair Exhibitor list...' table with columns 'Id' and 'Name'. The table lists exhibitors like GOS4022 Adamson, Adam; GOS3801 Adventurer, Aladdin; GOS4300 Appleseed, Johnny (highlighted); GOS3798 Beagle, Snoopy; GOS4279 Bear, BooBoo; GOS4296 Bear, Cindy; GOS4278 Bear, Yogi; GOS4202 Beethoven, Schroeder; GOS4290 Bell, Tinker; GOS4251 Big Red Dog, Clifford; GOS4282 Bird, Road Runner; GOS3923 Brown, Charlie; GOS3601 Brown, Sally; GOS3628 Bunny, Bugs; GOS4261 Canary, Tweety; GOS3911 Cat, Dilbert; and GOS3597 Cat, Sylvester. At the bottom left are buttons for 'Add New Item(s)', 'Optional Info', and 'Delete Item'. In the center is a list of project items, with '00000008 H056002 4H DEPARTMENT Rifle, Any Level 2 exhibit - Ages 11-13' and '00000020 H057001 4H DEPARTMENT Robotics Juniors (8-10 yrs old) - 1st or 2nd yr in' highlighted. At the bottom right are buttons for 'Print Item Tag', 'Eject Sheet', and a 'Tag Printing Status' table.

Figure 2. Optional & Livestock Information



State Fair Only Entries

In a few cases, the county extension office is responsible only for sending exhibitor items to State Fair. There is an easy method to enter exhibitors in State Fair without having to manually post results.

Setup

Be sure the following items are set up before adding State Fair only entries.

1. The departments, divisions, and classes must be the same as Wyoming State Fair. Department F is for FFA, Department H is for 4-H, and Department J is for Junior Shows. A backup file is usually available from the Communications and Technology office with this information.
2. Set up one simple method, one static method, and one livestock method. Only one method may be used if no optional information is needed.
3. Add a premium table with 0's in the first placing.
4. Set the parameter **Entering State Fair Items Only** to true. Click **Go to > Utilities/Password Entry > Parameters**. Highlight the parameter and select **true**. This leaves the parameter turned on each time the program is opened.
5. Complete the 4-H project links for the 4-H projects.
6. Use the class changes utility to assign the methods to the appropriate classes and the premium table to all the classes.
7. Make sure that the number in the Next Item field is 0000000001 when entering the first item for State Fair entry. 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.

Enter 4-H State Fair Entries



All 4-H exhibitors **must** be entered using this method. The Year in Project information prints on the item tag when the projects are entered this way.

1. Click **Go to > Exhibitors/Items > Exhibitors > Individual (Normal Method)**.
2. Click the **4-H Member >> 4-H Exhibitor** radio button. A list of 4-H members displays.
3. Highlight a **member**. The member's information displays in the Exhibitor Data section.



When a member is enrolled in more than one club, a different club can be selected by clicking the **Representing Club** down arrow. Highlight the desired club.

4. Click the **Enter Project** button. See Figure 1.

The screenshot shows the 'Exhibitor Data...' form. It includes fields for Id (G0S4017), Last (Finn), First (Huckleberry), MI (R), Phone (307)927-4304, Gender (M), Grade (5), Street (104 Main), City (Jellystone), State (WY), and Zip (87000-0000). Below these are fields for Project (63001) and Title (Archery). There are buttons for Return, Delete Item, Add Item, and Optional Info. Two notes are present: one stating that each exhibitor's 4H project can only be entered into a maximum of 40 classes, and another stating that the Add Item button and Double Click feature are disabled if the exhibitor has entered a total of 40 times. At the bottom, there are sections for 'Exhibitor Projects...' (listing codes like 63501, 63301, 63401, 63001, 63201) and 'Project Class Links...' (listing H017001, H017002, H017003).

Figure 1. Enter Project Items

5. Highlight the **project** in the *Exhibitor Projects* section.
6. Double click the **appropriate class** in the *Project Class Links* section. The entry displays in the *Project Class Entries* section. The entry is automatically posted as going to State Fair. See Figure 2.

The screenshot shows the 'State Fair Item Posted' form. It includes fields for Department (4H DEPARTMENT), Class (Any Level 1 Exhibit - Ages 8-10), Items In Class (1), Division (Archery), Method (H001001), Premium Class (H001002), and Ribbon Color Method Set (1). There are buttons for Show Placing Titles, Process Write-In, Prior Group, Print Posted Call Sheet, Next Group, and Exit. A checkbox for 'Verify Livestock State Fair Data' is checked. A 'Number Judged' field is set to 1. Below these are sections for 'Enter/Click Class to Post...' (listing codes like H017001, A001001, A001002, A001004, A001005, F002004, H017001, H017002) and a grid for item placement. The grid has columns for 'State Fair', 'Placings', 'Awards', 'COPY Item to Class...', and 'NEW Item Number'. The first row of the grid is populated with the entry '00000053 G0S4017 Finn, Huckleberry'.

Figure 2. State Fair Item Posted

7. Add any other State Fair entries for the member.
8. Click **Return**.

Use this method to post the rest of the State Fair Entries for 4-H members.

Enter FFA State Fair Entries

1. Click **Go to > Exhibitors/Items > Exhibitors > Individual (Normal Method)**. See Figure 3.

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 Last First MI

FFA1239 Lightyear Buzz Q

Phone SSN Age Grade 4H Year Gender

307-349-9827 [] [] [] [] [] M

Street City State Zip

302 Grand Jellystone WY 87000

Back Tag Number Representing Club...

Exhibitor Items...

Item Count []

Tag Printing Status

Figure 3. FFA Exhibitor

2. Click the **FFA Exhibitor** radio button. The FFA exhibitor list displays.
3. Highlight the **FFA exhibitor** entering a State Fair entry.
4. Click the **Add New Item** button. The *Add Items screen* displays. See Figure 4 on page 4.
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.

State Fair Only Entries

Department (Ex: A)... Count > 3
F FFA DEPARTMENT
H 4H DEPARTMENT
J JUNIOR SHOWS

Division (Ex: 001)... Count > 6
F001 AGRICULTURAL MECHANICS
F002 AGRONOMY
F003 CLASSROOM
F004 SHOWMANSHIP
F005 ROUND ROBIN SHOWMANSHIP
F006 HERDSMANSHIP

Class (Ex: 001)... Count > 87
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)
F002015 Clover (Red)

Class Items...
Selected Exhibitor... Count > 1
Hood, Robin R Add 000000011 Hood, Robin R
Current Class F002004 Delete
Title Noxious Weeds Return
This Item Next Item Exit
000000011 000000012

Figure 4. Add Items Screen

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 5.

Department (Ex: A)... Count > 3
F FFA DEPARTMENT
H 4H DEPARTMENT
J JUNIOR SHOWS

Division (Ex: 001)... Count > 6

Class (Ex: 001)... Count > 87

Class Items...
Selected Exhibitor... Count > 2
Lightyear, Buzz Q Add 000000011 Hood, Robin R
Current Class F002004 Delete 000000014 Lightyear, Buzz Q
Title Noxious Weeds Return
This Item Next Item Exit
000000014 000000015

Figure 5. 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 6 for an example. Be sure to highlight an exhibitor and an item to activate these buttons.

The screenshot shows the Exhibitors screen with the following sections:

- Enter/Select Exhibitor...:** Radio buttons for 0 (4H Member >> 4H Exhibitor), 17 (4H Club >> 4H Exhibitor), 117 (4H Exhibitor), 11 (FFA Exhibitor), and 4 (Open Class Exhibitor). Each has an "EnterNew" button.
- Find...:** A search field.
- Settings:** State Fair Only... (Off), Tag Printing... (Off), Manual Back Tag... (Off), Auto Optional... (Off), Auto Livestock... (Off), and Print OCE Age... (On).
- Exhibitor Data...:** Fields for Id (GOS4300), Last (Appleseed), First (Johnny), MI, Phone ((307)349-1298), SSN, Age (8), Grade (3), 4H Year (1), Gender (M), Street (123 Main), City (Jellystone), State (WY), and Zip (87000-0000). A dropdown for "Representing Club..." is set to "GOS112 Bunny Round-Up Youth Club".
- Current 4H Fair Exhibitor list...:** A list of exhibitors with columns for Id and Name. GOS4300 Appleseed, Johnny is highlighted.
- Exhibitor Items...:** Item Count (2), "Add New Item(s)", "Enter Project(s)", "Optional Info", "Livestock Info", and "Delete Item" buttons. A list of items is shown, with "000000008 H056002 4H DEPARTMENT Rifle, Any Level 2 exhibit - Ages 11-13" highlighted.
- Tag Printing Status:** "Print Item Tag" and "Eject Sheet" buttons.

Figure 6. Optional & Livestock Information

State Fair Registration

Next, go to the State Fair Registration to complete the process. See the State Fair Registration tip sheet for more information.



Do not print item tags in the Exhibitors/Items section. They are county item tags. Print state item tags in the State Fair Registration section of the program.



Delete Exhibitor's Items

An item can be deleted for an exhibitor in the Exhibitor Items section of the Exhibitors screen. See Figure 1.

1. Highlight the **exhibitor's name**.
2. Highlight the item to be deleted in the *Exhibitor Items* section.
3. Click the **Delete Item** button.

Enter/Select Exhibitor...

0 4H Member >> 4H Exhibitor
 17 4H Club >> 4H Exhibitor
 117 4H Exhibitor
 11 FFA Exhibitor
 4 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 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

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 2

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

Add New Item(s) Enter Project(s)
 Optional Info Livestock Info
 Delete Item

Tag Printing Status

Print Item Tag
 Eject Sheet

Delete Exhibitor Exit

Figure 1. Delete Exhibitor's Item



Item Tag Printing

County item tags are printed in this section. Several options are available including bar codes, multiple copies, printing by department, division, or class, printing a range of tags, and printing individual tags.



Do not print State Fair Item tags in this section because they have the county box checked. State Fair Item tags are printed in the *State Fair/Registration* section.

It is not a good idea to attempt to print thousands of tags at one time. Printing goes much slower and the printer may overheat, causing even longer delays. The Scheduled Processing Delay message provides an opportunity to quit printing tags if there is a problem with the printer. See Figure 1. If **OK** is clicked before the 40 tags print, the printer may be overloaded. The printer can jam or tags may be skipped. In the long run, time is saved by being patient and letting each group of tags process and print before clicking the **OK** button.

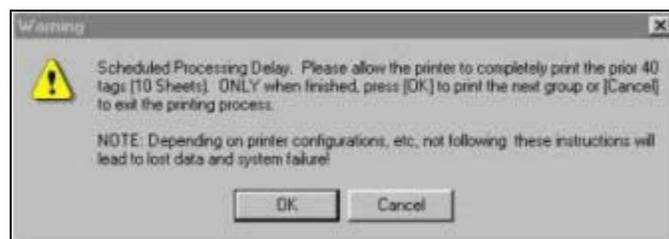


Figure 1. Scheduled Processing Delay

Sample Item Tag Sheet

Item tags print four (4) tags per 8 ½" by 11" sheet. A sample item tag sheet can be printed.

1. Click **Go to > Exhibitors/Items > Item Tags > Print Form.**

Item Tag Printing

2. A sample sheet prints. See Figure 2.

	FairPlus! <i>By C & K Ventures...</i> <small>www.4HPlus.com</small>
COUNTY <input style="width: 40px;" type="text"/>	STATE <input style="width: 40px;" type="text"/>
<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 100px;" type="text"/>
DEPT. 4H-FFA-OC	ID Number <input style="width: 30px;" type="text"/> Item <input style="width: 100px;" type="text"/>
<input style="width: 30px; height: 20px;" type="text"/>	
DIV# <input style="width: 30px;" type="text"/>	Division Title <input style="width: 100px;" type="text"/>
<input style="width: 30px; height: 20px;" type="text"/>	
CLS# <input style="width: 30px;" type="text"/>	Class Title <input style="width: 100px;" type="text"/>
Placing <input style="width: 30px;" type="text"/>	Award(s) <input style="width: 100px;" type="text"/>
Exhibitor Age <input style="width: 30px;" type="text"/>	Yr In Prjt <input style="width: 30px;" type="text"/>
Description <input style="width: 100px;" type="text"/>	
Color <input style="width: 100px;" type="text"/>	
<input style="width: 100px; height: 20px;" type="text"/>	
<input style="width: 100px; height: 20px;" type="text"/>	
<input style="width: 100px; height: 20px;" type="text"/>	

	FairPlus! <i>By C & K Ventures...</i> <small>www.4HPlus.com</small>
COUNTY <input style="width: 40px;" type="text"/>	STATE <input style="width: 40px;" type="text"/>
<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 100px;" type="text"/>
DEPT. 4H-FFA-OC	ID Number <input style="width: 30px;" type="text"/> Item <input style="width: 100px;" type="text"/>
<input style="width: 30px; height: 20px;" type="text"/>	
DIV# <input style="width: 30px;" type="text"/>	Division Title <input style="width: 100px;" type="text"/>
<input style="width: 30px; height: 20px;" type="text"/>	
CLS# <input style="width: 30px;" type="text"/>	Class Title <input style="width: 100px;" type="text"/>
Placing <input style="width: 30px;" type="text"/>	Award(s) <input style="width: 100px;" type="text"/>
Exhibitor Age <input style="width: 30px;" type="text"/>	Yr In Prjt <input style="width: 30px;" type="text"/>
Description <input style="width: 100px;" type="text"/>	
Color <input style="width: 100px;" type="text"/>	
<input style="width: 100px; height: 20px;" type="text"/>	
<input style="width: 100px; height: 20px;" type="text"/>	
<input style="width: 100px; height: 20px;" type="text"/>	

	FairPlus! <i>By C & K Ventures...</i> <small>www.4HPlus.com</small>
COUNTY <input style="width: 40px;" type="text"/>	STATE <input style="width: 40px;" type="text"/>
<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 100px;" type="text"/>
DEPT. 4H-FFA-OC	ID Number <input style="width: 30px;" type="text"/> Item <input style="width: 100px;" type="text"/>
<input style="width: 30px; height: 20px;" type="text"/>	
DIV# <input style="width: 30px;" type="text"/>	Division Title <input style="width: 100px;" type="text"/>
<input style="width: 30px; height: 20px;" type="text"/>	
CLS# <input style="width: 30px;" type="text"/>	Class Title <input style="width: 100px;" type="text"/>
Placing <input style="width: 30px;" type="text"/>	Award(s) <input style="width: 100px;" type="text"/>
Exhibitor Age <input style="width: 30px;" type="text"/>	Yr In Prjt <input style="width: 30px;" type="text"/>
Description <input style="width: 100px;" type="text"/>	
Color <input style="width: 100px;" type="text"/>	
<input style="width: 100px; height: 20px;" type="text"/>	
<input style="width: 100px; height: 20px;" type="text"/>	
<input style="width: 100px; height: 20px;" type="text"/>	

	FairPlus! <i>By C & K Ventures...</i> <small>www.4HPlus.com</small>
COUNTY <input style="width: 40px;" type="text"/>	STATE <input style="width: 40px;" type="text"/>
<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 100px;" type="text"/>
DEPT. 4H-FFA-OC	ID Number <input style="width: 30px;" type="text"/> Item <input style="width: 100px;" type="text"/>
<input style="width: 30px; height: 20px;" type="text"/>	
DIV# <input style="width: 30px;" type="text"/>	Division Title <input style="width: 100px;" type="text"/>
<input style="width: 30px; height: 20px;" type="text"/>	
CLS# <input style="width: 30px;" type="text"/>	Class Title <input style="width: 100px;" type="text"/>
Placing <input style="width: 30px;" type="text"/>	Award(s) <input style="width: 100px;" type="text"/>
Exhibitor Age <input style="width: 30px;" type="text"/>	Yr In Prjt <input style="width: 30px;" type="text"/>
Description <input style="width: 100px;" type="text"/>	
Color <input style="width: 100px;" type="text"/>	
<input style="width: 100px; height: 20px;" type="text"/>	
<input style="width: 100px; height: 20px;" type="text"/>	
<input style="width: 100px; height: 20px;" type="text"/>	

Figure 2. Sample Item Tag Sheet

Contact a local printer to have paper scored vertically and horizontally for item tags. Some counties print State Fair item tags on different colored paper. This makes it easier to find exhibits at the end of State Fair.

Tag Style

Three tag styles are available. Be sure **tag style one** is selected. See Figure 3.

View Styles...

Style One | Style Two | Style Three

BARCODE *FairPlus!*

Department Item

Division

Class

Placing Awards

Age Year In Project

Description

County

Last, First Name

Street, City, Zip, State WY

Select Item Tag form style. All styles require 8-1/2 X 11 paper scored vertically and horizontally to yield four (4) equal sized tags.

Then...

Select Item Tag Style...

Use Item Tag style one.

Use Item Tag style two

Use Item Tag style three.

Figure 3. Tag Style

1. Click **Go to > Exhibitors/Items > Item Tags > Tag Style**.
2. Click **Use Item Tag Style One**.



Do not use the other tag styles. This sets the tag style for the State Fair item tags. Using the other styles does not print the bar code and other information needed at the Wyoming State Fair.

Tag Printing

1. Click **Go to > Exhibitors/Items > Item Tags > Tag Printing**. See Figure 4.

Item Tag Printing

Printer Type...

Eject Sheet
Exit

Tags did not print?
The most common reason that the system does not print a series of tags is that either the department, division, or class that the item is found in has been added to the 'No Tag Classes' list. Click [No Tag Classes] to verify.

Notes...
Printing a batch of item tags for both Printed and Unprinted Tags allows for reprints. If you do not want reprints, select Unprinted Tags.
Tags that are in a 'No Tag Class' will not print.

Item Tag Printing - County
 Delay printing
 Print tags as entered

County Item tag options...
 Print item tag bar code
 Print Graphic (Ex: Clover)
 One copy
 Two copies
 Three copies
 Four copies

Batch Printing

Select Tag Print Order...
 Item Number
 Class Code
 Exhibitor Name
 Club

COUNTY Item Tag Batch Printing...
Print Tags For...
 Unprinted Tags
 Printed and Unprinted Tags
Look For Tags By...
 Entire Fair
 Department
 Division
 Class
 Club
 Range of tags (Item Numbers)
 Individual item tag

Process / Print

Known Classes
H015040 4H DEPARTMENT / Dog Show / Agility L
H015041 4H DEPARTMENT / Dog Show / Agility L
H016001 4H DEPARTMENT / Aerospace / Poster/
H016002 4H DEPARTMENT / Aerospace / Poster/
H016003 4H DEPARTMENT / Aerospace / Model F
H016004 4H DEPARTMENT / Aerospace / Model F
H016005 4H DEPARTMENT / Aerospace / Paper /
H016006 4H DEPARTMENT / Aerospace / Kite, nc
H016007 4H DEPARTMENT / Aerospace / Kite, fr
H016008 4H DEPARTMENT / Aerospace / Model /
H016009 4H DEPARTMENT / Aerospace / Poster/
H016010 4H DEPARTMENT / Aerospace / Poster/
H016011 4H DEPARTMENT / Aerospace / Any oth
H016012 4H DEPARTMENT / Aerospace / Any Exl
H017001 4H DEPARTMENT / Archery / Any Level
H017002 4H DEPARTMENT / Archery / Any Level
H017003 4H DEPARTMENT / Archery / Any Level
H018001 4H DEPARTMENT / Beef / Juniors (8-10
H018002 4H DEPARTMENT / Beef / Juniors (8-10
H018003 4H DEPARTMENT / Beef / Intermediates

Count 1900

Figure 4. Tag Printing

2. Click the **Print item tag bar code** box when using scanner posting.
3. The **Print Graphic** can be unchecked if the 4-H clover is not wanted on the item tags.
4. Additional copies can be printed. Some county fairs will print two copies with the second copy being used as a receipt.
5. Click the **Batch Printing** button.
6. Click the **desired option** in the *Tag Print Order* section: item number, class code, exhibitor name, or club.
7. Select **Unprinted Tags** or **Printed and Unprinted Tags**.
8. Select if tags are to be printed for the entire fair, department, division, class, club, or individual item tag.
9. Click the **Process/Print** button.
10. Check the graphic in the *Printer Type* section. Before a page prints, all four boxes in the graphic must be gray. Click the **Eject Sheet** button to print a tag sheet with less than 4 tags. See Figure 5 on page 5 for a printed item tag.



If tags are not printing, check the No Tag Class list to make sure that a department, division, or class was not added by mistake.

						FairPlus! By C & K Ventures... www.4HPlus.com	
COUNTY			XXX	STATE			
H	G	O	S	4	3	0	0
DEPT.		4H-FFA-OC		ID Number		Item	
0	5	6	Rifle				
DIV#			Division Title				
0	0	2	Any Level 2 exhibit - Ages 11-13				
CLS#			Class Title				
Placing _____				Award(s) _____			
Exhibitor Age		8		Yr In Prjt		01	
Description _____							
Color _____							
Goshen							
Appleseed, Johnny							
Jellystone, WY 87000-0000							

Figure 5. Printed Item Tag

Individual Item Tag

One item tag can be printed from the Exhibitors screen. This is useful when an exhibitor has lost an item tag, and it needs to be reprinted.

1. Click **Go to > Exhibitors/Items > Exhibitors > Individual (Normal Method)**.
2. Select the exhibitor.
3. Highlight the item that needs an item tag. See Figure 6 on page 6.

Item Tag Printing

Enter/Select Exhibitor...

0 4H Member >> 4H Exhibitor
17 4H Club >> 4H Exhibitor
117 4H Exhibitor
11 FFA Exhibitor
4 Open Class Exhibitor

Find...

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

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

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

Exhibitor Items...

Item Count

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

Add New Item(s)
Optional Info
Delete Item

Tag Printing Status

Figure 6. Individual Item Tag

4. Click the **Print Item Tag** button.
5. Click the **Eject Sheet** button.



Exhibitor Lists

Exhibitor lists can be printed for 4-H, FFA, or Open Class exhibitors.

1. Click **Go to > Exhibitors/Items > Exhibitor Lists > By Exhibitor Type**. See Figure 1.

Print List For...

4H Exhibitors

FFA Exhibitors

Open Class Exhibitors

Individual Exhibitor

Sort By...

Name

Club

County

Format...

Normal

Individual Exhibitor Pages

Scope...

Exhibitors with Items

All Exhibitors

Figure 1. Exhibitor List by Type

2. Click the radio button for the **list of exhibitors** wanted.
3. Select by **name** or **club** for 4-H exhibitors.
4. Select **normal** or **individual exhibitor pages** in the *Format* section. The normal option prints a continuous list. See Figure 2. The individual exhibitor page prints each exhibitor's information on a separate page. See Figure 3.
5. Select **exhibitors with items** or **all exhibitors** in the *Scope* section.

Exhibitor Lists

6. Click the **Process/Print** button.

Exhibitor List...				4/19/2006 Page 1
Id	Name	Phone Item	Grade Class	Club Description
GOS4022	Adamson, Adam	(307)234-9878	10	GOS103 Bent Barrels Crooked Arrows Any Level 2 Exhibit - Ages 11-13 Any Level 2 exhibit - Ages 11-13
		000000003	H017002	
		000000004	H049002	
		000000005	H045002	
		000000006	H056002	
GOS4300	Appleseed, Johnny	(307)349-1298	3	GOS112 Bunny Round-Up Youth Club Any Level 2 exhibit - Ages 11-13 Juniors (8-10 yrs old) - 1st or 2nd yr in project
		000000008	H056002	
		000000020	H057001	
GOS4202	Beethoven, Schroeder	(307)349-8723	3	GOS103 Bent Barrels Crooked Arrows Any Level 2 exhibit - Ages 11-13 Any Level 2 Exhibit - Ages 11-13
		000000009	H056002	
		000000010	H017002	

Figure 2. Normal Exhibitor List

Exhibitor List...				4/19/2006 Page 1
Id	Name	Phone Item	Grade Class	Club Description
GOS4022	Adamson, Adam	(307)234-9878	10	GOS103 Bent Barrels Crooked Arrows Any Level 2 Exhibit - Ages 11-13 Any Level 2 exhibit - Ages 11-13
		000000003	H017002	
		000000004	H049002	
		000000005	H045002	
		000000006	H056002	
GOS4300	Appleseed, Johnny	(307)349-1298	3	GOS112 Bunny Round-Up Youth Club Any Level 2 exhibit - Ages 11-13 Juniors (8-10 yrs old) - 1st or 2nd yr in project
		000000008	H056002	
		000000020	H057001	

Exhibitor List...				4/19/2006 Page 2
Id	Name	Phone Item	Grade Class	Club Description
GOS4300	Appleseed, Johnny	(307)349-1298	3	GOS112 Bunny Round-Up Youth Club Any Level 2 exhibit - Ages 11-13 Juniors (8-10 yrs old) - 1st or 2nd yr in project
		000000008	H056002	
		000000020	H057001	

Exhibitor List...				4/19/2006 Page 3
Id	Name	Phone Item	Grade Class	Club Description
GOS4202	Beethoven, Schroeder	(307)349-8723	3	GOS103 Bent Barrels Crooked Arrows Any Level 2 exhibit - Ages 11-13 Any Level 2 Exhibit - Ages 11-13
		000000009	H056002	
		000000010	H017002	

Figure 3. Individual Exhibitor List



Address List

The address list provides a list of exhibitor's names and addresses that are entered in a selected department. See Figure 1.

FairPlus! Department Exhibitor Address List				4/19/2006	Page 1
H	GOS4022	Adamson, Adam	355 Grand	Jellystone	WY 87000-001
H	GOS4300	Appleseed, Johnny	123 Main	Jellystone	WY 87000-001
H	GOS4202	Beethoven, Schroeder	181 1st St	Jellystone	WY 87000-001

Figure 1. Exhibitors Address List

1. Click **Go to > Exhibitors/Items > Exhibitor Lists > Address List by Department.**
2. Highlight the **department.** Click the **All** button to select all departments.
3. Click the **Process/Print** button.



Mailing Labels

Exhibitor mailing labels can be printed using Avery 5160 laser labels.

1. Click **Go to > Exhibitors/Items > Exhibitor Lists > Mailing Labels**. See Figure 1.

Figure 1. Mailing Labels

2. Select the **desired exhibitor types**.
3. Select **fair, department, division, or class** in the *Labels By/For* section.
4. Select the actual **department, division, or class** in the tab area. Figure 1 shows the 4-H department selected.
5. Click the **Add Classes** button.
6. Select **zip code** or **name** in *Sort Method*.
7. Remove duplicate records by selecting **address** or **name**.
8. Click **Process**.
9. The number of labels displays in the **Print** button. Click **Print** to print the labels.



Exhibitor Items View/Delete

The view/delete menu displays a list of all exhibitors currently entered in the fair. The list can be sorted by item, name, or class. Select an item to display the exhibitors information which includes: item number, exhibitor ID, exhibitor name, item class, method, placing, awards, earnings, fees, balance due, and available optional information.

1. Click **Go to > Exhibitors/Items > Item Utilities > View/Delete**. See Figure 1.

Select Item by...		Item	Exhibitor Id	Exhibitor Name																																																			
<input type="button" value="Item"/>	<input type="button" value="Return"/>	00000020	G0S4300	Appleseed, Johnny																																																			
<input type="button" value="Name"/>	<input type="button" value="Delete"/>	Item Class	Premium Class	Method																																																			
<input type="button" value="Class"/>		H057001	S001001	S001001																																																			
<table border="1"> <tr><td>00000003</td><td>H017002</td><td>Adamson, Adam</td></tr> <tr><td>00000004</td><td>H049002</td><td>Adamson, Adam</td></tr> <tr><td>00000005</td><td>H045002</td><td>Adamson, Adam</td></tr> <tr><td>00000006</td><td>H056002</td><td>Adamson, Adam</td></tr> <tr><td>00000007</td><td>H061002</td><td>Adamson, Adam</td></tr> <tr><td>00000008</td><td>H056002</td><td>Appleseed, Johnny</td></tr> <tr><td>00000020</td><td>H057001</td><td>Appleseed, Johnny</td></tr> <tr><td>00000009</td><td>H056002</td><td>Beethoven, Schroeder</td></tr> <tr><td>00000010</td><td>H017002</td><td>Beethoven, Schroeder</td></tr> <tr><td>00000019</td><td>A001001</td><td>Cleaver, Ward</td></tr> <tr><td>00000011</td><td>F002004</td><td>Hood, Robin</td></tr> <tr><td>00000015</td><td>A001002</td><td>Huxtable, Claire</td></tr> <tr><td>00000016</td><td>A001004</td><td>Huxtable, Claire</td></tr> <tr><td>00000017</td><td>A001006</td><td>Huxtable, Claire</td></tr> <tr><td>00000018</td><td>A001001</td><td>Huxtable, Claire</td></tr> <tr><td>00000014</td><td>F002004</td><td>Lightyear, Buzz</td></tr> </table>		00000003	H017002	Adamson, Adam	00000004	H049002	Adamson, Adam	00000005	H045002	Adamson, Adam	00000006	H056002	Adamson, Adam	00000007	H061002	Adamson, Adam	00000008	H056002	Appleseed, Johnny	00000020	H057001	Appleseed, Johnny	00000009	H056002	Beethoven, Schroeder	00000010	H017002	Beethoven, Schroeder	00000019	A001001	Cleaver, Ward	00000011	F002004	Hood, Robin	00000015	A001002	Huxtable, Claire	00000016	A001004	Huxtable, Claire	00000017	A001006	Huxtable, Claire	00000018	A001001	Huxtable, Claire	00000014	F002004	Lightyear, Buzz	Placing	Awards	Item Earnings	Class Fee	Exb. Balance Due	<input type="checkbox"/> State Fair
00000003	H017002	Adamson, Adam																																																					
00000004	H049002	Adamson, Adam																																																					
00000005	H045002	Adamson, Adam																																																					
00000006	H056002	Adamson, Adam																																																					
00000007	H061002	Adamson, Adam																																																					
00000008	H056002	Appleseed, Johnny																																																					
00000020	H057001	Appleseed, Johnny																																																					
00000009	H056002	Beethoven, Schroeder																																																					
00000010	H017002	Beethoven, Schroeder																																																					
00000019	A001001	Cleaver, Ward																																																					
00000011	F002004	Hood, Robin																																																					
00000015	A001002	Huxtable, Claire																																																					
00000016	A001004	Huxtable, Claire																																																					
00000017	A001006	Huxtable, Claire																																																					
00000018	A001001	Huxtable, Claire																																																					
00000014	F002004	Lightyear, Buzz																																																					
				0.00	0.00	0.00																																																	
		Optional Information																																																					
		Description	Small robot																																																				
		Color	black																																																				

Figure 1. View/Delete Exhibitor Items

2. Click the **Item**, **Name**, or **Class** button to display the exhibitors.
3. Highlight an exhibitor's **item** to display the information.



The Review Livestock Data is active when the item is associated with a livestock method. The optional data for an entry can be added or edited.

4. Click **Delete** to delete an entry.



An exhibitor's item can also be deleted from the Exhibitors screen. See Figure

2.

The screenshot shows the Exhibitors screen with the following sections:

- Enter/Select Exhibitor...:** Radio buttons for 0 (4H Member >> 4H Exhibitor), 17 (4H Club >> 4H Exhibitor), 117 (4H Exhibitor), 11 (FFA Exhibitor), and 4 (Open Class Exhibitor). Each has an 'EnterNew' button.
- Find...:** Search field.
- Settings:** State Fair Only... (Off), Tag Printing... (Off), Manual Back Tag... (Off), Auto Optional... (Off), Auto Livestock... (Off), Print OCE Age... (On).
- Exhibitor Data...:** Fields for Id (OCE0002), Last (Huxtable), First (Claire), MI (J), Phone (307-298-3748), SSN, Age, Grade, 4H Year, Gender (f), Street (707 Main), City (Jellystone), State (WY), Zip (87000), Back Tag Number, and Representing Club.
- Current Open Class Fair Exhibitor list...:** Table with columns Id and Name.

Id	Name
OCE0004	Cleaver, Ward
OCE0001	Farmer, Barbara
OCE0002	Huxtable, Claire
OCE0003	Stivic, Gloria
- Exhibitor Items...:** Item Count (4), buttons for Add New Item(s), Enter Project(s), Optional Info, Livestock Info, and Delete Item (highlighted in red). A list of items is shown:

000000015	A001002	Fine Arts	Painting & Drawing-Professional	Animal-Oil/Acrylic
000000016	A001004	Fine Arts	Painting & Drawing-Professional	Plant World-Oil/Acrylic
000000017	A001006	Fine Arts	Painting & Drawing-Professional	People-Oil/Acrylic
000000018	A001001	Fine Arts	Painting & Drawing-Professional	Scenery-Oil/Acrylic
- Tag Printing Status:** Print Item Tag, Eject Sheet, and a 2x2 grid.
- Buttons:** Delete Exhibitor, Exit.

Figure 2. Delete Exhibitor's Item from Exhibitors Screen



Counts by 4-H Club

The item count report shows the number of exhibitor items by 4-H club. See Figure 1.

 Goshen County Level Item Count Report (By Club) 4/20/2006 Page 1	
This report was processed at the fair level which includes every class/lot. Due to this, the class/lot listing will be skipped	
Club	Item Count
Adventurous Pioneers	0
Bear Creek Guys And Gals	0
Bent Barrels Crooked Arrows	7
Bunny Round-Up Youth Club	2
Cloverbuds	0
Dogs Unlimited	0
Gleaners Union	0
Huntley Farm And Home Builders	0
Kanine Kids	0
Lingle Aggies	0
Lingle Livestockers	0
Lone Riders	0
Lone Star	0
Plainview Livestock Club	0
Prairie Center	0
Red Cloud	0
Redbill	0
Rough Riders	0
Rowdy Wranglers	0
Total Item Count:	9

Figure 1. Counts by 4-H Club

Counts by 4-H Club

1. Click **Go to > Exhibitors/Items > Item Utilities > Counts by 4-H Club.**
2. Select **fair, department, division, or classes.** When selecting by division or classes, highlight the division or classes to include in the report.
3. Check **Print Classes** to include class information.



Classes do not print when the report is selected at the fair level.

Goshen County Level Item Count Report (By Club)		4/20/2006 Page 1
		
Class Code	Title	
H017001	Any Level 1 Exhibit - Ages 8-10	
H017002	Any Level 2 Exhibit - Ages 11-13	
H017003	Any Level 3 Exhibit - Ages 14-19	
Club	Item Count	
Adventurous Pioneers	0	
Bear Creek Guys And Gals	0	
Bent Barrels Crooked Arrows	2	
Bunny Round-Up Youth Club	0	
Cloverbuds	0	
Dogs Unlimited	0	
Gleaners Union	0	
Huntley Farm And Home Builders	0	
Kanine Kids	0	
Lingle Aggies	0	
Lingle Livestockers	0	
Lone Riders	0	
Lone Star	0	
Plainview Livestock Club	0	
Prairie Center	0	
Red Cloud	0	
Redbill	0	
Rough Riders	0	
Rowdy Wranglers	0	
Total Item Count:	2	

Figure 2. Print Classes Report Option

4. Click the **Add Classes** button. A selected class count displays. Click **View/Remove Classes** to review the classes included.



Click the **Start Over** button to reselect the report criteria.

5. Click **Process/Print**.



Change Item's Exhibitor

The exhibitor can be changed on an item with this utility. Make a note of the new exhibitor's ID before starting this process.

1. Click **Go to > Exhibitors/Items > Item Utilities > Change Item's Exhibitor**. See Figure 1.

Item Number	Class	Name
000000003	H017002	Adamson, Adam
000000004	H049002	Adamson, Adam
000000005	H045002	Adamson, Adam
000000006	H056002	Adamson, Adam
000000007	H061002	Adamson, Adam
000000008	H056002	Appleseed, Johnny
000000020	H057001	Appleseed, Johnny
000000009	H056002	Beethoven, Schroe
000000010	H017002	Beethoven, Schroe
000000021	J003001	Cat, Dilbert
000000022	J003001	Chipmunk, Chip
000000019	A001001	Cleaver, Ward
000000023	J003001	Collie, Lassie
000000024	J003001	Cowboy, Woody
000000025	J003001	Flintstone, Pebbles
000000011	F002004	Hood, Robin
000000026	J003001	Hood, Robin
000000015	A001002	Huxtable, Claire
000000016	A001004	Huxtable, Claire
000000017	A001006	Huxtable, Claire
000000018	A001001	Huxtable, Claire

Figure 1. Change Item's Exhibitor

2. Click the **Item**, **Name**, or **Class** button to display the list of exhibitors.
3. Highlight the **item**. The item number, current exhibitor ID, and current exhibitor name display.
4. Type the **ID number** of the *new exhibitor* in the *New Exhibitor ID* field.
5. Press **Tab**. The new exhibitor's name displays.

Change Item's Exhibitor

6. Click the **Change Exhibitor** button.
7. Click **OK** to confirm the change.



Move Single Item to Another Class

Moving an item removes it from the current class and adds it to the new class. The item is no longer in the original class where it was entered. This utility is good to use when an item was entered in the wrong class.

1. Click **Go to > Exhibitors/Items > Item Utilities > Move Single Item to Another Class**. See Figure 1.

Item Number	Current Class Code	Current Class Title	New Class Code	New Class Title
00000003	H017002	Adamson, Adam		
00000004	H049002	Adamson, Adam		
00000005	H045002	Adamson, Adam		
00000006	H056002	Adamson, Adam		
00000007	H061002	Adamson, Adam		
00000008	H056002	Appleseed, Johnny		
00000020	H057001	Appleseed, Johnny		
00000009	H056002	Beethoven, Schroeder		
00000010	H017002	Beethoven, Schroeder		
00000021	J003001	Cat, Dilbert		
00000022	J003001	Chipmunk, Chip		
00000019	A001001	Cleaver, Ward		
00000023	J003001	Collie, Lassie		
00000024	J003001	Cowboy, Woody		
00000025	J003001	Flintstone, Pebbles	J003015	Market Beef - Heifer
00000011	F002004	Hood, Robin		

Figure 1. Move Single Item

2. Click **Item**, **Name**, or **Class** to display the exhibitors' list.
3. Highlight the **desired item**. The item number, current class code, and current class title display.
4. Type the **new class code**. Press **Tab**. The new class title displays.
5. Click the **Process Item** button.

Move Single Item to Another Class

6. Click **OK** at the confirm message.

Figure 2 shows the item is now in class J003015 instead of the original J003001.

The screenshot shows a software interface for managing exhibitor items. It is divided into several sections:

- Enter/Select Exhibitor...:** A list of options with radio buttons: 1 4H Member >> 4H Exhibitor, 17 4H Club >> 4H Exhibitor, 117 4H Exhibitor (selected), 11 FFA Exhibitor, and 4 Open Class Exhibitor. Each option has an "EnterNew" button.
- Find...:** A search field.
- Settings:** A list of settings with toggle buttons: State Fair Only... (Off), Tag Printing... (Off), Manual Back Tag... (Off), Auto Optional... (Off), Auto Livestock... (Off), and Print OCE Age... (On).
- Exhibitor Data...:** A form with fields for Id (GOS4209), Last (Flintstone), First (Pebbles), MI (J), Phone ((307)334-2606), SSN, Age (14), Grade (9), 4H Year (1), Gender (F), Street (PO Box 233), City (Jellystone), State (WY), and Zip (87000-0000). It also has fields for Back Tag Number and Representing Club... (GOS108 Huntley Farm And Home Builders).
- Current 4H Fair Exhibitor list...:** A list of exhibitors with columns for Id and Name. The list includes: GOS3707 Duck, Daisy; GOS4119 Duck, Dewey; GOS3639 Duck, Donald; GOS4293 Duck, Huey; GOS4247 Duck, Louie; GOS3688 Elephant, Dumbo; GOS4261 Explorer, Dora; GOS4017 Finn, Huckleberry; GOS4260 Fish, Flounder; GOS4249 Flintstone, Fred; GOS4209 Flintstone, Pebbles (highlighted); GOS4248 Flintstone, Wilma; GOS4254 Friendly Ghost, Casper; GOS4145 Fudd, Elmer; GOS4199 Grunge, PigPen; GOS3687 Gypsy, Esmeralda; and GOS3800 Hood, Robin.
- Exhibitor Items...:** A section with an Item Count field (1) and a text area containing "00000025 J003015 JUNIOR SHOWS MARKET BEEF Market Beef - Heifer". It includes buttons for "Add New Item(s)", "Enter Project(s)", "Optional Info", "Livestock Info", and "Delete Item".
- Tag Printing Status:** A section with buttons for "Print Item Tag" and "Eject Sheet", and a 2x2 grid of checkboxes.

Figure 2. Results of Moving an Item



Copy Single Item to Another Class

Copying an item keeps it in the current class and adds it to the new class. The item remains in the original class where it was entered. This utility is good to use to add an item to a showmanship class.

1. Click **Go to > Exhibitors/Items > Item Utilities > Copy Single Item to Another Class**. See Figure 1.

Item Number	Current Class Code	Current Class Title	New Class Code	New Class Title
00000003	H017002	Adamson, Adam		
00000004	H049002	Adamson, Adam		
00000005	H045002	Adamson, Adam		
00000006	H056002	Adamson, Adam		
00000007	H061002	Adamson, Adam		
00000008	H056002	Appleseed, Johnny		
00000020	H057001	Appleseed, Johnny		
00000009	H056002	Beethoven, Schroeder		
00000010	H017002	Beethoven, Schroeder		
00000021	J003001	Cat, Dilbert		
00000022	J003001	Chipmunk, Chip		
00000019	A001001	Cleaver, Ward		
00000023	J003001	Collie, Lassie		
00000024	J003001	Cowboy, Woody		
00000025	J003015	Flintstone, Pebbles		
00000011	F002004	Hood, Robin		
00000026	J003001	Hood, Robin	H078014	Beef Cattle - Intermediate
00000015	A001002	Huxtable, Claire		
00000016	A001004	Huxtable, Claire		
00000017	A001006	Huxtable, Claire		

Figure 1. Copy Single Item

2. Click **Item**, **Name**, or **Class** to display the exhibitors' list.
3. Highlight the **desired item**. The item number, current class code, and current class title display.
4. Type the **new class code**. Press **Tab**. The new class title displays.

Copy Single Item to Another Class

5. Click the **Process Item** button.
6. Click **OK** at the confirm message.

Figure 2 shows the item is now in class J003001 and H078014.

Enter/Select Exhibitor...

1 4H Member >> 4H Exhibitor
17 4H Club >> 4H Exhibitor
117 4H Exhibitor
11 FFA Exhibitor
4 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 4H Fair Exhibitor list...

Id	Name
GOS3688	Elephant, Dumbo
GOS4261	Explorer, Dora
GOS4017	Finn, Huckleberry
GOS4260	Fish, Flounder
GOS4249	Flintstone, Fred
GOS4209	Flintstone, Pebbles
GOS4248	Flintstone, Wilma
GOS4254	Friendly Ghost, Casper
GOS4145	Fudd, Elmer
GOS4199	Grunge, PigPen
GOS3687	Gypsy, Esmeralda
GOS3800	Hood, Robin
GOS3912	Hook, Captain
GOS4250	Hound, Huckleberry
GOS4295	Hounds, Huckleberry
GOS3179	Jetson, Astro
GOS3839	Jetson, Elroy

Exhibitor Data...

Id Last First MI
GOS3800 Hood Robin M

Phone SSN Age Grade 4H Year Gender
(307)394-0239 253-83-1624 12 7 5 M

Street City State Zip
412 2nd St Jellystone WY 87000-0000

Back Tag Number Representing Club...
 GOS130 Kanine Kids

Exhibitor Items...

Item Count 2

000000026 J003001 JUNIOR SHOWS MARKET BEEF Market Steer
000000036 H078014 4H DEPARTMENT Showmanship Beef Cattle - Intermediate

Tag Printing Status

Print Item Tag

Eject Sheet

Buttons: Add New Item(s), Enter Project(s), Optional Info, Livestock Info, Delete Item

Figure 2. Results of Copying an Item



Copy All Items in a New Class

The Copy All Items in a New Class utility copies items from one class to another for all the exhibitors in the original class. Use it, for example, when exhibitors in a livestock class are also in a showmanship class. Copying an item keeps it in the current class and adds it to the new class. Make a note of the destination class before starting this process.

1. Click **Go to > Exhibitors/Items > Item Utilities > Copy/Create All Items in a New Class**. See Figure 1.

Copy/Create Items in New Class...

Select Source Department/Division/Class(es)...

J003001 Market Steer
J003010 Grand Champion Market Steer
J003011 Reserve Champion Market Steer
J003015 Market Beef - Heifer
J003020 Grand Champion Market Heifer
J003021 Reserve Champion Market Heifer
J003025 Grand Champion Market Beef Ove
J003035 Pen of Five Market Beef
J003036 Champion of Champions Market Be
J003037 Champion of Champions Market Be
J003038 Reserve Champion of Champions M
J003040 Jackpot - Junior Market Steer
J003045 Jackpot - Junior Market Heifer
J003046 Champion/Reserve Champion Jacl
J003052 Champion/Reserve Champion Jacl
J003053 Grand Champion Jackpot Market E
J003054 Reserve Grand Champion-Jackpot

NOTE: This utility is used to create new item(s) in the designated destination class for all exhibitor(s) with item(s) found in the selected source class(es).

The items in the source class(es) will not be changed in any way. The created item(s) in the destination class will have a new item number.

An example of the use of this utility would be the creation of an item in a Showmanship class for each item found in an Livestock Exhibit class.

Enter Destination Class... Class Title... (Read Only)
H078015 Beef Cattle - Junior

Verify Destination Class

Copy/Create New Item(s)

Exit

None All Continue

Figure 1. Copy Items in a New Class

2. Highlight the **department** of the class being copied.

Copy All Items in a New Class

3. Click **Continue**.
4. Highlight the **division**.
5. Click **Continue**.
6. Highlight the **class**.
7. Type the **destination class code number**. Press **Tab**. The class description displays.
8. Click **Verify Destination Class**.
9. Click **OK** at the confirm message.
10. Click **Copy/Create New Items**.



Item & Exhibitor Count Reports

Four different reports are available showing counts for items and exhibitors. These are available by fair, by department, by division, or by class.

Fair Report

1. Click **Go to > Exhibitors/Items > Item Utilities > Fair-Item/Exib Counts**.
2. All departments are selected by default.
3. Select **Items that placed** or **All Items**.
4. Click **Process/Print**. See Figure 1 for a sample report.

Fair Item and Exhibitor Counts	(All Items)	4/20/2006	Page 1
	Item Cnt	Non Dup Exb Cnt	
<u>Report Totals:</u>	31	22	

Figure 1. Fair Items & Exhibitor Counts Report

Department Report

1. Click **Go to > Exhibitors/Items > Item Utilities > Department-Item/Exib Counts**.
2. Highlight the **desired department**.
3. Select **Items that placed** or **All Items**.
4. Click **Process/Print**. See Figure 2 on page 2 for a sample report.

Item & Exhibitor Count Reports

Department Item and Exhibitor Counts			(All Items)	4/20/2006	Page 1
			Item Cnt	Non Dup	Exb Cnt
<u>Department</u>	J	JUNIOR SHOWS	15	15	
<u>Report Totals:</u>			15	15	

Figure 2. Department Items & Exhibitor Count Report

Division Report

1. Click **Go to > Exhibitors/Items > Item Utilities > Division-Item/Exib Counts.**
2. Highlight the **desired department.**
3. Select **Items that placed** or **All Items.**
4. Click **Process/Print.** See Figure 3 for a sample report.

Division Item and Exhibitor Counts			(All Items)	4/20/2006	Page 1
			Item Cnt	Non Dup	Exb Cnt
Division	J001	BREEDING BEEF	0	0	
Division	J002	FEEDER CALVES	0	0	
Division	J003	MARKET BEEF	15	15	
Division	J004	DAIRY CATTLE	0	0	
Division	J005	DAIRY GOATS	0	0	
Division	J006	MEAT GOATS	0	0	
Division	J007	HORSE SHOW - HALTER CLASSES	0	0	
Division	J008	HORSE SHOW - PERFORMANCE CLASSES	0	0	
Division	J009	RABBITS	0	0	
Division	J010	BREEDING SHEEP	0	0	
Division	J011	MARKET LAMBS	0	0	
Division	J012	BREEDING SWINE	0	0	
Division	J013	MARKET SWINE	0	0	
Division	J014	WOOL	0	0	
Division	J015	POULTRY	0	0	
<u>Department</u>	J	JUNIOR SHOWS	15	15	
<u>Report Totals:</u>			15	15	

Figure 3. Division Items & Exhibitors Count Report

Class Report

1. Click **Go to > Exhibitors/Items > Item Utilities > Class-Item/Exhib Counts.**
2. Highlight the **desired department.**
3. Select **Items that placed or All Items.**
4. Click **Process/Print.** See Figure 4 for a sample report.

Class Item and Exhibitor Counts		(All Items)	4/20/2006	Page 2
Class Code	Class Title	Item Cnt	Non Dup	Exb Cnt
J001091	Jackpot - Junior Yearling Females - Continental	0	0	
J001092	Jackpot - Senior Yearling Females - Continental	0	0	
J001093	Jackpot - Continental Champion Heifer	0	0	
J001094	Jackpot - Continental Reserve Champion Heifer	0	0	
J001095	Jackpot - Overall Grand Champon Beef Heifer	0	0	
Division	J001 BREEDING BEEF	0	0	
J002001	English-Bred Steer calved Jan.1-Feb.28	0	0	
J002002	English-Bred Steer calved Mar.1-June 1	0	0	
J002003	Grand/Reserve Champion English-Bred Steer	0	0	
J002004	Continental-Bred Steer calved Jan.1-Feb.28	0	0	
J002005	Continental-Bred Steer calved Mar.1-June 1	0	0	
J002006	Grand/Reserve Champion Continental-Bred Steer	0	0	
J002007	Grand/Reserve Champion Feeder Steer	0	0	
J002008	English-Bred Heifer calved Jan.1-Feb.28	0	0	
J002009	English-Bred Heifer calved Mar.1-June 1	0	0	
J002010	Grand/Reserve Champion English-Bred Heifer	0	0	
J002011	Continental-Bred Heifer calved Jan.1-Feb.28	0	0	
J002012	Continental-Bred Heifer calved Mar.1-June 1	0	0	
J002013	Grand/Reserve Champion Continental-Bred Heifer	0	0	
J002014	Grand/Reserve Champion Feeder Heifer	0	0	
J002015	Supreme Champion Feeder Calf	0	0	
J002020	National Western Catch-a-Calf	0	0	
J002021	4H Calf Scramble Calf	0	0	
Division	J002 FEEDER CALVES	0	0	
J003001	Market Steer	15	15	
J003010	Grand Champion Market Steer	0	0	
J003011	Reserve Champion Market Steer	0	0	
J003015	Market Beef - Heifer	0	0	
J003020	Grand Champion Market Heifer	0	0	
J003021	Reserve Champion Market Heifer	0	0	
J003025	Grand Champion Market Beef Overall	0	0	
J003035	Pen of Five Market Beef	0	0	
J003036	Champion of Champions Market Beef Challenge	0	0	
J003037	Champion of Champions Market Beef	0	0	
J003038	Reserve Champion of Champions Market Beef	0	0	
J003040	Jackpot - Junior Market Steer	0	0	
J003045	Jackpot - Junior Market Heifer	0	0	
J003046	Champion/Reserve Champion Jackpot Market Steer	0	0	
J003052	Champion/Reserve Champion Jackpot Market Heifer	0	0	
J003053	Grand Champion Jackpot Market Beef	0	0	
J003054	Reserve Grand Champion Jackpot Market Beef	0	0	
Division	J003 MARKET BEEF	15	15	
J004001	Jr. Heifer Calf - Holstein	0	0	
J004002	Intermediate Heifer Calf - Holstein	0	0	
J004003	Sr. Heifer Calf - Holstein	0	0	
J004004	Jr. Yearling Heifer - Holstein	0	0	
J004005	Sr. Yearling Heifer - Holstein	0	0	
J004006	Jr. Grand/Reserve Champion Female - Holstein	0	0	
J004007	Two Year Old Cow - Holstein	0	0	
J004008	Three Year Old Cow - Holstein	0	0	
J004009	Four Year Old Cow - Holstein	0	0	
J004010	Aged Cow - Holstein	0	0	
J004011	Sr. Grand/Reserve Champion Female - Holstein	0	0	
J004012	Grand/Reserve Champion Female - Holstein	0	0	
J004013	Jr. Heifer Calf - Jersey	0	0	
J004014	Intermediate Heifer Calf - Jersey	0	0	
J004015	Sr. Heifer Calf - Jersey	0	0	
J004016	Jr. Yearling Heifer - Jersey	0	0	
J004017	Sr. Yearling Heifer - Jersey	0	0	
J004018	Jr. Grand/Reserve Champion Female - Jersey	0	0	

Figure 4. Classes Items & Exhibitors Count Report



Back Tag Number Assignment

Back tags are worn by the exhibitor in the show ring. Back tag numbers are assigned with one of three methods.

- Use the traditional sequential number system.
- Use the full exhibitor ID or the number portion of the exhibitor ID. FFA and Open Class exhibitors must use the full exhibitor ID for a back tag to avoid duplications when the number portion is selected.
- Back tag numbers can be manually assigned when an item is entered for an exhibitor.



When the same individual is entered as a 4-H exhibitor and an Open Class exhibitor, separate back tag numbers are assigned. This person is considered two different exhibitors by the program.

Sequential Number System

1. Click **Go to > Call Sheets/Back Tags > Back Tags > Select Back Tag Method/Style**. See Figure 1 on page 2.
2. Select the **Sequential Number System**.
3. Select if the back tag prints **landscape full page, portrait ½ page 1 copy, or portrait ½ page 2 copies**.
4. From the menu toolbar, click **Back Tags > Sequential Back Tag Assignment by Classes**.

Back Tag Number Assignment

Back Tag Setup... Return

Back Tag Number Method Selection...

- Use Full Exhibitor Id as Back Tag Number
- Use Number Part of Exhibitor Id as Back Tag Number
- Sequential Number System (Traditional)

Back Tag Style Method Selection...

- Landscape Full Page
- Portrait 1/2 Page - 1 copy
- Portrait 1/2 Page - 2 copies
- Avery Name Label (Avery 12-294/295)

Figure 1. Sequential Back Tag Setup

5. Click the **Departments** radio button in the *Select* section. See Figure 2.

Back Tags: Assign and Report printing...

NOTE: Building and storing sequential back tag numbers for call sheets will overwrite any existing exhibitor back tag numbers.

Departments (Ex: A)... Count 4

- A Fine Arts
- F FFA DEPARTMENT
- H 4H DEPARTMENT
- J JUNIOR SHOWS

Divisions (Ex: 001)... Count 0

Classes (Ex: 001)... Count 0

Select Back Tag Assignment Class/Lots(s)...

Select...

- Department(s)...
- Division(s)...
- Class(es)...

Rpt/Assign Sort...

- Alpha
- County/Alpha
- Tag Number

Options...

- Use Current Back Tag Number
- Assign Sequential Number

Enter Starting Tag Number

Store Tag Number for Call Sheets

Name / Back Tag only...

Processing

Selected Class Count: 1894

Add Classes

Assign Back Tags / Print Report (PDF)

Start Over

Assign Back Tags / Print Report (Printer)

Exit

Goto Actual Tag Printing

View / Remove Classes

Figure 2. Sequential Back Tag Number Assignment

6. Highlight the **departments** with divisions needing back tags.
7. Select **Alpha** or **Tag Number** in the *Sort* section.
8. Select **Assign Sequential Number** in the *Options* section.
9. Enter the **starting tag number**.
10. Select the **Store Tag Number for Call Sheets** box.

Back Tag Number Assignment

11. Click the **Add Classes** button
12. Click the **Assign Back Tags/Print Report (Printer)** button. See Figure 3 for a report sample.

Selected Class Back Tag List				4/24/2006 3:20:55 PM Page 1	
Name	Tag	Id	Class	Item	Description
Adamson, Adam	1001	GOS4022	H017002	000000003	4H DEPARTMENT Archery Any Level 2 Exhibit
			H049002	000000004	4H DEPARTMENT Pistol Any Level 2 exhibit
			H045002	000000005	4H DEPARTMENT Muzzleloading Any Level 2
			H056002	000000006	4H DEPARTMENT Rifle Any Level 2 exhibit
			H061002	000000007	4H DEPARTMENT Shotgun Any Level 2 exhibit
Appleseed, Johnny	1002	GOS4300	H056002	000000008	4H DEPARTMENT Rifle Any Level 2 exhibit
			H057001	000000020	4H DEPARTMENT Robotics Juniors (8-10 yrs)
Beethoven, Schroeder	1003	GOS4202	H056002	000000009	4H DEPARTMENT Rifle Any Level 2 exhibit
			H017002	000000010	4H DEPARTMENT Archery Any Level 2 Exhibit
			H017001	000000056	4H DEPARTMENT Archery Any Level 1 Exhibit
Cat, Dilbert	1004	GOS3911	H078015	000000037	4H DEPARTMENT Showmanship Beef Cattle
			J003001	000000057	JUNIOR SHOWS MARKET BEEF Market Ste
Cat, Sylvester	1005	GOS3597	H017002	000000051	4H DEPARTMENT Archery Any Level 2 Exhibit
Chipmunk, Chip	1006	GOS3617	H078015	000000038	4H DEPARTMENT Showmanship Beef Cattle
			J003001	000000058	JUNIOR SHOWS MARKET BEEF Market Ste
Collie, Lassie	1007	GOS3821	H078015	000000039	4H DEPARTMENT Showmanship Beef Cattle
Cowboy, Woody	1008	GOS4184	H078015	000000040	4H DEPARTMENT Showmanship Beef Cattle
Coyote, Wile	1009	GOS4229	H017003	000000052	4H DEPARTMENT Archery Any Level 3 Exhibit
Finn, Huckleberry	1010	GOS4017	H017001	000000053	4H DEPARTMENT Archery Any Level 1 Exhibit
Flintstone, Pebbles	1011	GOS4209	J003015	000000025	JUNIOR SHOWS MARKET BEEF Market Ste
Hood, Robin	1012	FFA4057	F002004	000000011	FFA DEPARTMENT AGRONOMY Noxious V
Hood, Robin	1013	GOS3800	H078015	000000042	4H DEPARTMENT Showmanship Beef Cattle
			H078014	000000036	4H DEPARTMENT Showmanship Beef Cattle
			J003001	000000059	JUNIOR SHOWS MARKET BEEF Market Ste
Jetson, Elroy	1014	GOS3839	H078015	000000043	4H DEPARTMENT Showmanship Beef Cattle
			J003001	000000060	JUNIOR SHOWS MARKET BEEF Market Ste
LaRamie, Jacque	1015	GOS4126	H078015	000000044	4H DEPARTMENT Showmanship Beef Cattle
			J003001	000000061	JUNIOR SHOWS MARKET BEEF Market Ste
Lightyear, Buzz	1016	FFA1239	F002004	000000014	FFA DEPARTMENT AGRONOMY Noxious V
Magoo, Quincy	1017	FFA1002	F001002	000000055	FFA DEPARTMENT AGRICULTURAL MECH
Mouse, Minnie	1018	GOS3709	H078015	000000045	4H DEPARTMENT Showmanship Beef Cattle
			J003001	000000062	JUNIOR SHOWS MARKET BEEF Market Ste
Puppet, Pinocchio	1019	GOS3622	H078015	000000046	4H DEPARTMENT Showmanship Beef Cattle
			J003001	000000063	JUNIOR SHOWS MARKET BEEF Market Ste
Robot, Rosie	1020	GOS3717	H078015	000000047	4H DEPARTMENT Showmanship Beef Cattle
			J003001	000000064	JUNIOR SHOWS MARKET BEEF Market Ste
Rubble, Barney	1021	GOS4208	H078015	000000048	4H DEPARTMENT Showmanship Beef Cattle
			J003001	000000065	JUNIOR SHOWS MARKET BEEF Market Ste
Sailor, Sinbad	1022	GOS3926	H078015	000000049	4H DEPARTMENT Showmanship Beef Cattle
			J003001	000000066	JUNIOR SHOWS MARKET BEEF Market Ste
Warthog, Pumbaa	1023	GOS3547	H078015	000000050	4H DEPARTMENT Showmanship Beef Cattle
			J003001	000000067	JUNIOR SHOWS MARKET BEEF Market Ste
White, Snow	1024	GOS3842	H078015	000000041	4H DEPARTMENT Showmanship Beef Cattle

Figure 3. Sequential Back Tag Report

Exhibitor ID

The full exhibitor ID or a partial exhibitor ID can be used for 4-H exhibitors. FFA and Open Class exhibitors must use the full exhibitor ID for a back tag to avoid duplications when the number portion is selected.

1. Click **Go to > Call Sheets/Back Tags > Back Tags > Select Back Tag Method/Style**. See Figure 4.

Back Tag Setup... Return

Back Tag Number Method Selection...

Use Full Exhibitor Id as Back Tag Number
 Use Number Part of Exhibitor Id as Back Tag Number
 Sequential Number System (Traditional)

Back Tag Style Method Selection...

Landscape Full Page
 Portrait 1/2 Page - 1 copy
 Portrait 1/2 Page - 2 copies
 Avery Name Label (Avery 12-294/295)

Id Back Tag Assignment Options...

Assign Back Tag Number on Exhibitor Entry

Id Back Tag Utilities (For all Exhibitors...)

Set Back Tag Number to Id Number

Clear Back Tag Numbers

Figure 4. Exhibitor ID Back Tag Setup

2. Select **Use Full Exhibitor ID as Back Tag Number** or **Use Number Part of Exhibitor ID as Back Tag Number**. Remember, using the number part of the exhibitor ID does not apply to FFA exhibitors and Open Class exhibitors. The full ID is still used.
3. Select if the back tag prints **landscape full page**, **portrait ½ page 1 copy**, or **portrait ½ page 2 copies**.
4. Click the **Set Back Tag Number to ID number** button.
5. A warning message may display about sequential ID numbers being replaced. See Figure 5 on page 5. Click **OK**.

Back Tag Number Assignment



Figure 5. Sequential Numbers Replaced

Manual Back Tags

Back tag numbers can be assigned manually when an item is entered for the exhibitor. This allows the use of non-sequential, commercial back tags.



Be careful not to assign the same back tag number to different exhibitors when using the manual method.

1. Click **Go to > Exhibitors/Items > Exhibitors > Individual (Normal Method)**.
2. Change the **Manual Back Tag** button to **On**. See Figure 6.



A parameter is available so the *Manual Back Tag* button does not have to be set to *On* each time the program is opened when this method is being used throughout the fair. Click **Go to > Utilities > Parameters**. Highlight the **Collect Back Tag Number for Exhibitors** parameter. Change it to **True**.

3. Select the radio button for **4-H exhibitor**, **FFA exhibitor**, or **Open Class exhibitor**.
4. Highlight the **exhibitor**.
5. Type the **back tag number**. Press **Tab**.

The screenshot shows the software interface for manual back tag assignment. The 'Manual Back Tag' option is set to 'On'. The 'Exhibitor Data' form shows fields for Id, Last, First, MI, Phone, SSN, Age, Grade, 4H Year, Gender, City, State, and Zip. The 'Back Tag Number' field is highlighted with a red arrow and contains the value '1005'. The 'Representing Club' dropdown is set to 'GOS103 Bent Barrels Crooked Arrows'. A list of exhibitors is visible on the right.

Id	Name
GOS4022	Adams, Adam
GOS4300	Agglesed, Johnny
GOS4278	Bear, Yogi
GOS4202	Beethoven, Schroeder
GOS3911	Cat, Dilbert
GOS3597	Cat, Sylvester
GOS3617	Chipmunk, Chip
GOS3821	Collie, Lassie
GOS4184	Cowboy, Woody
GOS4229	Coyote, Wile
GOS4017	Finn, Huckleberry
GOS4209	Flintstone, Pebbles
GOS3800	Hood, Robin
GOS3839	Jetson, Elroy
GOS4126	LaRame, Jacque
GOS3709	Mouse, Minnie
GOS3622	Puppet, Pinocchio

Figure 6. Manual Back Tag Assignment



Back Tag Lists

Print a back tag list to keep track of which back tag number each exhibitor is using. Back tag lists can be printed for all exhibitors, for divisions, or classes.

Back Tag List for All Exhibitors

1. Click **Go to > Call Sheets/Back Tags > Back Tags > Print Back Tag List for All Exhibitors**.
2. Click **Process**. See Figure 1 for a sample report.
3. A greater than (>) sign means the back tag has been printed. A less than (<) sign means the back tag has not been printed.

Exhibitor Back Tag List		4/24/2006 4:15:22 F
Name	Tag	
Adamson, Adam	<GOS4022	
Adventurer, Aladdin	<GOS3801	
Appleseed, Johnny	>GOS4300	Printed
Beagle, Snoopy	>GOS3798	
Bear, BooBoo	<GOS4279	
Bear, Cindy	<GOS4296	
Bear, Yogi	<GOS4278	
Beethoven, Schroeder	<GOS4202	Not printed
Bell, Tinker	<GOS4280	
Big Red Dog, Clifford	<GOS4251	
Bird, Road Runner	<GOS4282	

Figure 1. All Exhibitors Back Tag List

Back Tag List for Division or Class

This example represents one way to print the back tag list for a division or class. This process is flexible so that the report can be printed in any number of ways. Choose the way that works best for this fair.

1. Click **Go to > Call Sheets/Back Tags > Back Tags > Print Back Tag List by Classes**. See Figure 2 on page 2.
2. Select **Divisions** or **Classes**.

3. Highlight the **department** and **division**. When printing for classes, highlight the desired **classes**.



Departments, divisions, and classes can be multi-selected. See the **Select Multiple Items** tip sheet for more information.

4. Select **Alpha** or **Tag Number** in the *Sort* section.
5. Be sure **Keep Current Back Tag Number** is selected.
6. Click the **Add Classes** button.
7. Click the **Assign Back Tags/Print Report (Printer)** button. See Figure 3 on page 3 for a sample back tag list.

Back Tags: Assign and Report printing...

NOTE: Building and storing sequential back tag numbers for call sheets will overwrite any existing exhibitor back tag numbers.

Departments (Ex: A)...	Divisions (Ex: 001)...	Classes (Ex: 001)...
Count 4	Count 15	Count 0
<input type="checkbox"/> A Fine Arts <input type="checkbox"/> F FFA DEPARTMENT <input checked="" type="checkbox"/> H 4H DEPARTMENT <input type="checkbox"/> J JUNIOR SHOWS	<input type="checkbox"/> J001 BREEDING BEEF <input type="checkbox"/> J002 FEEDER CALVES <input checked="" type="checkbox"/> J003 MARKET BEEF <input type="checkbox"/> J004 DAIRY CATTLE <input type="checkbox"/> J005 DAIRY GOATS <input type="checkbox"/> J006 MEAT GOATS <input type="checkbox"/> J007 HORSE SHOW - HALTER CLA <input type="checkbox"/> J008 HORSE SHOW - PERFORMAN <input type="checkbox"/> J009 RABBITS <input type="checkbox"/> J010 BREEDING SHEEP <input type="checkbox"/> J011 MARKET LAMBS <input type="checkbox"/> J012 BREEDING SWINE <input type="checkbox"/> J013 MARKET SWINE <input type="checkbox"/> J014 WOOL <input type="checkbox"/> J015 POULTRY	

Select Back Tag Assignment Class/Lots(s)...

Select...	Rpt/Assign Sort...	Options...	Processing
<input type="radio"/> Department(s) <input checked="" type="radio"/> Division(s) <input type="radio"/> Class(es)	<input checked="" type="radio"/> Alpha <input type="radio"/> County/Alpha <input type="radio"/> Tag Number	<input checked="" type="radio"/> Use Current Back Tag Number <input type="radio"/> Assign Sequential Number Enter Starting Tag Number: <input type="text" value="1"/> <input type="checkbox"/> Store Tag Number for Call Sheets <input type="checkbox"/> Name / Back Tag only...	Selected Class Count: 0 <input type="button" value="Add Classes"/> <input type="button" value="Assign Back Tags / Print Report (PDF)"/> <input type="button" value="Start Over"/> <input type="button" value="Assign Back Tags / Print Report (Printer)"/> <input type="button" value="Exit"/> <input type="button" value="Goto Actual Tag Printing"/> <input type="button" value="View / Remove Classes"/>

Figure 2. Back Tag Report by Division



Back tag numbers can be assigned on a per-show basis. Be sure to print back tags and judges' call sheets before assigning back tag numbers for the next shows. For example, back tag numbers are assigned to the dog show. Print the back

Back Tag Lists

tag numbers and judges' call sheets for the dog show. Then, back tag numbers can be assigned for the next show.

Selected Class Back Tag List				4/24/2006 4:25:28 PM Page 1	
Name	Tag	Id	Class	Item	Description
Cat, Dilbert	GOS3911	GOS3911	J003001	000000057	JUNIOR SHOWS MARKET BEEF Market Ste
Chipmunk, Chip	GOS3617	GOS3617	J003001	000000058	JUNIOR SHOWS MARKET BEEF Market Ste
Flintstone, Pebbles	GOS4209	GOS4209	J003015	000000025	JUNIOR SHOWS MARKET BEEF Market Be
Hood, Robin	GOS3800	GOS3800	J003001	000000059	JUNIOR SHOWS MARKET BEEF Market Ste
Jetson, Elroy	GOS3839	GOS3839	J003001	000000060	JUNIOR SHOWS MARKET BEEF Market Ste
LaRamie, Jacque	GOS4126	GOS4126	J003001	000000061	JUNIOR SHOWS MARKET BEEF Market Ste
Mouse, Minnie	GOS3709	GOS3709	J003001	000000062	JUNIOR SHOWS MARKET BEEF Market Ste
Puppet, Pinocchio	GOS3622	GOS3622	J003001	000000063	JUNIOR SHOWS MARKET BEEF Market Ste
Robot, Rosie	GOS3717	GOS3717	J003001	000000064	JUNIOR SHOWS MARKET BEEF Market Ste
Rubble, Barney	GOS4208	GOS4208	J003001	000000065	JUNIOR SHOWS MARKET BEEF Market Ste
Sailor, Sinbad	GOS3926	GOS3926	J003001	000000066	JUNIOR SHOWS MARKET BEEF Market Ste
Warthog, Pumbaa	GOS3547	GOS3547	J003001	000000067	JUNIOR SHOWS MARKET BEEF Market Ste
White, Snow	GOS3842	GOS3842	J003001	000000068	JUNIOR SHOWS MARKET BEEF Market Ste

Figure 3. Back Tag List for Division



Back Tag Printing

This example represents one way to print back tags using a division. Back tags can be printed in any number of ways. Use the method that works best for the fair.

1. Click **Go to > Call Sheets/Back Tags > Back Tags > Print Back Tags**. See Figure 1 on page 2.
2. Select **Division** in the *Select by* section.
3. Highlight the **desired department**.
4. Highlight the **desired division**.



Departments, divisions, and classes can be multi-selected. See the **Select Multiple Items** tip sheet for more information.

5. Select the **print options**. The fair name, sponsor, and or exhibitor's name can be printed on the back tag.



The fair name is set in the Distributed Data Processing Section. Click **Go to > Distributed Data Processing > Setup > Set Machine ID/Fair Name**.

Back Tag Printing

Print Back Tags...

Department (Ex: A)...	Count	Divisions (Ex: 001)...	Count
A Fine Arts	4	J001 BREEDING BEEF	15
F FFA DEPARTMENT		J002 FEEDER CALVES	
H 4H DEPARTMENT		J003 MARKET BEEF	
J JUNIOR SHOWS		J004 DAIRY CATTLE	
		J005 DAIRY GOATS	
		J006 MEAT GOATS	
		J007 HORSE SHOW - HALTER CLA	
		J008 HORSE SHOW - PERFORMAN	
		J009 RABBITS	
		J010 BREEDING SHEEP	
		J011 MARKET LAMBS	
		J012 BREEDING SWINE	
		J013 MARKET SWINE	
		J014 WOOL	
		J015 POULTRY	

Select Back Tag Class/Lots(s) or Exhibitors...

Select by...	Print Options...	Processing...
<input type="radio"/> Department(s)...	<input type="checkbox"/> Include Fair Name <input type="text" value="County Fair"/>	Selected Class(es) 175unt
<input checked="" type="radio"/> Division(s)...	<input type="checkbox"/> Include Sponsor <input type="text" value="Empty"/>	<input type="button" value="Add Class(es)"/> <input type="button" value="Process/Print"/>
<input type="radio"/> Class(es)...	<input type="checkbox"/> Include Exhibitor Name (Small Print)	<input type="button" value="Start Over"/> <input type="button" value="Exit"/>
<input type="radio"/> Exhibitor(s)	<input type="checkbox"/> Allow Reprints	<input type="button" value="View/Remove Class(es)"/> <input type="button" value="Assign / Re-assign Back Tags"/>

Note: Back Tags selected via Dept/Div/Class/Lot will only print one time. Back Tags selected via Exhibitors will print every time.

Figure 1. Back Tag Printing

6. Click the **Add Classes** button.

7. Click the **Process/Print** button. See Figure 2 on page 3. This example is the half-page portrait style. Click **Back Tags > Select Back Tag Method/Style** to change to the landscape full page option.

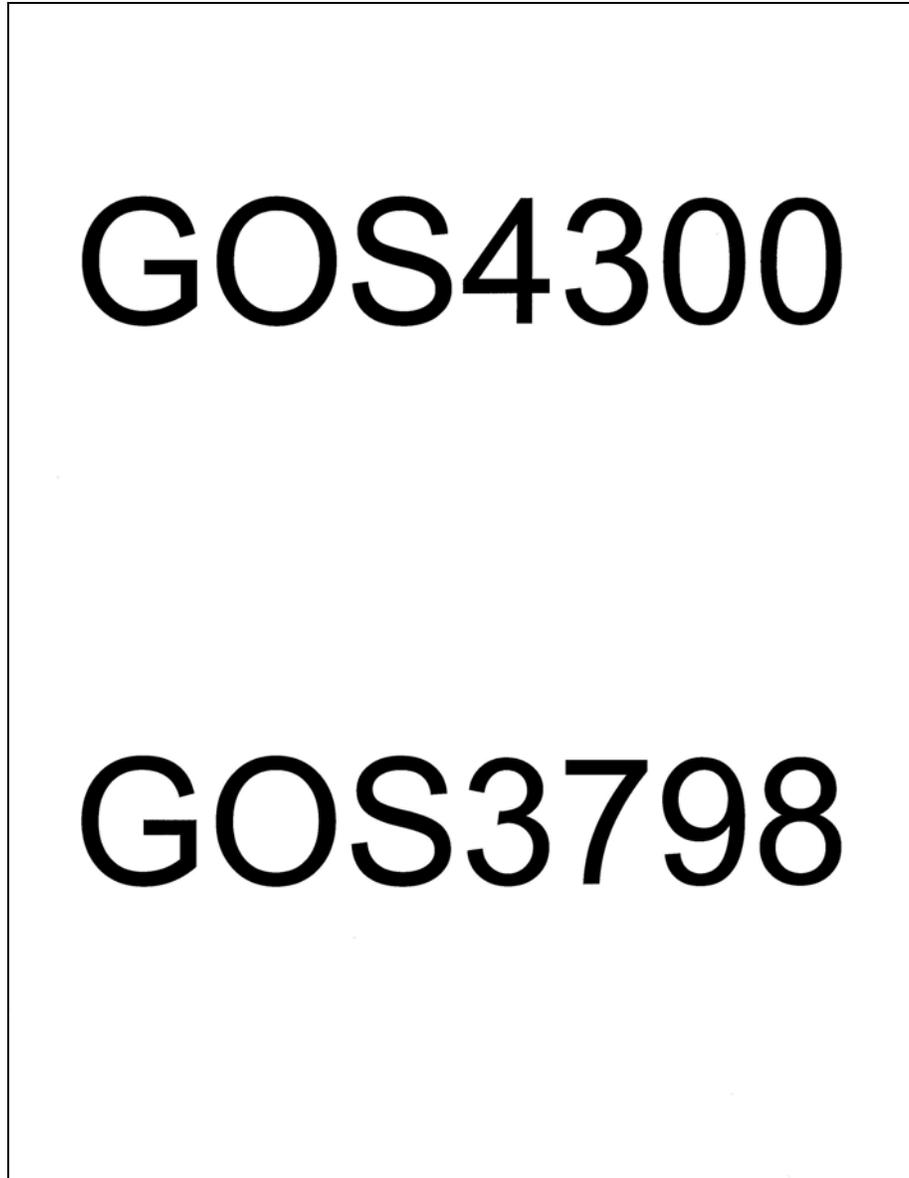


Figure 2. Back Tags



Judges Call Sheets

Call sheets are used by the judges to mark their results. Posting is then completed from the call sheets. This example shows one way to print call sheets for a division. This can be done in any number of ways to print the needed call sheets for a fair.

1. Click **Go to > Call Sheets/Back Tags > Print Judges Call Sheets**. See Figure 1.

Department (Ex: A)... Count 4

Division (Ex: 001)... Count 15

Class (Ex: 001)... Count 0

A Fine Arts
F FFA DEPARTMENT
H 4H DEPARTMENT
J JUNIOR SHOWS

J001 BREEDING BEEF
J002 FEEDER CALVES
J003 MARKET BEEF
J004 DAIRY CATTLE
J005 DAIRY GOATS
J006 MEAT GOATS
J007 HORSE SHOW · HALTER CLA
J008 HORSE SHOW · PERFORMAN
J009 RABBITS
J010 BREEDING SHEEP
J011 MARKET LAMBS
J012 BREEDING SWINE
J013 MARKET SWINE
J014 WOOL
J015 POULTRY

Instructions | County / State | Classes / Counties | Select Level | Sort Method | Includes | Destination

Department
 Division
 Class

Note: This step can be repeated multiple times. All of the Classes in a Department(s) can be selected. Or, all Classes in a Division(s) can be selected. Or, any number of individual Class(es) can be selected.

NOTE: The (Add Classes) button must be clicked after each level selection pass to save the classes selected during the process.

Add Classes

County/State
 Class / County
 Select Level
 Sorting
 Includes
 Destination

Selected Class Count: 17

Process/Print
Re-select Classes
Re-select Options and Classes
Exit

View / Remove Classes

Figure 1. Judges Call Sheets

2. Click each **tab** to display the available selections. The blue box to the right shows selections are made when a check is in front of the items. Items are not checked in this box.
3. The *County/State* tab defaults to **County Fair Items**. The *Classes/Counties* tab defaults to **Classes-traditional**. These do not need to be selected.
4. Start with the **Select Level** tab.
5. Highlight **division**.
6. In the list, highlight the **desired department** and **division**.



Departments, divisions, and classes can be multi-selected. See the **Select Multiple Items** tip sheet for more information.

7. Click the **Add Classes** button.
8. Click the **Sort Method** tab. It defaults to **Normal** and **Ascending**. Make changes as needed. See Figure 2.

Instructions	County / State	Classes / Counties	Select Level	Sort Method	Includes	Destination
Sort Method...		Order...				
<input checked="" type="radio"/> Normal (Exhibitor Alpha)	<input type="radio"/> Ascending (A --> Z)					
<input type="radio"/> Livestock Measurements	<input type="radio"/> Descending (Z --> A)					
<input type="radio"/> Rate Of Gain						
<input type="radio"/> Animal DOB						
<input type="radio"/> Back Tag						
<input type="radio"/> Random (Ex: Horse)						

Figure 2. Sort Method

9. Click the **Includes** tab. See Figure 3 on page 3. Make the selections needed for the call sheets being printed.

Judges Call Sheets

Instructions	County / State	Classes / Counties	Select Level	Sort Method	Includes	Destination
<input checked="" type="checkbox"/> Zero Entry Call Sheets		<input checked="" type="checkbox"/> Placing Legend			Call Sheet Structure... <input checked="" type="radio"/> Normal (uses includes) <input type="radio"/> Abbreviated (no includes)	
<input type="checkbox"/> Class Bar Code		<input type="checkbox"/> Measurement One				
<input checked="" type="checkbox"/> Premium Table		<input type="checkbox"/> Measurement Two				
<input checked="" type="checkbox"/> Required Livestock Info		<input type="checkbox"/> Age				
<input checked="" type="checkbox"/> Posting		<input type="checkbox"/> Grade				
<input checked="" type="checkbox"/> Optional Information		<input type="checkbox"/> Club				
<input checked="" type="checkbox"/> Judges Signature Block		<input type="checkbox"/> County				
<input checked="" type="checkbox"/> Back Tag Num (Livestock Only)				None		
<input type="checkbox"/> Back Tag Num (Non Livestock)					All	

Figure 3. Include Options



Zero entry call sheets are classes with no entries. Be sure to print these so judges can write in late entries. Also, judges know when they have a zero entry call sheet that there are no exhibitors in the class and the sheet is not missing. See Figure 4 for an example.

Goshen County
 4/25/2006 11:27:49 AM Judges Call Sheet: J003010 Page 1 CSN: 1 Items: 0

Dept JUNIOR SHOWS	Div MARKET BEEF	Class Grand Champion Market Steer
-----------------------------	---------------------------	---

Group	Placings [X999999] (100% paid by Fair)					
Size	P	SF	B	R	W	6
1	0	0	0	0	0	0

Name (Last)	Exhibitor	Item	Circle Placing
First, MI	Back Tag	Number	Circle Award(s)
	Ear Tag		

Number of items registered: 0 Actual number of items judged: _____

Judges Name: _____ Date: / / Signature: _____
 P First SF Second B Third R Fourth
 W Fifth 6 Sixth

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Figure 4. Zero Entry Call Sheet

Judges Call Sheets

10. Click the **Destination** tab.
11. Click **Printer**.
12. Click the **Process/Print** button. See Figure 5 and Figure 6 on page 5 for a sample call sheet.

Goshen County 4/25/2006 11:27:48 AM Judges Call Sheet: J003001 Page 1 CSN: 4 Items: 12				
Dept	Div	Class		
JUNIOR SHOWS	MARKET BEEF	Market Steer		
Group	Placings [H001001] (100% paid by Fair)			
Size	P	SF	B	R
1	3.00	3.00	2.00	1.00
Name (Last) First, MI	Exhibitor Back Tag Ear Tag	Item Number	Circle Placing Circle Award(s)	
Cat Dilbert, N	GOS3911 >GOS3911 ---	57	P	SF B R
Chipmunk Chip, A	GOS3617 >GOS3617 ---	58	P	SF B R
Hood Robin, M	GOS3800 >GOS3800 ---	59	P	SF B R
Jetson Elroy, M	GOS3839 >GOS3839 ---	60	P	SF B R
LaRamie Jacque,	GOS4126 >GOS4126 ---	61	P	SF B R
Mouse Minnie, A	GOS3709 >GOS3709 ---	62	P	SF B R
Puppet Pinocchio, R	GOS3622 >GOS3622 ---	63	P	SF B R
Robot Rosie, M	GOS3717 >GOS3717 ---	64	P	SF B R
Rubble Barney, M	GOS4208 >GOS4208 ---	65	P	SF B R

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Figure 5. Judges Call Sheet, Page 1

Judges Call Sheets

Goshen County				
4/25/2006 11:27:48 AM Judges Call Sheet: J003001 Page 2 CSN: 4 Items: 12				
Dept JUNIOR SHOWS	Div MARKET BEEF	Class Market Steer		

Group	Placings [H001001] (100% paid by Fair)			
Size	P	SF	B	R
1	3.00	3.00	2.00	1.00

Name (Last) First, MI	Exhibitor Back Tag Ear Tag	Item Number	Circle Placing Circle Award(s)
Sailor Sinbad, L	GOS3926 >GOS3926 —	66	P SF B R
Warthog Pumbaa,	GOS3547 >GOS3547 —	67	P SF B R
White Snow, G	GOS3842 >GOS3842 —	68	P SF B R

Number of items registered: 12 Actual number of items judged: _____

Judges Name: _____	Date: / /	Signature: _____
--------------------	-----------	------------------

P First	SF Second	B Third	R Fourth
---------	-----------	---------	----------

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Figure 6. Judges Call Sheet, Page 2

Print More Call Sheets

To save time, click the **Reselect Classes** button or the **Reselect Options and Classes** button. See Figure 7. Then, all the tabs do not have to be reselected to print the next set of call sheets.

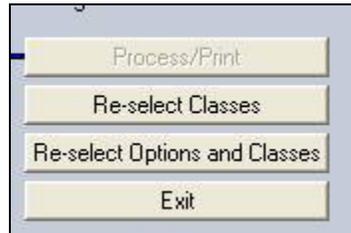


Figure 7. Reselect Buttons



Rate of Gain Contest

Information for rate of gain contests can be entered after the animals are weighed. This can be done as soon as the animals are weighed at the beginning of the year. Be sure to switch fair years and remove the data from the previous year prior to entering the information for a rate of gain contest. See the Create New Fair Year and Data Removal tip sheets for more information.

Beginning Weights

1. Add the exhibitors to the class for the rate of gain contest.
2. Print a livestock judges' call sheet with a place for the weights to be entered.
 - a. Click **Go to > Livestock Processing > Enter Measurement Data**.
 - b. Highlight the **class**.
 - c. Click the **Print Call Sheet (A)** button. See Figure 1.

Item	Ear Tag	Weight	Height
0057 GOS3911 Cat, Dilbert			
0058 GOS3617 Chipmunk, Chip			
0059 GOS3800 Hood, Robin			
0060 GOS3839 Jetson, Elroy			
0061 GOS4126 LaRamie, Jacque			
0062 GOS3709 Mouse, Minnie			
0063 GOS3622 Puppet, Pinocchio			
0064 GOS3717 Robot, Rosie			
0065 GOS4208 Rubble, Barney			
0066 GOS3926 Sailor, Sinbad			
0067 GOS3547 Warthog, Pumba			
0068 GOS3842 White, Snow			

Figure 1. Livestock Call Sheet

Rate of Gain Contest

3. Click **Go to > Livestock Processing > Rate of Gain > Enter/Calculate**. See Figure 2.

Select Class(es)...
Enter **J003001**

J003001 Market Steer
J003015 Market Beef - Heifer

Note: Only classes with a method property of livestock will be listed.

Department
JUNIOR SHOWS

Division
MARKET BEEF

Class
Market Steer

Fill Ending Wt With
 Measure 1 Measure 2

Enter Bgn Date 01/29/06 **Fill Now** Prior Group Clear

Enter End Date Fill Now Next Group Exit

Tab Orders:

Item/Exhibitor	Tag/Id	Bgn Date	End Date	Bgn Wt	End Wt	Rate/Gain
0068 GOS3842 White, Snow		01/29/06				
0067 GOS3547 Warthog, Pumbaa		01/29/06				
0066 GOS3926 Sailor, Sinbad		01/29/06				
0065 GOS4208 Rubble, Barney		01/29/06				
0064 GOS3717 Robot, Rosie		01/29/06				
0063 GOS3622 Puppet, Pinocchio		01/29/06				
0062 GOS3709 Mouse, Minnie		01/29/06				
0061 GOS4126 LaRamie, Jacque		01/29/06				
0060 GOS3839 Jetson, Elroy		01/29/06				
0059 GOS3800 Hood, Robin		01/29/06				
0058 GOS3617 Chipmunk, Chip		01/29/06				
0057 GOS3911 Cat, Dilbert		01/29/06				

Figure 2. Beginning Date

4. Highlight the **class**.
5. Type the weigh date in the **Enter Bgn Date** field. Press **Tab**.
6. Click the **Fill Now** button. The weigh date for all exhibitors is filled in the beginning date column.
7. Enter the beginning weights for each exhibitor in the **Bgn Wt** field. Press **Tab**. Click in the **Bgn Wt** field for the next exhibitor to enter the weight. See Figure 3 on page 3.

Rate of Gain Contest

Select Class(es)...

Enter **J003001**

- J003001 Market Steer
- J003015 Market Beef - Heifer

Note: Only classes with a method property of livestock will be listed.

Department
JUNIOR SHOWS

Division
MARKET BEEF

Class
Market Steer

Fill Ending Wt With
 Measure 1 Measure 2

Count

Enter Bgn Date

Enter End Date

Tab Orders:

	<< Item/Exhibitor >>		Tag/Id	Bgn Date	End Date	Bgn Wt	End Wt	Rate/Gain
	0068 GDS3842 White, Snow			01/29/06		853		
	0067 GDS3547 Warthog, Pumbaa			01/29/06		659		
	0066 GDS3926 Sailor, Sinbad			01/29/06		787		
	0065 GDS4208 Rubble, Barney			01/29/06		801		
	0064 GDS3717 Robot, Rosie			01/29/06		745		
	0063 GDS3622 Puppet, Pinocchio			01/29/06		653		
	0062 GDS3709 Mouse, Minnie			01/29/06		782		
	0061 GDS4126 LaRamie, Jacque			01/29/06		755		
	0060 GDS3839 Jetson, Elroy			01/29/06		827		
	0059 GDS3800 Hood, Robin			01/29/06		835		
	0058 GDS3617 Chipmunk, Chip			01/29/06		645		
	0057 GDS3911 Cat, Dilbert			01/29/06		657		

Figure 3. Beginning Weights

Ending Weights

Ending weights are entered during the fair when the animals are weighed. Entering the ending weights is similar to entering the beginning weights.

1. Click **Go to > Livestock Processing > Rate of Gain > Enter/Calculate**. See Figure 4 on page 4.
2. Highlight the **class**.
3. Type the **ending date** in the **Enter End Date** field. Press **Tab**.
4. Click the **Fill Now** button to add the ending date for each exhibitor.
5. Enter the **ending weight** for each exhibitor in the **End Wt** field. Press **Tab**. The rate of gain is calculated. Click in the **End Wt** field for the next exhibitor to enter the weight.

Rate of Gain Contest

Select Class(es)...

Enter **J003001**

- J003001 Market Steer
- J003015 Market Beef - Heifer

Note: Only classes with a method property of livestock will be listed.

Department
JUNIOR SHOWS

Division
MARKET BEEF

Class
Market Steer

Fill Ending Wt With
 Measure 1 Measure 2

Count

Enter Bgn Date

Enter End Date

Tab Orders:

<< Item/Exhibitor >>

Tag/Id	Bgn Date	End Date	Bgn Wt	End Wt	Rate/Gain		
0068	G0S3842	White, Snow					
0067	G0S3547	Warthog, Pumbaa	01/29/06	07/27/06	853	1461	3.397
0066	G0S3926	Sailor, Sinbad	01/29/06	07/27/06	659	1246	3.279
0065	G0S4208	Rubble, Barney	01/29/06	07/27/06	787	1334	3.056
0064	G0S3717	Robot, Rosie	01/29/06	07/27/06	801	1326	2.933
0063	G0S3622	Puppet, Pinocchio	01/29/06	07/27/06	745	1252	2.832
0062	G0S3709	Mouse, Minnie	01/29/06	07/27/06	653	1154	2.799
0061	G0S4126	LaRamie, Jacque	01/29/06	07/27/06	782	1282	2.793
0060	G0S3839	Jetson, Elroy	01/29/06	07/27/06	755	1255	2.793
0059	G0S3800	Hood, Robin	01/29/06	07/27/06	827	1318	2.743
0058	G0S3617	Chipmunk, Chip	01/29/06	07/27/06	835	1323	2.726
0057	G0S3911	Cat, Dilbert	01/29/06	07/27/06	645	1129	2.704

Figure 4. Ending Weights

Rate of Gain Reports

Rate of gain reports are sorted in descending order based on the rate of gain amount. These can be printed with each class on a separate page or the classes combined in one report.



This is an example showing how to print a rate of gain report for a division.

Please note that these reports can also be printed by department or by class.

1. Click **Go to > Livestock Processing > Rate of Gain > Reports**. See Figure 5 on page 5.
2. Click **Separate** or **Combined** in the *Class Print Method* section. The separate option prints each class on a separate page. See Figure 6 on page 6 for a sample of the separate report. The combined option prints in one report in class code order. See Figure 7 on page 7 for a sample of the combined report.
3. Select a **department, division, or class** radio button.

Figure 5. Rate of Gain Report

4. Highlight the **desired department**.
5. Highlight the **desired divisions**. When class is selected, highlight the desired classes.
6. Click the **Add Classes** button.



- Click the **Start Over** button to remove all classes. Click the **View/Remove Classes** button to delete selected classes.
7. Click the **Process/Print** button.

Rate of Gain Contest

 FairPlus! 2006 Goshen County 4-H Livestock Rate of Gain List				5/1/2006		Page 1	
Item Ear Tag	Exb: Id Name Club	Class: Id Title	Bgn Date	End Date	Bgn Wgt	End Wgt	Rate/Gain
000000068	GOS3842 White, Snow GOS102 Adventurous Pioneers	J003001 Market Steer	01/29/06	07/27/06	853	1461	3.397
000000067	GOS3547 Warhod, Pumbaa GOS130 Kanine Kids	J003001 Market Steer	01/29/06	07/27/06	659	1246	3.279
000000066	GOS3926 Sailor, Sinbad GOS108 Huntley Farm And	J003001 Market Steer Home Builders	01/29/06	07/27/06	787	1334	3.056
000000065	GOS4208 Rubble, Barney GOS108 Huntley Farm And	J003001 Market Steer Home Builders	01/29/06	07/27/06	801	1326	2.933
000000064	GOS3717 Robot, Rosie GOS110 Prairie Center	J003001 Market Steer	01/29/06	07/27/06	745	1252	2.832
000000063	GOS3622 Puppet, Pinocchio GOS102 Adventurous Pioneers	J003001 Market Steer	01/29/06	07/27/06	653	1154	2.799
000000062	GOS3709 Mouse, Minnie GOS108 Huntley Farm And	J003001 Market Steer Home Builders	01/29/06	07/27/06	782	1282	2.793
000000061	GOS4126 LaRamie, Jacque GOS100 Lone Star	J003001 Market Steer	01/29/06	07/27/06	755	1255	2.793
000000060	GOS3839 Jetson, Elroy GOS114 Rough Riders	J003001 Market Steer	01/29/06	07/27/06	827	1318	2.743
000000059	GOS3800 Hood, Robin GOS130 Kanine Kids	J003001 Market Steer	01/29/06	07/27/06	835	1323	2.726
000000058	GOS3617 Chipmunk, Chip GOS108 Huntley Farm And	J003001 Market Steer Home Builders	01/29/06	07/27/06	645	1129	2.704
000000057	GOS3911 Cat, Dilbert GOS110 Prairie Center	J003001 Market Steer	01/29/06	07/27/06	657	1136	2.676

 FairPlus! 2006 Goshen County 4-H Livestock Rate of Gain List				5/1/2006		Page 1	
Item Ear Tag	Exb: Id Name Club	Class: Id Title	Bgn Date	End Date	Bgn Wgt	End Wgt	Rate/Gain
000000025	GOS4209 Flintstone, Pebbles GOS108 Huntley Farm And	J003015 Market Beef - Heifer Home Builders					

Figure 6. Separate Rate of Gain Report

Rate of Gain Contest

 FairPlus! 2006 Goshen County 4-H Livestock Rate of Gain List				5/1/2006		Page 1	
Item Ear Tag	Exb: Id Name Club	Class: Id Title	Bgn Date	End Date	Bgn Wgt	End Wgt	Rate/Gain
000000068	GOS3842 White, Snow GOS102 Adventurous Pioneers	J003001 Market Steer	01/29/06	07/27/06	853	1461	3.397
000000067	GOS3547 Warthoq, Pumbaa GOS130 Kanine Kids	J003001 Market Steer	01/29/06	07/27/06	659	1246	3.279
000000066	GOS3926 Sailor, Sinbad GOS108 Huntley Farm And Home Builders	J003001 Market Steer	01/29/06	07/27/06	787	1334	3.056
000000065	GOS4208 Rubble, Barney GOS108 Huntley Farm And Home Builders	J003001 Market Steer	01/29/06	07/27/06	801	1326	2.933
000000064	GOS3717 Robot, Rosie GOS110 Prairie Center	J003001 Market Steer	01/29/06	07/27/06	745	1252	2.832
000000063	GOS3622 Puppet, Pinocchio GOS102 Adventurous Pioneers	J003001 Market Steer	01/29/06	07/27/06	653	1154	2.799
000000062	GOS3709 Mouse, Minnie GOS108 Huntley Farm And Home Builders	J003001 Market Steer	01/29/06	07/27/06	782	1282	2.793
000000061	GOS4126 LaRamie, Jacque GOS100 Lone Star	J003001 Market Steer	01/29/06	07/27/06	755	1255	2.793
000000060	GOS3839 Jetson, Elrov GOS114 Rough Riders	J003001 Market Steer	01/29/06	07/27/06	827	1318	2.743
000000059	GOS3800 Hood, Robin GOS130 Kanine Kids	J003001 Market Steer	01/29/06	07/27/06	835	1323	2.726
000000058	GOS3617 Chipmunk, Chip GOS108 Huntley Farm And Home Builders	J003001 Market Steer	01/29/06	07/27/06	645	1129	2.704
000000057	GOS3911 Cat, Dilbert GOS110 Prairie Center	J003001 Market Steer	01/29/06	07/27/06	657	1136	2.676
000000025	GOS4209 Flintstone, Pebbles GOS108 Huntley Farm And Home Builders	J003015 Market Beef - Heifer					

Figure 7. Combined Rate of Gain Report



If a rate of gain contest is being done, ending weights can be entered by clicking the **Fill with ROG Ending Weight** button.

4. Type the measurement names in the *Measure Title 1* and *Measure Title 2* fields.

For example, type **Weight** in the Measure Title 1 field. These names appear above the measurement columns.



The option is available to enter Minimum and Maximum Measurements for both measurement fields. To use this, enter the values and click the **Enable box**. When a value is entered that falls outside the minimum and maximum values, it stops at the invalid amount. See Figure 2. Using this feature can decrease the number of errors when entering measurement data. The error checking values carry over when another class is selected. New values can be entered for a different class, if needed.

The screenshot shows a software interface for entering measurement data. On the left, there is a 'Select Class' panel with a list of classes. The class 'J003001 Market Steer' is selected. The main area contains a table with columns for 'Item', 'Ear Tag', 'Weight', and 'Height'. The 'Weight' column for the first row (0068 GOS3842 White, Snow) contains the value '500.00'. Above the table, there are buttons for 'Fill with ROG Ending Weight', 'Fill With Exhibitor Grade', and 'Fill With Exhibitor Age'. On the right, there is a control panel with buttons for 'Prior Group', 'Next Group', 'Clear Measure Data', 'Exit', 'Print Call Sheet (A)', and 'Print Call Sheet (D)'. Below these buttons, there are fields for 'Measure Title 1' (containing 'Weight') and 'Measure Title 2' (containing 'Height'). There is also an 'Error Checking...' section with a checked 'Enable' box and fields for 'Measurement 1' (Min: 800, Max: 1200) and 'Measurement 2' (Min: , Max:).

Figure 2. Error Checking

5. Type the **ear tag number** and **measurement values** for each exhibitor. Press the **Tab** key to move between the columns.



The **Prior Group** and **Next Group** buttons are active when there are more than 15 exhibitors. Use these buttons to display the remaining exhibitors.



Livestock Judges' Call Sheets

Two options are available for livestock judges' call sheets. The call sheet can print ascending alphabetically or descending alphabetically by exhibitor name. Blank spaces for measurement data are available so the judges can write in the measurements. The measurements print when they are entered.

1. Click **Go to > Livestock Processing > Enter Measurement Data**.
2. Highlight the **desired class**.
3. Click the **Print Call Sheet (A)** button or the **Print Call Sheet (D)** button. A is for ascending and D is for descending. See Figure 1. The call sheet sorts based on the measurement when this information is available.
4. See Figure 2 on page 2 for a call sheet without measurements.
5. See Figure 3 on page Figure 3 for a call sheet with measurements sorted ascending.



Figure 1. Print Call Sheet

Livestock Judges' Call Sheet

J013001 -		5/1/2006 1:15:56 PM			Page 1	
Placing	Item No.	Age/Gr	Name	County/Club	Measure 1	
___	69	9/2	Clifford Big Red Dog	Adventurous Pioneers	___	
___	70	12/7	Pongo Dalmation	Bent Barrels Crooked Arrows	___	
___	71	15/10	Cruella DeVill	Huntley Farm And Home Builders	___	
___	72	11/6	Daffy Duck	Huntley Farm And Home Builders	___	
___	73	13/7	Daisy Duck	Huntley Farm And Home Builders	___	
___	74	8/3	Huey Duck	Huntley Farm And Home Builders	___	
___	75	12/6	Dora Explorer	Lone Star	___	
___	76	13/7	Flounder Fish	Lone Star	___	
___	77	14/9	Pebbles Flintstone	Huntley Farm And Home Builders	___	
___	78	11/5	Captain Hook	Huntley Farm And Home Builders	___	
___	79	10/4	Pepe LePew	Lingle Livestockers	___	
___	80	10/4	Buzz Lightyear	Huntley Farm And Home Builders	___	
___	81	11/5	Quincy Magoo	Huntley Farm And Home Builders	___	

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Figure 2. Livestock Judges' Call Sheet

Livestock Judges' Call Sheet

J003001 -		5/1/2006 1:28:30 PM			Page 1	
Placing	Item No.	Age/Gr	Name	County/Club	Measure 1	
___	58	14/8	Chip Chipmunk	Huntley Farm And Home Builders	1129	
___	57	12/5	Dilbert Cat	Prairie Center	1136	
___	63	14/9	Pinocchio Puppet	Adventurous Pioneers	1154	
___	67	15/9	Pumbaa Warthog	Kanine Kids	1246	
___	64	16/10	Rosie Robot	Prairie Center	1252	
___	61	16/12	Jacque LaRamie	Lone Star	1255	
___	62	13/7	Minnie Mouse	Huntley Farm And Home Builders	1282	
___	60	13/6	Elroy Jetson	Rough Riders	1318	
___	59	12/7	Robin Hood	Kanine Kids	1323	
___	65	14/9	Barney Rubble	Huntley Farm And Home Builders	1326	
___	66	11/5	Sinbad Sailor	Huntley Farm And Home Builders	1334	
___	68	12/7	Snow White	Adventurous Pioneers	1461	

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Figure 3. Sorted Livestock Call Sheet



Build New Class & Item Class Transfer

Use the Build New Class feature to divide a large class into two or more classes. For example, the judge wants to split a livestock class into three separate classes based on animal weights. The Build New Class feature creates the new classes. Exhibitors are **moved** from the original entry class into the appropriate weight classes.

The Item Class Transfer feature is similar. This allows a source class and destination class to be selected and the exhibitors to be moved. Use this feature when the destination class is already created.

Build a New Class

1. Click **Go to > Livestock Processing > Item Class Transfer/Build New Class**.

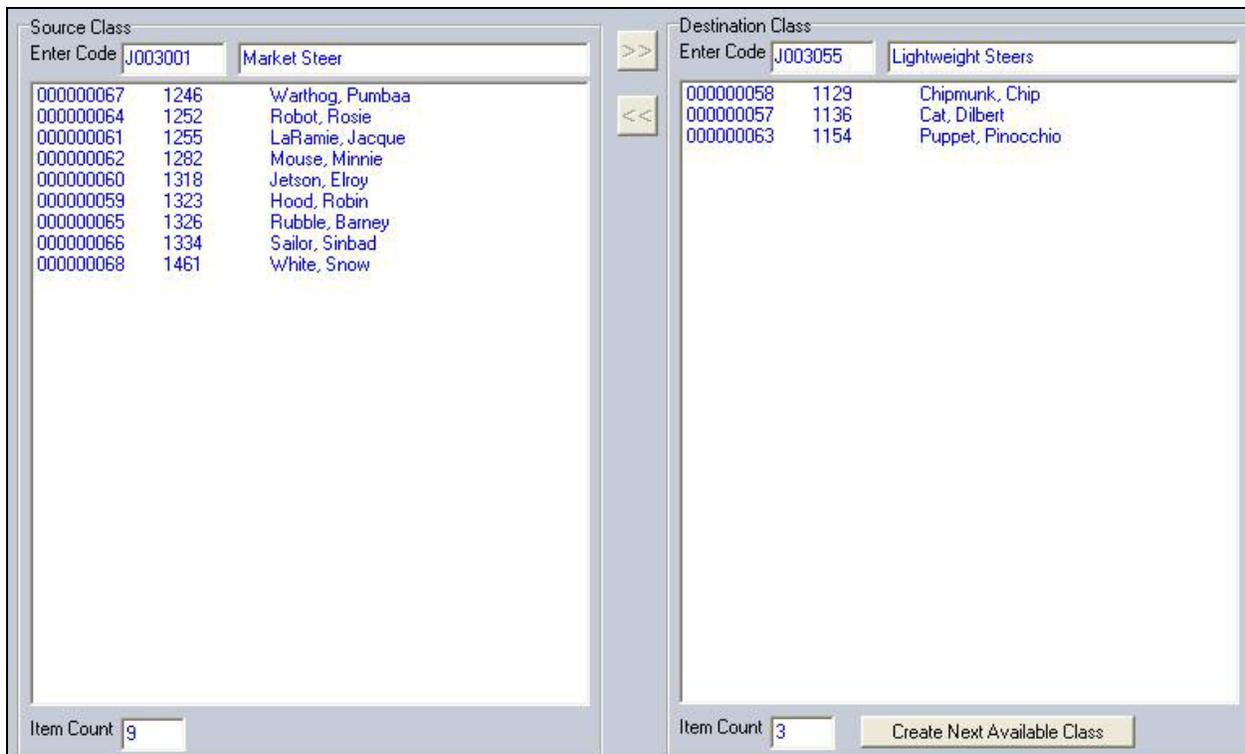
See Figure 1.

Figure 1. Build New Class

2. Click the **Source Class** button.
3. Highlight the **original entry class**.
4. Click the **Create Next Available Class** button.
5. Type the new class name in the **Enter New Class Title** field. Press **Tab**.
6. Click the **Add New Class** button. The program assigns the next available class code number.
7. In the *Source Class* section, highlight the exhibitors to be moved to the new class.
8. Click the **double arrow** button. 
9. The exhibitors are moved to the new class. See Figure 2.



Exhibitors can be multi-selected. See the Select Multiple Items tip sheet for more information.



The screenshot shows a software interface with two main panels: 'Source Class' on the left and 'Destination Class' on the right. In the 'Source Class' panel, the 'Enter Code' is 'J003001' and the title is 'Market Steer'. Below this is a list of exhibitors with their codes and names: 00000067 (1246) Warthog, Pumbaa; 00000064 (1252) Robot, Rosie; 00000061 (1255) LaRamie, Jacque; 00000062 (1282) Mouse, Minnie; 00000060 (1318) Jetson, Elroy; 00000059 (1323) Hood, Robin; 00000065 (1326) Rubble, Barney; 00000066 (1334) Sailor, Sinbad; and 00000068 (1461) White, Snow. The 'Item Count' is 9. In the 'Destination Class' panel, the 'Enter Code' is 'J003055' and the title is 'Lightweight Steers'. Below this is a list of exhibitors: 00000058 (1129) Chipmunk, Chip; 00000057 (1136) Cat, Dilbert; and 00000063 (1154) Puppet, Pinocchio. The 'Item Count' is 3. A 'Create Next Available Class' button is visible at the bottom right of the destination panel. Between the panels are two double arrow buttons: a right-pointing double arrow (>>) and a left-pointing double arrow (<<).

Figure 2. Exhibitors in New Class

Item Class Transfer

Exhibitors' items can be moved from the original entry class to another existing class. Use this feature when the destination class already exists.

1. Click **Go to > Livestock Processing > Item Class Transfer/Build New Class**.
2. Click the **Source Class** button.
3. Highlight the **original entry class**.
4. Click the **Destination Class** button. See Figure 3.



Figure 3. Destination Class Button

5. Highlight the **destination class**. The exhibitors in the source class and destination class display.
6. In the *Source Class* section, highlight the exhibitors to be moved to the new class.
7. Click the **double arrow** button. 
8. The exhibitors are moved to the new class.



Exhibitors can be multi-selected. See the Select Multiple Items tip sheet for more information.

State Fair Winners

Exhibitors who qualify for State Fair in the destination classes created in Building a New Class **cannot** be sent to State Fair in the new class. They are sent to State Fair in the original entry class. **Do not** move them back to the original entry class. Use the Modify Codes utility to place them in the correct State Fair class. Please see the Modify Codes tip sheet for more information.



Show Catalog

The show catalog contains the ID, name, age, grade, item, class code, and class description for all exhibitors in a class. Many users prefer a different format for the show catalog. Please refer to the Data Export utility tip sheet outlining how to export data. Then, a show catalog can be formatted as needed by the user.

1. Click **Go to > Livestock Processing > Show Catalogs**. See Figure 1.

Figure 1. Show Catalog Screen



The tabs at the top of the screen are used to select options for the show catalog. Click a tab to display the available options. Click the **Instructions** tab to see if the box for each option is checked when the *Process/Print* button is not active.

2. **Report Type** – Click **Normal** or **Compact**. The compact report includes the exhibitor's name, back tag, club, item, age, class number, and class description.

3. **Class Combining** – Click **Combine Classes** or **Break on Classes**. The Break on Class option prints each class on a separate page.
4. **Exhibitor Type** – Check the **desired exhibitors**.
5. **Class Method** – Select **Livestock only**, **All (with items)**, or **All Found**.
6. Click the **>>All>>** button to move all the classes to the *Selected Classes* list.
7. If only certain classes are needed, select the **desired classes** in the *Available Classes* list in the order they are to be printed.
8. Click the **>>Sel>>** button to move the classes to the *Selected Classes* list. See Figure 2.

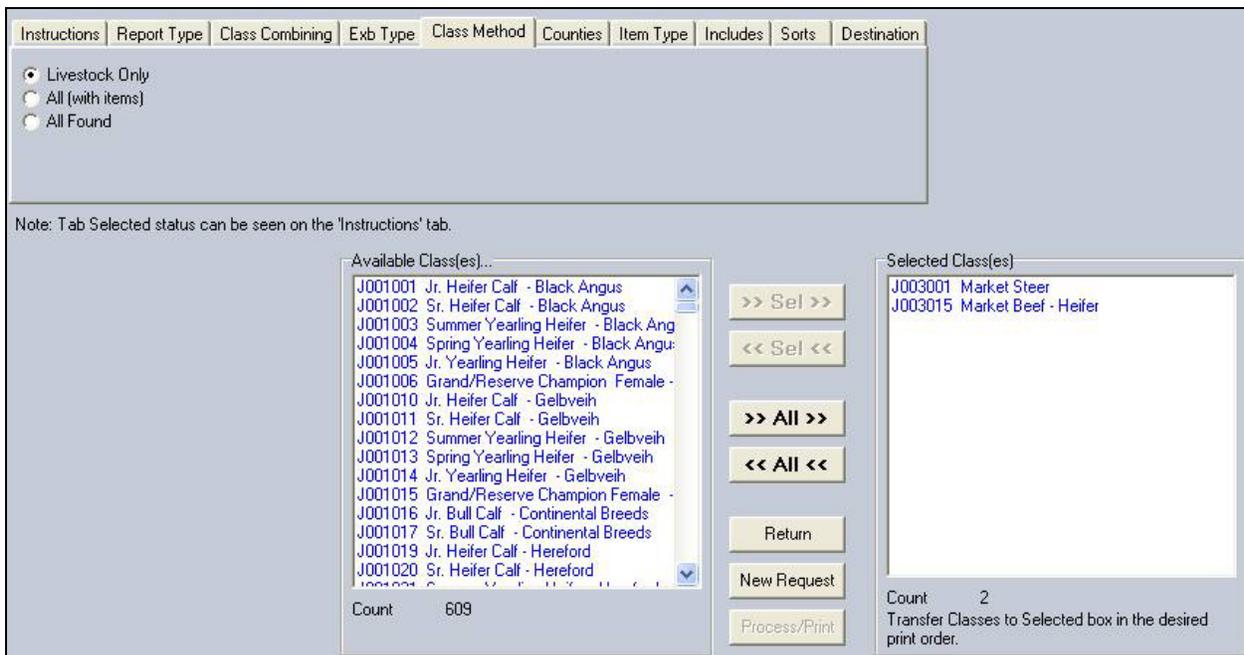


Figure 2. Class Method

9. **Counties** – This defaults to individual.
10. **Item Type** – Select **All County Items** or **State Fair Qualified Items Only**.
11. **Includes** – Check the additional information to be included in the catalog. See Figure 3 on page 3
12. **Sorts** – Select how the information is to be sorted.
13. **Destination** – Select **Printer**.
14. Click the **Process/Print** button. See Figure 4 on page 3 for a sample report.

Show Catalog

Instructions	Report Type	Class Combining	Exb Type	Class Method	Counties	Item Type	Includes	Sorts	Destination
<input type="checkbox"/> ROGEW	<input type="checkbox"/> Measure 2	<input type="checkbox"/> Grade	<input type="checkbox"/> Club	<input type="checkbox"/> County Item Num					
<input checked="" type="checkbox"/> ROG	<input type="checkbox"/> Ear Tag	<input type="checkbox"/> Req Livestock	<input type="checkbox"/> Back Tag	<input type="checkbox"/> State Item Num					
<input type="checkbox"/> Measure 1	<input type="checkbox"/> Age	<input type="checkbox"/> County	<input type="checkbox"/> Placing Column	<input type="checkbox"/> Animal DOB					

Figure 3. Show Catalog Additional Information

 Goshen County Fair 4-H Livestock Show		5/1/2006 3:21:18 PM Page 1	
Name Id	Class Code	Class Title	
ROG			
<hr/>			
Flintstone, Pebbles GOS4209	J003015	Market Beef - Heifer	
Hood, Robin GOS3800	J003001	Market Steer	
2.726			
Jetson, Elroy GOS3839	J003001	Market Steer	
2.743			
LaRamie, Jacque GOS4126	J003001	Market Steer	
2.793			
Mouse, Minnie GOS3709	J003001	Market Steer	
2.793			
Robot, Rosie GOS3717	J003001	Market Steer	
2.832			
Rubble, Barney GOS4208	J003001	Market Steer	
2.933			
Sailor, Sinbad GOS3926	J003001	Market Steer	
3.056			
Warthog, Pumbaa GOS3547	J003001	Market Steer	
3.279			
White, Snow GOS3842	J003001	Market Steer	
3.397			

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Figure 4. Show Catalog Example



Livestock Exhibitors' List

The exhibitors' list is a report of all exhibitors by department with name, address, phone, club, and department information.

1. Click **Go to > Livestock Processing > Exhibitors' List**. See Figure 1.

Figure 1. Exhibitors' List Screen



Most of the selections are preset. Only the exhibitor type, item type, and destination are selected by the user.

2. Click the **Exhibitor Type** tab.
3. Select the types of exhibitors to include: 4-H, FFA, and/or open class.
4. Click the **Item Type** tab.
5. Select **All County Fair Items**, **State Fair Qualified Items Only**, or **State Fair Items**.

Livestock Exhibitors' Lists

6. Click the >>All>> button to move all the departments to the *Selected Classes* list.
7. If only certain classes are needed, select the **desired department** in the *Available Classes* list.
8. Click the >>Sel>> button to move the department to the *Selected Classes* list.
9. Click the **Destination** tab.
10. Select **Printer**.
11. Click the **Process/Print** button. See Figure 2 for a sample report.

Goshen County Fair 4-H Livestock Exhibitor List						5/1/2006 3:37:58 PM Page 1	
Exb Num	Id	Name	State	Grade	Gender	Home Phone	Street Dept/Div
—	GOS4022	Adamson, Adam	WY	10	M	(307)234-9878	355 Grand 4H DEPARTMENT
	Jellystone			87000-0000			
	GOS103	Bent Barrels Crooked Arrows					
—	GOS4300	Appleseed, Johnny	WY	3	M	(307)349-1298	123 Main 4H DEPARTMENT
	Jellystone			87000-0000			
	GOS112	Bunny Round-Up Youth Club					
—	GOS4202	Beethoven, Schroeder	WY	3	M	(307)349-8723	181 1st St 4H DEPARTMENT
	Jellystone			87000-0000			
	GOS103	Bent Barrels Crooked Arrows					
—	GOS3911	Cat, Dilbert	WY	5	F	(307)532-4277	7660 County Road 49 4H DEPARTMENT
	Jellystone			87000-0000			
	GOS110	Prairie Center					
—	GOS3597	Cat, Sylvester	WY	8	M	(307)349-8723	550 Main 4H DEPARTMENT
	Jellystone			87000-0000			
	GOS103	Bent Barrels Crooked Arrows					
—	GOS3617	Chipmunk, Chip	WY	8	M	(308)234-9878	PO Box 4 4H DEPARTMENT
	Jellystone			87000-0000			
	GOS108	Huntley Farm And Home Builders					
—	GOS3821	Collie, Lassie	WY	6	M	(307)293-8743	193 1st St 4H DEPARTMENT
	Jellystone			87000-0000			
	GOS108	Huntley Farm And Home Builders					
—	GOS4184	Cowboy, Woody	WY	11	M	(307)938-4384	PO Box 112 4H DEPARTMENT
	Jellystone			87000-0000			
	GOS100	Lone Star					
—	GOS4229	Coyote, Wile	WY	6	M	(307)398-4234	239 Main 4H DEPARTMENT
	Jellystone			87000-0000			
	GOS103	Bent Barrels Crooked Arrows					
—	GOS4017	Finn, Huckleberry	WY	5	M	(307)927-4304	104 Main 4H DEPARTMENT
	Jellystone			87000-0000			
	GOS103	Bent Barrels Crooked Arrows					
—	GOS3800	Hood, Robin	WY	7	M	(307)394-0239	412 2nd St 4H DEPARTMENT
	Jellystone			87000-0000			
	GOS130	Kanine Kids					
—	GOS3839	Jetson, Elroy	WY	6	F	(307)983-5294	1234 Rd 41 4H DEPARTMENT
	Jellystone			87000-0000			
	GOS114	Rough Riders					
—	GOS4126	LaRamie, Jacque	WY	12	M	(307)298-3478	PO Box 11 4H DEPARTMENT
	Jellystone			87000-0000			
	GOS100	Lone Star					
—	GOS3709	Mouse, Minnie	WY	7	M	(307)349-8783	Box 93 4H DEPARTMENT
	Jellystone			87000-0000			

Figure 2. Livestock Exhibitors' List



Class Posting

Posting enters the judging results for each class. It can be done by class, by individual, or by scanner. The fast posting section is not covered as there are too much potential for errors.

The class posting screen displays all exhibitors for each class so places and awards are entered.

1. Click **Go to > Posting/Sweepstakes > Class**. See Figure 1.

Enter/Click Class to Post...	Items...	State Fair	Placings	Awards	COPY Item to Class...	NEW Item Number
J003001 20	00000067 GOS3547 Warthog, Pumbaa			4		
A001001 Scenery-Oil/Acrylic	00000064 GOS3717 Robot, Rosie					
A001002 Animal-Oil/Acrylic	00000061 GOS4126 LaRamie, Jacque					
A001004 Plant World-Oil/Acrylic	00000062 GOS3709 Mouse, Minnie			2	2	
A001006 People-Oil/Acrylic	00000060 GOS3839 Jetson, Elroy					
F001002 Reconditioned Tools for Home L	00000059 GOS3800 Hood, Robin			3		
F002004 Noxious Weeds	00000065 GOS4208 Rubble, Barney					
H017001 Any Level 1 Archery Exhibit-Age	00000066 GOS3926 Sailor, Sinbad					
H017002 Any Level 2 Archery Exhibit-Age	00000068 GOS3842 White, Snow			1	1	
H017003 Any Level 3 Archery Exhibit-Age						
H049002 Any Level 2 exhibit - Ages 11-13						
H056002 Any Level 2 exhibit - Ages 11-13						
H057001 Juniors (8-10 yrs old) - 1st or 2nd						
H061002 Any Level 2 exhibit - Ages 11-13						
H078014 Beef Cattle - Intermediate						
H078015 Beef Cattle - Junior						
J003001 Market Steer						
J003015 Market Beef - Heifer						
J003055 Lightweight Steers						
J013001 Market swine						

Figure 1. Class Posting



When ribbon colors are not displayed on the class posting screen, check the ribbon set assigned to the class through the premium table. Click the **Showing Placing Titles** button to review the current ribbon sets. See the Ribbon Sets tip sheet and the Premium Tables tip sheet for more information.

2. Highlight the **class being posted**. Use the judges' call sheet to complete the posting.

3. Click the **appropriate placing** button for each exhibitor.



The arrows above the exhibitors' names shift them to the left or right as needed.

4. Place a check in the **State Fair** box for each exhibitor qualifying for State Fair.
5. Click the **check box** for awards for grand champion and reserve champion, if needed.



Use the **Next Group** and **Prior Group** buttons when there are more than 15 exhibitors in a class.

Error Correction

- Click the correct placing when an exhibitor is posted to the incorrect placing.
- Click the exhibitor's name to remove a posting completely.



Individual Posting

Posting enters the judging results for each class. It can be done by class, by individual, or by scanner. The fast posting section is not covered as there are too many potential for errors using this method.

Use the individual method to bring up one item for a specific exhibitor to correct the posting.

1. Click **Go to > Posting/Sweepstakes > Individual**. See Figure 1.
2. Click the **Name** or **Item** button to list the exhibitors In the *Select Item by* section.
3. Highlight the **exhibitor**.
4. Make the necessary changes to the placing, awards, and State Fair. Notice that the placing amount and total item amount change to the appropriate amounts.



Click the **Clear Posting** button to delete the placing and/or awards.

Figure 1. Individual Posting



Write-Ins

The individual posting and class posting screens provide the capability of adding an exhibitor written in on the judge's call sheet.

1. Click the **Process Write-In** button.  The Exhibitor screen displays.
2. Highlight the exhibitor written in from the 4-H, FFA, or Open Class exhibitors.
3. Click the **Add New Items** button. The class automatically defaults to the class being posted. See Figure 1.
4. Click the **Add** button. The new exhibitor is added to the class.
5. Click the **Return** button. The posting screen displays for the posting class.

Department (Ex: A)...	Division (Ex: 001)...	Class (Ex: 001)...
Count > 4	Count > 0	Count > 0
A Fine Arts F FFA DEPARTMENT H 4H DEPARTMENT J JUNIOR SHOWS		

Class Items...		Count > 10
Selected Exhibitor...		
Brown, Sally M	Add	00000067 Warthog, Pumbaa
Current Class	Delete	00000068 White, Snow G
J003001	Return	00000059 Hood, Robin M
Title	Exit	00000060 Jetson, Elroy M
Market Steer		00000061 LaRamie, Jacqu
This Item		00000062 Mouse, Minnie A
Next Item		00000066 Sailor, Sinbad L
00000083		00000064 Robot, Rosie M
		00000065 Rubble, Barney M
		nnnnnnn9? Bird, Road Runner M

Figure 1. Write-In Exhibitor Defaults to Posting Class



Verify Livestock State Fair Data

The class posting and the individual posting screens include a field called **Verify Livestock State Fair Data**. This field is used to check that the exhibitors going to State Fair meet the qualifications. Currently, Wyoming is **not** verifying livestock data before it is sent to State Fair.



Scanner Posting

The program supports scanner posting using bar codes on the item tags, judge's call sheets, and placing targets. Scanner posting is used at State Fair and works well.



Be sure to print bar codes on item tags and judges' call sheets when using the scanner posting method.

Recommended Bar Code Scanners

Here are the recommended bar code scanners.

- Wasp Barcode CCD Scanner for PC
- Wasp Barcode Laser Scanner for PC
- Wasp Barcode CCD LR Scanner for PC

Placing Targets

The placing target sheets provide the bar codes for places 1 through 12, Yes, No, and Enter. Be sure to print both sheets.

1. Click **Go to > Posting/Sweepstakes > Scanner**. See Figure 1 on page 2.
2. Click the **Print Placing Targets (1-6)** button.
3. Click the **Print Placing Targets (7-12)** button. See Figure 2 on page 2 for an example.

Scanner Posting

Barcode Scanner Posting... Verify Livestock State Fair Data

Scanned Item

Re-Scan
Exit
Print Placing Targets (1 - 6)
Print Placing Targets (7 - 12)

Item Information...

Exhibitor Id	Exhibitor Name	Item Class	Premium Class	Total Item Amount
<input type="text"/>				
Ear Tag	Method			
<input type="text"/>	<input type="text"/>			
Enter Placing *	Enter Award(s) *	State Fair *		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Placing Amount	Award(s) Amount			
<input type="text"/>	<input type="text"/>			

Show Placing Titles

* Note: Scanning the 'Enter' target on the Scanner Posting Target sheet will erase any contents of the current field and place the cursor in the next field. It is equivalent to erasing the field.

If the cursor is placed in a field that already contains data and you want to retain that data, scan that same value to get to the next field. Do not scan the 'Enter' target.

Figure 1. Scanner Posting

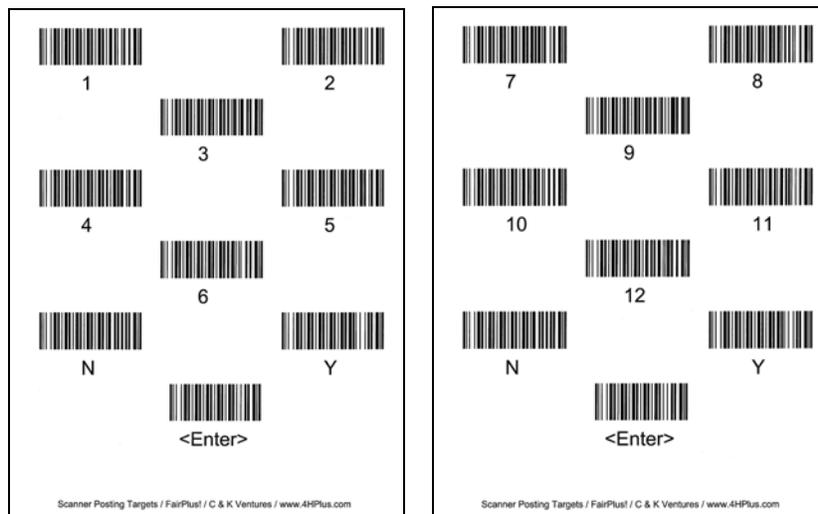


Figure 2. Placing Targets

Posting Process

1. Click **Go to > Posting/Sweepstakes > Scanner.**
2. Scan the **bar code information** from the item tag or judges' call sheet.
3. Scan the **placing information** from the placing targets sheet.
4. Scan the **Enter** bar code.



Sweepstakes

Sweepstakes are used to reward an exhibitor with a large number of entries. Points are assigned to each placing for 4-H and Open Class exhibitors. FFA sweepstakes are based on chapter or individual exhibitor. For example, an exhibitor with several third place finishes can win a sweepstakes over an exhibitor with one first place finish. Several different sweepstakes contests can be run.

FFA Sweepstakes

1. Click **Go to > Posting/Sweepstakes > Sweepstakes > FFA**. See Figure 2.
2. Highlight the **divisions involved** in the sweepstakes.

FFA Sweepstakes...

FFA Divisions...

- F001 AGRICULTURAL MECHANICS
- F002 AGRONOMY
- F003 CLASSROOM
- F004 SHOWMANSHIP
- F005 ROUND ROBIN SHOWMANSHIP
- F006 HERDSMANSHIP

Exclude Classes...

- F001001 Phases of Agriculture Safety
- F001002 Reconditioned Tools for Ho
- F001003 Skill Board - Arc Welding
- F001004 Skill Board - Oxygen-Acetylk
- F001005 Skill Board - Electricity
- F001006 Skill Board - Any Four Skills
- F001007 Wood Construction - projec
- F001008 Wood - cabinet and box-ty
- F001009 Wood - items used in farm/r
- F001010 Wood - farm/ranchstead cc
- F001011 Metal - small hand tools
- F001012 Metal - handcrafted hardwa
- F001013 Wood/Metal - farm/ranch c
- F001014 Metal - small shop equipmer
- F001015 Metal - small shop equipmer
- F001016 Metal - medium shop equipr
- F001017 Metal - medium shop equipr
- F001018 Metal - large shop equipmer
- F001019 Metal - large shop equipmer
- F001020 Wood - small service utility e
- F001021 Metal - small service utility e
- F001022 Wood/Metal - small service
- F001023 Metal - box type projects
- F001024 Metal - pick up convenienc
- F001025 Metal/Wood - pickup flat be
- F001026 Metal - pick up convenienc

Base Calculations on...

Chapter

Exhibitor

Enter Title...

FFA Mechanics & Agronomy

Process / Print

Return

Figure 1. FFA Sweepstakes



Classes can be excluded from the sweepstakes by selecting them in the *Exclude Classes* list. This list can be multi-selected.

3. Select if the calculations are based on **Chapter** or **Exhibitor**.
4. Type the **sweepstakes contest title**. Press **Enter**.
5. Click the **Process/Print** button. See Figure 2 for an example of the chapter report.
See Figure 3 for an example of the exhibitor report.

FairPlus! FFA SweepStakes Report (by Chapter) for FFA Mechanics/5/5/2006... Page 1	
FFA40	5.00
FFA10	3.00
FFA12	3.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00

Figure 2. FFA Sweepstakes by Chapter

FairPlus! FFA SweepStakes Report (by Exhibitor) for FFA Mechanics/5/5/2006... Page 1		
FFA1002	Magoo, Quincy	3.00
FFA4057	Hood, Robin	3.00
FFA1239	Lightyear, Buzz	3.00
FFA4039	Duck, Daffy	2.00

Figure 3. FFA Sweepstakes by Exhibitor

4-H and Open Class Sweepstakes

1. Click **Go to > Posting/Sweepstakes > Sweepstakes**.
2. Select **4-H** or **Open Class** from the menu. See Figure 4 on page 3.
3. Select **department, division, or classes**.
4. Enter **placing point values** for 1st through 12th as needed.
5. Type the **sweepstakes title**.
6. Click the **Add Classes** button.
7. Click **Process/Print**. See Figure 5 on page 3 for a sample report.



Click the **Start Over** button to run another sweepstakes contest.

Sweepstakes

<p>Department</p> <ul style="list-style-type: none"> A Fine Arts F FFA DEPARTMENT H 4H DEPARTMENT J JUNIOR SHOWS 	<p>Division</p> <ul style="list-style-type: none"> J001 BREEDING BEEF J002 FEEDER CALVES J003 MARKET BEEF J004 DAIRY CATTLE J005 DAIRY GOATS J006 MEAT GOATS J007 HORSE SHOW - HALTER CLA J008 HORSE SHOW - PERFORMAN J009 RABBITS J010 BREEDING SHEEP J011 MARKET LAMBS J012 BREEDING SWINE J013 MARKET SWINE J014 WOOL J015 POULTRY 	<p>Class</p> <div style="border: 1px solid black; height: 100px;"></div>																								
<p>Select Classes Via...</p> <p><input type="radio"/> Department(s)..</p> <p><input checked="" type="radio"/> Division(s)...</p> <p><input type="radio"/> Class(es)...</p>	<p>Enter Placing Point Values...</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>1st</td><td><input type="text" value="5"/></td> <td>7th</td><td><input type="text"/></td> </tr> <tr> <td>2nd</td><td><input type="text" value="4"/></td> <td>8th</td><td><input type="text"/></td> </tr> <tr> <td>3rd</td><td><input type="text" value="3"/></td> <td>9th</td><td><input type="text"/></td> </tr> <tr> <td>4th</td><td><input type="text" value="2"/></td> <td>10th</td><td><input type="text"/></td> </tr> <tr> <td>5th</td><td><input type="text" value="1"/></td> <td>11th</td><td><input type="text"/></td> </tr> <tr> <td>6th</td><td><input type="text"/></td> <td>12th</td><td><input type="text"/></td> </tr> </table>	1st	<input type="text" value="5"/>	7th	<input type="text"/>	2nd	<input type="text" value="4"/>	8th	<input type="text"/>	3rd	<input type="text" value="3"/>	9th	<input type="text"/>	4th	<input type="text" value="2"/>	10th	<input type="text"/>	5th	<input type="text" value="1"/>	11th	<input type="text"/>	6th	<input type="text"/>	12th	<input type="text"/>	<p>Enter Sweepstakes Title</p> <p><input type="text" value="Market Beef Sweepstakes"/></p> <p>Class Count: 0</p> <p style="text-align: right;"> <input type="button" value="Start Over"/> <input type="button" value="Add Classes"/> <input type="button" value="Process / Print"/> <input type="button" value="Return"/> </p>
1st	<input type="text" value="5"/>	7th	<input type="text"/>																							
2nd	<input type="text" value="4"/>	8th	<input type="text"/>																							
3rd	<input type="text" value="3"/>	9th	<input type="text"/>																							
4th	<input type="text" value="2"/>	10th	<input type="text"/>																							
5th	<input type="text" value="1"/>	11th	<input type="text"/>																							
6th	<input type="text"/>	12th	<input type="text"/>																							

Figure 4. 4-H & Open Class Sweepstakes

FairPlus! SweepStakes Report for Market Beef Sweepstakes^{5/5/2006} Page 1		
GOS3842	White, Snow	5
GOS3709	Mouse, Minnie	4
GOS3800	Hood, Robin	3
GOS3547	Warthog, Pumbaa	2

Figure 5. 4-H Sweepstakes Report



Unposted Class Report

Print the unposted class report to find any class with exhibitors that have not been posted.

1. Click **Go to > Posting/Sweepstakes > Posting Reports.**
2. Click the **Unposted Class Report** button. See Figure 1 for a sample report.

FairPlus! UnPosted Class Report...		5/5/2006 4:10:49 PM	Page 1
A001001	Scenery-Oil/Acrylic		
A001002	Animal-Oil/Acrylic		
A001004	Plant World-Oil/Acrylic		
A001006	People-Oil/Acrylic		
H017001	Any Level 1 Archery Exhibit-Ages 8-10		
H017002	Any Level 2 Archery Exhibit-Ages 11-13		
H017003	Any Level 3 Archery Exhibit-Ages 14-19		
H045002	Any Level 2 exhibit - Ages 11-13		
H049002	Any Level 2 exhibit - Ages 11-13		
H056002	Any Level 2 exhibit - Ages 11-13		
H057001	Juniors (8-10 yrs old) - 1st or 2nd yr in project		
H061002	Any Level 2 exhibit - Ages 11-13		
H078014	Beef Cattle - Intermediate		
H078015	Beef Cattle - Junior		
J003015	Market Beef - Heifer		
J003055	Lightweight Steers		
J013001	Market swine		
UnPosted Class Count: 17			

Figure 1. Unposted Class Report



Distributed Data Processing Setup

Synchronize Time and Set Machine ID

- Close the FairPlus! program.
- Synchronize system dates and times between the master and slave computers.
 - Check the master computer to be sure it has the current date and time.
 - Compare the date and time on the slave computers.
 - Make adjustments on their dates and times as needed.
- Open the FairPlus! program.
- On the master computer, click **Go to > Distributed Data Processing > Setup > Set Machine ID.**
- Set the machine ID to 1.
- Enter a unique name (i.e., Master Computer).
- On the slave computers, click **Go to > Distributed Data Processing > Setup > Set Machine ID.**
- Set the machine ID to a number selected from 2 through 99. Enter a unique name for each computer showing where it will be used. **Be sure each machine ID and name on the slave computers is unique!** For example, there must not be two or more computers with a number 2 machine ID.
- The program closes. Reopen the program and click **Who Am I?** on the menu toolbar. Double check the machine ID numbers and system times.

Select Exchange Method

- Click **Go to > Distributed Data Processing > Setup > Select Exchange Method**.
- Decide on the media to be used to exchange data files between computers.
 - 3 ½" diskette
 - Zip disk
 - USB flash disk
- A USB flash disk is used to illustrate the process. It works the same for the other media types.
- Insert it into a USB port.
- Be sure the USB flash disk is empty.
- Click the **USB Flash Disk** tab.
- Click the **Use this system** check box.
- Click the **USB drive letter** radio button.
- Click the **Test Flash Disk Now** button.
- A confirmation message, "Flash disk tests Ok!" displays. Click **OK**.
 - The error message, "Flash disk failure" displays when this test fails. Click **OK**. Be sure the drive letter is correct and that the USB flash drive is inserted in the port correctly.

Initialize Time Stamps - Master Computer Only

- Time stamps are initialized on the master computer only. This option is inactivated on the slave computers.
- Time stamps are initialized **only one time** during a fair.
- The time stamp is used so that the data has a base time set and the program knows which data to add.
- Click **Go to > Distributed Data Processing > Dist Data Utilities > Initialize Time Stamps**.
- Enter the **fair supervisor password**.
- Click the **Initialize Time Stamps** button.

- If it is decided that the time stamps **must** be reinitialized, call the Communications and Technology office **first!**

Check Time Stamp Initialization

- Create an exchange file and check the time stamps to be sure they are correct.
- Click **Create** from the toolbar.
- Click the **Clear and create new file** radio button.
- Click the **All** button to select all the departments.
- Click the **Create/append Exchange file** button.
- Click **View** from the toolbar when the progress bars are done.
- Highlight the **Exchange01.fxd** file.
- Check the time stamps. The format is YYYYMMDDHHMMSS.
- Data is ready to be distributed for this year when the date is current. The date will not change each time a file is created.
 - If the date is not current for this year, redo the steps in the *Initialize Time Stamps* section.
 - If there is still a problem, contact Communications and Technology at (307) 766-3702 or (307) 766-3194.



Distributed Data Processing

Distributed data processing allows multiple computers to be used anywhere in a fair. One computer is designated as the primary or master computer. The master computer has full access to the FairPlus! program. Up to 99 remote or slave computers can be used to enter methods, premiums, departments, divisions, classes, exhibitors, and posting information. The remote computers do not have access to the financial data.

It is important to plan how to set up the primary and remote computers before the distributed data processing utility is configured. Decide which computer is the primary computer. Only one system can be used as the primary computer. It must be designated as machine number 1. All the remote computers are set up using machine numbers 2 through 99. It is important the computer numbers be assigned and that they are not duplicated. For example, if two computers are designated as computer number 4, it causes fatal errors with the data. Also, decide on machine names for the remote computers that describe where the systems are being used. As an example, use the name "Beef Shows" for a computer being used for those shows.

A fair supervisor password needs to be established before configuring distributed data processing. See the Password Entry tip sheet for more information.



Do not restore information from another system using the Backup utility because it corrupts the data. Be sure to use only the exchange files to move data between the primary and remote computers.

Synchronize System Dates

Distributed data processing uses time stamping to keep track of the data to be added to the primary and remote computers. Changes are marked with the time of the change.

The program uses the most current record by reviewing the time stamps when the data is loaded. In order for this to work correctly, it is important the system date and time is coordinated or synchronized between each computer. It works best to have the computers close to one another when this is done.

Who Am I?

1. Click **Go to > Main > Who Am I?** See Figure 1.

The screenshot shows a web interface for 'Who Am I?'. On the left, there are four input fields: 'Machine Id Number' with the value '1', 'Machine Id Name' with 'Sharon', 'System Time' with '6/5/2006 1:00:44 PM', and 'Fair Name' with 'County Fair'. Below these is a note: 'Note: The Fair Name can only be set via [Goto] [Distributed Data Processing] [Setup] [Set Machine Id / Fair Name]'. At the bottom is a 'Return' button. On the right, an 'Information:' box contains text explaining machine IDs: '0' for no setup, '1' for master/main machine, and '2-98' for remote posting machines. It also mentions that all machines must have the same Fair Name for data exchange.

Figure 1. Who Am I?

2. Display this screen for each computer being used in distributed data processing.
3. This is a display-only screen. Compare the date and system time for each computer.



Be sure that the am or pm is correct for each computer. Data will be lost if one computer is using am and another computer is using pm.

Change Date and System Time

1. Close the FairPlus! program.

2. Right-click the time located in the lower, right-hand corner of the Windows screen.



3. Left-click **Adjust Date/Time**. The *Date/Time Properties* window displays.
4. Make adjustments as needed.

Setup

Add the machine ID after the system date and time are coordinated. Remember, the primary or master computer must be machine number 1. Only one system can be the primary computer. Make a note of the unique machine number and machine name for each of the remote or slave computers.

Primary Computer Setup

1. On the primary computer, click **Go to > Distributed Data Processing > Setup > Set Machine ID/Fair Name**. See Figure 2.

A screenshot of a Windows dialog box titled "Set Machine Id Number and Name...". The dialog has a light blue background. On the left, there is a text input field labeled "Enter Fair Name:" with the text "County Fair" entered. In the center, there is a section titled "Machine Id..." containing two input fields: "Machine Number:" with the value "1" and "Machine Name:" with the value "Sharon". On the right side, there is a "NOTE:" section with the following text: "NOTE: The main computer must be set to number '1'. Only one of the fair computers (if you are doing remote posting with multiple computers) can be set to number '1' or you will experience fatal errors. You have been warned!" Below the note is another note: "Note: After entering a Machine Id Number (or changing the number) the program will close and exit automatically. Re-enter to correctly set all menu features!". At the bottom right of the dialog is a yellow button labeled "Save / Return".

Figure 2. Set Machine ID & Name

2. Enter the **fair supervisor password** in the *Password* field. Press **Enter**.
3. Enter **1** in the *machine ID number* field. Press **Enter**.
4. Enter a **descriptive name** in the *Name* field. Press **Enter**.
5. Enter the **fair name**.
6. Click **Save/Return**. The program closes and updates the machine information.

Remote Computer Setup

1. On the primary computer, click **Go to > Distributed Data Processing > Setup > Set Machine ID/Fair Name**.

2. Enter the **fair supervisor password** in the *Password* field. Press **Enter**.
3. Enter a number from **2** through **99** in the *machine ID number* field. Press **Enter**.
4. Enter a **descriptive name** in the *Name* field. Press **Enter**.
5. Enter the **fair name**.
6. Click **Save/Return**. The program closes and updates the machine information.



Reopen the program on the master computer and the slave computers. Display the *Who Am I?* screen. Confirm the date and system time are coordinated. Also, be sure the fair name is the same for all computers.

Select Exchange Media

One of three types of media is used to exchange files: 3 ½” diskettes, zip disks, or USB flash disks. The network option is currently unavailable. The USB flash disk is the most reliable method. Complete the exchange media selection on the master computer and on all the slave computers. The USB flash disk is used to illustrate the process.



Be sure the USB flash disk is empty. With the diskette exchange method, use a new box of diskettes and plan on using two diskettes in the event one of them fails.

1. Click **Go to > Distributed Data Processing > Setup > Select Exchange Method**.
2. Click the **USB Flash Disk** tab.
3. Insert the USB flash drive.
4. Select the **disk drive letter**.



Use Windows Explorer to locate the USB disk drive letter. Right-click the Start button, and left-click Explore. Look for the USB Memory drive letter.

5. Click the **Test Flash Disk Now** button.
6. Click **OK** to confirm the flash disk tests OK.

Initialize Time Stamps

Time stamps are used to establish a base time for the data so the program knows which data to add. Set time stamps for the data on the master computer and **not** on the slave computers. This ensures that fresh time stamps are available for the current fair.



Time stamps are initialized only on the master computer and are done one time only during a fair! **Do not** initialize time stamps a second time because data will be lost when it is exchanged between the master computer and the slave computers. Please contact the Communications and Technology office when it appears there are problems with the time stamps.

1. Click **Go to > Distributed Data Processing > Distributed Data Utilities > Initialize Time Stamps**.
2. Enter the **fair supervisor password**. Press **Enter**.
3. Click the **Initialize Time Stamps** button.

Data Exchange File

The data exchange file is the method used to move information between computers.

1. Click **Go to > Distributed Data Processing > Create**. The Create Data Distribution File screen displays. See Figure 3 on page 6.
2. Click **Clear and create new file**. This is the preferred method of creating a file over appending the data to an existing file.
3. Click **All exhibitors for item entry in selected departments**.
4. Click **Build by Department**.
5. Click the **All** button to select all the departments.
6. Click **Create/Append Exchange File** button.
7. Click **Exit** when the process is completed.

Create Data Distribution File...

Data Exchange File Method...
 Append data to existing file.
 Clear and create new file.

Exhibitor Exchange Selection...
 Exb. needed to support selected department(s)
 All Exb. for item entry in selected department(s)

Data Exchange File Level...
 Build by Department
 Build By Divisions

Select Departments to Exchange...

A	Fine Arts
F	FFA DEPARTMENT
H	4H DEPARTMENT
J	JUNIOR SHOWS

None All

Create/Append Exchange File

Note: Because the Department(s) to Exchange list box is multi-select, the best procedure is to select all desired Departments to exchange at once and do a 'Clear and create'. If you decide to add other Department(s) to an existing file, you can select the new Department(s) and do an 'Append data to existing file'.

Exit

Methods	Records Included:
0%	
Premiums	
0%	
Departments	
0%	
Divisions	
0%	
Classes	
0%	
Items	
0%	
Exhibitors	
0%	
Ribbon Data	
0%	

Figure 3. Create Data Distribution File

Copy the Data Exchange File

1. Click **Go to > Distributed Data Processing > Exchange > Copy Files to USB Flash Disk**. The Sending Data Distribution File screen displays.
2. Insert the USB flash drive.
3. Click the **Check USB Flash Disk** button. The program searches for a valid USB flash disk. The other buttons in the section are active when the disk passes the test.
4. Click the **List Files** button to be sure the disk does not have files on it. Files display in the *Files Found* section.
5. Click the **Clear USB Flash Disk** button to delete files on the disk. The progress bar shows 100% when completed.
6. Click the **Copy Data Exchange File** button. Wait for the progress bar to show 100% and the hourglass cursor to clear. The exchange file is copied to the USB disk.

Load the Data Exchange File

After copying the exchange file, take the USB flash disk to the slave computer to load the data.

1. On the remote or slave computer, click **Go to > Distributed Data Processing > Exchange > Copy Files from USB Flash Disk**. The *Receive Data Distribution File* screen displays. See Figure 4.

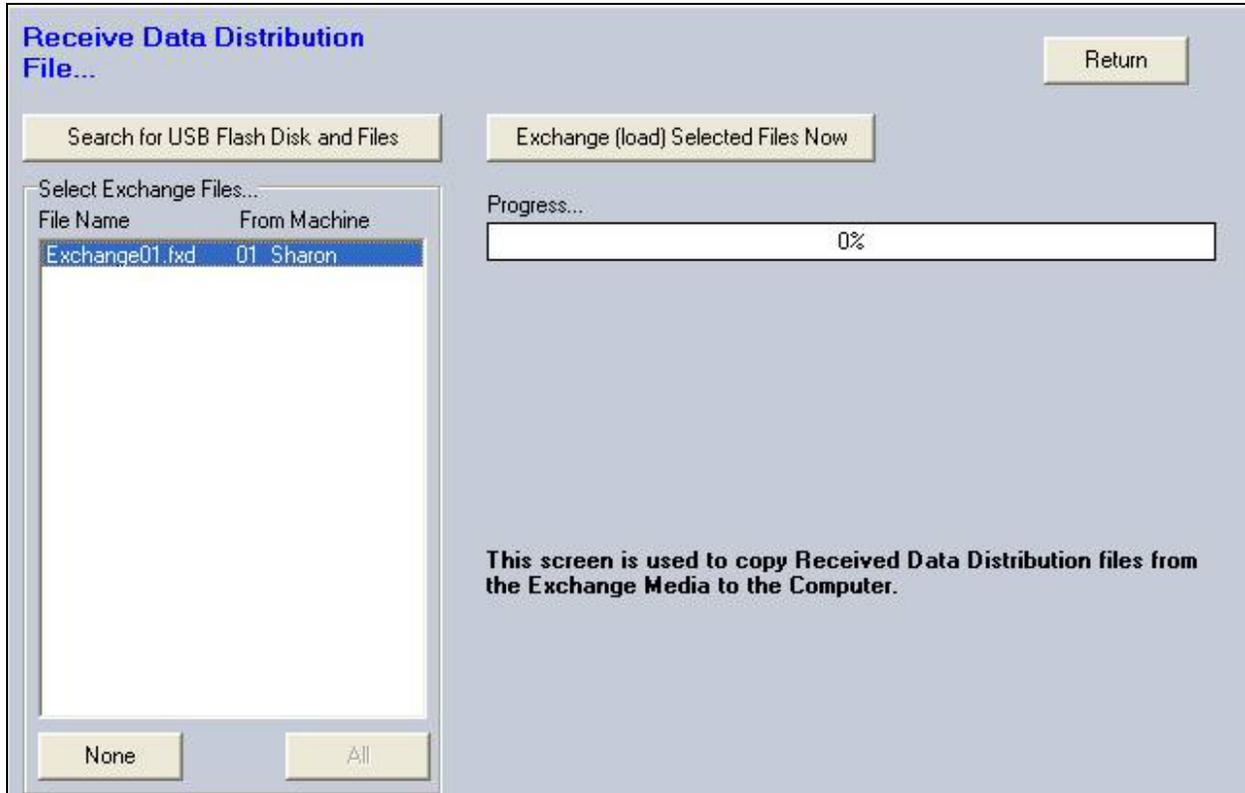


Figure 4. Load Data Distribution File

2. Insert the USB flash disk.
3. Click **Search for USB Flash Disk and Files**. The file name and machine description display in the *Select Exchange Files to Load* list.
4. Highlight the file.
5. Click the **Exchange (Load) Selected Files** button. The data exchange file is copied to the hard drive. The progress bar shows 100% when completed.



Loading the file does not add the data to the program. Be sure to process the file after it is loaded.

6. Click the **Return** button.

Process the Data Exchange File

Processing the file actually adds the data to the program.

1. Click **Go to > Distributed Data Processing > Process**. See Figure 5.

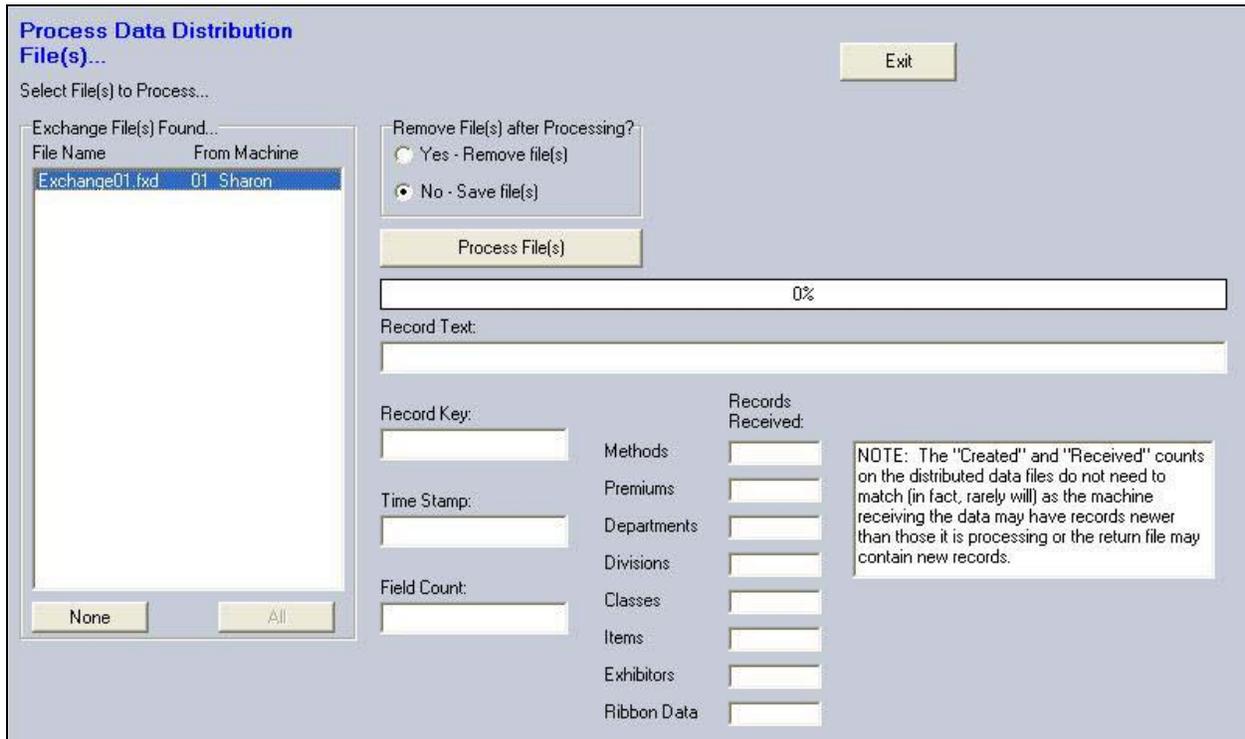


Figure 5. Process Exchange File

2. Highlight the **exchange file**.
3. Click **No** to delete the file after processing.
4. Click the **Process Files** button. The progress bar displays 100% when completed.
5. Click **Exit**.
6. Click **Update Disk** on the toolbar to ensure the newly loaded data is saved to the hard drive.



Check Style

There are three check styles available in the program. Check style one and style three have two stubs. Check style two has one stub. One stub allows more space for printing an exhibitor's account information. Styles one and three are Deluxe check number 081064. Style two is Deluxe check number 080189.

1. Click **Go to > Financial > Select Check Style**. See Figure 1.

Fair Premium / Auction Check Account Information...

Checks are written on SAME account...
 Checks are written on DIFFERENT accounts

NOTE: This setting is VERY important to prevent duplication of check numbers. If the check blanks used for the Auction are different in any way from the fair premium checks, select the DIFFERENT account button.

Return

Select Check Form Style...

Style One	Style Two	Style Three
4-H Lake County Fair CHECK	4-H Lake County Fair CHECK	4-H Lake County Fair CHECK
4-H Lake County Fair STUB	4-H Lake County Fair	4-H Lake County Fair STUB
4-H Lake County Fair COPY (Check)	STUB	4-H Lake County Fair COPY (Stub)

Use Style One (Deluxe 081064) Use Style Two (Deluxe 080189) Use Style Three (Deluxe 081064)

Figure 1. Check Styles

2. Select the radio button for fair and auction checks written on the **same** account or on a **different** account.
3. Select the radio button for the **desired check style**.



Check Loading

Printing checks is easier with a few preprinting tests. It is dependent upon the type of checks and the printer being used. The Check Loading menu contains instructions on loading checks as well as a print test option.

1. Click **Go to > Financial > Check Loading**. See Figure 1.

Single page check loading instructions:

Basically, there are two types of laser printers. One type requires that forms be placed in the paper tray face up. The second type requires that forms be placed in the paper tray face down.

This is not a problem EXCEPT, with pre numbered forms such as check blanks. All printers feed from the top of the paper tray. If the forms are loaded face up, all is well. Check blank number one will be used before check blank number 2, then check blank number 3, etc.

However, if the forms are inserted face down (for explanation purposes, assume check blanks 1 thru 10 were placed in the paper tray), because the printer pulls the sheets from the top of the stack, the printer would first pull check blank 10, then blank 9, then 8, etc. The program would however be assuming it is printing check 1, then 2, then 3, etc. Needless to say, quite a mess!

The answer to the problem, if your printer loads face down, is to re-shuffle the blanks so that the top sheet on the paper stack (even though face down) is still check blank 1, the next check blank is 2 (face down), etc.

If you have any questions, please call your program support contact.

Not sure of your printer's paper loading orientation? Write 'TOP' and 'FRONT' a piece of paper, place in printer tray and click the [Print Test] button below.

Print Test Return

Figure 1. Check Loading

2. Read the instructions. They are very helpful in understanding what needs to be considered when printing checks without problems.
3. The main issue is if the printer prints on the top side of the paper in the tray or on the back side. The **Print Test** button helps determine which side is used. Write “top

front” on a piece of plain paper. Place it face up in the printer tray. Click the **Print Test** button and review the page after it prints.

4. Is “top front” printed on the same side of the paper as the handwritten “top front?” Is it the same orientation? Is it printed right-side up or upside down relative to the handwritten words? Make adjustments as needed. Make a note of how checks are loaded after determining the proper way to load checks.
5. There should not be a problem printing checks if the checks are loaded face up in the paper tray. Just place the stack of numbered checks face up in the paper tray. Make sure the top is oriented in the appropriate direction for the printer.
6. Checks may need to be restacked if the paper is loaded face down in the paper track. Restack checks so that the number one is face down and on top of the stack, number two is face down and beneath number one, etc. Note that most preprinted checks do not come this way. In addition, make sure that the top of the check is oriented in the appropriate direction for the printer.



Digital Signatures

An option is available to print digital signatures on checks. Four digital signatures can be added, with one selected to print on a check. The signatures are scanned and saved as a .bmp file.

Scan Signatures

1. Have each individual authorized to sign checks write their signature on a piece of blank, white paper. Black ink usually works the best.
2. Scan each signature individually.
3. Save each signature individually. The signature files are Sig1.bmp, Sig2.bmp, Sig3.bmp, and Sig4.bmp.
4. Copy these files to the C:\CKV\Fairplus\WY\Files folder.

Setup Digital Signatures

1. Click **Go to > Financial > Checks > Print**. See Figure 1.

Return Checks To Print Starting Check Number
Process Required Funds Ending Check Number Printing Check
STOP! Digital Signature
Digital Signature... (Click on desired signature)
Mickey Mouse Daffy Duck
Minnie Mouse Fred Flintstone

Figure 1. Digital Signatures

Digital Signatures

2. Check the **Digital Signature** box.
3. The four available signatures display. Select the radio button for the **desired signature**.
4. Click **Return**.



Exhibitor Accounts

Exhibitor accounts include the financial information for each exhibitor. Several functions are available including issuing individual checks, entering deductions and refunds, and entering cash payoffs.

Individual Accounts

1. Click **Go to > Financial > Exhibitor Accounts (Exhibitor Acnts)**.
2. Click the **ID** button to list exhibitors by **ID** or the **Name** button to list exhibitors by name. See Figure 1.

List Exhibitors By...

Id

Name

OR GOS3617 Count 140

- 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
- GOS3827 Chipmunk, Alvin
- GOS3617 Chipmunk, Chip

Exhibitor Information...

Id

Name

Street

City

State

Zip

SSN

Deductions:		Deposit:	0.00
	0.00	(+)	Total Earned:
	0.00	(-)	Class/Lot Fees:
Refunds:		(-)	Total Deductions:
	0.00	(+)	Total Refunds:
	0.00	(-)	Paid by Check:
		(-)	Paid by Cash:
		Checks:	Due Exhibitor:
		0.00	8.00

Action...

Return	Partial Pay by Cash
Payoff by Check	Enter/Chng Deducts
Payoff by Cash	Enter/Chng Refunds
Partial Pay by Chk	Enter Deposit

Item	Place	Awd	Amount	Class
00000038	3-B		8.00	H078015 Beef Cattle - Ju
00000058			0.00	J003055 Lightweight Stee

Item Count	2
Items Paid	1

Figure 1. Exhibitor Accounts

3. Highlight the exhibitor. The exhibitor's name, address, placings, fees, deductions, and awards display.
4. Several actions are available: payoff by check or cash, partial payment by check or cash, enter deductions and refunds, and enter deposit.

Payoff by Check

1. Make a note of the check number. Load it in the printer.
2. Click the **Payoff by Check** button.
3. A confirm message displays so the next printable check number is verified. See Figure 2.

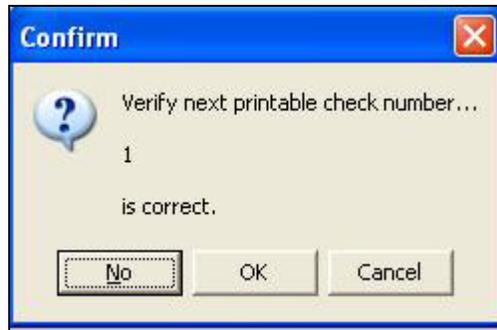


Figure 2. Confirm Check Number

4. Click **No** to change the check number.
5. Type the next available check number. Click **Return**.
6. Click **Payoff by Check**.
7. Click **OK** to verify the check number and to verify the check amount.
8. The check number displays in the check area. See Figure 3 on page 3.



A check is not printed again for an exhibitor when a batch printing is done.

Exhibitor Accounts

The screenshot displays the 'Exhibitor Information...' window. At the top, it shows the exhibitor's name 'Chipmunk, Chip' and ID 'GOS3617'. Below this, the address is listed as 'PO Box 4' in 'Jellystone', 'WY', with zip code '87000-0000' and SSN '520-25-7936'. A financial summary section includes fields for Deductions (0.00), Refunds (0.00), Deposit (0.00), Total Earned (8.00), Total Deductions (0.00), Total Refunds (0.00), Paid by Check (8.00), Paid by Cash (0.00), and Due Exhibitor (0.00). A red arrow points to the 'Checks:' section, which contains a text box with the number '01002F'. Below this is a table of items:

Item Count	Item	Place	Awd	Amount	Class
2	000000038	3-B		8.00	H078015 Beef Cattle - Jur
	000000058			0.00	J003055 Lightweight Stee

At the bottom left, there is a section for 'Items Paid' with a value of 1.

Figure 3. Check Number

Partial Payoff by Check

A partial payment can be made to an exhibitor. The balance is then paid by cash or by check at a later time.

1. Make a note of the check number. Load it in the printer.
2. Click the **Partial Pay by Check** button.
3. A confirm message displays so the next printable check number is verified. See Figure 2 on page 2.
4. Click **No** to change the check number.
5. Type the next available check number. Click **Return**.
6. Click **Partial Pay by Check**.
7. Click **OK** to verify the check number and to verify the check amount.
8. The check number displays in the check area. See Figure 3.

Payoff by Cash

1. Click the **Payoff by Cash** button.
2. A confirm message displays to verify the cash amount is correct. Click **OK**. See Figure 4.

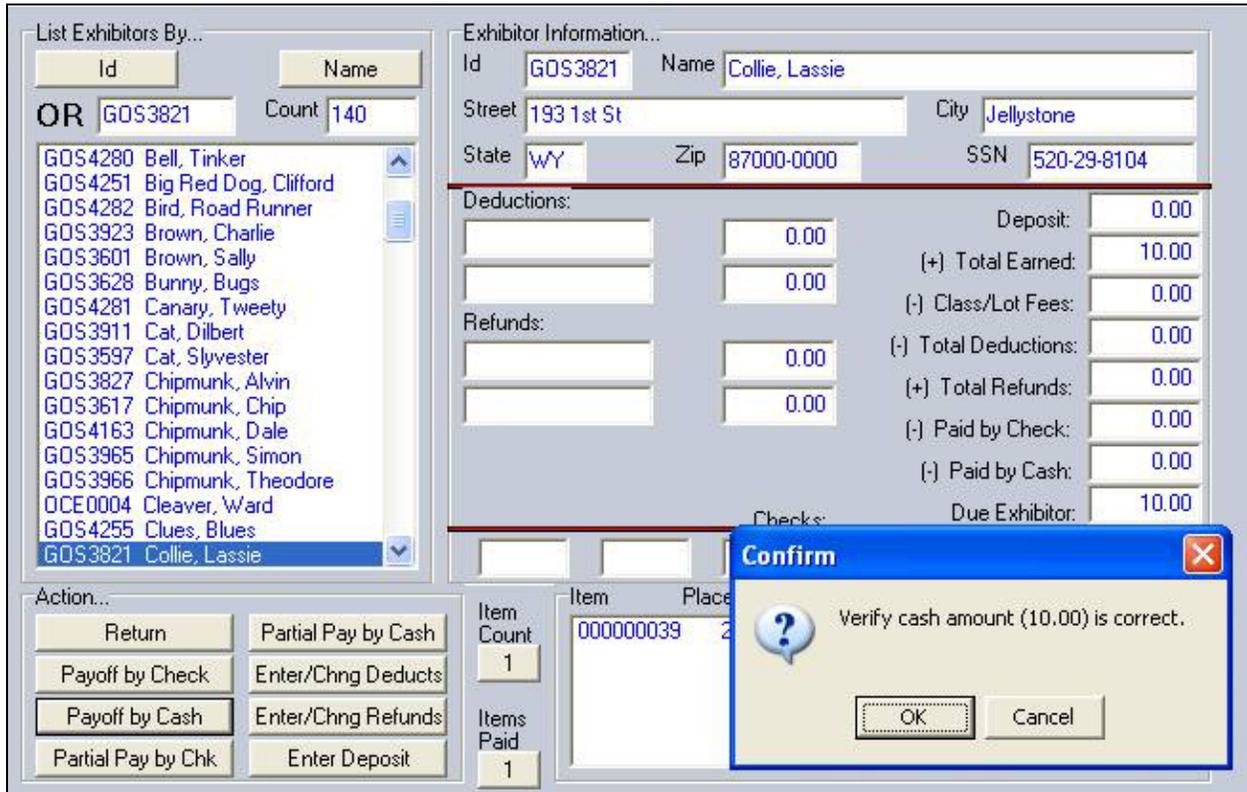


Figure 4. Payoff by Cash

3. Click **OK** to verify the amount.
4. The exhibitor account reflects the amount paid by cash. See Figure 5 on page 5.
5. The balance changes to reflect the amount paid.

Exhibitor Accounts

List Exhibitors By...

Id	Name	Count
OR GOS3821		140

- 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
- GOS3827 Chipmunk, Alvin
- GOS3617 Chipmunk, Chip
- GOS4163 Chipmunk, Dale
- GOS3965 Chipmunk, Simon
- GOS3966 Chipmunk, Theodore
- OCE0004 Cleaver, Ward
- GOS4255 Clues, Blues
- GOS3821 Collie, Lassie

Exhibitor Information...

Id: Name:

Street: City:

State: Zip: SSN:

Deductions:		Deposit: <input type="text" value="0.00"/>
<input type="text"/>	<input type="text" value="0.00"/>	(+ Total Earned: <input type="text" value="10.00"/>
<input type="text"/>	<input type="text" value="0.00"/>	(-) Class/Lot Fees: <input type="text" value="0.00"/>
Refunds:		(-) Total Deductions: <input type="text" value="0.00"/>
<input type="text"/>	<input type="text" value="0.00"/>	(+ Total Refunds: <input type="text" value="0.00"/>
<input type="text"/>	<input type="text" value="0.00"/>	(-) Paid by Check: <input type="text" value="0.00"/>
		(-) Paid by Cash: <input style="color: red;" type="text" value="10.00"/>
Checks:		Due Exhibitor: <input type="text" value="0.00"/>

Action...

<input type="button" value="Return"/>	<input type="button" value="Partial Pay by Cash"/>
<input type="button" value="Payoff by Check"/>	<input type="button" value="Enter/Chng Deducts"/>
<input style="border: 1px dashed gray;" type="button" value="Payoff by Cash"/>	<input type="button" value="Enter/Chng Refunds"/>
<input type="button" value="Partial Pay by Chk"/>	<input type="button" value="Enter Deposit"/>

Item Count	Item	Place	Awd	Amount	Class
1	000000039	2-SF		10.00	H078015 Beef Cattle - Ju

Figure 5. Paid by Cash Balance

Partial Payoff by Cash

1. Click the **Partial Pay by Cash** button.
2. Enter the **cash amount** being paid. See Figure 6 on page 6.
3. Press **Enter**.
4. A confirm message displays to verify the cash amount is correct. Click **OK**.
5. Click **OK** to verify the amount.
6. The exhibitor account reflects the amount paid by cash. See Figure 7 on page 6.
7. The balance changes to reflect the amount paid.

Exhibitor Accounts

List Exhibitors By...

Id	Name	Count
OR GOS4184		140
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	
GOS3827	Chipmunk, Alvin	
GOS3617	Chipmunk, Chip	
GOS4163	Chipmunk, Dale	
GOS3965	Chipmunk, Simon	
GOS3966	Chipmunk, Theodore	
OCE0004	Cleaver, Ward	
GOS4255	Clues, Blues	
GOS3821	Collie, Lassie	
GOS4184	Cowboy, Woody	

Exhibitor Information...

Id: Name:

Street: City:

State: Zip: SSN:

Deductions:	Deposit: <input type="text" value="0.00"/>
<input type="text" value="0.00"/>	(+) Total Earned: <input type="text" value="12.00"/>
<input type="text" value="0.00"/>	(-) Class/Lot Fees: <input type="text" value="0.00"/>
Refunds:	(-) Total Deductions: <input type="text" value="0.00"/>
<input type="text" value="0.00"/>	(+) Total Refunds: <input type="text" value="0.00"/>
<input type="text" value="0.00"/>	(-) Paid by Check: <input type="text" value="0.00"/>
Enter Additional Cash Paid...	(-) Paid by Cash: <input type="text" value="0.00"/>
<input type="text" value="5.00"/>	Due Exhibitor: <input type="text" value="12.00"/>
Checks:	

Action...

<input type="button" value="Return"/>	<input type="button" value="Partial Pay by Cash"/>
<input type="button" value="Payoff by Check"/>	<input type="button" value="Enter/Chng Deducts"/>
<input type="button" value="Payoff by Cash"/>	<input type="button" value="Enter/Chng Refunds"/>
<input type="button" value="Partial Pay by Chk"/>	<input type="button" value="Enter Deposit"/>

Item Count	Item	Place	Awd	Amount	Class
1	000000040	1-P		12.00	H078015 Beef Cattle - Ju

Items Paid:

Figure 6. Partial Cash Payment

List Exhibitors By...

Id	Name	Count
OR GOS4184		140
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	
GOS3827	Chipmunk, Alvin	
GOS3617	Chipmunk, Chip	
GOS4163	Chipmunk, Dale	
GOS3965	Chipmunk, Simon	
GOS3966	Chipmunk, Theodore	
OCE0004	Cleaver, Ward	
GOS4255	Clues, Blues	
GOS3821	Collie, Lassie	
GOS4184	Cowboy, Woody	

Exhibitor Information...

Id: Name:

Street: City:

State: Zip: SSN:

Deductions:	Deposit: <input type="text" value="0.00"/>
<input type="text" value="0.00"/>	(+) Total Earned: <input type="text" value="12.00"/>
<input type="text" value="0.00"/>	(-) Class/Lot Fees: <input type="text" value="0.00"/>
Refunds:	(-) Total Deductions: <input type="text" value="0.00"/>
<input type="text" value="0.00"/>	(+) Total Refunds: <input type="text" value="0.00"/>
<input type="text" value="0.00"/>	(-) Paid by Check: <input type="text" value="0.00"/>
	(-) Paid by Cash: <input type="text" value="5.00"/>
Checks:	
	Due Exhibitor: <input type="text" value="7.00"/>

Action...

<input type="button" value="Return"/>	<input type="button" value="Partial Pay by Cash"/>
<input type="button" value="Payoff by Check"/>	<input type="button" value="Enter/Chng Deducts"/>
<input type="button" value="Payoff by Cash"/>	<input type="button" value="Enter/Chng Refunds"/>
<input type="button" value="Partial Pay by Chk"/>	<input type="button" value="Enter Deposit"/>

Item Count	Item	Place	Awd	Amount	Class
1	000000040	1-P		12.00	H078015 Beef Cattle - Ju

Items Paid:

Figure 7. Balance after Partial Cash Payment

Refunds

1. Click **Go to > Financial > Exhibitor Accounts**.
2. Click the **ID** button or the **Name** button to display the exhibitors.
3. Highlight an exhibitor.
4. Click the **Enter/Change Refunds** button. The cursor displays in the *Refunds* field.
5. Type a **refund description**. Press **Tab**.
6. Type an **amount**. Press **Tab**.
7. The amount is reflected in *Total Refunds* and the balance is adjusted. See Figure 8.

The screenshot shows the Exhibitor Accounts software interface. On the left, a list of exhibitors is displayed, with 'GOS4184 Cowboy, Woody' selected. The main area is divided into 'Exhibitor Information...' and 'Refunds:'. The 'Refunds:' section has a text input field containing 'Clean stall' and a numeric input field containing '10.00'. To the right, a summary table shows financial data:

Deposit:	0.00
(+) Total Earned:	12.00
(-) Class/Lot Fees:	0.00
(-) Total Deductions:	0.00
(+) Total Refunds:	10.00
(-) Paid by Check:	0.00
(-) Paid by Cash:	5.00
Due Exhibitor:	17.00

At the bottom, there is an 'Action...' section with buttons for 'Return', 'Partial Pay by Cash', 'Payoff by Check', 'Enter/Chng Deducts', 'Payoff by Cash', 'Enter/Chng Refunds', and 'Partial Pay by Chk', 'Enter Deposit'. A table below shows the current item:

Item	Place	Awd	Amount	Class
000000040	1-P		12.00	H078015 Beef Cattle - Ju

Figure 8. Refunds

Deductions

1. Click **Go to > Financial > Exhibitor Accounts**.
2. Click the **ID** button or the **Name** button to display the exhibitors.
3. Highlight an exhibitor.
4. Click the **Enter/Change Deducts** button. The cursor displays in the *Deductions* field.

5. Type a **deduction description**. Press **Tab**.
6. Type an **amount**. Press **Tab**.
7. The amount is reflected in *Total Deductions* and the balance is adjusted. See Figure 9.

List Exhibitors By...		Exhibitor Information...																																	
Id	Name	Id	Name																																
OR	GOS4184	Count	140																																
<ul style="list-style-type: none"> GOS4255 Clues, Blues GOS3821 Collie, Lassie GOS4184 Cowboy, Woody GOS4229 Coyote, Wile GOS4088 Crane, Ichabod GOS4087 Cricket, Jiminy GOS3541 Dalmation, Perdita GOS3930 Dalmation, Pongo GOS3489 DeVill, Cruella GOS3979 Deer, Bambi GOS3472 Devil, Taz GOS3427 Dinosaur, Barney GOS3817 Dog, Goofy GOS3714 Dog, Pluto GOS3939 Donkey, Eyore GOS3411 Doo, Scooby GOS3921 Duck, Daffy 		Street <input type="text" value="PO Box 112"/> City <input type="text" value="Jellystone"/> State <input type="text" value="WY"/> Zip <input type="text" value="87000-0000"/> SSN <input type="text" value="614-10-4062"/>																																	
Action...		Deductions: <table border="1" style="width: 100%;"> <tr> <td>Poor sport</td> <td style="text-align: right;">5.00</td> <td>Deposit:</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td></td> <td style="text-align: right;">0.00</td> <td>(+) Total Earned:</td> <td style="text-align: right;">12.00</td> </tr> <tr> <td></td> <td></td> <td>(-) Class/Lot Fees:</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Refunds:</td> <td></td> <td>(-) Total Deductions:</td> <td style="text-align: right;">5.00</td> </tr> <tr> <td>Clean stall</td> <td style="text-align: right;">10.00</td> <td>(+) Total Refunds:</td> <td style="text-align: right;">10.00</td> </tr> <tr> <td></td> <td style="text-align: right;">0.00</td> <td>(-) Paid by Check:</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td></td> <td></td> <td>(-) Paid by Cash:</td> <td style="text-align: right;">5.00</td> </tr> <tr> <td></td> <td></td> <td>Due Exhibitor:</td> <td style="text-align: right;">12.00</td> </tr> </table>		Poor sport	5.00	Deposit:	0.00		0.00	(+) Total Earned:	12.00			(-) Class/Lot Fees:	0.00	Refunds:		(-) Total Deductions:	5.00	Clean stall	10.00	(+) Total Refunds:	10.00		0.00	(-) Paid by Check:	0.00			(-) Paid by Cash:	5.00			Due Exhibitor:	12.00
Poor sport	5.00	Deposit:	0.00																																
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		(-) Paid by Cash:	5.00																																
		Due Exhibitor:	12.00																																
<table border="1" style="width: 100%;"> <tr> <td>Return</td> <td>Partial Pay by Cash</td> </tr> <tr> <td>Payoff by Check</td> <td>Enter/Chng Deducts</td> </tr> <tr> <td>Payoff by Cash</td> <td>Enter/Chng Refunds</td> </tr> <tr> <td>Partial Pay by Chk</td> <td>Enter Deposit</td> </tr> </table>		Return	Partial Pay by Cash	Payoff by Check	Enter/Chng Deducts	Payoff by Cash	Enter/Chng Refunds	Partial Pay by Chk	Enter Deposit	Checks: <table border="1" style="width: 100%;"> <thead> <tr> <th>Item</th> <th>Place</th> <th>Awd</th> <th>Amount</th> <th>Class</th> </tr> </thead> <tbody> <tr> <td>000000040</td> <td>1-P</td> <td></td> <td style="text-align: right;">12.00</td> <td>H078015 Beef Cattle - Jur</td> </tr> </tbody> </table>		Item	Place	Awd	Amount	Class	000000040	1-P		12.00	H078015 Beef Cattle - Jur														
Return	Partial Pay by Cash																																		
Payoff by Check	Enter/Chng Deducts																																		
Payoff by Cash	Enter/Chng Refunds																																		
Partial Pay by Chk	Enter Deposit																																		
Item	Place	Awd	Amount	Class																															
000000040	1-P		12.00	H078015 Beef Cattle - Jur																															
		Item Count	1																																
		Items Paid	1																																

Figure 9. Deductions



Voiding Checks

Checks can be reviewed and voided as needed. A voided check number displays in red on the exhibitor's account screen. The letter F beside a check number indicates it is a fair check. The letter A beside a check number indicates it is an auction check.

Voiding Checks

1. Click **Go to > Financial > Checks > Review/Void**. See Figure 1.
2. Click the **Number** button or the **Name** button to display the checks.
3. Highlight the check to select it.
4. Click the **Void** button to void a check.
5. Click **OK** to confirm voiding a check. A voided check displays in red on the exhibitor's account.

Item	Place	Awd	Amount	Class
000000049	3-B		8.00	H078015 Beef Cattle - Junior
000000066			0.00	J003001 Market Steer

Figure 1. Voided Check

Un-voiding Checks

1. Click **Go to > Financial > Checks > Review/Void**.
2. Click the **Number** button or the **Name** button to display the checks.
3. Highlight the check to select it.
4. Click the **Un-void** button to reverse the voided check.
5. Click **OK** to confirm reversing the voided check.



Check Printing

Checks can be printed by club or by department. If only one check needs to be printed, go to Exhibitor Accounts to payoff by check.

1. Click **Go to > Financial > Checks > Print**. See Figure 1.

The screenshot shows a software interface for printing checks. On the left, there are radio buttons for 'Print Checks By...' with 'Department' selected. Below this is a list of departments: 'A Fine Arts', 'F FFA DEPARTMENT', 'H 4H DEPARTMENT', and 'J JUNIOR SHOWS'. In the center, there are 'Return' and 'Process' buttons, and a red 'STOP!' button. On the right, there are input fields for 'Checks To Print' (3), 'Required Funds' (25.00), 'Starting Check Number' (01006), and 'Ending Check Number' (01008). A 'Printing Check' field is empty. A 'Digital Signature' checkbox is unchecked. A 'Confirm' dialog box is open in the foreground, displaying a question mark icon and the text 'Verify printer loaded with the correct number of check blanks!' with 'OK' and 'Cancel' buttons.

Figure 1. Check Printing

2. Click the **Primary Club** or **Department** radio button.
3. Select a **club** or **department** from the list.



Be sure the checks are loaded correctly in the printer. Make a note of the beginning and ending check numbers.

4. Click **Process**.
5. A confirm message displays asking for confirmation of the starting check number. Click **OK** if the starting number is correct.



Click **No** to change the starting check number. Enter the correct check number. Click the **Return** button. Click the **Process** button. See Figure 2.

Figure 2. Change Starting Check Number

6. The number of checks, starting and ending check numbers, and the required funds display. A confirm message displays asking for confirmation that the correct number of checks are loaded in the printer.
7. Click **OK** to begin the check printing process. A current check field displays the check being printed.
8. Use the **STOP!** Button to halt printing when there is a problem.
9. Enter the *Check Printing Session Results* when the printing is complete. Click **Yes** when all checks printed. Click **No** if all the checks did not print.

Check Printing Session Results

When the answer to the results of the check printing is no, the following questions are displayed.

- Are there any non-printed check blanks the computer shows as printed?
- Are there any damaged checks?
- Are there any checks printed on blank paper?
- Click **Yes** or **No** as needed.



Cash Operations

Cash operations are used to pay exhibitors on a cash basis during the fair.



The financial system is locked when a cash disbursement sheet is produced. It is unlocked when the disbursement sheet is reconciled. Additional cash disbursement sheets and checks cannot be printed when there is an un-reconciled disbursement sheet.

Cash Payout Sheet

1. Click **Go to > Financial > Cash Operations > Payout Sheet**. See Figure 1.

Cash Disbursement Operations...

Produce Cash Payout sheet...

Cash Payout Sheet Method...

By Club(s)...

By Departments

A Fine Arts
F FFA DEPARTMENT
H 4H DEPARTMENT
J JUNIOR SHOWS

Enter/Change Maximum Cash Payment

10.00

Allow disbursement of the Maximum cash payment amount (shown above) to Exhibitors whose total earning exceed this amount (this may mean that they will also receive a check) ?

Process

Exhibitors Analyzed... 140

100%

Exhibitors Qualifying... 9

6%

Cash Required:

37.50

Cash payout sheet print format...

Standard

Include item #'s and Class/Lot Titles

Print Cash Disbursement Sheet

Note: When a cash disbursement sheet is produced the financial system is locked until the disbursement sheet is reconciled. If the financial system is locked, additional cash disbursement sheets and checks can not be printed.

Additional cash disbursement sheets and check writing will be enabled when any existing cash disbursement sheet is completely reconciled.

Figure 1. Cash Payout Screen

2. Click **By Clubs** or **By Departments** in the *Cash Payout Sheet Method* area.
3. Select a **club** or **department** from the list.
4. Enter an **amount** in the *Enter/Change Maximum Cash Payment* field.
5. Click **Process**. The program displays the number of exhibitors analyzed and the number of exhibitors qualifying. The *Cash Required* for the cash payout sheet displays so the total amount of money needed is known. See Figure 2 for an example of the cash payout sheet.

	CASH DISBURSEMENT SHEET	6/9/2006 3:45:16 PM Page 1	
Exhibitor Name Club	Id	Cash Earned / Released	Sign To Acknowledge Receipt
ADAMSON, ADAM GOS103 Bent Barrels Crooked Arrows	GOS4022	1.00 / 1.00	_____
BEETHOVEN, SCHROEDER GOS103 Bent Barrels Crooked Arrows	GOS4202	3.00 / 3.00	_____
CAT, DILBERT GOS110 Prairie Center	GOS3911	6.00 / 6.00	_____
CAT, SLYVESTER GOS103 Bent Barrels Crooked Arrows	GOS3597	1.50 / 1.50	_____
COYOTE, WILE GOS103 Bent Barrels Crooked Arrows	GOS4229	1.50 / 1.50	_____
FINN, HUCKLEBERRY GOS103 Bent Barrels Crooked Arrows	GOS4017	1.50 / 1.50	_____
JETSON, ELROY GOS114 Rough Riders	GOS3839	8.00 / 8.00	_____
ROBOT, ROSIE GOS110 Prairie Center	GOS3717	7.00 / 7.00	_____
SAILOR, SINBAD GOS108 Huntley Farm And Home Builders	GOS3926	8.00 / 8.00	_____
Exhibitor Count: 9	Total Cash Required for Payments:	37.50	
THIS IS THE LAST PAGE	THIS IS THE LAST PAGE	THIS IS THE LAST PAGE	

Figure 2. Cash Disbursement Sheet

Reconciliation

The cash payout sheet is reconciled after the cash is paid.

1. Click **Go to > Financial > Cash Operations > Reconcile Sheet**.
2. The reconciliation screen displays the current cash disbursement sheet showing the exhibitor's name, exhibitor ID, and amount. See Figure 3 on page 3.

Cash Operations

Cash Disbursement Sheet...

Exhibitor Name	Exhibitor Id	Amount	UnClaimed	Paid
Adamson, Adam	GOS4022	1.00	<input type="radio"/>	<input type="radio"/>
Beethoven, Schroeder	GOS4202	3.00	<input type="radio"/>	<input type="radio"/>
Cat, Dilbert	GOS3911	6.00	<input type="radio"/>	<input type="radio"/>
Cat, Sylvester	GOS3597	1.50	<input type="radio"/>	<input checked="" type="radio"/>
Coyote, Wile	GOS4229	1.50	<input type="radio"/>	<input checked="" type="radio"/>
Finn, Huckleberry	GOS4017	1.50	<input type="radio"/>	<input type="radio"/>
Jetson, Elroy	GOS3839	8.00	<input type="radio"/>	<input type="radio"/>
Robot, Rosie	GOS3717	7.00	<input type="radio"/>	<input type="radio"/>
Sailor, Sinbad	GOS3926	8.00	<input type="radio"/>	<input type="radio"/>

Amount Disbursed: Exhibitor Count:

Mark Remaining UnClaimed...
 Password:

Cash payments for exhibitors listed in red have not been identified as having either been unclaimed or paid! This information must be entered for each exhibitor to unlock the financial system.

Figure 3. Reconciliation

3. Mark if the cash was **Unclaimed** or **Paid** for each exhibitor. The **Prior Group** and **Next Group** buttons are active when there are more than 15 exhibitors. Use these buttons to display additional exhibitors.



Exhibitors displayed in red mean the cash is unclaimed or not paid.

4. To mark the remaining exhibitors as unclaimed, enter the fair password and press **Tab**. Click the **Mark Remaining Unclaimed** button. The financial system is now unlocked.



Account Summaries

1. Click **Go to > Financial > Reports > Account Summaries**. See Figure 1.

List Exhibitors By...

Id	Name
OR	
	Count 140
GDS4255	Clues, Blues
GDS3821	Collie, Lassie
GDS4184	Cowboy, Woody
GDS4229	Coyote, Wile
GDS4088	Crane, Ichabod
GDS4087	Cricket, Jiminy
GDS3541	Dalmation, Perdita
GDS3930	Dalmation, Pongo
GDS3489	DeVill, Cruella
GDS3979	Deer, Bambi
GDS3472	Devil, Taz
GDS3427	Dinosaur, Barney
GDS3817	Dog, Goofy
GDS3714	Dog, Pluto
GDS3939	Donkey, Eyore
GDS3411	Doo, Scooby
GDS3921	Duck, Daffy
FFA4039	Duck, Dafty
GDS3707	Duck, Daisy
GDS4119	Duck, Dewey
GDS3639	Duck, Donald
GDS4293	Duck, Huey
GDS4247	Duck, Louis

Buttons: Exit, Process/Print, Summary Count, None, All

Figure 1. Account Summaries Screen

2. Click the **ID** button or the **Name** button to display the exhibitors' list.
3. Highlight the desired exhibitors. Multiple exhibitors can be selected by using the Windows multi-select keys. Click the **All** button to select all the exhibitors.
4. Click the **Process/Print** button.
5. Be sure that the printer contains blank paper and not checks. Click **OK** to confirm the printer is ready.
6. Each exhibitor prints on an individual page. See Figure 2 for an example.

Account Summaries

Account Financial Summary as of 6/12/2006 11:16:36 AM for : Collie, Lassie GOS3821					Page 1	Deposit: 0.00
Item	Class Code	Class Description	Placing	Amount	Awards	Amount
000000039	H078015	Beef Cattle - Junior	2-SF	10.00		0.00
						Total Earned: 10.00
Deductions:		0.00		0.00		Total: 0.00
Refunds:		0.00		0.00		Total: 0.00
Checks:						Total: 0.00
Class Fees:	0.00	Cash Paid:	10.00			Balance Due: 0.00
Exhibitor Signature / Date _____						

Figure 2. Exhibitor Account Summary



Check Reports

Several check reports are available: check listing by number, check listing by exhibitor, voided checks, sign out sheet by name, and sign out sheet by club.

1. Click **Go to > Financial > Reports > Check Reports**. See Figure 1.
2. Click the radio button for the **desired report**.
3. Select **Fair, Auction, or Both**.
4. Click the **Process/Print** button.

Select Report...

Check Listing By Number
 Check Listing by Exhibitor
 Voided Checks
 Sign Out Sheet By Name
 Sign Out Sheet By Club

Check Type...

Fair (Premium)
 Auction
 Both

Process/Print
Return

Figure 1. Check Reports



The sign out sheets are set up to keep track of when and who picked up checks. One is available by exhibitor name and the other by clubs.

Check Reports

Sample Reports

Sample reports are shown in Figure 2 through Figure 6.

Check Listing by Check Number				6/12/2006 Page 1
Check Number	Name	Club (If 4H Exhibitor)	Amount	Voided
01002F	Chipmunk, Chip	GOS108 Huntley Farm And Home Builders	8.00	
01003F	White, Snow	GOS102 Adventurous Pioneers	10.00	
01004F	Sailor, Sinbad	GOS108 Huntley Farm And Home Builders	2.00	Voided!
01005F	Robot, Rosie	GOS110 Prairie Center	3.00	
01010F	Cowboy, Woody	GOS100 Lone Star	12.00	
01011F	LaRamie, Jacque	GOS100 Lone Star	6.00	
Total of Checks (Voids excluded):			39.00	

Figure 2. Check Listing by Number

Check Listing by Exhibitor Name				6/12/2006 Page 1
Check Number	Name	Club (If 4H Exhibitor)	Amount	Voided
01002F	Chipmunk, Chip	GOS108 Huntley Farm And Home Builders	8.00	
01010F	Cowboy, Woody	GOS100 Lone Star	12.00	
01011F	LaRamie, Jacque	GOS100 Lone Star	6.00	
01005F	Robot, Rosie	GOS110 Prairie Center	3.00	
01004F	Sailor, Sinbad	GOS108 Huntley Farm And Home Builders	2.00	Voided!
01003F	White, Snow	GOS102 Adventurous Pioneers	10.00	
Total of Checks (Voids excluded):			39.00	

Figure 3. Check Listing by Exhibitor

Voided Check Report			6/12/2006 Page 1
01004F	Sailor, Sinbad	2.00	
Total of Voided Checks:		2.00	

Figure 4. Voided Check Report

Check Reports

FairPlus! Check Sign Out Sheet				6/12/2006 Page 1
Check Num	Name	Club (If 4H Exhibitor)	Amount	Signature
01002F	Chipmunk, Chip	Huntley Farm And Home Builders	8.00	_____
01010F	Cowboy, Woody	Lone Star	12.00	_____
01011F	LaRamie, Jacque	Lone Star	6.00	_____
01005F	Robot, Rosie	Prairie Center	3.00	_____
01003F	White, Snow	Adventurous Pioneers	10.00	_____

Figure 5. Sign Out Sheet by Name

FairPlus! Check Sign Out Sheet				6/12/2006 Page 1
Check Num	Name	Club (If 4H Exhibitor)	Amount	Signature
01010F	Cowboy, Woody	Lone Star	12.00	_____
01011F	LaRamie, Jacque	Lone Star	6.00	_____
01003F	White, Snow	Adventurous Pioneers	10.00	_____
01002F	Chipmunk, Chip	Huntley Farm And Home Builders	8.00	_____
01005F	Robot, Rosie	Prairie Center	3.00	_____

Figure 6. Sign Out Sheet by Club



Department Payout Report

The department financial report shows the total amount paid for each class in the department.

1. Click **Go to > Financial > Reports > Department Reports**.
2. Select a **department** or click the **All** button to select all the departments. See Figure 1.

The screenshot shows a dialog box titled "Payout Totals for Department...". It contains a list of department options: "A Fine Arts", "F FFA DEPARTMENT", "H 4H DEPARTMENT", and "J JUNIOR SHOWS". The "J JUNIOR SHOWS" option is highlighted with a blue background. To the right of the list are two buttons: "Return" and "Process / Print". At the bottom of the dialog box are two buttons: "None" and "All".

Figure 1. Department Report

3. Click the **Process/Print** button. See Figure 2 on page 2 for a sample report.

Department Payout Report

Department(s) Payout Report		6/12/2006 Page 14	
H074 Fashion Revue			
H074001	Construction-Junior		0.00
H074002	Construction-Senior		0.00
H074003	Ready-to-wear - Junior		0.00
H074004	Ready-to-wear - Senior		0.00
	Divison Totals:	0.00	
H075 Livestock Judging			
H075001	Senior Team Member		0.00
H075002	Senior Individual		0.00
H075003	Junior Team Member		0.00
H075004	Intermediate Individual		0.00
H075005	Junior Individual		0.00
	Divison Totals:	0.00	
H076 Vegetable Judging			
H076006	Senior Team Member		0.00
H076007	Senior Individual		0.00
H076008	Intermediate Individual		0.00
H076009	Junior Team Member		0.00
H076010	Junior Individual		0.00
	Divison Totals:	0.00	
H077 Herdsmanship			
H077001	Beef		0.00
H077002	Sheep		0.00
H077003	Swine		0.00
H077004	Goats		0.00
H077005	Dairy		0.00
	Divison Totals:	0.00	
H078 Showmanship			
H078001	Dairy Goat - Senior		0.00
H078002	Dairy Goat - Intermediate		0.00
H078003	Dairy Goat - Junior		0.00
H078004	Horse - Senior		0.00
H078005	Horse - Intermediate		0.00
H078006	Horse - Junior		0.00
H078007	Swine - Senior		0.00
H078008	Swine - Intermediate		0.00
H078009	Swine - Junior		0.00
H078010	Dog - Senior		0.00
H078011	Dog - Intermediate		0.00
H078012	Dog - Junior		0.00
H078013	Beef Cattle - Senior		0.00
H078014	Beef Cattle - Intermediate	10.00	
H078015	Beef Cattle - Junior	88.00	
H078016	Dairy Cattle - Senior	0.00	
H078017	Dairy Cattle - Intermediate	0.00	
H078018	Dairy Cattle - Junior	0.00	
H078019	Sheep - Breeding - Senior	0.00	
H078020	Sheep - Breeding - Intermediate	0.00	
H078021	Sheep - Breeding - Junior	0.00	
H078022	Sheep - Market Lamb - Senior	0.00	
H078023	Sheep - Market Lamb - Intermediate	0.00	
H078024	Sheep - Market Lamb - Junior	0.00	
H078025	Rabbits - Senior	0.00	
H078026	Rabbits - Intermediate	0.00	
H078027	Rabbits - Junior	0.00	
H078028	Poultry - Senior	0.00	
H078029	Poultry - Intermediate	0.00	
H078030	Poultry - Junior	0.00	
H078031	Meat Goat - Senior	0.00	
H078032	Meat Goat - Intermediate	0.00	
H078033	Meat Goat - Junior	0.00	
H078034	Cat - Senior	0.00	
H078035	Cat - Intermediate	0.00	
H078036	Cat - Junior	0.00	
	Divison Totals:	98.00	
	Department Totals:	106.50	
	Report Totals:		106.50

Figure 2. Department Payout Report



Club Payout Report

The club payout report shows the payout for each member within a club.

1. Click **Go to > Financial > Reports > Club Reports**. See Figure 1.

Payout Totals for Club(s)...

GOS100	Lone Star
GOS101	Bear Creek Guys And Gals
GOS102	Adventurous Pioneers
GOS103	Bent Barrels Crooked Arrow
GOS104	Lingle Livestockers
GOS105	Lone Riders
GOS106	Gleaners Union
GOS107	Dogs Unlimited
GOS108	Huntley Farm And Home Bu
GOS109	Lingle Aggies
GOS110	Prairie Center
GOS111	Red Cloud
GOS112	Bunny Round-Up Youth Clu
GOS113	Redbill
GOS114	Rough Riders
GOS115	Rowdy Wranglers
GOS116	Plainview Livestock Club
GOS117	Cloverbuds
GOS130	Kanine Kids

Check Type...

Fair (Premium)

Auction

Return

Process / Print

None All

Figure 1. Club Report Screen

2. Highlight a **club** or click the **All** button to select all the clubs.
3. Select **Fair** or **Auction** in the *Check Type* section.
4. Click the **Process/Print** button. See Figure 2 on page 2 for a sample report.

Club Payout Report

Club(s) Payout Report		6/12/2006 Page 1
GOS100	Lone Star	
GOS4255	Clues, Blues	0.00
GOS4184	Cowboy, Woody	12.00
GOS4261	Explorer, Dora	0.00
GOS4260	Fish, Flounder	0.00
GOS4126	LaRamie, Jacque	6.00
GOS4262	Meerkat, Timon	0.00
GOS4046	Mouse, Minny	0.00
GOS4286	Olson, Jimmy	0.00
GOS4258	Peppermint, Patty	0.00
GOS4271	Quest, Jonny	0.00
GOS4257	Woodpecker, Woody	0.00
	Club Total:	18.00
	Grand Total:	18.00

Figure 2. Club Payout Report



Export Check Data

Check data can be exported from the FairPlus! program using a comma separated value file. It includes the check number, exhibitor ID, exhibitor name, voided information, and the amount. The data can then be imported into programs such as QuickBooks.

1. Click **Go to > Financial > Export Check Data**. See Figure 1.



Figure 1. Export Check Data

2. Click the **Export Check Data** button.
3. The file name is CheckData.txt. It is saved in the C:\CKV\Dataxfer folder.



Final Balance Due Report

Print the final balance due report to be sure that all exhibitors have been paid. Print this report until it shows all exhibitors are paid.

1. Click **Go to > Financial > Reports > Final Balance Due Report**.
2. Click **Yes** at the confirm message.
3. See Figure 1 for a sample of the report.

Balance Due Report...		6/12/2006 Page 1
Exhibitor	Name	Balance Due
GOS4022	Adamson, Adam	1.00
GOS4202	Beethoven, Schroeder	3.00
GOS3911	Cat, Dilbert	6.00
FFA4039	Duck, Daffy	2.00
GOS4017	Finn, Huckleberry	1.50
GOS3800	Hood, Robin	22.00
FFA4057	Hood, Robin	3.00
GOS3839	Jetson, Elroy	8.00
FFA1239	Lightyear, Buzz	3.00
FFA1002	Magoo, Quincy	3.00
GOS3709	Mouse, Minnie	11.00
GOS3717	Robot, Rosie	7.00
GOS3926	Sailor, Sinbad	8.00
GOS3547	Warthog, Pumbaa	1.00
GOS3842	White, Snow	13.00
Total Final Balance Due:		92.50

Figure 1. Final Balance Due Report



Ribbon Count Reports

Ribbon count reports show the number of ribbons awarded during a fair. Three types of reports are available: summary report, report by class, and report by department.

Ribbon Count Summary

1. Click **Go to > Results > Ribbon Counts**. See Figure 1.

The screenshot shows a web interface titled "Ribbon Reports...". On the left, there is a "Select Report Type..." section with three radio buttons: "Ribbon Count Summary", "All Classes Report" (which is selected), and "Selected Department Report". Below this is a "Report Options..." section with two radio buttons: "List Classes with placings" (selected) and "List All Classes". On the right side of the interface, there are two buttons: "Process / Print" and "Return".

Figure 1. Ribbon Reports

2. Select the **Ribbon Count Summary** radio button.
3. Click **Process/Print**. See Figure 2 on page 2 for a sample report.

		Goshen County Fair Ribbon Summary	6/13/2006 Page 1
Placing:	1	P	9
Placing:	2	SF	11
Placing:	3	B	10
Placing:	4	R	6
Placing:	5	W	0
Placing:	6	6	0
Placing:	7	7	0
Placing:	8	8	0
Placing:	9	9	0
Placing:	10	10	0
Placing:	11	11	0
Placing:	12	12	0
Total Ribbon Count:			36

Figure 2. Ribbon Count Summary

All Classes Report

1. Click **Go to > Results > Ribbon Counts**.
2. Select the **All Classes Report** radio button.
3. Select **List Classes with placings** or **List All Classes**.
4. Click **Process/Print**. See Figure 3 on page 3 for a sample report. This is a report using the list classes with placings option.

Ribbon Count Reports

 Goshen County Fair Class Ribbon Report		6/13/2006 8:31:43 AM Page											
		P	SF	B	R	W	6	7	8	9	10	11	12
A001001	Scenery-Oil/Acrylic	1	1	1	0	0	0	0	0	0	0	0	0
A001002	Animal-Oil/Acrylic	1	0	0	0	0	0	0	0	0	0	0	0
A001004	Plant World-Oil/Acrylic	0	0	1	0	0	0	0	0	0	0	0	0
A001006	People-Oil/Acrylic	0	0	0	1	0	0	0	0	0	0	0	0
F001002	Reconditioned Tools for Home U...	1	0	0	0	0	0	0	0	0	0	0	0
F002004	Noxious Weeds	1	1	1	0	0	0	0	0	0	0	0	0
H017001	Any Level 1 Archery Exhibit-Ag...	1	1	0	0	0	0	0	0	0	0	0	0
H017002	Any Level 2 Archery Exhibit-Ag...	1	1	0	1	0	0	0	0	0	0	0	0
H017003	Any Level 3 Archery Exhibit-Ag...	1	0	0	0	0	0	0	0	0	0	0	0
H049002	Any Level 2 exhibit - Ages 11-...	0	0	1	0	0	0	0	0	0	0	0	0
H056002	Any Level 2 exhibit - Ages 11-...	0	1	1	1	0	0	0	0	0	0	0	0
H061002	Any Level 2 exhibit - Ages 11-...	0	0	1	0	0	0	0	0	0	0	0	0
H078014	Beef Cattle - Intermediate	0	1	0	0	0	0	0	0	0	0	0	0
H078015	Beef Cattle - Junior	1	4	3	2	0	0	0	0	0	0	0	0
J003001	Market Steer	1	1	1	1	0	0	0	0	0	0	0	0
Total Ribbon Count:		9	11	10	6	0							

Figure 3. Ribbon Count by All Classes

Selected Department Report

1. Click **Go to > Results > Ribbon Counts.**
2. Select the **Selected Department Report** radio button.
3. Highlight the **desired department.**
4. Click **Process/Print.** See Figure 4 on page 4 for a sample report.

Ribbon Count Reports

	Goshen County Fair Ribbon Summary - Dept [H - 4H DEPARTMENT]		6/13/2006 Pag
Placing:	1	P	4
Placing:	2	SF	8
Placing:	3	B	6
Placing:	4	R	4
Placing:	5	W	0
Placing:	6	6	0
Placing:	7	7	0
Placing:	8	8	0
Placing:	9	9	0
Placing:	10	10	0
Placing:	11	11	0
Placing:	12	12	0
Total Ribbon Count:			22

Figure 4. Ribbon Count by Department



Premiums Earned Report

The premiums earned report shows the premiums and awards by 4-H club. The normal report lists all the members in each club and the total amount each has earned. The detailed report shows only the member who earned premiums.

1. Click **Go to > Results > Premiums Earned Report**. See Figure 1.

Club Premiums Earned Report...

- GOS100 Lone Star
- GOS101 Bear Creek Guys And Gals
- GOS102 Adventurous Pioneers
- GOS103 Bent Barrels Crooked Arrow
- GOS104 Lingle Livestockers
- GOS105 Lone Riders
- GOS106 Gleaners Union
- GOS107 Dogs Unlimited
- GOS108 Huntley Farm And Home Bu
- GOS109 Lingle Aggies
- GOS110 Prairie Center
- GOS111 Red Cloud
- GOS112 Bunny Round-Up Youth Clu
- GOS113 Redbill
- GOS114 Rough Riders
- GOS115 Rowdy Wranglers
- GOS116 Plainview Livestock Club
- GOS117 Cloverbuds
- GOS130 Kanine Kids

Report Type...

Normal
 Detailed

Output Destination...

PDF Preview
 Printer

Return

Process / Print

Include Options...

Include Placings
 Include E2b Count X Distance X Rate

Maximum Exhibitor Premium Earnings...

Limit:

Note: If your fair limits the maximum premium amount paid to any one exhibitor then enter that amount in the edit field above. (Ex: 6.00) If your fair does not have a paid limit, make sure the field above is blank.

None All

Figure 1. Premiums Earned

2. Click the **All** button to select all the 4-H clubs. Select individual clubs by highlighting them or using the Windows multi-select options.
3. Click the **Normal** or **Detailed** radio button.
4. As an option, click **Include Placings** to show the placings.

Premiums Earned Report

5. Click the **Printer** button.
6. Click the **Process/Print** button. See Figure 2 for the normal report and Figure 3 for the detailed report.

Club(s) Premiums Earned Report		6/14/2006 Page 1	
GOS100	Lone Star		
GOS4255	Clues, Blues		0.00
GOS4184	Cowboy, Woody		12.00
GOS4261	Explorer, Dora		0.00
GOS4260	Fish, Flounder		0.00
GOS4126	LaRamie, Jacque		6.00
GOS4262	Meerkat, Timon		0.00
GOS4046	Mouse, Minny		0.00
GOS4286	Olson, Jimmy		0.00
GOS4258	Peppermint, Patty		0.00
GOS4271	Quest, Jonny		0.00
GOS4257	Woodpecker, Woody		0.00
Club Totals:		Premium Amount	18.00
		Exhibitor Count	11
Grand Totals:		Premium Amount	18.00
		Exhibitor Count	11

Figure 2. Premiums Earned Report-Normal

Club(s) Premiums Earned Report		6/14/2006 Page 1	
GOS100	Lone Star		
GOS4184	Cowboy, Woody	H078015	Beef Cattle - Junior
			Exhibitor Total:
			12.00
			12.00
GOS4126	LaRamie, Jacque	H078015	Beef Cattle - Junior
			Exhibitor Total:
			6.00
			6.00
Club Totals:		Premium Amount	18.00
		Exhibitor Count	2
Grand Totals:		Premium Amount	18.00
		Exhibitor Count	2

Figure 3. Premiums Earned Report-Detailed



Media Report Complete Fair Report

Media reports are used to send fair results to newspapers in the area. Reports can be printed or a file can be e-mailed to the newspaper. Two types of media reports are available: a complete fair report and a user-defined report. The complete fair report automatically includes the results for the entire fair.

1. Click **Go to > Results > Media Reports > Complete Fair Report**. See Figure 1.

The screenshot shows a web interface for generating media reports. At the top, there are several tabs: 'Instructions', 'Report Level', 'Exb Type', '# Awards', '# Placing', 'Placing Type', 'Includes', 'Sorting', and 'Destination'. Below the tabs, a message states: 'To activate the (Process / Print) button, at least one item must be selected under each tab.' On the left, there is a link for 'Media Reports...'. A note explains that after processing, users can click the '# Awards' and '# Placing' tabs to view counts. On the right, there are four buttons: 'New Request', 'Process / Print' (marked with a blue asterisk), 'Email Media Report File Now', and 'Return'. Below these buttons is a 'Selection Verification' section with a list of checkboxes: 'Report Level' (checked), 'Exb Type', 'Num Awards', 'Num Placings', 'Placing Type', 'Includes', 'Sort Method', and 'Destination'. A blue asterisk is next to the 'Report Level' checkbox. At the bottom, there are two paragraphs of text: one explaining how to process multiple reports by changing the 'Report Level' tab, and another explaining how to process a different report by clicking 'New Request'.

Figure 1. Media Reports

- The tabs at the top of the screen show the options available for the report. Click the tabs to display each option. The blue *Selection Verification* box shows the options to be selected. The program adds a check box to each item as selections are made. Do not click the check boxes in the verification box.
- Click **Report Level**. It defaults to *Fair*. See Figure 2.

Figure 2. Report Level

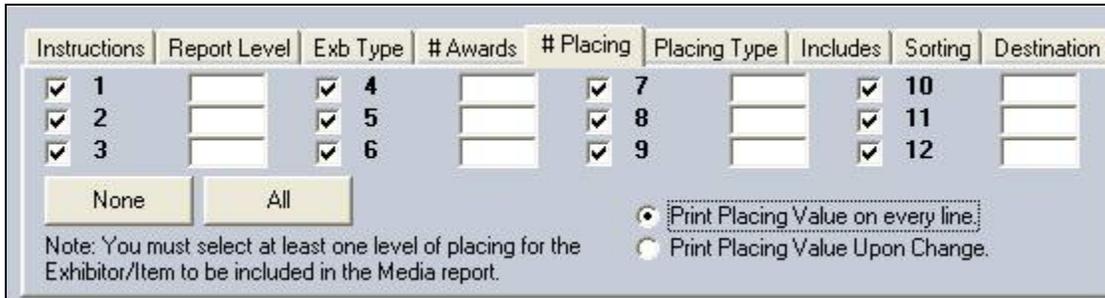
- Click **Exhibitor Type**. Select the radio button for the **exhibitors** to include in the report. See Figure 3.

Figure 3. Exhibitor Type

- Click the **# Awards** tab. Click the **All** button or the **None** button. As an option, the individual awards can be selected. See Figure 4. After the report is generated, redisplay this section and the number of awards displays. Select **Print Award Value on every line** or **Print Award Value Upon Change**.

Figure 4. Awards

- Click the **# Placing** tab. Click the **All** button or the **None** button. As an option, the individual awards can be selected. See Figure 5. After the report is generated, redisplay this section and the number of placings display. Select **Print Award Value on every line** or **Print Award Value Upon Change**.



Instructions	Report Level	Exb Type	# Awards	# Placing	Placing Type	Includes	Sorting	Destination
<input checked="" type="checkbox"/> 1		<input checked="" type="checkbox"/> 4		<input checked="" type="checkbox"/> 7		<input checked="" type="checkbox"/> 10		
<input checked="" type="checkbox"/> 2		<input checked="" type="checkbox"/> 5		<input checked="" type="checkbox"/> 8		<input checked="" type="checkbox"/> 11		
<input checked="" type="checkbox"/> 3		<input checked="" type="checkbox"/> 6		<input checked="" type="checkbox"/> 9		<input checked="" type="checkbox"/> 12		

None All

Print Placing Value on every line.
 Print Placing Value Upon Change.

Note: You must select at least one level of placing for the Exhibitor/Item to be included in the Media report.

Figure 5. Placings

- Click the **Placing Type** tab. Check any of the boxes for **Placing Number**, **Name Abbreviation**, or **Color Abbreviation**. See Figure 6. This information comes from the ribbon sets.



Instructions	Report Level	Exb Type	# Awards	# Placing	Placing Type	Includes	Sorting	Destination
<input type="checkbox"/> Place (1,2,3...12 as stored in Item Record)								
<input type="checkbox"/> Name Abbreviation								
<input checked="" type="checkbox"/> Color Abbreviation								

Figure 6. Placing Type

- Click the **Includes** tab. Click the **All** button or the **None** button. As an option, select the individual options for the information to be included in the report. See Figure 7.



Instructions	Report Level	Exb Type	# Awards	# Placing	Placing Type	Includes	Sorting	Destination
Check all additional fields to include in the processed report.								
<input type="checkbox"/> Item Number	<input type="checkbox"/> Town	<input type="checkbox"/> State Fair						
<input type="checkbox"/> Exhibitor Id	<input type="checkbox"/> County							
<input type="checkbox"/> Age	<input type="checkbox"/> State							
<input type="checkbox"/> Grade	<input checked="" type="checkbox"/> Club							

None All

Note: Many fields are automatically included in the Media report. You do not have to select any of the additional include fields to generate a Media report. Clicking the 'None' button will verify the includes selection.

Figure 7. Includes



Media Reports User-Defined Report

Media reports are used to send fair results to newspapers in the area. Reports can be printed or a file can be e-mailed to the newspaper. Two types of media reports are available: a complete fair report and a user-defined report. The user-defined report can be selected at one of the following levels: fair, department, division, class, or club.

1. Click **Go to > Results > Media Reports > User Definable Report.**
2. The tabs at the top of the screen show the options available for the report. Click the tabs to display each option. The blue *Selection Verification* box shows the options to be selected. The program adds a check box to each item as selections are made. Do not click the check boxes in the verification box.
3. Click **Report Level.**
4. Select the radio button for the **desired level.** See Figure 1.

The screenshot displays the 'Report Level' tab of the FairPlus! software. At the top, there are several tabs: 'Instructions', 'Report Level', 'Exb Type', '# Awards', '# Placing', 'Placing Type', 'Includes', 'Sorting', and 'Destination'. The 'Report Level' tab is active, showing a list of radio buttons for different report levels: Fair, Department, Division (selected), Class, and Club. Below this list are two notes: one for the division level and one for the class level. A 'Select Report Level...' window is open, showing a list of 14 categories from J001 to J014, with 'J003 MARKET BEEF' highlighted. To the right of the list are buttons for 'None', 'All', and 'Continue'. Further right, there are buttons for 'New Request', 'Process / Print', 'Email Media Report File Now', and 'Return'. A 'Selection Verification' box is highlighted with a blue border, containing a list of checkboxes: 'Report Level' (checked), 'Exb Type' (checked), 'Num Awards', 'Num Placings', 'Placing Type', 'Includes', 'Sort Method', and 'Destination'. At the bottom of the window, there are two paragraphs of text providing instructions on how to process multiple reports for different departments or classes, and how to process a different report with different TAB settings.

NOTE: To process multiple reports for different Departments, Divisions, or Classes with the remaining TAB settings the same, click on [Report Level] and select your new level. All other report TAB setting will remain the same.

To process a different report with different TAB settings, click on [New Request] and enter your desired report specifications.

Figure 1. Report Level for User Defined Results

5. Click **Exhibitor Type**. Select the radio button for the **exhibitors** to include in the report.
6. Click the **# Awards** tab. Click the **All** button or the **None** button. As an option, the individual awards can be selected. After the report is generated, redisplay this section and the number of awards displays. Select **Print Award Value on every line** or **Print Award Value Upon Change**.
7. Click the **# Placing** tab. Click the **All** button or the **None** button. As an option, the individual awards can be selected. After the report is generated, redisplay this section and the number of placings displays. Select **Print Award Value on every line** or **Print Award Value Upon Change**.
8. Click the **Placing Type** tab. Check any of the boxes for **Placing Number**, **Name Abbreviation**, or **Color Abbreviation**. This information comes from the ribbon sets.
9. Click the **Includes** tab. Click the **All** button or the **None** button. As an option, select the individual options for the information to be included in the report.
10. Click the **Sorting** tab. The base sort is on department, division, and class. The report is then sorted on awards and placings. Check the radio button for the **item** to sort on the third level.
11. Click the **Destination** tab. The report can be printed or a file can be created. The options for the file type are an ASCII file, a delimited text file, or an Excel tab delimited file. Check with the newspaper for the format they prefer. When using one of the file options, a file name defaults to Media. This can be changed to a different file name.



When the default file name of Media is used, it will write over the previous file named Media. Use a new file name to prevent this from happening.

12. Click the **Process/Print** button.
13. The file can be e-mailed to the newspaper. Be sure that the e-mail has been setup. See the E-mail Setup tip sheet for more information.



Media Reports E-Mail Report File

The media report file can be e-mailed from within the FairPlus! program. An Internet connection must be available.

1. After creating the media report file, click the **Email Media Report File Now** button. See Figure 1.
2. The *Subject* field defaults to "Media Report". The message text includes the wording, "Media report as of MM/DD/YY HH:MM:SS." Make any desired changes to the subject and the message text.



Click the **Check Message Spelling** button to spell check the message.

Click the **Clear Message Text** button to clear the text shown in the message field.

Email Media

Actions...

Connect / Disconnect Email Now!

Emails Attempted... Exit / Cancel

Possible Recipients:

- Media0 jsmith@trib.com
- Media1 info@k2tv.com

None All

Subject: Media Report

Message Text: Media report as of 6/17/02 10:47:19 AM

Browse for email message file: Check Message Spelling Load Last D.M. Email Message

Clear Message Text Save Current D.M. Email Message

Browse for attachment file:

Attachment (File): C:\CKV\Fairplus\WY\files\Media.txt

Connection Status: LAN / DSL

Figure 1. Email Media Report

3. Click the **Save Current D.M. Email Message** button to save the message text so it can be used again. Click the **Load Last D.M. Email Message** button to load a saved message.
4. The path for the media file is shown in the *Attachment File* field.
5. Highlight the **recipients** in the *Possible Recipients* list. Click the **All** button to send the e-mail to everyone in the list.
6. Click the **Connect/Disconnect** button when using a dialup modem. This button does not become active with a LAN/DSL connection.
7. Click the **Email Now!** Button when it becomes active.
8. A confirmation e-mail message is sent to the user's e-mail account with the subject "Your media report emails have been sent." The message shows which media reports were e-mailed.



State Fair Registration Form

1. Click **Go to > To State Fair/Registration-Items > Registration Forms**. See Figure 1.

Return

List 4H Members

List 4H Clubs

Form Return Date
07/01/01

Sort Members By
 Last Name
 Club / Last Name

Print Registration Form(s)

Print Blank Form

Note: The 'List 4H Members' and 'Print Registration Forms' buttons will not be enabled until a sort method has been selected and a form return date has been entered or displayed.

Printed Instructions...
 Use text below
IMPORTANT: Please refer to the County Fair Premium Book to obtain the correct Class code for any project you wish to enter into the fair. Enter these codes with your project code and description below.
 Use custom text (Enter Below)

4H Members...

GOS4022	Adamson, Adam A
GOS3801	Adventurer, Aladdin D
GOS3798	Beagle, Snoopy L
GOS4279	Bear, BooBoo K
GOS4296	Bear, Cindy B
GOS4278	Bear, Yogi D
GOS4202	Beethoven, Schroeder A
GOS4280	Bell, Tinker D
GOS4251	Big Red Dog, Clifford I
GOS4282	Bird, Road Runner M
GOS3923	Brown, Charlie M
GOS3601	Brown, Sally M
GOS3628	Bunny, Bugs E
GOS4281	Canary, Tweety M
GOS3911	Cat, Dilbert N
GOS3597	Cat, Sylvester J
GOS3827	Chipmunk, Alvin L
GOS3617	Chipmunk, Chip A
GOS4163	Chipmunk, Dale W
GOS3965	Chipmunk, Simon I
GOS3966	Chipmunk, Theodore A
GOS4255	Clues, Blues
GOS3821	Collie, Lassie J
GOS4184	Cowboy, Woody
GOS4229	Coyote, Wile E
GOS4088	Crane, Ichabod D

None (0) All (115)

Load Save Clear

Figure 1. State Fair Registration

2. Click the **Last Name** or **Club/Last Name** radio button.
3. Click the **List 4H Members** or the **List 4H Clubs** button to list the 4-H members.
4. Enter the **deadline date** when the registration forms are due in the *Form Return Date* field.

State Fair Registration Form

5. Select the **Use text below** or **Use custom text** for the instructions. Enter instructions when the *Use custom text* option is selected.
6. Click the **All** button or individual exhibitors.
7. Click the **Print Registration Form** button. See Figure 2 for a sample registration form.

Goshen County Fair Registration Form 6/15/2006 1:53:01 PM Page 1

Member: **GOS4022** Club: **Bent Barrels Crooked Arrows**
Adamson, Adam A Phone: **(307)234-9878**
355 Grand Grade: **10**
Jellystone, WY 87000-0000 Age: **15**

Current enrolled project list. Please report any errors.

63001 Archery	63301 Pistol
63201 Muzzleloading	63401 Rifle
63501 Shotgun	

IMPORTANT: Please refer to the County Fair Premium Book to obtain the correct Class code for any project you wish to enter into the fair. Enter these codes with your project code and description below.

Class	Project Code/Description	Class	Project Code/Description
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please complete and return by 07/01/01

Figure 2. State Fair Registration Form

Modify Codes

2. Highlight a **department**, a **division**, and a **class**.
3. Type a **State Fair class code** in the *State Code* field.
4. Type the **State Fair class code description** in the *department title*, *division title*, and *class title*.

Modified Codes Report

Print the Modified Codes Report after the county class codes are modified.

1. Click **Go to > To State Fair/Registration-Items > Process State Fair Items > Modify Codes**.
2. Click the **Print Modified Codes** button. Figure 2 shows a sample report.

Goshen County Fair Modified Code List		6/15/2006 2:14:28 PM Page 1	
County Code:	Title:	State Code:	Title:
J003055 M	Lightweight Steers	J003001	Market Steer

Figure 2. Modified Codes Report



State Fair Item Numbers

Exhibitors' items being sent to State Fair must be issued a State Fair item number. Item numbers can be issued for the entire fair, by department, division, or class.

1. Click **Go to > To State Fair/Registration-Items > Process State Fair Items > Issue State Fair Item Numbers By**.
2. Select an option to assign item numbers.
 - **Fair** – A message displays asking to confirm that all the items in the fair are being examined. See Figure 1. Click **OK** to continue the process. Click the **Process** button. A circle displays showing 100% when all the item numbers are assigned.



Figure 1. Assign Item Numbers by Fair

- **Department, Division or Class** – Select the appropriate department, division and class information. See Figure 2 on page 2. Click the **Process** button. A circle displays showing 100% when all the item numbers are assigned.

State Fair Item Numbers

Select Department

- A Fine Arts
- F FFA DEPARTMENT
- H 4H DEPARTMENT
- J JUNIOR SHOWS

None All Continue

Figure 2. Select Department

- **Items** – Select the **individual item** or click the **All** button. Enter the **State Fair code** in the *State Code* field. Click the **Process** button. See Figure 3.

Select Item(s)...

000000025 GOS4209 J003015 Flintstone.

Return
Process

County - State Class code and titles for this...

County Code	Department Title	Class/Lot	Item
J003015	JUNIOR SHOWS		
	Division Title		
	MARKET BEEF		
	Class Title		
	Market Beef - Heifer		

State Code: J003015

Redo State Code

Note: Just prior to printing the state fair items report and building the state fair data files for submission to state fair, process the state fair items at the FAIR level one last time to catch any unqualified items.
 [Process State Fair Items]
 [Issue State Fair Items By]
 [Fair (Entire)]

Enter the state class code that the individual item is to be placed into or leave the state code box empty to use the county class code as the state class code.

None All Continue

Figure 3. Item Assignment Number

- **Exhibitors** – Select the **exhibitor**. Click the **Process** button. See Figure 4.

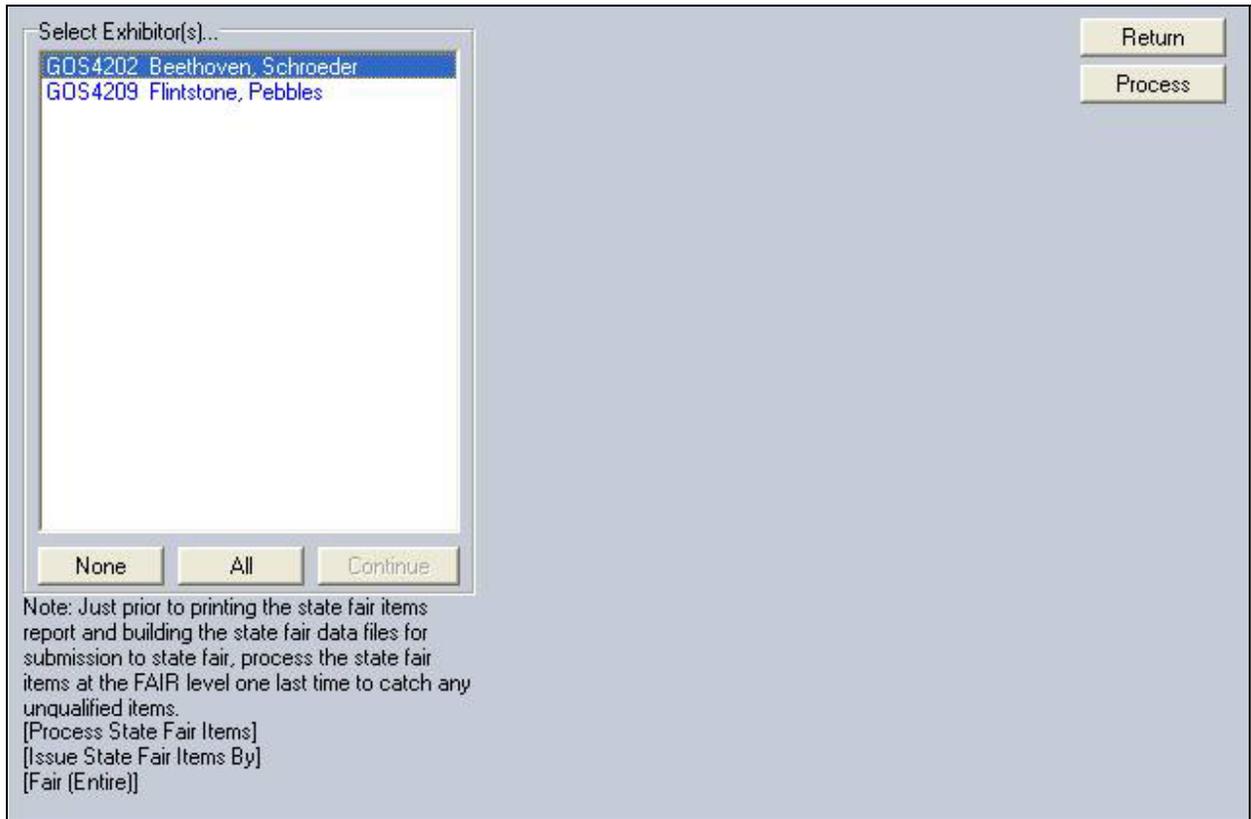


Figure 4. Exhibitor Assignment Number



State Fair Items Report

The State Fair Items Report shows a list of all the qualifying State Fair items. Use it to confirm that State Fair item numbers are assigned and that State Fair item tags are printed.

1. Click **Go to > To State Fair/Registration-Items > Process State Fair Items > Print Report**. See Figure 1.

Select Department(s)

- A Fine Arts
- F FFA DEPARTMENT
- H 4H DEPARTMENT
- J JUNIOR SHOWS

Process Report Level...

Fair

Department

Division

Class

Report Sort Method...

Class

Exhibitor Name

County Item Number

Include Optional Information

Include Encampment Data

Process/Print Report

Return

NOTE: The [Process/Print Report] button will not be enabled until both the Process Report Level and the Report Sort Method have been selected.

Note: One last report should always be printed selecting the FAIR level after Issueing state fair numbers by the FAIR level one final time to catch any missing state fair qualified items. [Process State Fair Items]

This last report should be processed just prior to building the state fair data disks for the final time. A copy of the report should be sent to state fair.

None All Continue

Figure 1. State Fair Items Report

2. Select a radio button for **Fair, Department, Division, or Class**. When department, division, or class is selected, highlight the appropriate department, division, and class from the selection box.
3. Select a sort method by **class, exhibitor name, or county item number**.

4. Click the **Process/Print Report** button. See Figure 2 on page 2 for a sample report.



A warning message displays when non-processed State Fair items are found.

This means that item numbers have not been assigned to all the State Fair items. Be sure item numbers are assigned for all items. A Y displays in the S-Item column on the State Fair Item report when there is an unassigned item. A warning message also displays when there are unprinted State Fair item tags.

State Fair Report by Exhibitor Name				6/15/2006 2:55:44 PM Page 1				
C-Item	Exb Id	Name	S-Item	C-Cls/Lot	S-Cls/Lot	Sent	Returned	Picked
000000010	GOS4202	Beethoven, Schroeder	Y	H017002	H017002	_____	_____	_____
000000056	GOS4202	Beethoven, Schroeder	P990070023	H017001	H017001	_____	_____	_____
000000051	GOS3597	Cat, Sylvester	S990070024	H017002	H017002	_____	_____	_____
000000040	GOS4184	Cowboy, Woody	S990070026	H078015	H078015	_____	_____	_____
000000052	GOS4229	Coyote, Wile	S990070025	H017003	H017003	_____	_____	_____
000000053	GOS4017	Finn, Huckleberry	S990070022	H017001	H017001	_____	_____	_____
Non Processed Items:		1	(Items posted for state fair but not issued state fair item numbers)					
Processed Items:		4	(Items with valid state fair item numbers, state fair tag not printed)					
Printed Items:		1	(Note: Some items may be in class that do not allow tags and thus can not be printed)					
OverRange Items:		0	(These items must be manually entered at the state fair by the state fair computer staff)					
Total State Fair Items:		6						

Figure 2. State Fair Item Report



A **P** in front of the item number means an item tag has been printed. An **S** in front of the item number means an item tag has not been printed.



State Fair Item Tags

Be sure to print State Fair Item Tags in the State Fair Registration section. These tags have the state box checked.



Do not print them in the Exhibitors/Items > Item Tags section as these are **county** item tags only.

1. Click **Go to > To State Fair/Registration-Items > Process State Fair Items > Print State Fair Item Tags**. See Figure 1.

Printer Type...

Eject Sheet Exit Current Printer: Select Printer Printer Setup

STATE Item tag Options...
 One copy
 Two copies
 Three copies

Delayed Tag Print Order...
 Item Number
 Class Code
 Exhibitor Name
 Club

STATE Item Tag Printing Scope...
 Print all Item tags (Skip Printed)
 Print all Item tags (Allow Reprints)
 Print range of tags.
 Print individual item tag.

Select Item by...
 Number Name

Number	Name	Class	Class	Name
000000056	S990070023	H017001	H017001	Beeth...
000000069	S990070005	J013001	J013001	Big Rec
000000082	S990070003	J003001	J003001	Bird, Rc
000000051	S990070024	H017002	H017002	Cat, Sl
000000040	S990070026	H078015	H078015	Cowbc
000000052	S990070025	H017003	H017003	Coyote
000000070	S990070014	J013001	J013001	Dalmati
000000071	S990070007	J013001	J013001	DeVill, C
000000083	S990070021	F002004	F002004	Duck, I
000000072	S990070015	J013001	J013001	Duck, C
000000073	S990070009	J013001	J013001	Duck, C
000000074	S990070010	J013001	J013001	Duck, F
000000075	S990070011	J013001	J013001	Explor
000000054	S990070018	A001001	A001001	Farmer
000000053	S990070022	H017001	H017001	Finn, F
000000076	S990070016	J013001	J013001	Fish, Fl
000000077	S990070013	J013001	J013001	Flintstor
000000078	S990070006	J013001	J013001	Hook, C
000000079	S990070012	J013001	J013001	LePew,

Note: The system will not allow a state fair Item Tag to be printed for any item whose County class has been flagged as a No-Tag Class.

Item Count:

Process

Figure 1. State Fair Item Tag

2. Select the radio button for **one copy**, **two copies**, or **three copies**.

State Fair Item Tags

3. Select if the tags are printed in order by **item number**, **class code**, **exhibitor name**, or **club**.
4. Select the printing scope. Select the exhibitor when printing an individual item tag.
5. Click the **Process** button. See Figure 2 for a sample State Fair item tag.

		FairPlus! By C & K Ventures...	
COUNTY	<input type="text"/>	STATE	<input type="text" value="XXX"/>
<input type="text" value="H"/>	<input type="text" value="GOS"/>	<input type="text" value="4202"/>	<input type="text" value="990070023"/>
Dept.	4H-FFA-OC	ID Number	Item
<input type="text" value="017"/>	Archery		
DIV#	Division Title		
<input type="text" value="001"/>	Any Level 1 Archery Exhibit-Ages 8-1...		
Class#	Class Title		
Placing	<input type="text"/>	Award(s)	<input type="text"/>
4H/FFA Exhibitor Age	<input type="text" value="9"/>		
<hr/> <hr/> <hr/>			
Goshen			
Beethoven, Schroeder			
Jellystone, WY 87000-0000			

Figure 2. State Fair Item Tag



Click the **Eject Sheet** button when a page has less than 4 tags to print the page. The icon to the left of the eject sheet button shows how many tags there are to print by graying out each section.



The system does not allow a State Fair item tag to be printed for any class designated as a no tag class at the county level.



Review State Fair Items

Use this screen to review and/or delete an exhibitor from the State Fair entries. Be sure to print a new State Fair item report and rebuild the State Fair data transmission files after deleting entries.

1. Click **Go to > To State Fair/Registration-Items > Process State Fair Items > Review/Delete State Fair Items**. See Figure 1.

Note: If a state fair item is deleted it is recommended that a new state fair report is printed. It is required that the state fair data transmission files be rebuilt to remove the item from existing transmission files.

Exit

List State Fair Items By...

County Item Number
 State Item Number
 Exhibitor Name
 Exhibitor Id
 Class

Delete State Item

State Fair Items...

Cty. Item	St. Item	Cnty Class	St. Class	Exb. Id	Exb. Name
000000056	P990070023	H017001	H017001	GOS4202	Beethoven, Schroeder
000000069	S990070005	J013001	J013001	GOS4251	Big Red Dog, Clifford
000000082	S990070003	J003001	J003001	GOS4282	Bird, Road Runner
000000051	S990070024	H017002	H017002	GOS3597	Cat, Sylvester
000000040	S990070026	H078015	H078015	GOS4184	Cowboy, Woody
000000052	S990070025	H017003	H017003	GOS4229	Coyote, Wile
000000070	S990070014	J013001	J013001	GOS3930	Dalmation, Pongo
000000071	S990070007	J013001	J013001	GOS3489	DeVill, Cruella
000000083	S990070021	F002004	F002004	FFA4039	Duck, Daffy
000000072	S990070015	J013001	J013001	GOS3921	Duck, Daffy
000000073	S990070009	J013001	J013001	GOS3707	Duck, Daisy
000000074	S990070010	J013001	J013001	GOS4293	Duck, Huey
000000075	S990070011	J013001	J013001	GOS4261	Explorer, Dora
000000054	S990070018	A001001	A001001	OCE0001	Farmer, Barbara
000000053	S990070022	H017001	H017001	GOS4017	Finn, Huckleberry
000000076	S990070016	J013001	J013001	GOS4260	Fish, Flounder
000000077	S990070013	J013001	J013001	GOS4209	Flintstone, Pebbles
000000078	S990070006	J013001	J013001	GOS3912	Hook, Captain
000000079	S990070012	J013001	J013001	GOS3989	LePew, Pepe
000000080	S990070008	J013001	J013001	GOS3995	Lightyear, Buzz
000000014	S990070020	F002004	F002004	FFA1239	Lightyear, Buzz
000000081	S990070017	J013001	J013001	GOS4232	Magoo, Quincy
000000055	S990070019	F001002	F001002	FFA1002	Magoo, Quincy
000000062	S990070002	J003001	J003001	GOS3709	Mouse, Minnie

Figure 1. Review State Fair Items

2. Select the method to list the items: **county item number, state item number, exhibitor name, exhibitor ID, or class**.
3. Highlight the **item** to be deleted.

Delete State Fair Items

4. Click the **Delete State Item** button.
5. Print a new State Fair item report.
6. Rebuild the State Fair data transmission files and send them again. This removes the deleted item.



State Fair Data Transmission Files

The final step in State Fair registration is to create and transmit the data files to the Wyoming State Fair. This information is the actual entry of the exhibitors' items into the State Fair. Two files are created and both must be sent to the State Fair. The first file is the exhibitors' items and is named XXXItems.txt. The second file is the exhibitors' information and is named XXXIds.txt. The XXX represents the county abbreviation. These files are located in the C:\CKV\dataxfer folder.



In order to e-mail the data files from within the program, be sure the e-mail has been configured. See the E-Mail Setup tip sheet for more information.

1. Click **Go to > Archive/Data Send/Receive > Send > Exhibitors/Items.**
2. Click the **Via Email** tab. See Figure 1.

Building Exhibitor/Item Data Transmission Files... [Exit]

Instructions | **Via Email** | Via Diskette | Setup Email

Build Data Transmission Files

Connect / Disconnect

Email Now!

Exit / Cancel

Note: If the [Email Now] button does not enable after building the data transmission file, check to see that all of the needed data on the [Setup Email] screen has been entered.

Included Message...
The attached files contain Exhibitor's (Ids.txt) and Item's (Items.txt) data files created on 6/16/2006 9:33:49 AM

Attachment (File) One:
C:\CKV\dataxfer\GOSItems.txt

Attachment (File) Two:
C:\CKV\dataxfer\GOSIds.txt

Connection Status:
LAN / DSL

Figure 1. Data Transmission

3. Click the **Build Data Transmission Files**.
4. Click the **Email Now!** button.



An alternative method is to send these files using regular e-mail. Create a new message addressed to the Wyoming State Fair. Attach both files located in the C:\CKV\dataxfer folder.



Create New Fair Year

A new fair year is created before starting to work with the next fair. The information for the previous year's fair is saved during this process.



Call the Communications and Technology Office when a new fair year needs to be created. The daily password is needed in order to complete the change.

1. Click **Go to > Archive/Data Send/Receive > Create New Fair Year**.
2. Enter the **daily password**.
3. Press **Tab**.
4. The screen displays information about the “before” and “after” data sets. See Figure 1.

Before...	After...	
Oldest Data Set Information...	Oldest Data Set Information...	<input type="button" value="Exit"/>
Data Set Number: 3	Data Set Number: 1	<input type="button" value="Continue"/>
Data Year: 2004	Data Year: 2005	Enter Password
Data Age: 2	Data Age: 2	xxxxxxxx
Most Current Backup: 4/20/2006 3:21:02 PM	Most Current Backup: 4/20/2006 2:41:52 PM	
Middle Data Set Information...	Middle Data Set Information...	
Data Set Number: 1	Data Set Number: 2	
Data Year: 2005	Data Year: 2006	
Data Age: 1	Data Age: 1	
Most Current Backup: 4/20/2006 2:41:52 PM	Most Current Backup: 6/15/2006 3:23:02 PM	
Newest Data Set Information...	Newest Data Set Information...	
Data Set Number: 2	Data Set Number: 3	
Data Year: 2006	Data Year: 2007	
Data Age: 0	Data Age: 0	
Most Current Backup: 6/15/2006 3:23:02 PM	Most Current Backup: NONE!	
Data Set 3 will be cleared if the process is continued!		
A Copy of Data Set 2 will be moved into Data Set 3 for correction and use as the newest data set.		

Figure 1. Create New Fair Year

5. Click the **Continue** button.

Create New Fair Year

6. Click **OK** to confirm the creation of the new year.
7. Click **Exit** when the processing is complete.
8. Click **Select Year** from the toolbar.
9. Select the **current year** radio button and click **OK**.



Be sure to remove last year's data before starting a new fair. See the Data Removal tip sheet for more information.



Data Export

The data export utility allows item and exhibitor data to be exported from FairPlus! into a .csv (comma separated value) file. Comma separated value files can be imported into Excel, Word, or most commercial software that understands .csv files.



Check information can be exported from the Financial section. See the Export Check Data tip sheet for more information.

1. Click **Go to > Utilities > Data Export**. See Figure 1.

1st Step

Class Selection...

- H029003 Series of Story Pictures - Unit 1
- H029004 Effects of Lighting - B&W - Unit 1
- H029005 Effects of Lighting - Color - Unit 1
- H029006 Flash Pictures - B&W - Unit 1
- H029007 Common Mistakes - Unit 1
- H029008 Best Picture - B&W - Unit 1
- H029009 Best Picture - Color - Unit 1
- H029010 Finished Photograph - Unit 1
- H029011 Silhouette Back Lighting - B&W/Color - Unit 2
- H029012 Silhouette Back Lighting - Color - Unit 2
- H029013 Different Subjects/Different Skill - Unit 2
- H029014 Depth of Field Changes/Lens Apertures - Unit 2
- H029015 Electronic Flash Photos - Unit 2
- H029016 Action Pictures/Choice Shutter Speeds - Unit 2
- H029017 Shadows/Dramatic Effects - Unit 2
- H029018 Best Picture - B&W - Unit 2
- H029019 Best Picture - Color - Unit 2
- H029020 Finished Photograph - Unit 2
- H029021 Natural Light - B&W - Unit 3
- H029022 Natural Light - Color - Unit 3
- H029023 Choices of Light Sources - B&W - Unit 3
- H029024 Choices of Light Sources - Color - Unit 3
- H029025 Effects of Focal Length with Fixed Distance - Unit 3
- H029026 Closeup Pictures - Unit 3
- H029027 Effects of Filter Use - Unit 3
- H029028 Examples from Scenic, Nature, Sports, Special Effects - Unit 3
- H029029 Best Picture - B&W - Unit 3
- H029030 Best Picture - Color - Unit 3
- H029031 Finished Photograph - Unit 3
- H029032 Darkroom Enlarger Control Techniques - Unit 4
- H029033 When Things Go Wrong in Processing - Unit 4
- H029034 Slide Story - Unit 4
- H029035 Best Picture - B&W - Unit 4
- H029036 Best Picture - Color - Unit 4
- H029037 Finished Photograph - Unit 4
- H029038 Non-Modified Photos of favorite subject
- H029039 Non-Modified photos of different subjects
- H029040 Non-Modified photos telling a story
- H029041 Modified photos of favorite subject
- H029042 Modified photos of different subjects
- H029043 Modified photos telling a story
- H031001 Portfolio/Scrapbook - Unit 1
- H031002 Portfolio/Scrapbook - Unit 2
- H031003 Study of a Master
- H031004 Painting
- H031005 Drawing

None
All

Export Data Selection...

<input type="checkbox"/>	Exhibitor Id
<input checked="" type="checkbox"/>	Exhibitor Name
<input checked="" type="checkbox"/>	Exhibitor Address
<input checked="" type="checkbox"/>	Exhibitor City / State / Zip
<input type="checkbox"/>	Exhibitor City
<input type="checkbox"/>	Exhibitor State
<input type="checkbox"/>	Exhibitor Zip
<input type="checkbox"/>	Exhibitor Phone
<input checked="" type="checkbox"/>	Exhibitor Grade
<input type="checkbox"/>	Exhibitor Age
<input checked="" type="checkbox"/>	Representing Club
<input type="checkbox"/>	County Name
<input type="checkbox"/>	Exhibitor Back Tag
<input type="checkbox"/>	County Item Number
<input type="checkbox"/>	County Class Code
<input type="checkbox"/>	County Fair Dept Description
<input type="checkbox"/>	County Fair Div Description
<input type="checkbox"/>	County Fair Class Description
<input type="checkbox"/>	Optional Information
<input type="checkbox"/>	Placing
<input type="checkbox"/>	Awards
<input type="checkbox"/>	Selected for State Fair
<input type="checkbox"/>	Livestock Information
<input type="checkbox"/>	Animal Birthdate
<input type="checkbox"/>	Livestock Measure One
<input type="checkbox"/>	Livestock Measure Two
<input type="checkbox"/>	Rate of Gain Data
<input type="checkbox"/>	Ear Tag / Id
<input type="checkbox"/>	State Fair Item Number
<input type="checkbox"/>	State Class Code
<input type="checkbox"/>	State Fair Dept Description
<input type="checkbox"/>	State Fair Div Description
<input type="checkbox"/>	State Fair Class Description

None
All

2nd Step

Export Data With Method...

- Items Unique
- Exhibitor Unique
- Exhibitor / Items (One Record per Exhibitor)

3rd Step

Automatic Export Data Selection...

NOTE: Manually select the export data fields via the 'Export Data Selection' area at left or select one of the Automatic Export Data Selection Items below:

- Stall Cards / Stall Committee Report
- Show/Number Cards
- Exhibitor Mating
- Optional Information Tracking

4th Step

Export File Name...

- Generic: Name = Export
- Custom: Enter Name Below.

DO NOT include file path or extensions.
Example: Name = Stallcard

Note: To enable the [Create] button at least one class, at least one data field or automatic export, data unique selection, and a file name must be selected.

Create C:\CKVAD\ataxfer\Export.txt

Clear All / Start Over

Return

Figure 1. Data Export

1st Step

- Select the desired class or classes from the selection box on the left-hand side of the screen. The classes can be multi-selected. See the Select Multiple Items tip sheet for more information.

2nd Step

- There are three methods of exporting data.
 - Items Unique – This means an export is requested that will contain all the items in each selected class. Select the information from the middle column for those items. There is no third step option available when this option is chosen.
 - Exhibitor Unique – This option means that an exhibitor is listed once. This is regardless of how many items the exhibitor has entered items in the selected classes.
 - Exhibitor/Item (one record per exhibitor) – One record on one line with all exhibits for that exhibitor included. This is not a recommended method of export. If members have many, many items, the 256-column limitation of Excel and Access will probably be exceeded. This method of export works well in states where they limit the number of items that can be exhibited and thus tend to stay within usable limits.

3rd Step

- These options are only available when Exhibitor Unique is selected in the second step. With these options, the contents of various fields are exported on a “canned” basis. If more information is exported than needed, remove the columns in Excel or Word. Another option is to not include those columns in a merged document.

4th Step

- A file can be exported with the generic name of **Export.txt** or a file name can be designated. When several different types of files are being exported with different information, give them specific names that provide a reminder of the information they contain.

Data Export

- A file exported generically with the name of **Export.txt** will be overwritten the next time information is exported. A file with a specific informational name generally will not be overwritten. However, be certain that the source data has not changed since the export in order to get the latest, most complete set of information.
- Either type of file is saved to the C:\CKV\dataxfer folder. Be sure when the application is opened that the type of file is changed to **All files** rather than just the application specific files. Otherwise, it may appear that the exported file is not there. See Figure 2 and Figure 3.

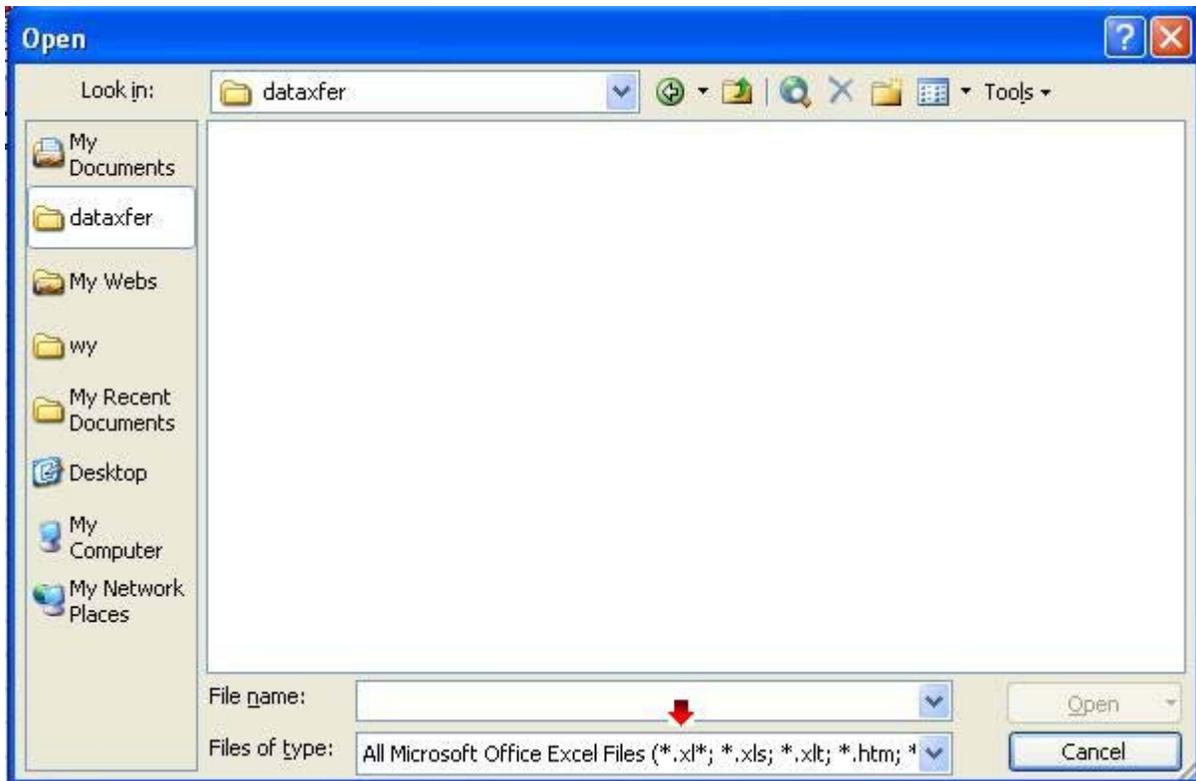


Figure 2. Application Specific Files

Data Export

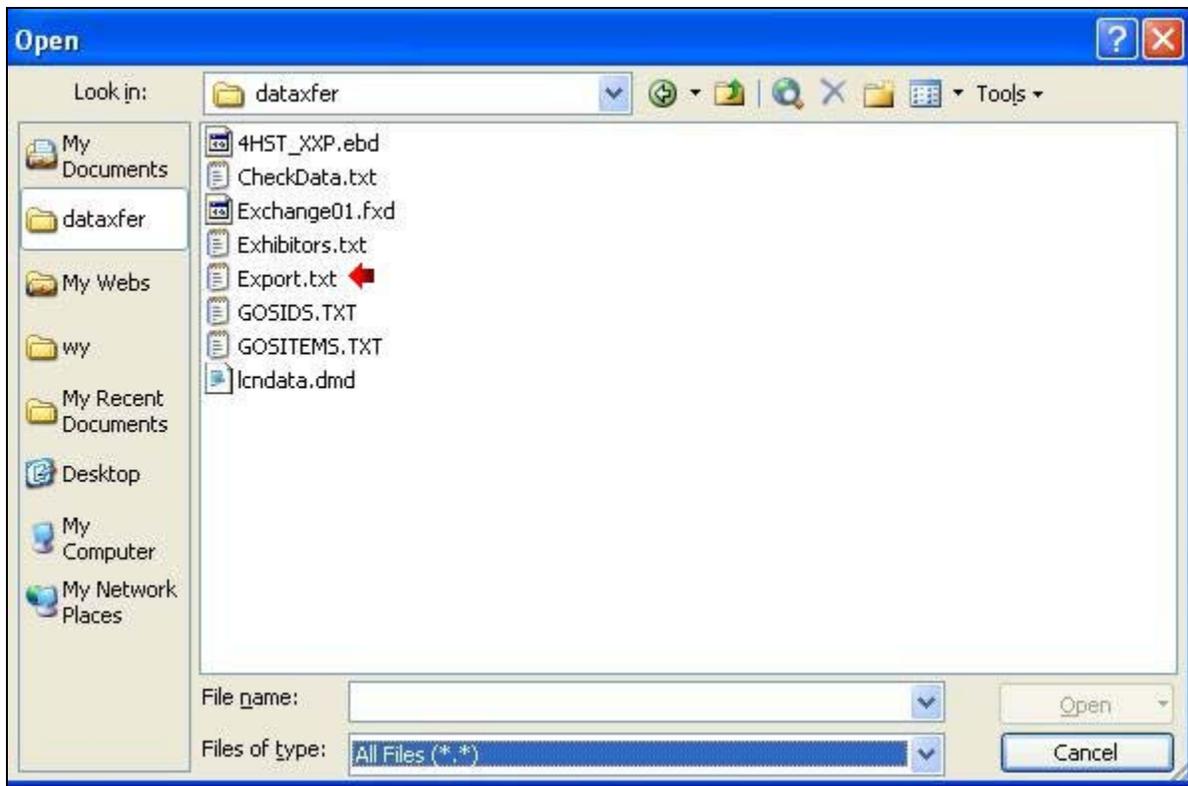


Figure 3. All Files



Password

Set a supervisor password for the FairPlus! program prior to using Distributed Data Processing.



Keep in mind that nothing can prevent an individual from going to Windows Explorer and removing any folders they see fit to remove. When the computer is going to be in a public location during fair, be very careful who has access to it.



The system is installed with the supervisor password set to null (blank) (empty) (nothing).

1. Click **Go to > Utilities > Password > Supervisor**.
2. Press **Enter** at the password field. If this does not work, try *barb* as the password. It may have been set at a training session.
3. Type a new supervisor password, press **Tab**, and click **Add**.



The supervisor password is the only password that will allow access back into this screen to enter or change passwords and to enable or disable the password system. **DO NOT FORGET THIS PASSWORD!** Share this master password with a responsible person so that it is not impossible to get into the system later. There is a master, hard-coded password for absolute emergencies. But, the Communications and Technology office will not want to give it to you!



Data Removal

Data is removed after creating a new fair year because the previous year's data is in the current year's data set. Data can also be removed after completing a training session or a practice set.

1. Click **Go to > Utilities/Password Entry > Data Removal**. See Figure 1.

Data Removal Options...

- 1) Fair: Entire Fair (Caution!)
- 2) Fair: Premiums
- 3) Fair: Selected Departments
- 4) Fair: Items, Checks, Modified Class Codes, State Items, All Exhibitors, Reset 4H Clubs to Non-Exhibitors
- 5) Fair: Items, Checks, Modified Class Codes, State Items, 4H Exhibitors, Reset 4H Clubs to Non-Exhibitors
- 6) Auction: Entire Auction (Caution!)
- 7) Auction: Auction (Sale Orders, Auction Entries)
- 8) Auction: Species Data
- 9) Advance Auction Buyer's History
- 10) Clear Selection

CAUTION! This utility allows you to remove various fair and auction data. If you are not absolutely sure of your action, please exit. It is also recommended that you make a full backup [Archive] [Backup] [Fair] before removing any data.

Remove All Distributed Data Exchange Files

Process Exit / Return

Figure 1. Data Removal

2. Click the **Remove All Distributed Data Exchange Files** button. It is very important that all the distributed data exchange files from the previous year be deleted. If not, it does cause problems with the distributed data processing for the new year.
3. Select the **data removal** method. Usually method #4 or method #5 is used. Method #4 removes all the exhibitors, including FFA exhibitors and open class exhibitors.

Data Removal

Method #5 removes 4-H exhibitors only. Use method #5 so the FFA exhibitors and open class exhibitors are kept.

4. Click **Process** and click **OK** at the two warning windows.
5. The program closes automatically to update the data.



Parameters

The parameters utility allows program defaults to be changed. Some parameters are locked and require the daily password. Please call the Communications and Technology office before attempting to change a parameter with a locked password. The following example uses the 100 MB zip drive parameter to demonstrate how to change an unlocked parameter. Unlocked parameters can be changed without the daily password.

1. Click **Go to > Utilities/Password Entry > Parameters**.
2. Select the **parameter** to be changed. See Figure 1. The parameter's settings display.

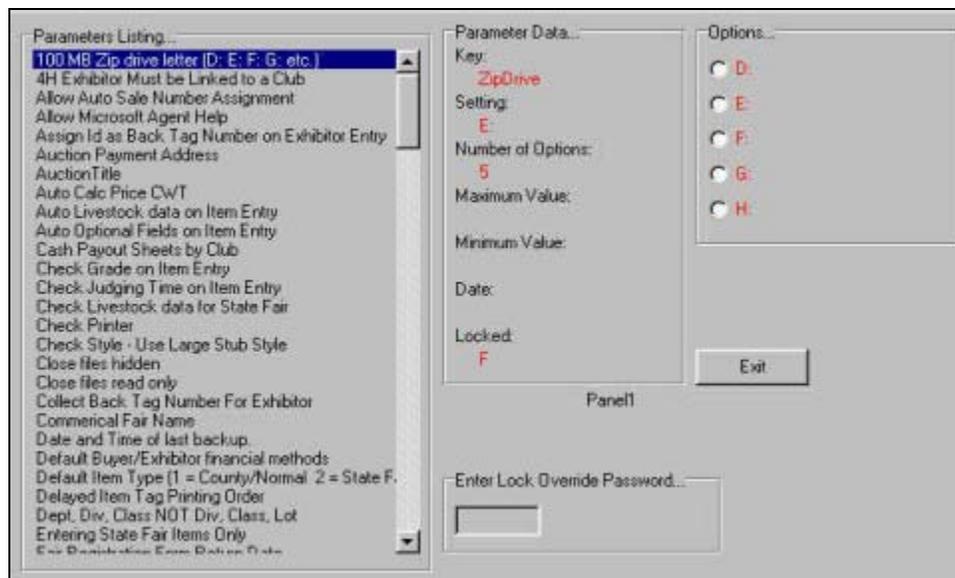


Figure 1. Parameters Listing

3. Select the **new setting** in the *Options* box.
4. Click **Exit**.



Menu Screens

The pictures for the menu screens can be changed with this utility.

1. Click **Go to > Utilities/Password Entry > Menu Screens**. See Figure 1.



Figure 1. Menu Screens

2. Click the radio button for the screen being changed.
3. Select an image from the list.