



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%.

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%.