



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.

Item	Name	Class
00000045	H078015 Mouse, Minnie	
00000046	H078015 Puppet, Pinocchio	
00000047	H078015 Robot, Rosie	
00000048	H078015 Rubble, Barney	
00000049	H078015 Sailor, Sinbad	
00000050	H078015 Warthog, Pumbaa	
00000051	H017002 Cat, Sylvester	
00000052	H017003 Coyote, Wile	
00000053	H017001 Finn, Huckleberry	
00000054	A001001 Farmer, Barbara	
00000055	F001002 Magoo, Quincy	
00000056	H017001 Beethoven, Schroeder	
00000057	J003055 Cat, Dilbert	
00000058	J003055 Chipmunk, Chip	
00000059	J003001 Hood, Robin	
00000060	J003001 Jetson, Elroy	
00000061	J003001 LaRamie, Jacque	

Figure 1. Individual Posting