



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		All	
<input type="checkbox"/> Back Tag Num (Non Livestock)						

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	Div	Class				
JUNIOR SHOWS	MARKET BEEF	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	FairPrint copyright 1999 by C & K Ventures.				

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: _____
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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.

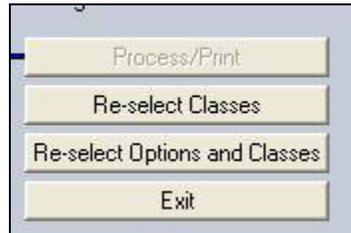


Figure 7. Reselect Buttons