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.

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 <u>are not</u> 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.

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.

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.

Figure 4. Zero Entry Call Sheet

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.

Figure 5. Judges Call Sheet, Page 1

Goshen County
4/25/2006 11:27:48 AM Judges Call Sheet: J003001   Page 2   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)
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.
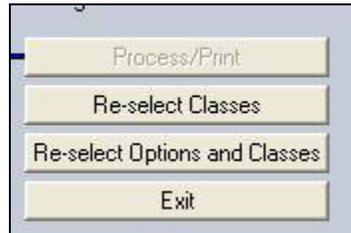
Figure 7. Reselect Buttons