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.

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.

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.

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**.