



## Open Class Exhibitors Add New Items

Use the Add New Items options to enter items for FFA exhibitors and Open Class exhibitors in the fair. Do not use Add New Items for 4-H exhibitors because the Year in Project information will not print on the item tag. Use the Enter Projects option instead.



The Add New Items can be used for 4-H exhibitors only when a class code does not display in the Enter Projects option. Be sure all the 4-H project links are used in a class before using this option. Write in the Years in Project information on the item tag. Please see the 4-H Project Links tip sheet for more information.

### Open Class Exhibitor Entries

1. Click **Go to > Exhibitors/Items > Exhibitors > Individual (Normal Method)**. See Figure 1.

Enter/Select Exhibitor...

114  4H Member >> 4H Exhibitor  
 17  4H Club >> 4H Exhibitor  
 3  4H Exhibitor   
 11  FFA Exhibitor   
 4  Open Class Exhibitor

Find...

State Fair Only...  Off  
 Tag Printing...  Off  
 Manual Back Tag...  Off  
 Auto Optional...  Off  
 Auto Livestock...  Off  
 Print OCE Age...  On

Current Open Class Fair Exhibitor list...

Id	Name
OCE0004	Cleaver, Ward
OCE0001	Farmer, Barbara
OCE0002	Huxtable, Claire
OCE0003	Stivic, Gloria

Exhibitor Data...

Id	Last	First	MI
OCE0002	Huxtable	Claire	J
Phone	SSN	Age	Grade
307-298-3748			
Street	City	State	Zip
707 Main	Jellystone	WY	87000
Back Tag Number	Representing Club...		

Exhibitor Items...

Item Count:

000000015 A001002 Fine Arts Painting & Drawing-Professional Animal-Oil/Acrylic  
 000000016 A001004 Fine Arts Painting & Drawing-Professional Plant World-Oil/Acrylic  
 000000017 A001006 Fine Arts Painting & Drawing-Professional People-Oil/Acrylic

Tag Printing Status

Figure 1. Open Class Exhibitor

2. Click the **Open Exhibitor** radio button. The Open Class exhibitor list displays.
3. Highlight the **Open Class exhibitor** entering an item.
4. Click the **Add New Item** button. The *Add Items screen* displays. See Figure 2.

The screenshot shows a software interface for adding items. It consists of three main selection panels at the top and a 'Class Items' section at the bottom.

- Department (Ex: A)...**: Count > 4. List includes: A Fine Arts, F FFA DEPARTMENT, H 4H DEPARTMENT, J JUNIOR SHOWS. 'A Fine Arts' is selected.
- Division (Ex: 001)...**: Count > 13. List includes: A001 Painting & Drawing-Professional, A002 Painting & Drawing-Advanced, A003 Painting & Drawing-Amateur, A004 Painting & Drawing-Junior, A005 Children's Painting & Drawing, A006 Photography-Pro-B&W, A007 Photograph-Adv Amateur-B&W, A008 Photograph-Adv Amateur-Color, A009 Photography-Amateur-B&W, A010 Photography-Amateur-Color, A011 Photography-Junior-Color & B&W, A012 Digital Camera Photos, A013 Children's Photography. 'A001 Painting & Drawing-Professional' is selected.
- Class (Ex: 001)...**: Count > 6. List includes: A001001 Scenery-Oil/Acrylic, A001002 Animal-Oil/Acrylic, A001003 Lifestyles-Oil/Acrylic, A001004 Plant World-Oil/Acrylic, A001005 Still Life-Oil/Acrylic, A001006 People-Oil/Acrylic. 'A001001 Scenery-Oil/Acrylic' is selected.

**Class Items...** Section:

- Selected Exhibitor...**: Huxtable, Claire J
- Current Class**: A001001
- Title**: Scenery-Oil/Acrylic
- This Item**: 000000018
- Next Item**: 000000019

Buttons: Add, Delete, Return, Exit. A 'Count > 1' indicator is present above the Class Items list.

**Figure 2. Add Items Screen**



Make sure that the number in the Next Item field is 0000000001 when entering the first item of the fair. Any other number indicates that data from the previous year or a training session has not been removed. See the Data Removal tip sheet for more information.

5. Highlight the **open class department**.
6. Highlight the **appropriate division**.
7. Highlight the **appropriate class**.
8. Click the **Add** button.
9. The current class and title displays in the Class Items section.
10. A second item can be added in the same class by clicking the **Add** button again.
11. To add more items form a different class for the same exhibitor, select the appropriate **department, division, and class**. Click the **Add** button.

12. To add items to the same class for a different exhibitor, click the **Return** button. Highlight the **exhibitor**. Click **Add New Items**. Note that the class code still displays. Click the **Add** button. See Figure 3.

**Figure 3. Add New Exhibitor to Same Class**

## Optional Information

The program automatically displays the optional information screen when an item is entered in a class using a method asking for this information. For example, the optional information displays for a livestock class when tied to a livestock method asking for additional information.



Click the **Optional Info** button or the **Livestock Info** button located in the lower-left hand corner of the Exhibitors screen to add this information. See Figure 4 on page 4 for an example. Be sure to highlight an exhibitor and an item to activate these buttons.

## Open Class - Add New Items

Enter/Select Exhibitor...

0  4H Member >> 4H Exhibitor

17  4H Club >> 4H Exhibitor

117  4H Exhibitor EnterNew

11  FFA Exhibitor EnterNew

4  Open Class Exhibitor EnterNew

Find...

State Fair Only... Off

Tag Printing... Off

Manual Back Tag... Off

Auto Optional... Off

Auto Livestock... Off

Print OCE Age... On

Current 4H Fair Exhibitor list...

Id	Name
GOS4022	Adamson, Adam
GOS3801	Adventurer, Aladdin
GOS4300	Appleseed, Johnny
GOS3798	Beagle, Snoopy
GOS4279	Bear, BooBoo
GOS4296	Bear, Cindy
GOS4278	Bear, Yogi
GOS4202	Beethoven, Schroeder
GOS4280	Bell, Tinker
GOS4251	Big Red Dog, Clifford
GOS4282	Bird, Road Runner
GOS3923	Brown, Charlie
GOS3601	Brown, Sally
GOS3628	Bunny, Bugs
GOS4281	Canary, Tweety
GOS3911	Cat, Dilbert
GOS3597	Cat, Sylvester

Delete Exhibitor Exit

Exhibitor Data...

Id	Last	First	MI			
GOS4300	Appleseed	Johnny				
Phone	SSN	Age	Grade	4H Year	Gender	
(307)349-1298		8	3	1	M	
Street	City	State	Zip			
123 Main	Jellystone	WY	87000-0000			
Back Tag Number	Representing Club...					
	GOS112 Bunny Round-Up Youth Club					

Exhibitor Items...

Item Count

Add New Item(s) Enter Project(s)

Optional Info Livestock Info

Delete Item ↑

000000008 H056002 4H DEPARTMENT Rifle Any Level 2 exhibit - Ages 11-13

000000020 H057001 4H DEPARTMENT Robotics Juniors (8-10 yrs old) - 1st or 2nd yr in

Tag Printing Status


Print Item Tag Eject Sheet

**Figure 4. Optional & Livestock Information**