



Open Class Exhibitors

Open class exhibitors may include 4-H exhibitors and FFA exhibitors who are also entering items in open class. The program considers each type of exhibitor to be different due to the exhibitor ID. So, when a 4-H exhibitor is also an open class exhibitor, that individual receives two premium checks. One is for the 4-H exhibits and the second check is for the open class exhibits.

Add an Open Class Exhibitor

1. Click **Go to > Exhibitor/Items > Exhibitors > Individual (Normal Method)**. See Figure 1 on page 2.
2. Click the **Open Class Exhibitor** radio button.
3. Click the **Enter New** button.
4. The characters OCE are added to the ID field in the Exhibitor Data section along with the next consecutive number.
5. Enter the exhibitor's personal information. Press **Tab** or **Enter** to move between fields.

Open Class Exhibitors

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...
Tag Printing...
Manual Back Tag...
Auto Optional...
Auto Livestock...
Print OCE Age...

Current Open Class Fair Exhibitor list...

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

Exhibitor Data...

Id: OCE0002, Last: Huxtable, First: Claire, MI: J
Phone: 307-298-3748, SSN: , Age: , Grade: , 4H Year: , Gender: f
Street: 707 Main, City: Jellystone, State: WY, Zip: 87000
Back Tag Number: , Representing Club:

Exhibitor Items...

Item Count:

Tag Printing Status

Figure 1. Open Class Exhibitors

Delete an Open Class Exhibitor

1. Click **Go to > Exhibitor/Items > Exhibitors > Individual (Normal Method)**.
2. Click the **Open Class Exhibitor** radio button.
3. Highlight the **Open Class exhibitor** to be deleted.
4. Click the **Delete Exhibitor** button.