

State Fair Only Entries

In a few cases, the county extension office is responsible only for sending exhibitor items to State Fair. There is an easy method to enter exhibitors in State Fair without having to manually post results.

Setup

Be sure the following items are set up before adding State Fair only entries.

- The departments, divisions, and classes must be the same as Wyoming State Fair.
 Department F is for FFA, Department H is for 4-H, and Department J is for Junior Shows. A backup file is usually available from the Communications and Technology office with this information.
- 2. Set up one simple method, one static method, and one livestock method. Only one method may be used if no optional information is needed.
- 3. Add a premium table with 0's in the first placing.
- 4. Set the parameter Entering State Fair Items Only to true. Click Go to > Utilities/Password Entry > Parameters. Highlight the parameter and select true. This leaves the parameter turned on each time the program is opened.
- 5. Complete the 4-H project links for the 4-H projects.
- 6. Use the class changes utility to assign the methods to the appropriate classes and the premium table to all the classes.
- 7. Make sure that the number in the Next Item field is 000000001 when entering the first item for State Fair entry. 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.

Enter 4-H State Fair Entries

All 4-H exhibitors **must** be entered using this method. The Year in Project information prints on the item tag when the projects are entered this way.

- 1. Click Go to > Exhibitors/Items > Exhibitors > Individual (Normal Method).
- Click the 4-H Member >> 4-H Exhibitor radio button. A list of 4-H members displays.
- Highlight a member. The member's information displays in the Exhibitor Data section.

When a member is enrolled in more than one club, a different club can be selected by clicking the **Representing Club** down arrow. Highlight the desired club.

4. Click the **Enter Project** button. See Figure 1.

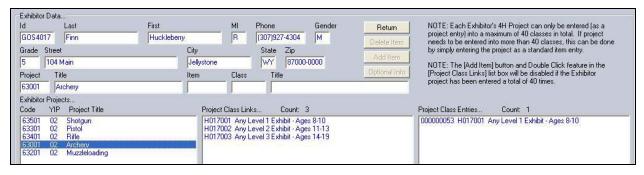


Figure 1. Enter Project Items

- 5. Highlight the **project** in the *Exhibitor Projects* section.
- 6. Double click the **appropriate class** in the *Project Class Links* section. The entry displays in the *Project Class Entries* section. The entry is automatically posted as going to State Fair. See Figure 2.

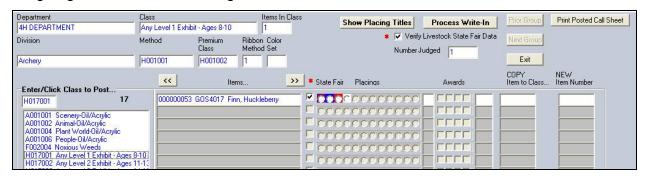


Figure 2. State Fair Item Posted

- 7. Add any other State Fair entries for the member.
- 8. Click Return.

Use this method to post the rest of the State Fair Entries for 4-H members.

Enter FFA State Fair Entries

Click Go to > Exhibitors/Items > Exhibitors > Individual (Normal Method). See
 Figure 3.

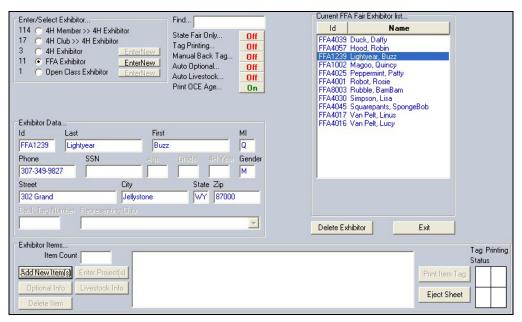


Figure 3. FFA Exhibitor

- 2. Click the **FFA Exhibitor** radio button. The FFA exhibitor list displays.
- 3. Highlight the **FFA exhibitor** entering a State Fair entry.
- 4. Click the **Add New Item** button. The *Add Items screen* displays. See Figure 4 on page 4.
- 5. Highlight the **FFA 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.

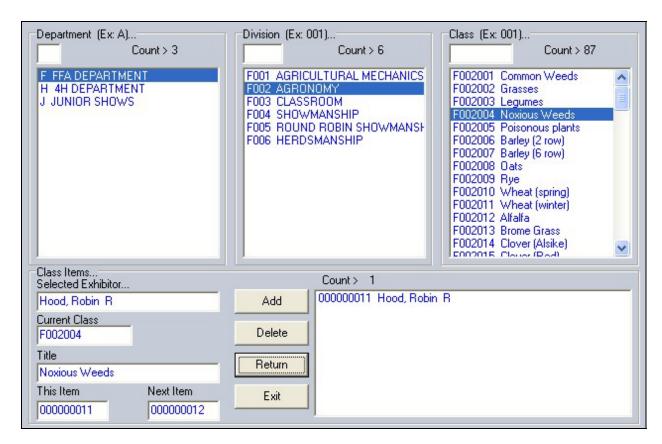


Figure 4. Add Items Screen

- 11. To add more items from 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 5.

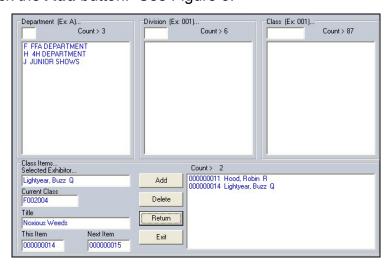


Figure 5. Add New Exhibitor to Same Class

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 6 for an example. Be sure to highlight an exhibitor and an item to activate these buttons.

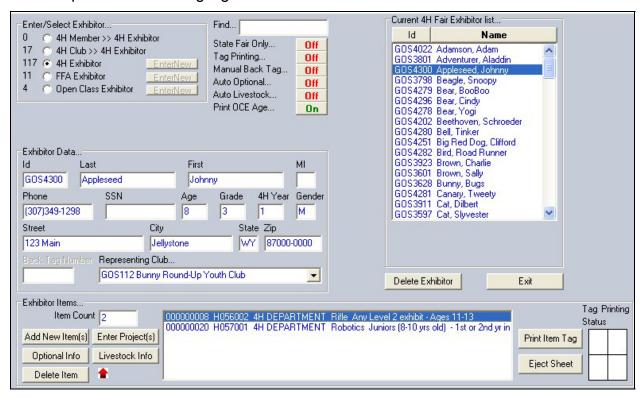


Figure 6. Optional & Livestock Information

State Fair Registration

Next, go to the State Fair Registration to complete the process. See the State Fair Registration tip sheet for more information.

CAUTION Do not print item tags in the Exhibitors/Items section. They are county item tags. Print state item tags in the State Fair Registration section of the program.