



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.

1. 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 0000000001 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)**.
2. Click the **4-H Member >> 4-H Exhibitor** radio button. A list of 4-H members displays.
3. 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.

The screenshot shows the 'Exhibitor Data...' form. It includes fields for Id (G0S4017), Last (Finn), First (Huckleberry), MI (R), Phone (307)927-4304, Gender (M), Grade (5), Street (104 Main), City (Jellystone), State (WY), and Zip (87000-0000). Below these are fields for Project (63001) and Title (Archery). The 'Exhibitor Projects...' section lists several projects, with '63001 02 Archery' selected. The 'Project Class Links...' section shows three links, and the 'Project Class Entries...' section shows one entry: '000000053 H017001 Any Level 1 Exhibit - Ages 8-10'. A 'Return' button is visible in the top right.

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.

The screenshot shows the 'State Fair Item Posted' form. It includes fields for Department (4H DEPARTMENT), Class (Any Level 1 Exhibit - Ages 8-10), Items In Class (1), Division (Archery), Method (H001001), Premium Class (H001002), and Ribbon Color Method Set (1). There are buttons for 'Show Placing Titles', 'Process Write-In', 'Prior Group', 'Print Posted Call Sheet', 'Next Group', and 'Exit'. A checkbox for 'Verify Livestock State Fair Data' is checked. The 'Enter/Click Class to Post...' section shows a list of classes, with 'H017001 Any Level 1 Exhibit - Ages 8-10' selected. Below this is a grid of item tags, with the first tag '000000053 G0S4017 Finn, Huckleberry' highlighted.

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

1. 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.

State Fair Only Entries

Department (Ex: A)... Count > 3
F FFA DEPARTMENT
H 4H DEPARTMENT
J JUNIOR SHOWS

Division (Ex: 001)... Count > 6
F001 AGRICULTURAL MECHANICS
F002 AGRONOMY
F003 CLASSROOM
F004 SHOWMANSHIP
F005 ROUND ROBIN SHOWMANSHIP
F006 HERDSMANSHIP

Class (Ex: 001)... Count > 87
F002001 Common Weeds
F002002 Grasses
F002003 Legumes
F002004 Noxious Weeds
F002005 Poisonous plants
F002006 Barley (2 row)
F002007 Barley (6 row)
F002008 Oats
F002009 Rye
F002010 Wheat (spring)
F002011 Wheat (winter)
F002012 Alfalfa
F002013 Brome Grass
F002014 Clover (Alsike)
F002015 Clover (Red)

Class Items... Count > 1
Selected Exhibitor... Hood, Robin R
Current Class F002004
Title Noxious Weeds
This Item 000000011 Next Item 000000012
Add Delete Return Exit
000000011 Hood, Robin R

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.

Department (Ex: A)... Count > 3
F FFA DEPARTMENT
H 4H DEPARTMENT
J JUNIOR SHOWS

Division (Ex: 001)... Count > 6

Class (Ex: 001)... Count > 87

Class Items... Count > 2
Selected Exhibitor...
Current Class F002004
Title Noxious Weeds
This Item 000000014 Next Item 000000015
Add Delete Return Exit
000000011 Hood, Robin R
000000014 Lightyear, Buzz Q

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.

The screenshot shows the Exhibitors screen with the following sections:

- Enter/Select Exhibitor...:** Radio buttons for 4H Member, 4H Club, 4H Exhibitor (selected), FFA Exhibitor, and Open Class Exhibitor. Each has an "EnterNew" button.
- Find...:** A search field.
- State Fair Only...:** A toggle switch set to "Off".
- Tag Printing...:** A toggle switch set to "Off".
- Manual Back Tag...:** A toggle switch set to "Off".
- Auto Optional...:** A toggle switch set to "Off".
- Auto Livestock...:** A toggle switch set to "Off".
- Print OCE Age...:** A toggle switch set to "On".
- Exhibitor Data...:** A form with fields for Id (GOS4300), Last (Appleseed), First (Johnny), MI, Phone (307)349-1298, SSN, Age (8), Grade (3), 4H Year (1), Gender (M), Street (123 Main), City (Jellystone), State (WY), and Zip (87000-0000). It also includes a dropdown for "Representing Club..." set to "GOS112 Bunny Round-Up Youth Club".
- Current 4H Fair Exhibitor list...:** A list box showing a table of exhibitors with columns "Id" and "Name". The selected row is "GOS4300 Appleseed, Johnny".
- Exhibitor Items...:** A section with "Item Count" set to 2. It shows a list of items, with the selected item being "000000008 H056002 4H DEPARTMENT Rifle, Any Level 2 exhibit - Ages 11-13". Buttons include "Add New Item(s)", "Enter Project(s)", "Optional Info", "Livestock Info", and "Delete Item".
- Tag Printing Status:** A section with "Print Item Tag" and "Eject Sheet" buttons, and a 2x2 grid for status tracking.

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.



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.