State Fair Data Transmission Files

The final step in State Fair registration is to create and transmit the data files to the Wyoming State Fair. This information is the actual entry of the exhibitors' items into the State Fair. Two files are created and both must be sent to the State Fair. The first file is the exhibitors' items and is named XXXItems.txt. The second file is the exhibitors' information and is named XXXIds.txt. The XXX represents the county abbreviation. These files are located in the C:\CKV\dataxfer folder.

In order to e-mail the data files from within the program, be sure the e-mail has been configured. See the E-Mail Setup tip sheet for more information.

1. Click **Go to > Archive/Data Send/Receive > Send > Exhibitors/Items.**
2. Click the **Via Email** tab. See Figure 1.

Figure 1. Data Transmission

3. Click the **Build Data Transmission Files**.

4. Click the **Email Now!** button.

An alternative method is to send these files using regular e-mail. Create a new message addressed to the Wyoming State Fair. Attach both files located in the C:\CKV\dataxfer folder.