



State Fair Item Numbers

Exhibitors' items being sent to State Fair must be issued a State Fair item number. Item numbers can be issued for the entire fair, by department, division, or class.

1. Click **Go to > To State Fair/Registration-Items > Process State Fair Items > Issue State Fair Item Numbers By**.
2. Select an option to assign item numbers.
 - **Fair** – A message displays asking to confirm that all the items in the fair are being examined. See Figure 1. Click **OK** to continue the process. Click the **Process** button. A circle displays showing 100% when all the item numbers are assigned.



Figure 1. Assign Item Numbers by Fair

- **Department, Division or Class** – Select the appropriate department, division and class information. See Figure 2 on page 2. Click the **Process** button. A circle displays showing 100% when all the item numbers are assigned.

State Fair Item Numbers

Select Department

- A Fine Arts
- F FFA DEPARTMENT
- H 4H DEPARTMENT
- J JUNIOR SHOWS

None All Continue

Figure 2. Select Department

- **Items** – Select the **individual item** or click the **All** button. Enter the **State Fair code** in the *State Code* field. Click the **Process** button. See Figure 3.

Select Item(s)...

000000025 GOS4209 J003015 Flintstone.

Return
Process

County - State Class code and titles for this...

County Code	Department Title	Class/Lot	Item
J003015	JUNIOR SHOWS		
	Division Title		
	MARKET BEEF		
	Class Title		
	Market Beef - Heifer		

State Code: J003015

Redo State Code

None All Continue

Note: Just prior to printing the state fair items report and building the state fair data files for submission to state fair, process the state fair items at the FAIR level one last time to catch any unqualified items.
 [Process State Fair Items]
 [Issue State Fair Items By]
 [Fair (Entire)]

Enter the state class code that the individual item is to be placed into or leave the state code box empty to use the county class code as the state class code.

Figure 3. Item Assignment Number

- **Exhibitors** – Select the **exhibitor**. Click the **Process** button. See Figure 4.

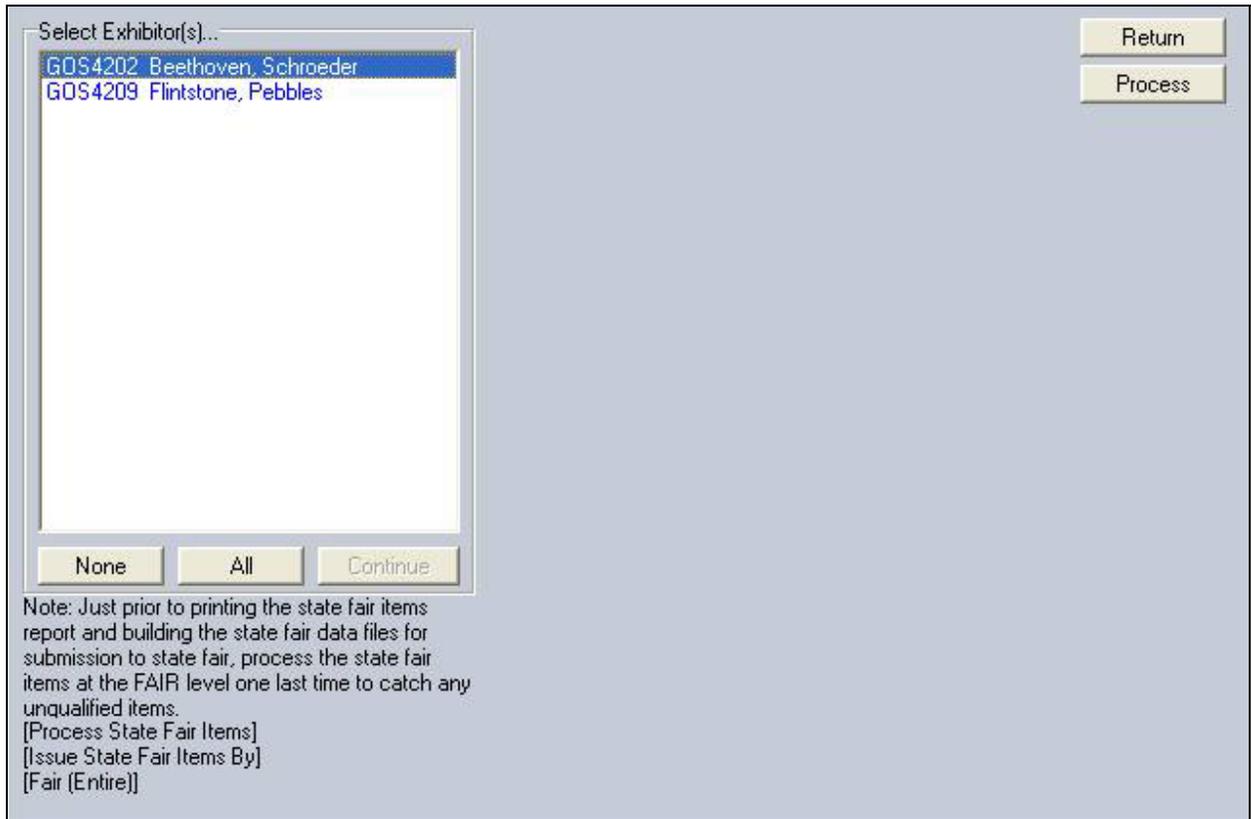


Figure 4. Exhibitor Assignment Number