



Write-Ins

The individual posting and class posting screens provide the capability of adding an exhibitor written in on the judge's call sheet.

1. Click the **Process Write-In** button.  The Exhibitor screen displays.
2. Highlight the exhibitor written in from the 4-H, FFA, or Open Class exhibitors.
3. Click the **Add New Items** button. The class automatically defaults to the class being posted. See Figure 1.
4. Click the **Add** button. The new exhibitor is added to the class.
5. Click the **Return** button. The posting screen displays for the posting class.

The screenshot shows a software interface with three selection boxes at the top: 'Department (Ex: A)... Count > 4', 'Division (Ex: 001)... Count > 0', and 'Class (Ex: 001)... Count > 0'. The Department box contains a list: 'A Fine Arts', 'F FFA DEPARTMENT', 'H 4H DEPARTMENT', and 'J JUNIOR SHOWS'. Below these are fields for 'Class Items...', 'Selected Exhibitor...', 'Current Class', 'Title', 'This Item', and 'Next Item'. The 'Selected Exhibitor...' field contains 'Brown, Sally M'. The 'Current Class' field contains 'J003001'. The 'Title' field contains 'Market Steer'. The 'Next Item' field contains '00000083'. To the right of these fields are buttons for 'Add', 'Delete', 'Return', and 'Exit'. A list of exhibitors is displayed on the right, including '00000067 Warthog, Pumbaa', '00000068 White, Snow G', '00000059 Hood, Robin M', '00000060 Jetson, Elroy M', '00000061 LaRamie, Jacqu', '00000062 Mouse, Minnie A', '00000066 Sailor, Sinbad L', '00000064 Robot, Rosie M', '00000065 Rubble, Barney M', and '00000082 Bird, Road Runner M'.

Figure 1. Write-In Exhibitor Defaults to Posting Class