Classes

Classes are a subcategory of divisions and are designated by the second set of numeric characters in the class code. The class in class code J003001 is 001, Market Steer. This is where the exhibitor enters his/her item in the fair.

 thuật A department and division must be selected first so the Class menu is active on the toolbar.

Create a New Class

1. Click Go to > Fair Data/Premiums > Department.
2. Highlight a department.
3. Click Division on the menu toolbar.
4. Highlight a division.
5. Click Class on the menu toolbar. The Class screen displays. See Figure 1 on page 2.
A method, premium table, and class fee must be selected first to enable the Create New Class button. Be sure to know which method and premium table are being used with the new class.

6. Click the Method button. The Method screen displays.
8. Click the Premium button. The Premium Table screen displays.
9. Highlight a premium table and click Save/Return. The Class screen displays.
10. The Class Fee defaults to zero. Type in an amount when an entry fee is charged.

Once a class has been displayed, the program automatically uses the method, premium table, and class fee information for subsequent classes in that division. This means these items are not reselected each time a new class is added. The optional features of Date/Time Judged, Minimum Grade, and Maximum Grade are not retained. They must be entered individually for each class.

11. After entering the method and premium table, click the Create New Class button.
12. The next available code is automatically assigned. A different number can be added by backspacing through the numbers and typing in the desired number.
13. Press **Tab** or **Enter**.

14. Type a **title**. Use the function key text to enter phrases.

15. Press **Enter**. The class is added.

To use the same methods and premium table as a class established in a previous session, “pick up” the method and premium table by simply selecting that class. Then, click the **Create New Class** button.

16. Continue until all classes are added. Click **Return to Division** or any other commands on the menu toolbar.

Wyoming is not using locked classes.

**Optional Features**

Information can be entered for the Date/Time Judged, the Minimum Grade, and the Maximum Grade. When date and time information is entered and an exhibitor tries to enter items in classes that have simultaneous judging times, a warning message about the conflict displays so the exhibitor can be notified. However, the exhibitor is allowed to enter all items regardless of the time conflict.

The same approach applies to minimum and maximum grade requirements. A warning message displays whenever an exhibitor enters an item in a class and does not meet the specified requirements.

**Delete a Class**

**CAUTION** A class cannot be deleted when exhibitor items are entered. A warning message displays when exhibitor items are present. See Figure 2 on page 4. Click **OK** to clear the message. Confirm that the class should be deleted. Exhibitor items need to be removed before a class is deleted.
Figure 2. Class Removal

1. Highlight the class in the Known Classes list.
2. Click the Delete Class button.
3. A confirmation message displays. Click OK to confirm the deletion.