Division Operations

Division operations are used to copy, renumber, or remove divisions. These actions cannot be taken when exhibitors’ items are entered in the fair. Check the divisions and make a note of the division numbers being worked with before using the copy or renumber features. The Fair Book Data may be of help when using the division operations utility.

Copy or Duplicate a Division

The class information associated with a division is included with the new, copied division. This is a good way to create a new division when the classes are the same as they are in the current division. The same methods and premiums are used for the new division. In the following example, Division H001 Dairy in the 4-H Department has classes needed in a new division, H005 Beef.

1. Click Go to > Fair Data/Premiums > Utilities > Division Operations. See Figure 1.
2. Click the Source Division field in the Duplicate Division section. Type the division number being copied. Press Tab.
3. Type the new division number in the New Division field. Press Tab.
4. Type the new division name in the description field. Press Tab.
5. Click the Create New Division button. The new division is created with the same class information, methods, and premiums from the original division.

Figure 1. Copy Division
Remove a Division

A division can be removed or deleted only when there are no exhibitors’ items in the classes within the division.

1. Click Go to > Fair Data/Premiums > Utilities > Division Operations.
2. Click the Division field in the Remove Division section.
3. Type the division number being removed. Press Tab. The description displays.
4. Click the Remove Division button.
5. Click OK to confirm the removal of the division.

Renumber a Division

A division cannot be renumbered when there are exhibitors’ items in the classes within the division. There must be an open division number above the ending division.

1. Click Go to > Fair Data/Premiums > Utilities > Division Operations.
2. Click the Starting Division field in the Renumber Divisions section.
3. Type the division number. Press Tab. The description displays.
4. Click the Ending Division field.
5. Type the division number. Press Tab. The description displays.
6. Click the Renumber Divisions button.
7. Click OK to confirm the division renumbering.