Divisions

Divisions are the subcategory of departments and are designated by the first three numeric characters of the class code. For example, the division in class code J003001 is 003, Market Beef. A department must be selected from the Known Departments list to activate the division menu item on the toolbar.

Create a New Division

1. Click Go to > Fair Data/Premiums > Department.
2. Highlight a department in the Known Departments list. This enables the Division menu on the toolbar.
3. Click Division on the toolbar.
4. Click the Create New Division button. See Figure 1.
5. The program automatically assigns the same letter as the selected department and assigns the first available number (i.e., 001). The number can be changed by backspacing and typing in the desired number. The division letter cannot differ from the department selected, and the number must contain three digits.

6. Type a title.

7. Press Enter. A new division is added to the Known Divisions list.

Delete a Division

**CAUTION** A division cannot be deleted when exhibitor items are entered in the classes. A warning message displays when exhibitor items are present. See Figure 2. Click OK to clear the message. Confirm that the division should be deleted. Remember, this also removes the classes associated with the division. Exhibitor items need to be removed before the division is deleted.

![Warning](image)

*Figure 2. Division Removal*

1. Highlight the division in the Known Divisions list.

2. Click the **Delete Division** button.

3. A confirmation message displays. Click OK to confirm the deletion.