FFA Exhibitors

It is important that the FFA exhibitors be added with the correct FFA chapter code to coordinate entries from each county. The format for the FFA exhibitor number is FFACCXX where CC is the chapter code and XX is a consecutive number. Contact the FFA advisor or check the State Fair premium book for the correct chapter number.

**CAUTION** It is important that the correct chapter number is used. Otherwise, it is possible for the item to be eliminated when the information is received at State Fair.

Add an FFA Exhibitor

1. Click **Go to > Exhibitor/Items > Exhibitors > Individual (Normal Method)**. See Figure 1 on page 2.
2. Click the **FFA Exhibitor** radio button.
3. Click the **Enter New** button.
4. The characters **FFA** are added to the ID field in the Exhibitor Data section.
5. Enter the **county FFA chapter code** for the first 2 numeric characters.
6. Use a numeric number from 01 to 99 for the rest of the number.
7. Enter the exhibitor’s personal information. Press **Tab** or **Enter** to move between fields.
Delete an FFA Exhibitor

1. Click Go to > Exhibitor/Items > Exhibitors > Individual (Normal Method).
2. Click the FFA Exhibitor radio button.
3. Highlight the FFA exhibitor to be deleted.
4. Click the Delete Exhibitor button.

Contact the FFA advisor for a current list of FFA members.