Import 4-H Clubs as Exhibitors

When 4-H clubs enter items, clubs can be imported as exhibitors. Consider doing this when using Distributed Data Processing. This allows individuals using the slave computers to enter items for the 4-H clubs.

When a county pen entry is going to State Fair, create a unique club in the 4HPlus! program such as “County SF Club.” This allows a county pen to be entered into the fair. Be sure to delete the club within the 4HPlus! program so it is not included in the ES237 report.

1. Click Go to > Exhibitors > Import All 4-H Clubs as Exhibitors Utilities. See Figure 1.

![Figure 1. Import 4-H Clubs](image)

2. Click the Import All (Remaining) 4-H Clubs Now button. This moves all the 4-H clubs to 4-H exhibitors when the progress bar displays 100%.
3. After all the 4-H club items are entered, clubs without items can be moved back to the 4-H clubs list. Click the **Remove Itemless 4-H Club Exhibitors** button. The clubs are moved back to the 4-H club list when the progress bar displays 100%.