Import 4-H Members as Exhibitors

All 4-H members can be imported as exhibitors so they display in one list. This eliminates looking for members in the 4-H Member list or the 4-H Exhibitor list. When using Distributed Data Processing, 4-H members should be imported as exhibitors. This allows individuals using the slave computers to enter items for exhibitors who are write-ins or late entries.

1. Click Go to > Exhibitors > Import all 4-H Members as Exhibitors Utilities. See Figure 1.

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

2. Click the **Import All (Remaining) 4-H Members Now** button. This moves all the 4-H members to 4-H exhibitors when the progress bar displays 100%.

3. After all 4-H member items are entered, exhibitors that did not enter an item can be moved back to the 4-H Members list. Click the **Remove Itemless 4-H Exhibitors** button. The exhibitors are moved back to the members list when the progress bar displays 100%.