Individual Posting

Posting enters the judging results for each class. It can be done by class, by individual, or by scanner. The fast posting section is not covered as there are too many potential for errors using this method.

Use the individual method to bring up one item for a specific exhibitor to correct the posting.

1. Click **Go to > Posting/Sweepstakes > Individual.** See Figure 1.
2. Click the **Name** or **Item** button to list the exhibitors in the **Select Item by** section.
3. Highlight the **exhibitor**.
4. Make the necessary changes to the placing, awards, and State Fair. Notice that the placing amount and total item amount change to the appropriate amounts.

Click the **Clear Posting** button to delete the placing and/or awards.

![Figure 1. Individual Posting](image)