Open Class Exhibitors

Open class exhibitors may include 4-H exhibitors and FFA exhibitors who are also entering items in open class. The program considers each type of exhibitor to be different due to the exhibitor ID. So, when a 4-H exhibitor is also an open class exhibitor, that individual receives two premium checks. One is for the 4-H exhibits and the second check is for the open class exhibits.

Add an Open Class Exhibitor

1. Click Go to > Exhibitor/Items > Exhibitors > Individual (Normal Method). See Figure 1 on page 2.
2. Click the Open Class Exhibitor radio button.
3. Click the Enter New button.
4. The characters OCE are added to the ID field in the Exhibitor Data section along with the next consecutive number.
5. Enter the exhibitor’s personal information. Press Tab or Enter to move between fields.
Delete an Open Class Exhibitor

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