Review State Fair Items

Use this screen to review and/or delete an exhibitor from the State Fair entries. Be sure to print a new State Fair item report and rebuild the State Fair data transmission files after deleting entries.

1. Click **Go to > To State Fair/Registration-Items > Process State Fair Items > Review/Delete State Fair Items.** See Figure 1.

   Figure 1. Review State Fair Items

2. Select the method to list the items: *county item number, state item number, exhibitor name, exhibitor ID,* or *class.*

   3. Highlight the **item** to be deleted.
Delete State Fair Items

4. Click the **Delete State Item** button.
5. Print a new State Fair item report.
6. Rebuild the State Fair data transmission files and send them again. This removes the deleted item.