Write-Ins

The individual posting and class posting screens provide the capability of adding an exhibitor written in on the judge’s call sheet.

1. Click the **Process Write-In** button. The Exhibitor screen displays.
2. Highlight the exhibitor written in from the 4-H, FFA, or Open Class exhibitors.
3. Click the **Add New Items** button. The class automatically defaults to the class being posted. See Figure 1.
4. Click the **Add** button. The new exhibitor is added to the class.
5. Click the **Return** button. The posting screen displays for the posting class.

![Image of FairPlus!](Image)

![Figure 1. Write-In Exhibitor Defaults to Posting Class](Image)