Lesson 11 –

The Fair Program in Extension Database (ED)

In this lesson, you will learn how to:

- Open the Fair Section in Extension Database
  As Administrator
  Regular User
- Accessing the Fair Screen
- 4-H Fair Setup buttons
  The Group Button
  Entering data in a Fair Groups Record
  The Classes Button
  Entering Classes
- Assigning Exhibitor Numbers
  Exhibitor Numbers Procedure
- Assigning An Entry
  Exhibit Entry Procedure
- Fair Setup/Livestock Show Screen
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  Class Break Procedure
  Class Break Process – Phase Two
  Procedure
- Assigning a Group to a Class
- Set Up for Common Information on the Show Catalog
- Printing the Show
Opening the Fair Section

As the ED Administrator

The Extension Database is expanded to include the Fair, Trophy, and Exhibit results programs. The Fair program allows you to keep track of judging and results of your County Fair along with planning the fair catalog. These sections can be selected to open when you login to ED during the fair season. You can then turn them off after the fair season. This section explains how the ED Administrator can turn these options on or off. You or any other ED user can then use your regular ED login at any other session to work in the Fair section.

The ED Administrator must login and turn on the Fair portion whenever you select the Fair button from the Main Menu and get this message:

“You must turn on the fair part of ED in Setup. Is this what you want to do?”

1. Double click on the shortcut icon ED_login.FP5 on your desktop.

   - Should the icon disappear from your desktop, you can have your ED Administrator recover the icon.

2. Enter the ED Administrator password when the Password window appears and click on the OK button.

   - Ask your Extension Database Administrator for the password to use for the Fair Section.
   - If you have the “Ask Mode” set to Yes then you will need to answer step 3, if you have it set to No then you will automatically go to step 4.

3. The following Login screen will be displayed. Click on the Office button to work on Member information or any other section within ED.

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4. Click on the User box to select your name from the list of users in the drop down list.

5. Click on the Login button.

- The “Ask mode” is used to select the Remote/Office mode during login. You normally select the Office mode 90% of the time so selecting Yes eliminates you needing to select the Remote/Office option. When you select No then this question will be skipped during the login process.
- Select Yes when you want to select which mode do you want to work in. For example, you need to work in the Remote mode while taking ED to your fair.
- Be patient; there are several files being accessed to run the database. These files are displayed on the screen as each one is opened.

6. When the Main Menu appears, click on the Setup button.
7. Click the Admin Setup button from the Setup menu.
8. Click the blue Start Fair button.
   - Notice the Fair Yes/No box turns to Yes. To turn off the Fair portion of the database select No here.
   - Notice the Donor and Manual buttons are also operated in the same manner as the Fair button to turn on/off the Donor and Manual portions of the database.

9. Click on the Back button to return to the Main Menu.
10. Now you can Exit ED and logon using your regular ED password.

As a Regular User

Most of us will be using ED after logging in as a regular user. If you have forgotten how to login refer to lesson 1 or use the above steps, just replace the Administrator password with the password your ED Administrator gave to you. If you have forgotten that password see your ED Administrator.
Accessing the Fair Screen

The Fair screen is used to enter data for your County fair. You will be able to use the Setup portion to prepare your group and classes drop-down lists. You will also be able to print out judging labels and sheets prior to the fair. Press the Fair button on the Main Menu to display the screen below.

NOTE: Pressing the Setup:
- **Group** button will go to the *Fair Groups* screen where you will be able to set your defaults for the Species.
- **Classes** button will go to the *Classes* screen where you will be able to set your defaults for the different classes.

Pressing the Judging labels and Sheets:
- **Fair print outs (project)** button will allow you to print out several reports from the *Project/Affiliation find/Options* screen. These reports are generally done before the fair.

Pressing the:
- Blue **Buyers/Dest.** Button will take you to the *Buyer / Destination General input* screen where you will be able to input information about Buyers.
- Blue **Exhibit #** button displays the *Fair Setup/Options* screen where you can input data about your exhibitors.
- **State Fair** button displays the *State Fair* screen where you work with sending data to the State Fair.

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- **Barcode** will take you to the Barcode section ED.
- Yellow **Buyer's/Dest List** button displays the Livestock Auction List screen which will allow you enter in who will be buyers and where the sale animals are going.
- The **Weigh in/Exhibit Results** button takes you to the Exhibit Info screen where you can enter exhibit information.
- **Fair Setup & Print Outs** button takes you to the Fair Setup, Livestock show and Auction screen where you will be able to setup show programs, print show programs, setup auction and print out auction programs.
4-H Fair Setup buttons

The Setup is the first phase that needs to be completed if you are going to use ED for your county fair livestock show. This section has been simplified and consists of only two buttons; Group and Classes.

The Group Button

The Group(Spieces) screen is the first screen you need to complete in the Setup. This screen must be completed before you go to any other fair screen. You use this screen to input setup data for your livestock show by first grouping your like species (projects) into one Fair group name. For example, our Beef Fair Group consists of 3 records, Beef, Beef Heifers, and Beef Steers. You must complete all project records for this fair group. Pressing the Group button displays the following screen: These are an extension to your projects so you would find which project you want to setup for fair first and then add in the additional info.

<table>
<thead>
<tr>
<th>Back</th>
<th>Exhibit # back</th>
</tr>
</thead>
<tbody>
<tr>
<td>Find</td>
<td>Sort</td>
</tr>
</tbody>
</table>

**New Project** button will display a blank record so you can enter a new species (project) that will be in the Livestock show. This should only really be done for open show as to the 4-H members should already be enrolled in the project.

**Description update** button will display the Project Code update screen from the General Setup screen. You can then update the description on this record. Just here in case your description is not quite what you want. Here again this should already be set.

**General** button will display the Project Codes screen from the General Setup screen. You can then update any project code record.

You only need to use these three buttons if you have more than one project description for any one Fair group. Like for beef you have the projects beef steers, beef heifers, and beef cows.

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Header button allows you to set all of the current found records “show custom header” field to whatever your first one is. You will get a confirmation box with the following: “You are about to set all the custom headers like the first one. Are you sure you want to do this? Yes/No. If you answer Yes then the text in the Show Custom Header field will be included in every record. If you answer No, then you will have to enter text in each record for the show.

Show button is like the Header field in that it allows you to set all of the current found records show setting like the first

Sale button field is like the Header and Show button it also allows you to set all of the current found records sale setting like the first

Entering Data in a Fair Groups Record

This procedure shows you how to complete one project record for a fair group. For example our Beef Fair Group consists of 3 records, Beef, Beef Heifers, and Beef Steers. You must complete all project records for this fair group. Once completed go to the next Fair Group. Another example of a Fair Group could be all the Swine project records. This screen is divided into sections. The general info has a green background, Show setup has a light blue and the sale has a dark blue.

1. Press the Find button.
2. Select the Project from the Description field; i.e. beef, swine, etc.
3. Press the Continue button and the needed Group(s) will be displayed. For example, you may have a Project description called “Beef”, “Beef Steer” and Beef Heifer” so you should have these records displayed.
4. Select from the pull down list which fair group/species this project is. If it not listed then go to step 5 all else go to 6.
   The Fair group drop down list is a dynamically building pull down list. This list is created when you type in a completely new project; i.e. beef, swine, and lama. With each new project the list gets longer. If your project is not on the list you then can type it in the field. (You may have to clear the field of the previous project). The next time you are on this field that project option will be available.
5. Click in the Fair group field and type in what you want this group to be named. For example, Beef. This field groups each of your “same species” projects into one fair group; i.e. Beef, etc.
6. Select Yes if you want Exhibit # and No if you do not want them for this show.
7. Enter the Begin Date and End Date for this Project if your county calculates the rate of gain for your livestock. Otherwise leave these fields blank. This is the date the 4-H member started taking care of this type of animal and the ending date. These fields are use to calculate rate of gain for this type of animal. The format for these fields is: mm/dd/yyyy; i.e. 3/15/2003.
8. The # of days from the begin date to end date will be displayed automatically.
9. The Sale Order field is used if you want the species in a certain order for the sale. This will bring the animal into the sale ring in this order. Decide what order this species will be entered in the sale and enter that number here. For example, Beef will be shown first so enter a 1 here, Beef Heifer will be shown 2nd so enter a 2 when you work with the Beef Heifer record.

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10. The Sale Price field is determined by Weight or Head. Select either from the list.

11. The Floor price cal field is determined by Add or Minus. This field determines whether you want the Floor Price to be subtracted or added to the total price of what the buyer pays.

12. The Floor $ (Floor Price Amount) field is a value that will be used as the default value for this show. This is the amount that will automatically be filled in as you are adding entries. Who pays for this amount is determined by your answer to the “Floor price cal” field. For example you need to enter 1.00 for one dollar or .50 for fifty cents.
   - This field is left blank until the amount is established just prior to the Livestock show. Your Livestock judges will supply you with this amount

13. The Floor Price field is also determined by Weight or Head. Select either from the list. Some Counties also refer to this as “Pool price”.

14. The Fee (Sale Fee) field is determined by a Flat or Percent value. The value you enter here determines whether you are charging the 4-Her a fee that is fixed (Flat) or a Percent. The default value is entered in the Fee default field.

15. The Fee default field is the default value to be used in the sale. Enter the percent value here to calculate the fee if you are using a percent fee in the Fee field. Enter the flat value here is this is going to be the same (fixed) fee or every entry in the show. You have to enter that default value in this field.
   - You must set the Fee Default before entering data or the auto fill fields will not be displayed when needed.

16. The Show Custom Header field is used to enter 20 lines of text that will be placed on each page of your Show catalog. For example, you can enter your show name, the current date of the show, when your show for next year will be held, etc. Text entered here is for this specific fair group, you will need to enter new text for each fair groups in this livestock show.
   - Note: You can also change the text format by click the right mouse key inside the text field. You can adjust the font, size, style, or color of the text.
   - Please note that if you have more than one project all projects must have this custom header in it for the show program to come out correctly.

17. Now determine if you want to have all the different projects (species) to have the same header, Show, and Sale info as this record. If you do, then what you have entered on this record will be entered on all the projects for this show. If you don’t then you will have to enter text for each project in the Show Custom Header field.
The Classes Button

The Classes screen is the second screen you need to complete in the Setup. This screen must also be completed before you go to any other fair screen. Pressing the Classes button displays the following screen:

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NOTE: Pressing the:

- **Main** button takes you to main fair screen
- **Weight In** takes you to the weight enter screen.
- **Fair** takes you to the Fair setup section.
- **Find, Sort, and New buttons** will go to their respective screens.
- **Delete** button deletes the selected record(s).
- **Reorder** will renumber your show order with ascending numbers. Not really necessary but if you want to have nice numbers this will do it for you.
- **Check info** will go through your current find and if you have a Class section break or Trophy info but no one entered in the class it will stop and let you fix.
- **Trophy Info Update** will pull in link trophy info into the Trophy info field. Now you first must link the Trophy to the class and this is done through the Trophy section of ED.
- **Class P.O. and Sale P.O.** are just general list print outs for classes. This gives you a chance to see how you have your classes setup.
- **Two new fields.** There are two new fields here Class # and Class # here. These will tell you if you have anybody entered into the class and how many.
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Entering Classes

1. Press the Find button.
2. Select the Group (Species) that you want to set up classes from the Group field list.
3. Press the Continue button and the needed Group(s) will be displayed. If you already have some in order please click on the sort button.
4. The Class field should be displayed from the previous screen. If not, then enter proper class for this group. IF this is your first year and you have no classes then get last years show programs and enter in the descriptions of the classes. Now you will not need to enter in separate classes if one is to big. Like you would only need to enter in Crossbred Steers one time even though generally this is broken into 3 or more separate classes.
5. Type the placing text in Class Section Break field. You can get this information from your last years show flyer. For example, you can type Grand Champion, Reserve Grand Champion, or Champion Angus Heifer. This is where you would put in info that you want to follow this class. This info would then be displayed on the show program right after. Trophy info also follows the class as well. Now be careful because if there is no one enrolled in this class this info will not be printed.
6. The Show Order is where this class is in the show program. 1 is first and 99999 would be at the bottom. If you need to put one in between two class like between 2 and 3, you would just make it 2.5 since 2.5 comes between 2 and 3.
7. Select from the drop down list, None, Grade, Weight, or Date in the Class Break Description field. This is how the final sort will be determined in a class. If you do not know what to choose for this field, ask your show manager. This field should not be left blank.
8. The Break order field is a drop down list with two options for sorting. Ascending (Heaviest) or Lightest (Descending) order.
9. Once you have completed the above steps for every class that will be in your show you can look at your Show Order report by clicking on the Class P.O. button. Hint P.O. stands for Print out.
10. Press the Continue button to return to the Classes screen, or you can select File, Print to print out the report. You can give the report to your show judge to make sure the show has been done correctly.
11. If you have related a trophy to a class in the donor section of ED (Main Menu, Donor button), you can have ED automatically put this data in for you by clicking on the Info (Trophy Info Update) button, then the Reenroll button on the Trophy Info screen. Note: Please be aware that this will erase all last year’s data in the Trophy Info box. See the Donor Section for more information on this step.

Once you have completed the Group and Classes Setup sections you can go to the Extension Database Fair Setup/Options screen to set up Exhibitor numbers.
Assigning Exhibitor Numbers

Your next step in setting up for the Fair is to assign Exhibitor numbers which you do on the Fair Setup/Options screen. You have two options for assigning Exhibitor numbers. The first option and the one used by most of the counties are; one exhibitor number for each 4-H member that will be used for every livestock species (projects) they have entered in the show. The second option will let you assign one exhibitor number per project which means the 4-H member will have multiple exhibitor numbers. To display the following screen press the Exhibit # button from the 4-H Fair screen.

![Extension Database Fair Setup/Options](image)

NOTE: Pressing the:
- **Main Back** button takes you to the Main Menu.
- **Exhibit Info** button takes you to the Exhibit Info screen where you enter Weight-in and Exhibit Results for your 4-H member(s).
- **General** button displays the screen above.
- **Project Exhibit # Find** button finds a particular project by Enrollment Year and will assign Exhibitor numbers if requested.
- **Set Random** button will randomly assign the Exhibitor number to the 4-H members. You should only do this one time per year. This will set the sort order for the numbers to a random number.
- **Clear Exhibitor #** button will clear the Exhibitor numbers on your 4-H members livestock projects (usually left over from the previous year). This should be done at the beginning of each year.
- **Projects Setup** button will display the Project Codes screen from the general ED setup menu screen.

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- The **Sort** button will take you to the Fair Sorts screen where you can sort the found records by Last name, Random# or a General Sort.
- **Transfer** button will ask you if you want to set the member exhibitor numbers to one.
- **One Exhibitor #** and **Yes/No radio** buttons. This gives one number to each 4-Her no matter how many different projects they are in.
- **Project** button previews the Exhibitor Number report by projects. You will be asked which layout you prefer, the 2 column or the General. Once you have previewed this report you can send it to the printers for a paper copy.
- **Clubs** button previews the Exhibitor Number report by Clubs then you can send it to the printer. You will be asked which layout you prefer, the General or 2 column.
- **Exhibitor #** button will preview the Exhibitor List report by the Exhibitor Number so you can then send it to the printer.
- **Eliminate duplications** This will take out the multiple projects a member has and leave only one entry for them.

Exhibitor Numbers Procedure

You must find your 4-H members before you can assign them an exhibitor number. Once you have found them there are a couple of ways you can assign the exhibitor number. An easy way to do this is to go to the project setup section and select “Yes” to Exhibitor number. This way you can just find these projects with the year.

1. Click on the **Project Exhibit # Find** button.
2. Enter the **current year** for the Enrollment Year field.
3. Click on the **Yes** radio button at the Project needs exhibit # question.
4. Click on the **Clear Exhibitor #** to make sure that last years numbers are not assigned to the 4-H member. Note this should only really be done once a year.
5. If you want a Random order click on **Set Random** all else just go to step 6.
   - OR, If you put in the **Exhibitor numbers manually** (from the 4-H Affils input screen) then you can click on the transfer button. This will transfer the Exhibitor numbers to these found projects. If this is the option you have chosen then you will only need to indicate if you want to include townships and go to step 10 to print out the type of report you need
6. Click on the Sort button to select how you want your records sorted before having the exhibitor number assigned to them.
7. Select **Yes/No** at the **One exhibitor#** radio button question.
8. Set your starting number in the **Start Number** field. For example, set it at 1 or you can set it to 100 or even to Jack Benny’s favorite number of 39.
9. Click on the **Exhibitor #** button and Ed will assign the numbers starting with whatever you put in the **Start Number** field.
10. Select **Yes/No** at the **Include Township** radio button question.
11. Once this is done you can choose from the three different formats to print your Exhibitor Number reports. You can select a report from the yellow Project, Clubs, or Exhibitor # buttons.
   - Once you select a report type you will be asked whether you want it in a 2 column or a general format.

Once you have the Set Up procedures done go to the next phase and work on the **weight in** process.

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Assigning An Entry

Now you can begin to enter the weight-in data after you noise print them in the spring or as the animals are being brought to the fair show. To display the following screen you would select from the Main menu the Fair button then the Weigh in/Exhibit Results button.

NOTE: Pressing the
- **Sort by Time** button is a toggle button along with **Sort by Breed** button. The Sort by Time will sort your entries by the time they were entered with the most recent entered listed at the top and is the recommended way of entering. If you need to have the most recent entered exhibit, then you need to click this button after your find. The Sort by Breed will list the entries as you enter/find them.
- **New Exhibit** will add a blank new Exhibit record for you to enter the exhibit information. The blank record will have the default values you have established in the setup screens.
- **Duplicate** button will duplicate the current animal (record) entry you are on. Beware you must first click anywhere on the portal row first which will turn that row black before pressing the duplicate button.
- **Fair Setup** will take you straight to the Fair show setup section. This allows you to easily go back in forth which sometimes you have to.
Exhibit Entry Procedure

1. Since the Exhibit Info screen is already in the Find mode, click on the Project drop down list field and select a project.
2. Type in the current year in the year field if it is not displayed. For the current year to be displayed you must have inputted this info off of the main fair page.
3. Press the Continue button.
4. Now you need to decide if you want the Class default to automatically fill in the class field whenever you select a new exhibit record. If so, then you need to click on the Defaults button to display the Exhibits Defaults screen. If you don’t want any defaults then leave them blank.
   - Going to this screen will need to be done for each type of class and before you create a New Exhibit for that class.
   - This option will limit the other species pull down list and only display this needed species for this project.
   - Of course if you do not want to have Class default value displayed then you can leave the field blank and skip step 4 and 5. You will then need to enter the class in manually for each new exhibit record you create.
5. Click on the Class field and enter the class from the drop down list.
6. Click on the Back button to return to the Exhibit Info screen
Please note that you should have all of your Fair groups and Classes setup before this step.

1. The species/group field should automatically fill in for you.

2. Click on the **New Exhibit** button to display a blank record with the species and Class filled.
   - Notice the Class, year, and species are entered on this exhibit record.

3. Enter the needed information in the Animal ID, Birth date (if a Heifer), Begin Weight and End Weight (if you use the rate of gain).

4. Enter **Yes/No** for the “Fair Here” Yes/No question.
   - This field needs to be answered Yes if the animals will have a begin weight and show up at the fair. You will need to be able to find only the animals that are at the fair. IF you are entering after noise printing in the spring then this would be No and you would go back after weigh in at the fair and set it to Yes.

5. Repeat the process for other animals in this species and class using steps 7 through 9.
   - When you need to enter a new class begin with step one.
Fair Setup/Livestock Show Screen

This is the screen where you will produce printed reports before, during, and after the Livestock show as needed. The first report will be use for the Class Break process. Another report will be the Show catalog to be used during the Livestock show. The Fair Setup/Livestock Show screen below can be displayed by clicking on the Fair Setup button on the Exhibit Info screen. Notice the Black bar above the Green Show button is the active screen.

Note: Pressing the:

- **Break Screen** button produces a report for the show manager so they can indicate where they want the class breaks.
- The **Show # set** button uses a format to display the records when there is a problem and will make it easier for you to find and correct the problem.
- The species (Group), Class, and Placement Points **Setup** buttons are here in case you need to make changes.
- **Barcode update** gets the fields ready for you to print the barcode show program.
- **Show Program Barcode** will print out the show program but with Barcodes on it.
- **Weight Enter** will allow you to enter in the end weight of the animals and that they are here. This matches up with the Yellow “Weight General” report.
- The various **Yellow** Buttons are print out reports in different formats.
- The various **Blue** buttons will take you to different input screen which have been detailed in different ED lessons.
Class Break Process
Phase One

Now that you have all the animals entered into ED we are ready to start with the Class Break process. The first step is to complete the setup for your master sort for the program. This relates back to the numbers you entered for the sorting on the Species/Class screen.

In order to get the Class Break established you will need to print a report to give to the Show Manager so he/she will be able to indicate where they want the Class Break to fall.

Class Break Procedure phase 1 – Show manager print out.

1. Click the General Find button to find the group you are working with.
2. Click on the Species field and select a species from the drop down list. For example, you can use beef.
3. Enter the current year in the Year field.
   - If this is a group using the begin weight field then be sure to select “Yes” in the “Fair Here” field.
4. Click on the Continue button.
5. When the find is complete you will be asked: “Do you want to sort your found records? Yes/No” select yes.
6. Select number 2 button at the: “Which way do you want to Sort? 1. Show Number Sort or 2. Group/Class” box. This is because you don’t have a Show order yet.
7. Click on the Yellow “Break Manual Print Out” button.
8. Select File, Print to print a report to give to your Show Manager.
   - Give this report to your show manager and tell them they will need to put an X where he/she wants the next class to begin.
   - You have now set up most of the Show information in the Break screen. The species (Group), Class, and Placement Points are here in case you need to make changes.
   - Any Yellow button on the Fair Setup/Livestock show are your print outs.
   - Use the Show # set screen
Class Break Process - Phase Two

When the show manager returns the Break Manual report you can begin to enter the breaks as he/she indicated on the report. You will need to put the records in the same order as you did for the Class break report to make it easier for you to make the changes.

Procedure

1. Click on the Break Screen button.
2. Click the Find button to find the group you are working with.
3. Click on the Species field and select a species from the drop down list. For example, you can use beef.
4. Enter the current year in the Year field.
   - If this is a group using the begin weight field then be sure to select “Yes” in the “Fair Here” field.
5. Click on the Continue button.
6. When the find is complete you will be asked: “Do you want to sort your found records? Yes/No” select yes.
7. Select number 2 button at the: “Which way do you want to Sort? 1. Show Number Sort or 2. Group/Class” box. Here again select option 2 because you do not have a show order yet.
8. Use the Rolodex to locate the record where the show manager put the first X and insert an X in the Break field.
9. Repeat for all the X’s in other records.
10. Click on the Blue Class Break button.
11. A message stating: “You are about to manually break the current found records. Are you sure you want to do this??? Yes/No. Select Yes.
12. Yet another message asking: “You are about to reset the Class Numbers. Are you sure you want to do this?? Yes/No. Select Yes again.
   - If you need to change any of the breaks, you must first clear them by clicking on the red Clear Class Break button. Then you need to reassign the breaks.
   - The Class # Set button will only reassign show order #. You will need to do this if you have to change something in the show order set by Class or your Master Sort.

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There are two fields that are set for the show order. They are the box next to the Break where you put the X and the the Show order box. If you wanted to make a minor change you could.

1. If an animal was in the wrong class you could change the class they are in and then show order number to what the other in the class are.
2. If an animal was in the wrong class break then you could just change the break number.

Here again it is based on numbers so 1 is before 2.
Also this year the breaks are not over written. So you can make minor adjustments easily.
Assigning a Group to a Class

This is generally done with swine as the livestock show. You will also be working with a range of weight for the most part. A Filemaker Pro range is done by putting … (three dots) between the weights in the End Weight field. See the procedure below to assign a group to a class.

1. Click on the **Set to one class** button to display the Show/Sale Find Screen.
2. Find your group. For example, select **Swine** from the Species drop down list.
3. Generally you use the weight range to do the find. Enter a **range** in the End Weight field. For example, enter 240…280.
4. Click on the **Continue** button.
5. When the **Set to one Class** screen is display select a **Class** from the drop down list.
6. Click on the **Continue** button.
7. You will be asked to confirm your selection by: “You are about to set all of the current found records classes to the first class. Are you sure you want to do this?? Yes/NO. Select Yes.
8. You will be asked if you want to set another class? Yes/No.
   - Select **Yes** for each range you want assign a class number.
   - When you are finished select **No**.
Set Up for Common Information on the Show Catalog

Before you print your catalog you will need to include some information that will be printed on all the pages of the show catalog. For example, you can include the Dates, User ID, Headers or Footers, or informational text. To access the Fair Setup Livestock Show Setup screen displayed below, click on the Setup button on the Fair Setup/Livestock Sale screen.

Note: The fields you have are:

- **Show Date.**
- **Sale Date.**
- **Indicate if you use ID # instead of Exhibitor #.**
- **Use the Floor price, Yes/No.**
- **Use Custom Header, Yes/No.** When you select No at the Custom header question the text in the Show label will be printed at the top of each page.
- **Mark 10 year tenure for 4-H’er.** Each 10 year member will have an asterisk (*) beside their name. Yes indicates that the text in the Tenure Note field will be printed at the bottom of each page. You can put in any text you wish here. For example, you can type, “* denotes 10 year 4-Her”.
- **Show sort has two options.**
- **You can type text in for the General info for Sale**
- **The trailing footer text will be printed at the end of the show program.** You can type up to 20 lines of text in the show Report Trailing Footer
- **Parent update is to make sure the parent info is set for the sale programs and receipts.**
Printing the Show

You are now at the point where you can print out the Show bill, Show catalog or reports. Basically Find your group and then chose any of these print outs. IF you don’t like one just try another.

The Program print buttons are:

- You five different Show Program buttons to choose from; Club, township, Two Column, or 2 Column with on header printed across the top.
- You have two Report print outs; the Rate of Gain Report and Pen Report.
- The Weight General Report will be used for the animals you have pre-entered their weights before the fair. The people weighting the livestock will have a box on this report to write in the ending weight of the animal. You will then use this to complete the records for the livestock show.