

Entering Results by Hierarchy (Animals)

1. Click on the Results tab.
2. Select either the Class Results by Hierarchy tab or the Division Results by Hierarchy tab, depending on which set of results you are entering.
 - a. **Lot Results** = the first set of results to be entered for an entry, typically the ribbon they receive when showing in their class.
 - b. **Class/Department Results** = the second set of results to be entered for an entry, typically the award that is received when they are judged a second time, with others in their division (for Champion, as an example).
3. Select a lot or class for which to enter results.

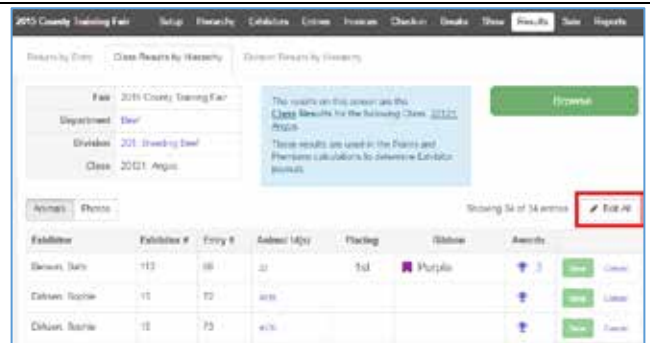


(Lot Results)

1. Click Edit next to the entry to add the Ribbon, and/or Awards. Do not complete placing.
2. Alternately, you can click Edit All to open all records on screen for editing.
3. Click Save beside each record to save the results.

NOTE:

Each entry may only receive one ribbon, but may receive multiple awards.



(Class/Department Results)

1. To enter Department results, select the Division.
2. Click Edit to add Division results.
3. Click Save to save the results.

NOTE:

The first (class) placing is displayed on this screen, but is not utilized by the Buffalo County Fair.



Entering Results by Entry (Scanning or by Entry)

1. Click on the Results menu.
2. Select the Results by Entry tab.



Scanning Results:

1. Scan an Entry card barcode.
2. Scan the correct Ribbon barcode.
3. Results are saved automatically by "Ribbon Saved" in green.
4. If a ribbon was entered incorrectly, simply scan the correct ribbon to override the incorrect entry.

NOTES:

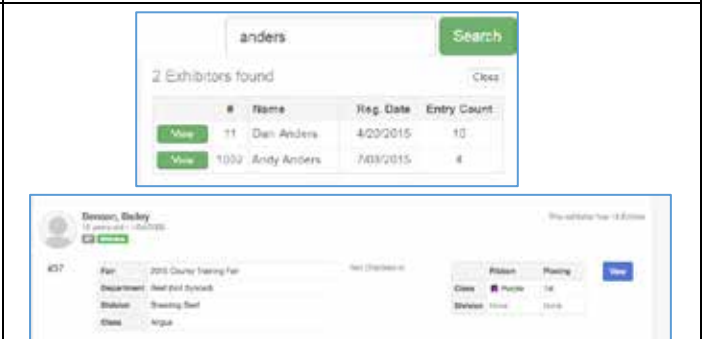
Each entry may only receive one ribbon, but may receive multiple awards.
The first (class) placing is displayed on this screen, but is not utilized by the Buffalo County Fair.



Results by Entry (No Barcode Scanner):

(Exhibitor Name/Entry Number Search)

1. Enter the exhibitor name or entry number into the search box and click Search.
2. Click View beside the correct exhibitor in the pop-up.
3. Click View next to any entry for which you would like to enter results.



(After the appropriate entry is found)

1. Click Edit Results to enter results for the entry.
2. Enter Results. Results are saved as they are entered.
3. Click Finish Editing to return to the Entry.
4. Click View all Entries for this Exhibitor to return to the list of Entries for the Exhibitor.
5. Click View/Edit this Entry in Detail to return to the Entries screen.

