

Note the following points when adding a champion class to the fairbook file:

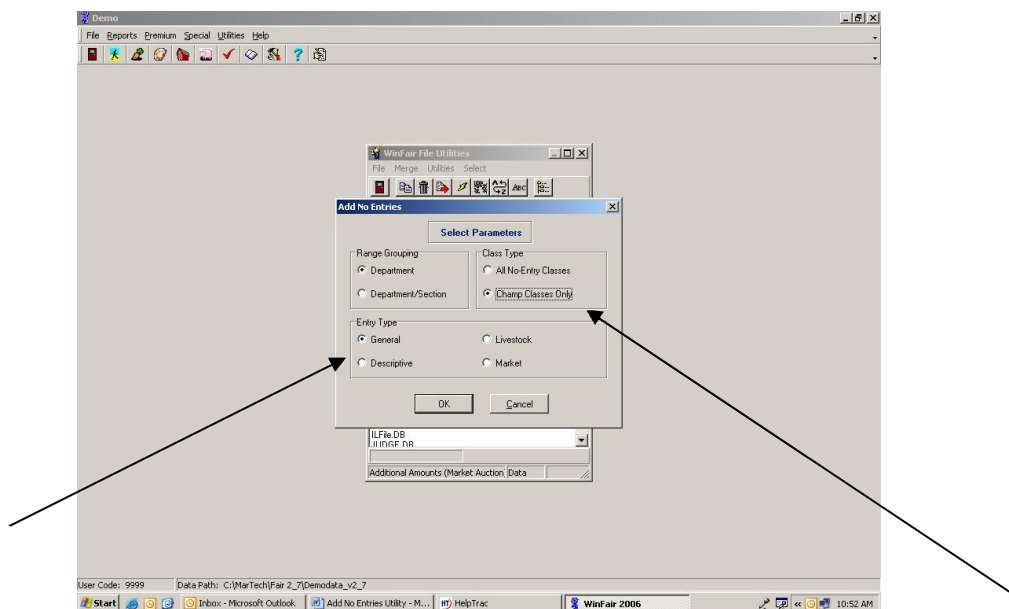
- A championship class record has its own unique class code and description. This class may or may not be listed as such in the Exhibitor Handbook. If you are taking Entries On-Line, it would not be marked to ***'Display Online'***.
- The 'Championship Class' field is marked with a checkmark to indicate this is a champion class.
- If no money is being awarded for winning this championship class, you may write that ***'TROPHY'*** or ***'RIBBON'*** will be awarded. When the recipient is entered into Judging Results and given a ***'01'*** in the ***'Place'*** column, trophy or ribbon will print on the Premium Statement. If money is awarded, enter the amount only and do not combine the amount with the word ***'RIBBON'***. This will cause the monetary amount not to calculate on the Premium Statement and Premium Check.
- Any comment about the special award can be written into the ***'Comment'*** line. This will print on the Judging Sheets and Publicity Reports. This comment is a good reminder to give recognition to special donors, etc.

2. When do I run the utility?

The utility should be run just before Judging Sheets are printed. Then all entries have been put into the computer, making the Judging Sheets complete and accurate.

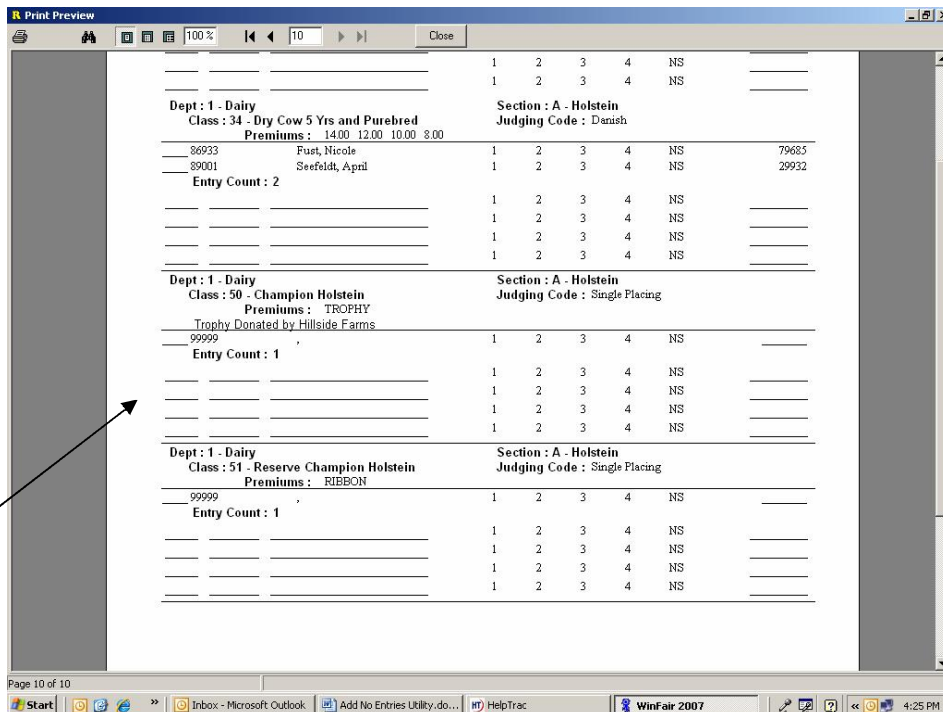
3. How do I use the utility?

Use the ***'Add No Entries'*** utility to flag classes to print on the Judging Sheets. Go Utilities|File Utilities. Under the File Utilities select Utilities|Add No Entries.



- a. Select the **'Range Grouping'**. The utility can be run on by department or specific sections within a department.
- b. Select the **'Class Type'**.
 - **All No-Entry Classes:** This will mark all fairbook classes that do not have entries in any of the four entry files. This forces all classes to print on the Judging Sheets, whether or not they have entries. This would also include all championship classes.
 - **Champ Classes Only:** This will mark only fairbook class records that have been specifically marked as a **'Championship Class'**. This will force championship classes to print on the Judging Sheets, but not all classes that have no one entered.
- c. Select the **'Entry Type'** of the file this utility is directed to read. It can only be run on one entry type at a time. If you have entries in multiple entry files, example, general and livestock, then run the utility separately on each of those files.

4. How will my Judging Sheets look?



| | | 1 | 2 | 3 | 4 | NS | |
|---|-----------------|-------------------------------|---|---|---|----|-------|
| | | 1 | 2 | 3 | 4 | NS | _____ |
| | | 1 | 2 | 3 | 4 | NS | _____ |
| Dept : 1 - Dairy | | | | | | | |
| Class : 34 - Dry Cow 5 Yrs and Purebred | | Section : A - Holstein | | | | | |
| Premiums : 14.00 12.00 10.00 8.00 | | Judging Code : Danish | | | | | |
| 86933 | Fuest, Nicole | 1 | 2 | 3 | 4 | NS | 79685 |
| 89001 | Seefeldt, April | 1 | 2 | 3 | 4 | NS | 29932 |
| Entry Count : 2 | | | | | | | |
| | | 1 | 2 | 3 | 4 | NS | _____ |
| | | 1 | 2 | 3 | 4 | NS | _____ |
| | | 1 | 2 | 3 | 4 | NS | _____ |
| | | 1 | 2 | 3 | 4 | NS | _____ |
| Dept : 1 - Dairy | | | | | | | |
| Class : 50 - Champion Holstein | | Section : A - Holstein | | | | | |
| Premiums : TROPHY | | Judging Code : Single Placing | | | | | |
| Trophy Donated by Hillside Farms | | | | | | | |
| 99999 | | 1 | 2 | 3 | 4 | NS | _____ |
| Entry Count : 1 | | | | | | | |
| | | 1 | 2 | 3 | 4 | NS | _____ |
| | | 1 | 2 | 3 | 4 | NS | _____ |
| | | 1 | 2 | 3 | 4 | NS | _____ |
| | | 1 | 2 | 3 | 4 | NS | _____ |
| Dept : 1 - Dairy | | | | | | | |
| Class : 51 - Reserve Champion Holstein | | Section : A - Holstein | | | | | |
| Premiums : RIBBON | | Judging Code : Single Placing | | | | | |
| 99999 | | 1 | 2 | 3 | 4 | NS | _____ |
| Entry Count : 1 | | | | | | | |
| | | 1 | 2 | 3 | 4 | NS | _____ |
| | | 1 | 2 | 3 | 4 | NS | _____ |
| | | 1 | 2 | 3 | 4 | NS | _____ |
| | | 1 | 2 | 3 | 4 | NS | _____ |

The **Championship Classes** now print in order on the Judging Sheets. Notice that the Comment Line entered into the Fairbook record also prints.