Tips for a Successful Fair

Below are a few tips to avoid common mistakes during the entry and at-the-fair processes:
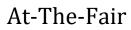
- Be sure to link Animal Types to Divisions. If an exhibitor is not able to add an animal to an entry, the Animal Type is likely not associated with the Division.
- If using a barcode scanner, print one page of the report and test the barcode to be sure the print quality is high enough for the scanner to read the barcode. If it does not scan, be sure to set the print settings to Best quality or Photo quality.
- When printing entry tags, entry cards or other labels, be sure to select No Scaling (do not "Fit to Page" or adjust the margins or scaling) to ensure that the labels align correctly.
- When Checking-In Entries, be sure to click the Check-In button. Pressing Enter on the keyboard will remove the animal from the entry.
- Be sure to enter the check-in weight and click check-in before selecting the Sale Participation Status. Entering a weight after the Sale participation status has been entered could cause errors in the Sale Weight field during the Sale.
- When creating a Show Program or Judging Sheet, do not apply the County filter, unless you have a multi-County event (i.e. State or District Show) and need to filter the Show Program or Judging Sheet for just one or a group of Counties. Remember Non-4HOnline exhibitors typically do not have a county. Adding a County filter could result in missing entries on the Show Program and/or Judging Sheet.
- Budgets must be finalized prior to running Premium Reports and Custom Reports that contain Results fields.
- In the rare case (not recommended) that an entry needs to be deleted, be sure to remove the answers to any custom questions (especially timeslot and sign-up questions), results and animals before deleting the entry.
- REMEMBER: When you Finalize Budgets, the following areas will be locked:
    - Check-In, Change Class, Class Breaks, Will Show Status, Points & Premiums Set Up (under Hierarchy tab)

  If you need to make changes to these areas, be sure to Void the Checks (if generated), Delete the Check Sets (if created) and reset the budgets.
- When entering results, be sure to enter Class level results before Division level results.
- Print the Show Program or Judging Sheet after results have been entered to obtain a simple results report.
- Click the **Save** button after making any changes in the program!

READ PLEASE

Tips for a Successful Sale

Below are a few tips to avoid common mistakes during the sale:

- Be sure to enter the check-in weight on an entry and click Check-In before selecting the Sale Participation Status. Selecting the Sale Participation Status prior to entering the check-in weight will cause errors in the Sale Weight field during the sale.
- If you are planning to export the Custom Sale Program to Excel, be sure the Sale Order name is 30 characters or less. Any names longer than 30 characters will cause an error on the excel download.
- If adding buyers during the sale, refresh the Auction screen to see the newly-added buyer on the list to select for an entry.
- Be sure to enter the bid amount and buyer contribution amount for each entry. If one of these items is missing, it could result in errors on reports.
- Be sure "Amount Not Assigned" is equal to $0.00. An amount other than $0.00 will cause errors on reports.
- Add Bulk Adjustments after the Sale. Entering Bulk Adjustments based on a percentage prior to a bid price being entered will not calculate correctly.
- Entries that have bids, buyers, add-ons, adjustments or flooring data may not be removed from the sale.
- The following areas are locked after checks have been generated: Adding buyers to an entry, adding/adjusting bids, add-ons, adjustments for Seller Fees, proceeds distribution, destination and flooring information and sale participation status.
- Use the arrow keys on your keyboard to move from one entry to another in the Auction Companion.
- To obtain Custom Reports for the Sale, be sure to filter for Entry: Entry Sale Participation is Equal To Auction or BlockSale (no space in Block Sale).
- Only buyers who have contributed towards entries in the sale will appear on Custom Reports. Buyers who did not contribute will only be available on the Standard Reports.
- Print the Sale Program after the Sale to obtain a simple report with auction results.
- Be sure to click the **Save** button after you have entered data or made changes in the program.