Checklist: From Entries to Results

Before You Start

Congratulations! You have completely set up your fair, your exhibitors have submitted and paid for their entries and you approved them. Now what? Use the following checklist guide to get to the results reports.

Select the option below that best fits your fair or department. Many fairs will use a combination of scenarios, based on the department—livestock processes may be different than the processes used for events or static exhibits.

Option 1: Entries are not checked in, but results are entered and shared with others.

Caution: If you do not designate entries that DO come to the fair as different than entries that were submitted by exhibitors but DO NOT show up at the fair, there will be no way to double-check that all results have been entered.

- ☐ Consider using the Will-Show Bulk Updater to designate which entries have arrived at the fair, and should be judged. (Checking in Entries helpsheet, page 3)
- ☐ Enter results. (Results helpsheet)
- ☐ Run the Media Report (Standard Reports, Results section, Entry Results for Media) AND/OR
- ☐ Share the results for each division as they are complete on your results webpage. (Sharing Results helpsheet)

Option 2: Entries are checked in, but they are not part of a show.

Caution: If you do not designate entries that DO come to the fair as different than entries that were submitted by exhibitors but DO NOT show up at the fair, there will be no way to double-check that all results have been entered.

- ☐ Check in your entries as they arrive at the fair. (Checking in Entries helpsheet)
- ☐ Enter results. (Results helpsheet)
- ☐ Run the Media Report (Standard Reports, Results section, Entry Results for Media) AND/OR
- ☐ Share the results for each division as they are complete on your results webpage. (Sharing Results helpsheet)

Option 3: Entries are checked in, and will show in their entry classes (typically livestock participate in Shows, but use this option to create Judging Sheets for non-livestock entries)

☐ Check in your entries as they arrive at the fair. (Checking in Entries helpsheet)
☐ Create a Custom Show to arrange the order in which the Classes will show (Creating Custom Shows)
☐ Customize the Show Program and Judging Sheet (Creating Custom Shows)
☐ Enter results. (Results helpsheet)
☐ Run the Media Report (Standard Reports, Results section, Entry Results for Media) AND/OR
☐ Share the results for each division as they are complete on your results webpage. (Sharing Results helpsheet)

Option 4: Entries are checked in, and will be broken into smaller show classes (usually livestock or shosmanship).

☐ Check in your entries as they arrive at the fair. (Checking in Entries helpsheet)
☐ Break the entry classes into show classes. (Class Breaks helpsheet)
☐ Create the Show Program &/or Judging Sheet. (Creating Custom Shows)
☐ Enter results. (Results helpsheet)
☐ Run the Media Report (Standard Reports, Results section, Entry Results for Media) AND/OR
☐ Share the results for each division as they are complete on your results webpage. (Sharing Results helpsheet

Checked In v. Will Show

"Checked in" and "Will Show" are two different fields for each entry. For example, an animal could have been entered and it came to the fair and went across the scale, so it was checked in. For some reason, it was disqualified from competition, so now that entry can have the Will Show field changed to "no". Both fields default to "no" in the beginning. Checking an entry in marks both to "yes" automatically, but Will Show can be updated to "no" if circumstances warrant. Changing an entry's Will Show status to "yes" does not change the Checked In status.