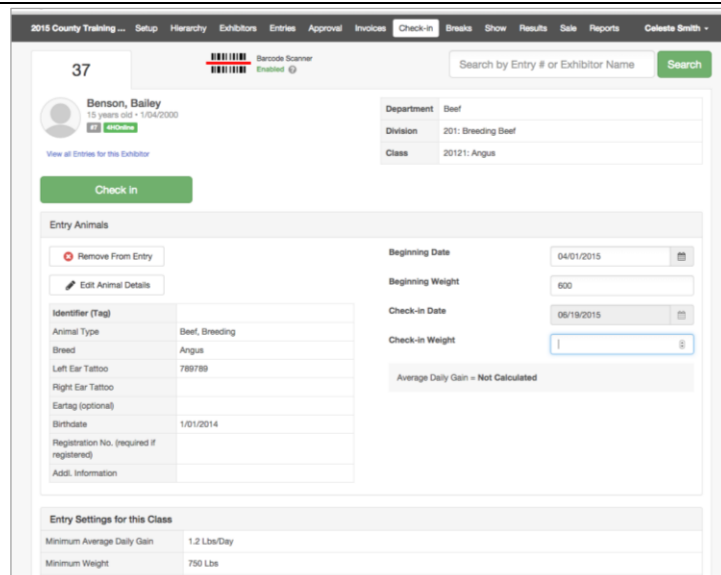


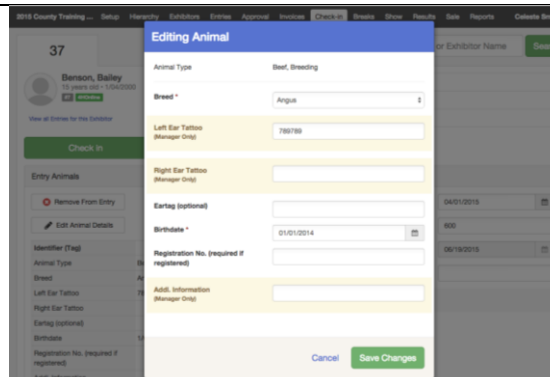
## Entry Check-In

1. Click on the Check-In tab.
2. If you are using a scanner, click in the search box before scanning the first entry and then scan the entry barcode.
3. If you are not using a barcode scanner, enter the Entry Number or Exhibitor Name.
4. If no additional check-in information is needed, click check-in.
5. If additional check-in information is needed, enter the required information (used for animal entries to record weight/height information) and click check-in.
6. If needed, click View All Entries for this Exhibitor to view a list of all of the exhibitor's entries with their check-in statuses.



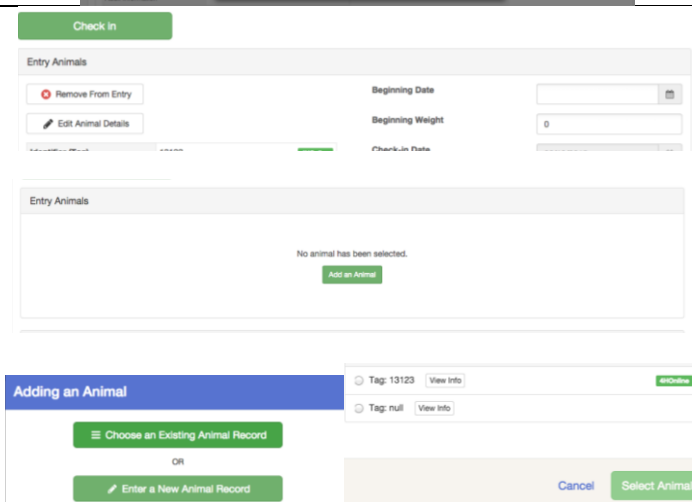
### How to Edit Animals at Check-In

1. Click Edit Animal Details to change any of the animal's information (often used in cases where an ID tag has been replaced).
2. Edit the information and click Save Changes



### How to Change the Animal on an Entry at Check-In

1. Click Remove from Entry to remove the existing animal.
2. Then Click Add Animal to add the new animal.
3. Click Add Existing Animal to choose an animal from 4HOnline or one that has been created in FairEntry. The 4HOnline note in green indicates 4HOnline animals.
4. Click Create a New Animal to add a new animal that has not been previously created.

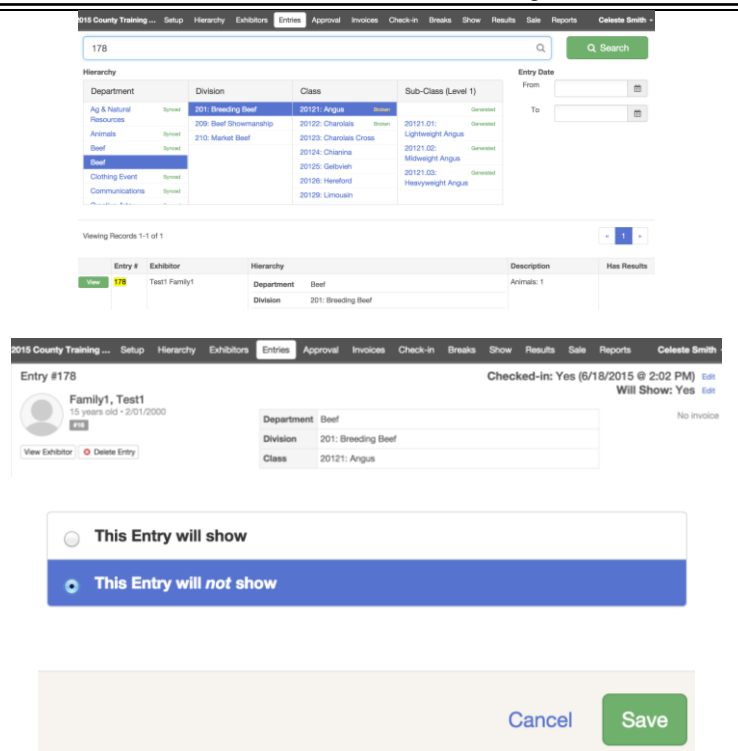


## How to Process Entries that have been Checked in but will not Show (Will Show status)

1. If the entry is checked-in, the program will automatically mark that the entry "Will Show."
2. To change the "Will Show" status, click on the Entries tab and search for the entry.
3. Click to View the entry.
4. At the top-right of the screen is the Checked In and Will Show status. If the entry has been checked in, but will not show, click Edit to change the Will Show status.
5. Click Save

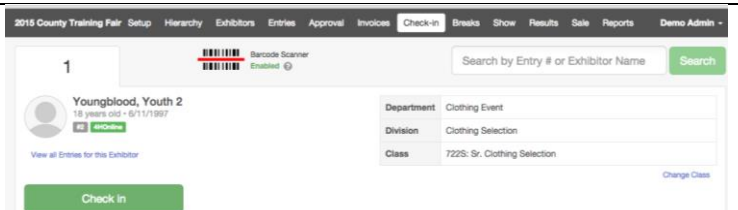
### NOTES:

- The Will Show status is available on Custom Reports and can be used to filter out entries that will not show.
- The Will Show option is not checked for entries that are not checked in.



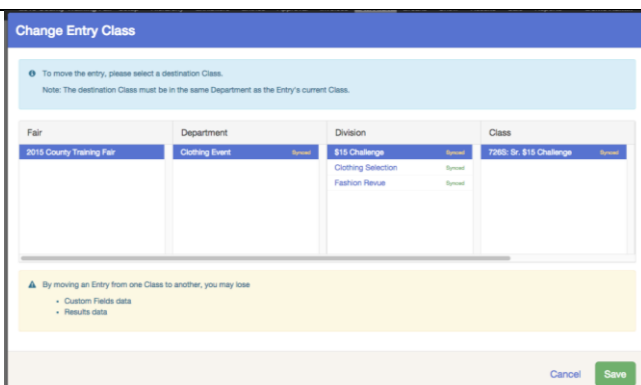
## How to Change a Division and/or Class for an entry:

1. From the check-in or entry screen click Change Class (blue link under the hierarchy list on the right).



2. Select the new Division and/or Class from the hierarchy picker.
3. Click Save.

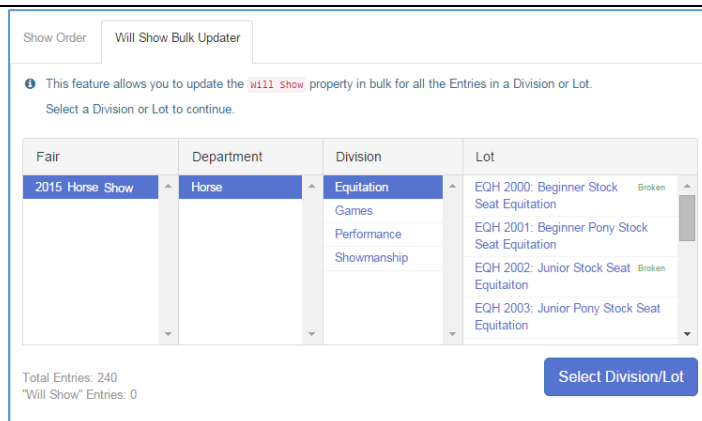
NOTE: By moving an entry to a different class or division, you may lose Custom Field selections and Results for that entry.



## Will Show Bulk Updater

If you have entries to check in, but no additional information is required at check in (ending weight, etc.), you can quickly mark many entries as “Will Show” at one time as an alternative to the check-in process.

1. Click on the Show menu, and then the Will Show Bulk Updater tab.
2. Select a division or class for entries to be updated.



3. All entries in the division/class will be listed, along with the entry number and the animal identifier, if it's an animal division or class.
4. Select specific entries, or use the Select All (or De-select All) buttons at the bottom of the screen.
5. When the correct entries are selected (checkbox), click the “Mark Selected as Will Show”.

**Note:** The red “will not show” button is to be used as an undo or quick status update when the entry was originally marked as “will show”. Only the records that are selected (checked) will change. Using the “will not show” button **does not** change the status of the un-selected records to “will show”.

6. If you mark some in error, or if the entry status changes from “Will Show”, you can select them and change them to “Will Not Show” using the red button.
7. *If you have used the “regular” check-in process, and entries are removed from the show after being checked in, you can use the red button to change their show status, or you can go back to the entry (on the Entries menu) and change the show status there.*

