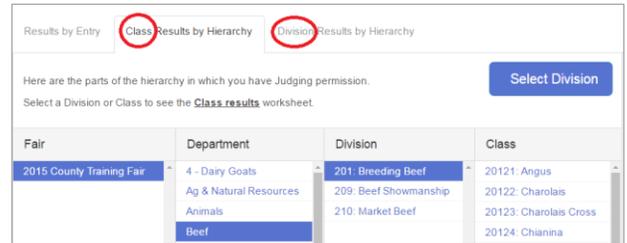


Entering Results by Hierarchy

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. **Class Results** = the first set of results to be entered for an entry, typically the ribbon/placing they receive when showing in their class.
 - b. **Division Results** = the second set of results to be entered for an entry, typically the award or placing that is received when they are judged a second time, with others in their division (for Division Champion, as an example).
3. Select a division or class for which to enter results.

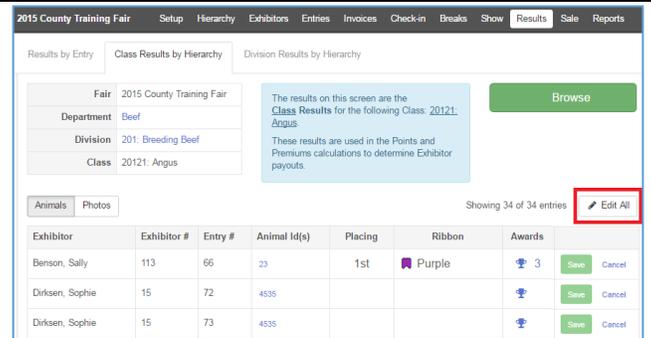


(Class Results)

1. Click Edit next to the entry to add the Ribbon, Placing and/or Awards.
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 and one placing, but may receive multiple awards.

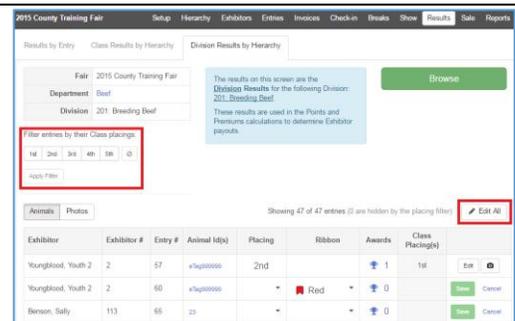


(Division Results)

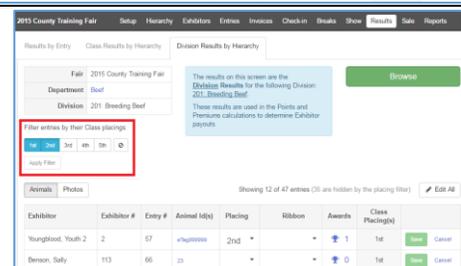
1. To enter Division results, select the Division.
2. Click Edit to add Division results.
3. Click Save to save the results.

NOTE:

The first (class) placing is displayed on this screen for your information as well.

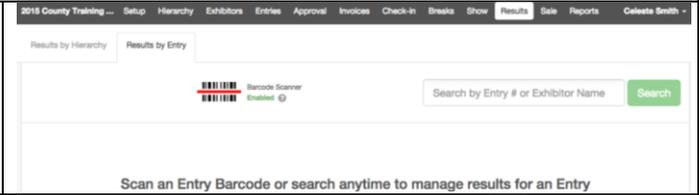


To view only entries (in a division) that have received a specific class placing, select the placings you wish to view at the top of the page and click Apply Filter. A typical use would be the 1st-2nd class placings that are showing for division champion.



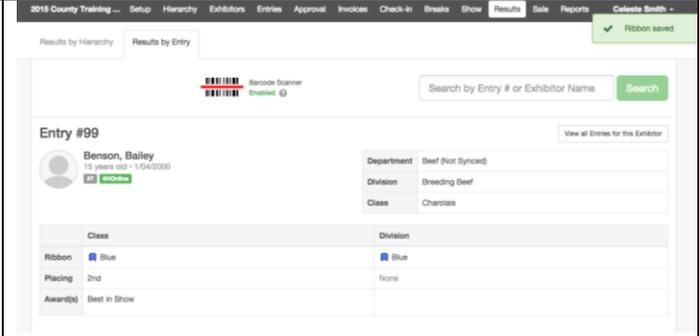
Entering Results by Entry (Scanning or by Entry)

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



Scanning Results:

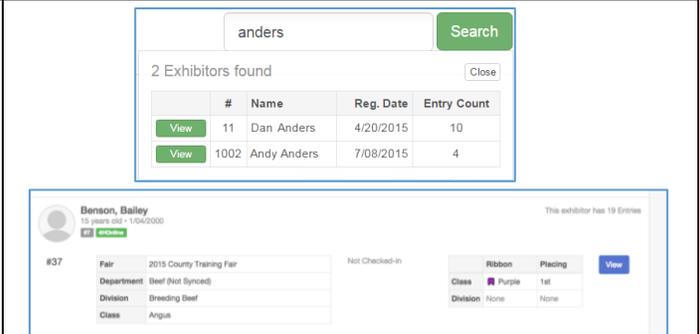
1. Scan an Entry card barcode.
2. Scan the correct Placing and/or Ribbon barcode (See Reports for printable barcodes)
3. Results are saved automatically.
4. If a ribbon or placing was entered incorrectly, simply scan the correct ribbon or placing to override the incorrect entry.



Results by Entry:

(Exhibitor Name Search)

1. Enter the exhibitor name 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.



(Alternate - Entry Number Search)

1. Enter the entry number into the search box and click Search.

(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.

