

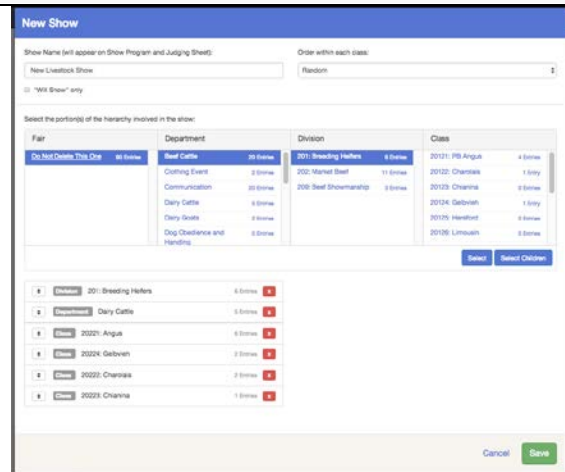
## Custom Shows

The Show area is available for all departments, divisions and classes.

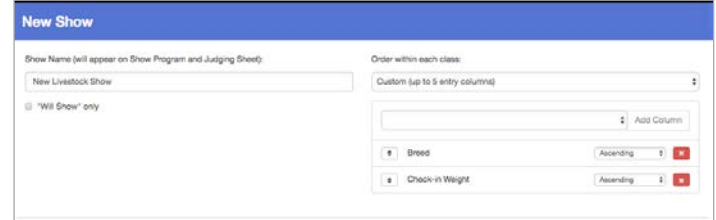
1. To set up your show, select the Show tab.
2. Then select the Shows sub-tab.
3. Select "Create new Show"



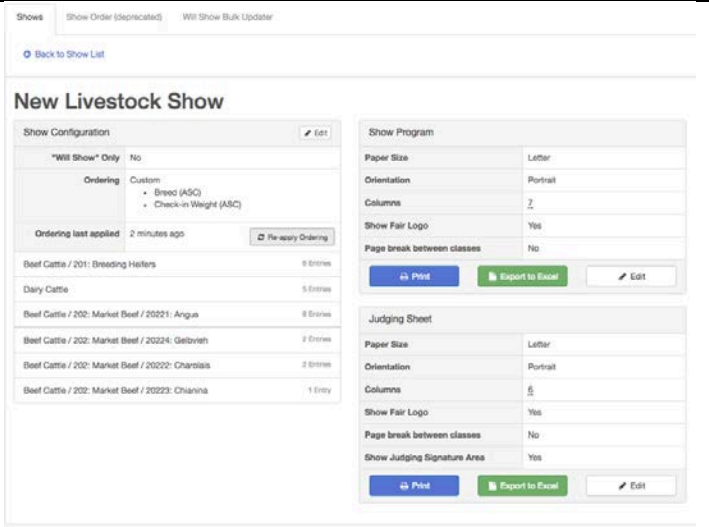
4. Select the departments, divisions and/or classes that you would like to include in the show.
5. Each area that has been added to the show can be re-ordered as needed. If you need to re-order classes that are in different divisions, be sure to use the "Select Children" button to add each of the classes individually so you can arrange them in the order you need.



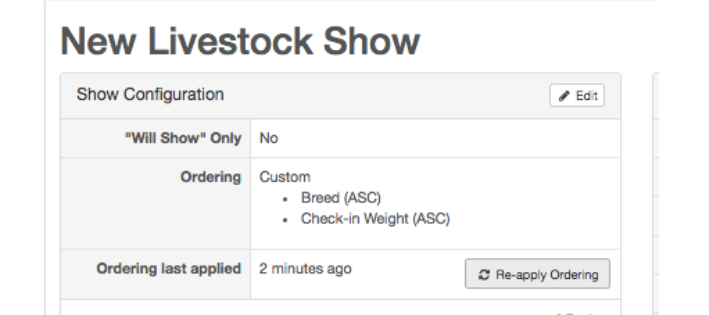
6. Select how you would like the show to be ordered within the classes.
  - a. Class Breaks Order (then by exhibitor name) will put the entries in the order that you arranged them in Class Breaks.
  - b. Random Order will randomize the entries in each class.
  - c. Custom Sort will allow you to select up to 5 fields on which to sort. You may also select the direction you would like to sort (ascending/descending).
7. Click Save to save this show



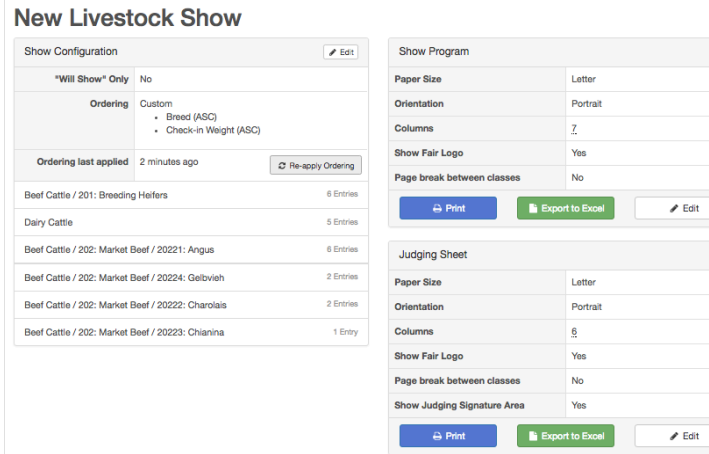
8. A pre-formatted Judging Sheet and Show Program report is available for you to print. If this report meets your needs, congratulations, you are ready for the show!



**IMPORTANT:** When the Show is created, the sorting is saved to the database. If additional entries are added AFTER the show has been created, be sure to Refresh the Sorting before printing the reports or any new entries will be added to the end of the class and will not follow the sorting criteria.



9. If you would like to change the columns or settings on either of the reports, select to Edit the report.



10. Select the areas you would like to edit.

**NOTES:**

- Columns will adjust to equal size based on the number of columns added to the report.
- Text in the columns will truncate (cut off) to fit in the width of the columns. Text will not wrap to a second line.
- The Show title and logos will only print on the first page of the report.
- If it is turned on, the Judges Signature area will print at the bottom of each page.
- The Excel export option will export the raw data (clean export format) if further formatting/sorting is needed.
- In order to maximize space on the report, barcodes are placed very close together. You may need to use a blank sheet of paper to cover the barcodes below the one you wish to scan to ensure you are scanning the correct barcode.

