

Multiple Entries Feature

Before You Start

There may be some parts of your hierarchy that lend themselves to multiple entries—where exhibitors can enter several classes with the same animal, or enter several classes at one time (with no animal). The primary examples of those would probably be horses (the same horse showing in several classes) and static exhibits (the exhibitor entering 2 or more exhibits into the same class, or into lots of classes).

The biggest thing to remember is that multiple entries is only available for classes in the same division. So, in order to make the best use of this feature, you may need to switch up your hierarchy to put more classes into the same division. An example would be for the Horse department—if you want to use multiple entries, you may want to have just one Horse division so that all classes are in the same division.

Setting your hierarchy to allow multiple entries is a one-step task. It's more important, however, to be aware of how that changes the entry process for your exhibitors.

Set the Option

1. In Entry Settings, you'll find the option: Entry Registration Process. It's available at all levels of the hierarchy, and it defaults to "SingleEntry". Select the portion of the hierarchy where you wish to have multiple entries available, and change the setting to "MultiEntry".

Entry Registration Process
This setting dictates which process exhibitors will use to register entries for a given Division. "SingleEntry" is the original process, where one entry is created at a time. "MultiEntry" is the new process, where one or more entries can be created at once.

Save Clear Default SingleEntry

MultiEntry Process for Exhibitors (Livestock Example)

1. With either SingleEntry or MultiEntry, the first two steps for an exhibitor are to select the department and division. When an exhibitor selects a division that has been designated as MultiEntry, the entry process looks a bit different for them.

Choose Department

Beef	Select
Clothing Event	Select
Dairy Cattle	Select
Dairy Goats	Select

Choose Division

Department: Horse
Change

312: Horse Showmanship	Select
313: Western Pleasure/Horsemanship	Select
314: English Pleasure/Equitation	Select
316: Timed Events and Games	Select

Cancel Choose

- The next screen lists classes in that division, but also asks for the exhibitor to select (or change) the club, and to select (or add) an animal (for animal divisions only).
- Notice the options for animals: Enter a single animal into multiple classes, enter multiple animals into a pen class, and "...specify animal(s) later". The last choice is not available if your entry settings are set to allow animals to be added at registration.

- After the "Add Animal" process is completed (either by selecting or creating an animal record), classes can be selected. (Click Continue)

5. Notice the options for animals: Enter a single animal into multiple classes, enter multiple animals into a pen class, and "...specify animal(s) later". The last choice is not available if your entry settings are set to allow animals to be added at registration.

Review your selections

Before we actually create your entries, please review your selections.

If you continue with your current selections, 4 entries will be created with the following information:

Department	2016 Complete Training Fair
Division	Horse
Club	Zdemo Zippy Clovers 4-H
Animal(s)	• Buckle

Entry Classes

1. 31602: Trail - Exhibitor grades 9-12
2. 31632: Pole Bending - Exhibitor grades 9-12
3. 31612: Barrel Racing - Exhibitor grades 9-12
4. 31622: Flags - Exhibitor grades 9-12

Cancel

Create Entries

6. The exhibitor will be asked to confirm that the information entered on the previous screen was correct. They can click Cancel to begin the process again, or Continue.

Review your selections

Before we actually create your entries, please review your selections.

If you continue with your current selections, 4 entries will be created with the following information:

Department	2016 Complete Training Fair
Division	Horse
Club	Zdemo Zippy Clovers 4-H
Animal(s)	• Buckle

Entry Classes

1. 31602: Trail - Exhibitor grades 9-12
2. 31632: Pole Bending - Exhibitor grades 9-12
3. 31612: Barrel Racing - Exhibitor grades 9-12
4. 31622: Flags - Exhibitor grades 9-12

Cancel


Create Entries

- After confirming the multiple entries, the exhibitor has the option of continuing to payment (if they're done with entries) or adding another entry. They can also edit individual entries on this screen at this time.

There are 4 entries belonging to 1 exhibitor in this invoice.

Everything looks good!

[Continue to Payment](#)

 **Vicksmith, Vicki** [Add an Entry](#)
4 Entries 4/1 Online

#251	Department	Horse	Buckle	Edit
	Division	316: Timed Events and Games		
	Class	31622: Flags - Exhibitor grades 9-12		
#250	Department	Horse	Buckle	Edit
	Division	316: Timed Events and Games		
	Class	31612: Barrel Racing - Exhibitor grades 9-12		
#249	Department	Horse	Buckle	Edit
	Division	316: Timed Events and Games		
	Class	31632: Pole Bending - Exhibitor grades 9-12		
#248	Department	Horse	Buckle	Edit
	Division	316: Timed Events and Games		
	Class	31602: Trail - Exhibitor grades 9-12		

- If there is incomplete information on the entry (for example, custom fields), and the exhibitor chooses "Continue to Payment" on the previously-displayed screen, they have the family options to add another entry (for this exhibitor), register another exhibitor, and Review/Complete Outstanding Records. That must be done before the exhibitor can submit their entries.

What do you want to do next?

For Vicki Vicksmith:

[Add another Entry](#)

[Register another Exhibitor](#)

There is 1 item that needs your attention

[Review/Complete Outstanding Records](#)

Single Entry Process for Exhibitors (Livestock Example)

- By comparison, the single entry process presents slightly different screens and options. The first two steps of selecting a department and division are similar. However, once those selections are made, the exhibitor is asked to first select a class.

Starting an Entry

Department	Dairy Cattle	Change
Division	210: Dairy Cattle	Change
Select a Class to continue		
21202: Ayrshire Jr. Calf	Select	
21203: Ayrshire Intermediate Calf	Select	
21204: Ayrshire Senior Calf	Select	
21205: Ayrshire Summer Yearling	Select	

- After the exhibitor selects a class, they are asked to select the club/chapter associated with the entry (Click Continue).

- The next step is to identify the animal for that class entry.

- The animal info can be reviewed, and edited. When the exhibitor clicks Continue, they will see custom fields, then will have the options to add another entry, register another exhibitor, or proceed to payment/check-out.

MultiEntry Process for Exhibitors (Static Example)

- The non-animal MultiEntry process also includes the option to select how many entries they wish to make into a specific class. After selecting the department and division, the exhibitor will see a list of classes with a checkbox and a quantity pull-down.

- The exhibitor can review the entries before confirming. They can Cancel if they are not right, Continue if they are.

Review your selections

Before we actually create your entries, please review your selections.

If you continue with your current selections, 7 entries will be created with the following information:

Department	2016 Complete Training Fair
Division	Static
Club	Zdemo Zippy Clovers 4-H
Animal(s)	No Animals

Entry Classes

- 10301: Music
- 10302: Photography
- 10302: Photography
- 10302: Photography
- 10302: Photography
- 10302: Photography
- 10303: Visual Arts

Cancel

Create Entries

- Because an entry description was required on all static exhibits, the list of entries shows them as "Incomplete" with a button to complete the outstanding records. They can also add an entry or edit the existing list from this screen.

There are 7 entries belonging to 1 exhibitor in this invoice.

There are 7 items that need your attention

[Review/Complete Outstanding Records](#)

Vicksmith, Vicki
 7 Entries 4-H Online
Add an Entry

Incomplete #259	Department: Static Division: 103: Creative Arts Class: 10303: Visual Arts	Edit
Incomplete #258	Department: Static Division: 103: Creative Arts Class: 10302: Photography	Edit
Incomplete #257	Department: Static Division: 103: Creative Arts Class: 10302: Photography	Edit

- For the first entry, they are taken to a screen where they can enter the description and can click Continue.

Entry #253

Vicksmith, Vicki
 1/17/2000 • 15 years old (4-H age) • Grade: 10
4-H Online Zdemo • Zdemo Zippy Clovers

Department: Static
 Division: 103: Creative Arts
 Class: 10301: Music

Delete this Entry

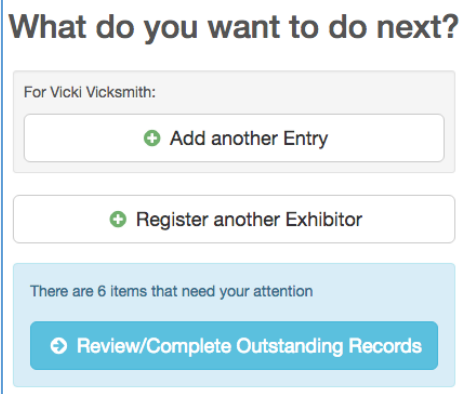
Club/Chapter

2

Description

Entry Description
 Briefly describe your entry.

Continue

<p>5. They will loop back to the Review/Complete options until all of the issues are resolved and the entries are complete. If there are 3 issues with the same entry, they will resolve each issue separately. Each time they return to this option, the count of outstanding issues decreases by one, until there are none left.</p>	
<p>6. When all issues are resolved, and the entries are complete, the exhibitors will have the options to add another entry, register another exhibitor, or proceed to payment.</p>	
<p style="text-align: center;"><i>Tips</i></p> <p>Allowing the multi-entry option can save your exhibitors time and “clicks” in the entry process. However, if you have custom fields associated with the entries, or require an entry description, the exhibitors will have to complete that information for each entry before they can submit their registration.</p> <p>The most valuable use of this function will be when the classes in question exist within few divisions, and when there are few additional pieces of information required after the class selection is made.</p>	