Entering Items in ShoWorks

ENTERING ITEMS from entry forms:

There are at least two ways to enter items. **#2 is preferred.**

**#1 Home- Exhibitors- Entries.** This method adds entries to exhibitor individually. **HOWEVER**—there is not a column to enter an exhibitor’s club using this feature. If the club is wanted on entry tags, reports, etc. this is not the best option. However, this is a quick screen to check what an exhibitor has entered.

**#2 Home- Quick Entries- New**

  **Click on “Fields”:** Add and sort available fields desired as Class, Class description, Description, Club. **Note:** You may also add fields of Ribbon, Place, Special Placing and Premium-Ribbon for later use verifying iPad synced correctly.

  Once the Quick Entry fields are set up as desired, select “Memorize” and save the report for future use naming it something like “Item Entry”. This newly memorized report will now appear under Home- Quick Entries and a continuous listing of different exhibitors and their items may be entered without switching between exhibitor screens.

  **NOTE:** Make up Quick Entry reports for various areas. Enables quick checking that posting was transferred to the division from the iPad and also easy for double checking posting manually. Name the new reports by the division they represent, i.e. “Photography”, “Foods”, “Home Environment”.

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**DON’T FORGET THE QUICK KEY OF CTRL ’ TO COPY CELL DIRECTLY ABOVE TO REPEAT THE VALUE OF THE LAST VALUE OF THE SELECTED FIELD. HANDY ESPECIALLY WHEN ENTERING CLUB PROJECTS.**

**DUPLICATE KEY:** USE WHEN ADDING THE SAME CLASS TO AN EXHIBITOR. CLICK ANYWHERE ON THE LINE NEEDING DUPLICATED AND CLICK DUPLICATE. **EXAMPLE:** ENTERING 3 HOGS FOR AN EXHIBITOR.
Posting Items in ShoWorks

POSTING RIBBONS:

The two main ways to post ribbons to an exhibitor’s item(s) are by the iPad or under Quick Entries. Find the applicable exhibitor/item and post the correct ribbon color/name to the item. On the iPad, this is done by dragging the appropriate colored ribbon “icon” to the item. In Quick Entries, be sure the Ribbon field is included on the Quick Entry screen and type in the ribbon color designated. (It will auto-fill.)

POSTING CHAMPIONS/RESERVE CHAMPIONS/3RD SHOWMANSHIP & STATE FAIR Entries for BOTH iPad and Computer:

Under “Place” put a 1 for Champion; 2 for Reserve Champion; 3 for 3rd Showman. Type State Fair into Special Placings column.

NOTE: A UDEntry Check Box 1 is how state suggests state fair entries posted, but checking the UD Entry Check Box has been known to delete premiums and some ribbons. ALSO, Special Placings may be utilized on iPads allowing the State Fair recipients to be flagged during judging and state fair information is transferred onto computer from iPad.

POSTING CLOVERKIDS: Make certain to enter Sky Blue exactly as typed here with space. (Skyblue will not show premiums.) All ribbons must be spelled/spaced exactly as set up in the premiums to correctly add premiums.

Additional County Only Divisions may be created to personalize media reports. It’s a simple way to publicize awards won without any premiums, etc.

POSTING COUNTY ONLY AWARDS: Enter all awards as they are determined under Awards division. Some Awards included are: Ideal Market Awards, Round Robin Winners, Mini Rosette Winners, Brownfield Buckle awards, etc. Put a 1 in “Place” column for easier sorting for media reports. NO premiums are assigned to these awards. Use for history and media purposes.