



Instructions for Entering Youth from Your County in the District and State Horse Shows

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- A. Please check the 4HPlus.unl.edu web site to see that you have the most current version of the 4HPlus! and FairPlus! software running on your machine.
1. To check the version on your computer software, open each program separately (you cannot open more than one CKV program at one time) and look across the very top of the screen. You will see the words: 4HPlus! OR FairPlus! (Depending on what program you opened) XXXXX County (the Xs = the name of your county) Ver 0?-??? (numbers indicating your version number). The first two numbers indicate the year and the three numbers following it indicate on which day of that year that the version came out.
 2. To get the most current version, open your internet browser and enter the web address: <http://4hplus.unl.edu> to find the Nebraska 4HPlus homepage. When the page comes up, find the 4HPlus and FairPlus words and icons. To the right of each is the link: Latest Update. Left click on the link of the program you want to update. This next screen will have a summary of what is new in the program as well as a link Download XX - XXX Update (X = current version number). Left clicking the Download XX - XXX link will give you the screen allowing you to choose where your download file is saved on your computer. Once the file is downloaded, make sure all programs are closed. Find the file on your computer and double click the file name. Click the unzip button. The next time you open your software, it will note the upgrade and apply it. (Make sure your 4H and FairPlus programs are closed when you are updating.)
- B. Once you are running the most current versions of the software packages, you will need to download the State Data file from the Nebraska 4HPlus homepage.
1. To the right of the FairPlus icon and underneath the Latest Update link, click on the words Additional Support Files. Then click on the State Fair Data File link.
 2. Save the file to your computer. Once the file is downloaded, find the file on your computer and double click the file name. At this time, you may get a security warning window telling you that the publisher of the file you are about to open could not be verified. You will have to choose to RUN this file. Once you select the Run option in the security window, you will get the WinZip window. Click the unzip button.
 3. Open your FairPlus! program and choose the following menu items: Go To > Archive/Data > Load/Restore
 4. On the Restore File Information screen, choose the State Folder radio button.
 5. Click on the "Open Load File" button. Then 8 files (Departments, Divisions, Classes, Department F Key Phrases, Premiums, Encampments, Methods, and Project Class/Lot Links) should appear in the Data Files Found field.
 6. Choose the "Load Data" button to put all the Nebraska State Fair premiums, methods, Department, Division, and Class data into your computer. There is no data in the other 3 files.
- C. Entering 4-H Member Horsemanship Level Completion Data Using the 4HPlus! Software:
1. Enter all the county 4H members into the 4HPlus database.
 2. Use the member horse screen to input dates for completion of horsemanship levels. To do this, open the 4HPlus! software and choose the following menu items:
 - a. Go To > Members > Registration and select the Process button.
 - b. Choose the member name for inputting horsemanship level data by clicking to highlight it.
 - c. From that member's screen, click on the "Horse" button
 - d. Now you will be at the member's horse screen. You will see that level 1 has an Option B. Ignore this as it is a Wyoming option. In the blank field under "Written," type "Pass", then type in the date the

test was completed in the date field. Do the same for the “Riding” section. Fill in the information for as many levels as the youth has completed.

D. Entering 4-H Members into the District Horse Show using the FairPlus! software:

In order to do this you need to have loaded the new state fair data file into your FairPlus program.

1. Once your 4H members have returned their District 4H Horse Show Entry Sheets to you, open the FairPlus! software. Make sure you are working the new year and that your state fair date file has been loaded. Choose the following menu items:
 - a. Go To > Exhibitors/Items > Exhibitors.
 - b. You can choose the [Individual (Normal Method)] if you want to make individual 4H members into exhibitors as you enter them. Or you can make all your 4H members into exhibitors at once by choosing the [Import all 4H Members as Exhibitors Utility]. If you run this utility, you will still need to choose the [Individual (Normal Method)] menu item to get to the registration screen.
 - c. In the top center of the page, you will see the ON/OFF option button for State Fair Only. Click it until it reads ON. This means that the entries you are making will **NOT** be judged at the County level. The program will automatically post the entries for State Fair. (Any entries that need to be sent forward, in this case, both district AND state horse entries will need to be automatically posted for State Fair.)
 - d. If you have not made all your 4H members into exhibitors with the utility mentioned in b., then select the first radio button in the upper left corner - 4H Member >> 4H Exhibitor. When this radio button is selected, the list of 4H members from your county 4HPlus! program will be displayed in the County 4H Member List field in the upper right. If you have used the utility in b. the choose the middle radio button - 4H Exhibitor to display all your exhibitor names.
 - e. Choose the 4H member (or exhibitor) you wish to enter into a District 4H Horse Show class from the list in the County 4H Member List (or the Current 4H Fair Exhibitor List) field by clicking on it to highlight that member’s (or exhibitor’s) name.
 - f. Click the button in the lower left corner labeled “Add New Item(s).”
 - g. The entry screen will show you a list of Departments (State Fair Departments are letters A - H). Click on G Plants & Animals.
 - h. Then select the proper Division. There is a separate Division Number for each of the District Horse Shows. They are numbered G661 - G668. Click to highlight the Division that corresponds with the District show that this youth wishes to enter.
 - i. Once you have selected a Division, the classes in that division will show up. Select the first class you wish to enter the youth into by clicking on it. Then Click the “Add” button.
 - j. Now you will be at the next screen called Item Optional Information. You will be asked to enter:
 - ▶ The Name of the Horse to be entered in this class (you have 30 spaces to fit it into)
 - ▶ Whether it is a Mare or a Gelding (use M or G as abbreviations)
 - ▶ Whether the youth has passed Horsemanship Level II Yes or No (use Y or N abbreviations).

NOTE: If you answer No to this question, the youth is not eligible to compete in this class.
 - k. Complete these fields and click the “Return” button and you will have finished entering this youth into one class.
 - l. If the same youth needs to be entered into another class, select the class by clicking to highlight it, click the “Add” button and follow the screens just as was previously described. If a different youth needs to be added, then, use the “Return” button to get you back to your exhibitor list to select the next youth. Complete all your entries for the District and State 4H Horse shows.

E. Entering 4-H Members into the State 4H Horse Exposition using the FairPlus! Software:

NOTE: You will only enter the youth from your county into the State Horse Expo classes listed on their entry forms. As the youth are qualified at the District Shows, they will be automatically entered into those classes in the State 4H Horse Exposition.

1. Once your 4H members have returned their District/State 4H Horse Show Entry Sheets to you, open the FairPlus! software and choose the following menu items:

- a. Go To > Exhibitors/Items > Exhibitors. Choose the [Individual (Normal Method)]
- b. In the top center of the page, you will see the ON/OFF option button for State Fair Only. Click it until it reads ON. This means that the entries you are making will **NOT** be judged at the County level. The program will automatically post the entries for State Fair. (With the exception of state horse show classes where a horse's date of birth is required. These will NOT be automatically posted as the birth information must be verified before they can be marked for State Fair.)
- c. Select either the first radio button in the upper left corner - 4H Member >> 4H Exhibitor or the 4H Exhibitor button to find the youth you wish to enter. Once you choose the member from the 4H member list, they automatically become an exhibitor and will be listed with the exhibitors.
- d. Choose the 4H member or Exhibitor you wish to enter into a State 4H Horse Show class from the list in the County 4H Member or County Fair Exhibitor List field by clicking on it to highlight that member's name.
- e. Click the button in the lower left corner labeled "Add New Item(s)."
- f. The entry screen will show you a list of Departments (State Fair Departments are letters A - H). Click on G Plants & Animals.
- g. Then select the proper Division. There is a separate Division Number for the State Horse Show. It is G669. Click to highlight G669 State Horse Show Entries.
- h. Once you have selected the Division, the classes in that division will show up. Select the first class you wish to enter the youth into by clicking on it. Then Click the "Add" button.
- i. If you are entering a member in a class that requires the age of the animal, you will get a warning: Items in class/lots with a method property of livestock can not be automatically qualified because livestock data entry is required for state fair. Take note of the assigned item number, the class/lot, and the exhibitor. This item must be manually checked as going to state fair via one of the posting programs." Click OK. You will be at a required livestock information screen. (For Classes 30, 31, 41-48 you will get this screen. For all other classes, skip to step j.) You will see the ID and name of the youth as well as the item #, class #, and class title. Then you will see that there is a check mark in front of Animal Birth Date and a blank field to the right of it. Fill in the blank field with the birth date of the horse in the format: (mm/dd/yy). Ignore the rest of this screen and click the "Save/Return" button.
- j. Now you will be at the next screen called Item Optional Information. You will be asked to enter:
 - ▶ The Name of the Horse to be entered in this class (you have 30 spaces to fit it into)
 - ▶ Whether it is a Mare or a Gelding (use M or G as abbreviations)
 - ▶ Some classes will ask whether the youth has passed Horsemanship Level III or IV Yes or No (use Y or N abbreviations). **NOTE: If you answer No to this question, the youth is not eligible to compete in this class.**
- k. Complete these fields and click the "Return" button and you will have finished entering this youth into one class.
- l. If the same youth needs to be entered into another class, select the class by clicking to highlight it, click the "Add" button and follow the screens just as was previously described. If a different youth needs to be added, then, use the "Return" button to get you back to your exhibitor list to select the next youth.

If you have youth entered into state horse show classes 30, 31, or 41 - 48, you will need to complete the next step. If not, proceed to section F.

- m. Go To > Posting/Sweepstakes > Class. Click on any of the following classes that are listed in your class list: G669030, G669031, G669041 - G669048. As you view the exhibitors in each of the classes with a livestock method, you will need to manually check the State Fair check box. If you check a State Fair box from a class with a livestock method, and you may get the warning: "State Fair Qualification Failed! Missing Animal Birth Date or Animal Birth Date Out of Range [Cancel] to abort sending to state fair. [Retry] to enter/correct information", then click the Retry button and add the correct animal birthdate or correct the information in the field. Hint: check the format for mm/dd/yy. Once all the exhibits are check marked for state fair, proceed with section F instructions.

- F. Entering 4-H Members into the State 4H Horse Exposition Contests using the FairPlus! software:
1. Follow instructions from Part E, 1 a - e.
 - f. The entry screen will show you a list of Departments (State Fair Departments are letters A - H). Click on F Personal Development and Leadership.
 - g. Then select Judging Contests from the Division field.
 - h. Once you have selected a Division, the classes in that division will show up. Select the first class (contest) you wish to enter the youth into by clicking on it. Then Click the "Add" button.
 - i. Depending on which contest you are entering, you will enter one or more pieces of information (ex. Team Name for judging team).
 - j. Now follow the instructions for Section E, 1, k-l.

NOTE: If you do not know the name of one or more team members for your team entry, create a 4H member with the First and Last Name of TBA. You can create this member in 4HPlus! putting imaginary info into necessary fields.

- G. Now you will need to process these items as State Fair items. (I realize that District horse show entries may not seem like State Fair items, but they will be treated as such since the entries are processed at the state level.)
1. Go To > To State Fair/Registration - Items > Process State Fair Items > Issue State Fair Item Numbers by > Fair (You can choose the entire fair if you have no other State Fair items in your program. Otherwise, choose to process by Division.)
 2. Choose the [Process] button.
 3. Then choose the [Return] button.

H. Sending Your County Entry Data to the State Level

1. Choose the following menu items: Go To > Archive/Data Send/Receive > Share/Backup > Backup/Fair
2. Backup your Fair data
3. Exit the backup screen and click on the menu items: Send > Exhibitors/Items
4. If you have not previously done so, select the Setup Email tab by clicking on it. If you have done this, skip to #8.
5. Choose the radio button that describes your Email Access Method by clicking on it.
6. Enter the SMTP Parameters into the appropriate fields.
 - ▶ Sender is your complete email address.
 - ▶ If your Email Access Method is LAN/DSL, your Userid is whatever comes before the @ symbol in your email address. If your Email Access Method is Dialup/Modem, your Userid is that assigned by your Internet Service Provider.
 - ▶ Mail Server is whatever comes after the @ symbol in your email address.
 - ▶ Domain is usually the same as your Mail Server.
 - ▶ State Fair Email Address is: 4hplus@unlnotes.unl.edu **Be careful to get this address correct!**
8. Now select the Via Email tab by clicking on it.
9. Click on "Build Data Transmission Files" button.
10. If you have a dial-up modem, you will have to click the Connect/Disconnect button. Then click on the "Email Now!" button.
11. Congratulations! You have just sent your entries for the District and State 4H Horse Shows to Peggy Jeffries at the State 4H Office!

The 4HPlus mailbox has been programmed to send an automatic email reply when it receives your files. Look for this confirmation of your files having arrived with no difficulties.

Please complete and return the Summary Sheets and Contest Entries Sheets as indicated on each sheet.

HINT: If you have difficulty getting the e-mail to work through your FairPlus! program, you can attach the two files created by the program to an e-mail sent through your regular e-mail software. (When preparing to send State Fair entries, two files will be created and put in the C:\CKV\dataxfer folder. The files are called: XXXids.txt and XXXitems.txt where the Xs = your three letter county code.) If you want to check your data, you can always open these files and look at the data being sent.