

Class Breaks

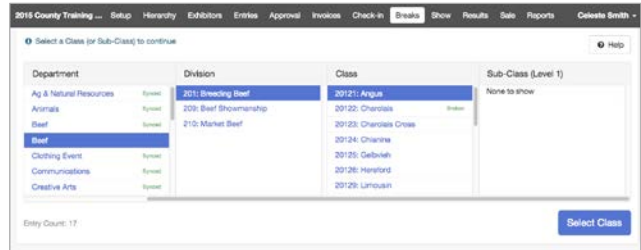
Here are a few definitions to know before proceeding with breaks in FairEntry:

Entry Class: The original class in which the exhibitor submitted the entry (listed as Class in the hierarchy).

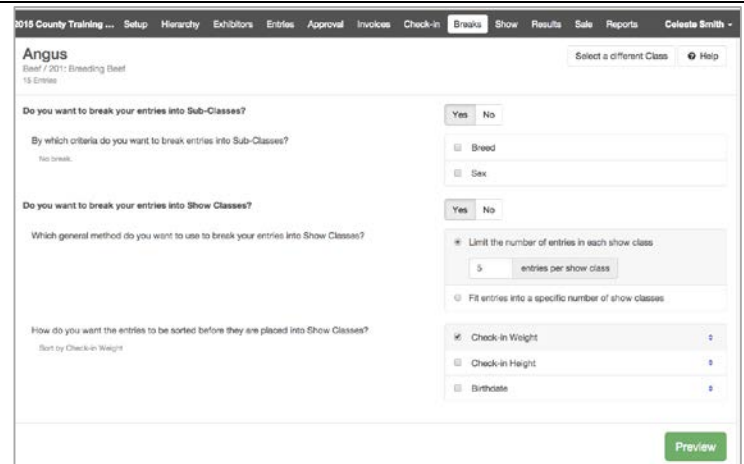
Sub Class: A subset of the entry class that can be broken in to smaller subclasses and/or show classes (created from the Hierarchy Editor or during Class Breaks).

Show Class: Sometimes known as the “ring class” this is the lowest/smallest class in which the entry will show (created by breaking classes/subclasses).

1. Click on the Breaks tab.
2. Select a Class or SubClass from the hierarchy to break in to show classes.
3. Click Select Class.



4. Select if you want to break into Sub-Classes or Show Classes or both.
5. Select the criteria you would like to use to break in to sub-classes.
6. Select how you would like to break the show classes.
7. If using more than one criteria (Check-in Weight and Check-In Height), drag and drop to put them in the preferred order (i.e. sort by weight, then within the same weights, sort by height).
8. Click Preview.



9. Review the potential breaks.
NOTE: Show class numbers begin with the Entry Class Number followed by .01, .02, .03... to indicate the show class.
10. You may change the Show Class numbers or names as needed. ***NOTE:** Within each class, on the show order used for programs, the broken show classes will be ordered numerically, so if you change the “.01” part of them, you are changing the order in which they will appear in the show program.
11. You may drag/drop the entries into different sub-classes (columns) after the break has been saved.
12. Click Continue to save the breaks.

Number	Name	Weight	Number	Name	Weight	Number	Name	Weight
20121.01	Lightweight Angus	776.00 - 890.00 5 Entries	20121.02	Midweight Angus	890.00 - 950.00 5 Entries	20121.03	Angus	960.00 - 1,000.00 5 Entries
#37	Benson, Bailey	Animal Weight #31185 776.0	#66	Benson, Sally	Animal Weight 23 890.0	#182	Helpsheet, Joe	Animal Weight #31207 980.0
#177	Doe, Wilma	Animal Weight 1234 800.0	#184	Adel, Florence	Animal Weight 3456 895.0	#181	Family3, John	Animal Weight #31202 990.0
#183	Adel, Florence	Animal Weight 42-345 880.0	#179	Family2, Abby	Animal Weight #31192 900.0	#178	Family1, Test1	Animal Weight #31188 1,000.0
#111	Benson, Bailey	Animal Weight A234 890.0	#4	CSmith, Avesha	Animal Weight 12-345 900.0	#72	Dixson, Sophie	Animal Weight 4535 1,000.0
#65	Benson, Sally	Animal Weight 23 890.0	#180	Helpsheet, Joe	Animal Weight #31197 950.0	#73	Dixson, Sophie	Animal Weight 4535 1,000.0

13. At the top of the screen, you will briefly see a green message: "Breaks Saved".
14. Changes on the screen:
 - No editing of show class names/numbers
 - Range of sort criteria (smallest to largest) at the top of each column.
 - A four-way arrow on each entry. Click on this icon to drag and drop individual entries into different show classes (columns).
15. The entries will stay in the order they appear (or are moved) in the columns, but that is not the order in which they will appear in show catalogs. Show catalogs will default to exhibitor number order, but can be changed to order by any other entry field (weight, height, etc.)
16. When you are finished, click on "Select a different Class" to move on break another class. If you are completely finished, use the menu bar at the top to move on to your next task.

The arrangement of classes and entries seen here has been saved. The following configuration was used:

1. Sort by Check-in Height, then by Check-in Weight.
Limit the number of entries in each show class, with no more than 5 entries per show class.
You may still re-arrange entries on a one-by-one basis via drag-and-drop.

20121: Angus			9 Show Classes		
20121.01 Angus 0.00, 880.00 - 0.00, 895.00 5 Entries		20121.02 Angus 0.00, 900.00 - 48.00, 900.00 5 Entries		20121.03 Angus 0.00, 900.00 - 0.00, 1,000.00 4 Entries	
#183 Ade, Florence Animal 42-345 Height 0.0 Weight 880.0	#4 CESmith, Alesha Animal 12-345 Height 0.0 Weight 900.0	#178 Family1, Test1 Animal #31188 Height 0.0 Weight 1,000.0	#65 Benson, Sally Animal 23 Height 0.0 Weight 890.0	#180 Helpsheet, Joe Animal #31197 Height 0.0 Weight 950.0	#72 Dirksen, Sophie Animal 4535 Height 0.0 Weight 1,000.0

Tips

In the Show Program, the order will be by Entry Class (order set on the Show menu), then numerically by the Show Class Number (if you remove the ".01" etc. numbers, they will be ordered alphabetically), and finally within the show classes by whatever other sort criteria you select after those. The entries within the show classes will not be the same order as on the class breaks listings, so do not spend your time re-arranging them within the columns to be in the correct order.

