

How to Get from Entries to the Media

Congratulations! You have completely set up your fair, your exhibitors have submitted and paid for their entries and you approved them! Now what? Use the following checklist guide to get you from Entries to the Media!

Select the scenario below that best fits your fair.

Scenario 1: My fair does not check-in entries, I just need to enter results and send them to the newspaper

- Enter Results (see Results Entry Help Sheet)
- Run the Media Report listed under Standard Reports and send or post it to the Media of your choice

Scenario 2: My entries get checked-in, but are not part of a show

- Check-in the entries (see Check-In Help Sheet)
- Enter Results (see Results Entry Help Sheet)
- Run the Media Report listed under Standard Reports and send or post it to the Media of your choice

Scenario 3: My entries get checked-in and will show in their entry classes (usually animals)

- Check-in the entries (see Check-In Help Sheet)
 - Put the entry classes in the order in which the entries will show* (see Show Order Set Up Help Sheet)
 - Create a Show Program Report (see Show Program Help Sheet)
 - Enter Results (see Results Entry Help Sheet)
 - Run the Media Report listed under Standard Reports and send or post it to the Media of your choice
- *Optional

Scenario 4: My entries get checked-in and will be broken in to show classes (usually animals)

- Check-in the entries (see Check-In Help Sheet)
 - Put the entry classes in the order in which the entries will show* (see Show Order Set Up Help Sheet)
 - Break the entry classes in to show classes (see Class Breaks Help Sheet)
 - Create a Show Program Report (see Show Program Help Sheet)
 - Enter Results (see Results Entry Help Sheet)
 - Run the Media Report listed under Standard Reports and send or post it to the Media of your choice
- *Optional

