

## How to Create a Show Program in FairEntry

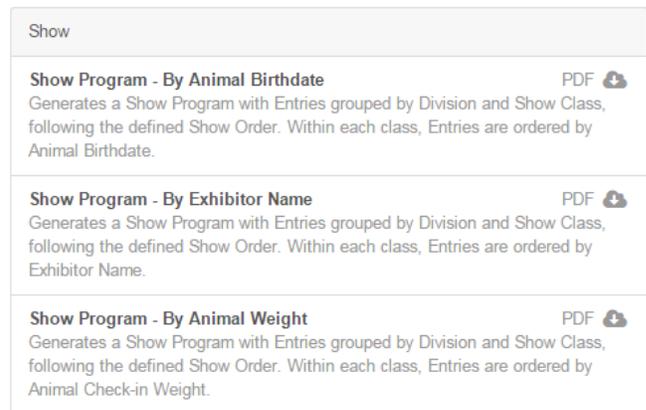
A Show Program (aka. Show Catalog) is a report that combines the Show Order (see Show Order Help Sheet) and the Class Breaks (see Class Breaks Help Sheet) to list all of the entries for a Show in the order in which they will be shown. In order for the Show Program to list the entries correctly, these two items should be completed prior to running a Show Program Report.

### Option 1: Standard Reports

If the information contained on the standard show programs meets your needs, you can use those to very quickly generate a show program. The order of the classes in all programs is determined by:

- Division Identifier:** Only important if you are printing a show program for an entire department. The “number” of the division—sorted alphanumerically, which means the first characters are compared, then the second, etc. (26099 would order before 261.) It’s the same order as they appear in the hierarchy.
- Class Order:** If the class order was changed, otherwise by the way they appear in the hierarchy
- Sub-class Order:** If defined subclasses are used
- Class breaks:** The show class number attached to the broken group.

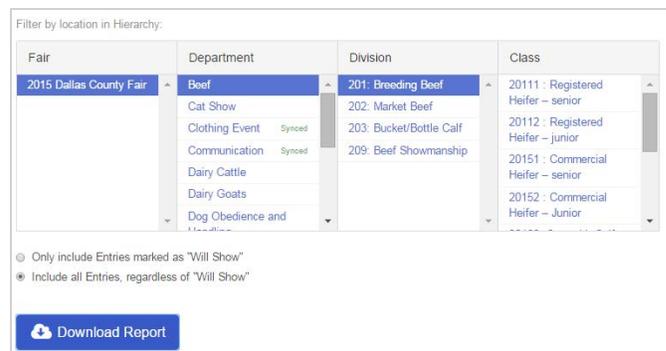
- Click on the Reports icon
- The Show Program options control how entries **within** each show class are arranged/sorted.
  - By Animal Birthdate: Youngest to Oldest (latest birthdate first). Includes the birthdate and weight fields for the animal.
  - By Exhibitor Name: Alphabetical by Last, First. Includes weight, height, and ADG fields for the animal.
  - By Animal Weight: Lowest to highest weight. Includes weight, height, and ADG fields for the animal.



Three options for generating a Show Program are shown, each with a PDF icon:

- Show Program - By Animal Birthdate**: Generates a Show Program with Entries grouped by Division and Show Class, following the defined Show Order. Within each class, Entries are ordered by Animal Birthdate.
- Show Program - By Exhibitor Name**: Generates a Show Program with Entries grouped by Division and Show Class, following the defined Show Order. Within each class, Entries are ordered by Exhibitor Name.
- Show Program - By Animal Weight**: Generates a Show Program with Entries grouped by Division and Show Class, following the defined Show Order. Within each class, Entries are ordered by Animal Check-in Weight.

- Select the division (or department or class) from the hierarchy.
- Select the option for whether the entries will be filtered by “Will Show” (When an entry is checked in, the Will Show is set to “Yes” by default, but can be manually changed to “No” if necessary)
- Click Download Report, which creates a PDF. Depending on your browser options, it may open in a new browser window, or in Adobe Reader.



Filter by location in Hierarchy:

Fair	Department	Division	Class
2015 Dallas County Fair	Beef	201: Breeding Beef	20111: Registered Heifer – senior
	Cat Show	202: Market Beef	20112: Registered Heifer – junior
	Clothing Event <small>Synced</small>	203: Bucket/Bottle Calf	20151: Commercial Heifer – senior
	Communication <small>Synced</small>	209: Beef Showmanship	20152: Commercial Heifer – Junior
	Dairy Cattle		
	Dairy Goats		
	Dog Obedience and		

Only include Entries marked as “Will Show”  
 Include all Entries, regardless of “Will Show”

[Download Report](#)



## Option 2: Custom Report

If the standard show programs do not contain the information that you need for your fair, you can create a custom report.

1. Click on the Reports tab.
2. Click Create Report.
3. Enter the Report and Excel file titles
4. Click Save
5. Select the Columns (fields) that you would like on the report.

The following fields should be included because of sorting. They may be deleted from the final Excel sheet once it's exported:

**Entry: Class Order Number:** Number automatically generated based on the Show Order set on the Show tab. If you have not changed the Show Order, you do not need this field. It is only pertinent when the show order has been changed.

**Entry: Show Class Identifier:** Show Class number generated during Class Breaks (100.01, 100.02, etc.)

**Exhibitor: Number:** Unique number for each exhibitor also used for backtags

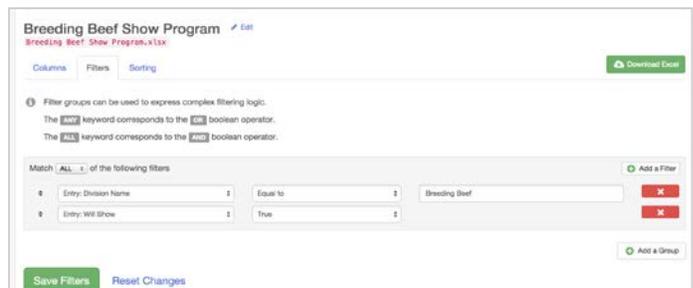
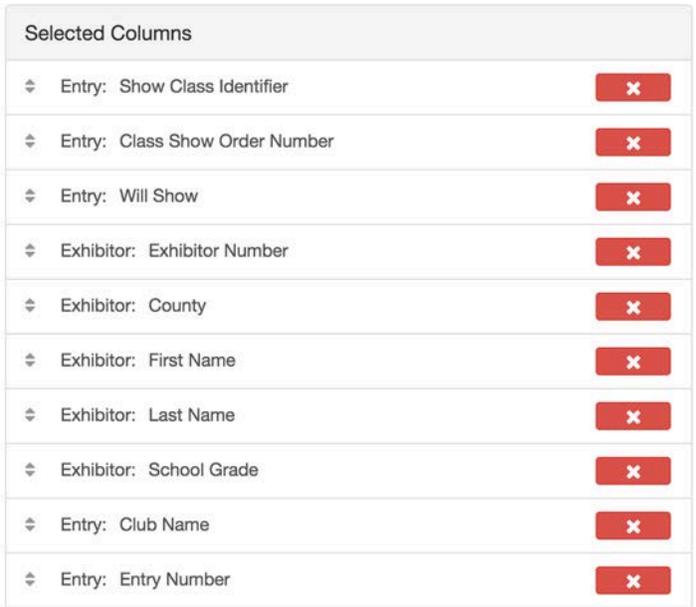
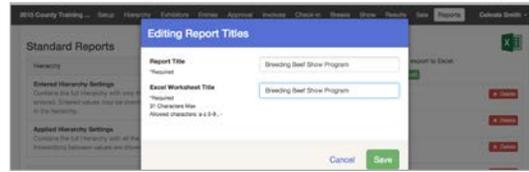
**Entry: Number:** Unique number for each entry (be sure to include this field if exhibitors may have multiple entries in the same class).

6. Select any Animal, Entry or Exhibitor fields that are included (or used for sorting) in the Show Program. Examples might be birth weight, check-in weight or height, animal name, etc.
7. Click Save Columns

8. Select to filter the report for entries in the Division in which the Show is taking place.

**Example:** Entry: Division Equal to Breeding Beef (You must type in EXACTLY the name of the division, whatever it is on your hierarchy.)

9. To exclude checked-in entries that are marked "not showing" select Entry: Will Show is True
10. Click Save Filters



11. Select to sort the report by (first) Class Order Number and (second) by Show Class Identifier.
12. Select (third, etc.) to sort by the field that controls the order that entries should appear within each show class—check-in weight, exhibitor number, etc.
  - If you do not specify an order within each show class, the program will default to ordering within the show class by exhibitor number, lowest to highest.
  - It will NOT be the same as the order shown on the class breaks screen.
13. Click Save Sorting
14. Click Download Excel

Breeding Beef Show Program [Edit](#)

Columns Filters Sorting [Download Excel](#)

ⓘ If you sort by columns that have not been selected in the [Columns](#) tab, those columns will be appended to your report.

1	Entry Class Show Order Number	Ascending	Descending	X
2	Entry Show Class Identifier	Ascending	Descending	X

[Save Sorting](#) [Reset Changes](#) [Add a Sort Column](#)

