

Multiple Entries Feature

To our Cass County 4-H Members, Families, and Volunteers,

It's late spring, and the Fair is almost here! That feeling before taking our animals to the ring or presenting a project to a judge, then the rides and food, and carefree summertime with our friends. And so much has changed in the few years some of us have been a part of the NEW digitized 4-H. The move from handwritten records to the digital version 4-H Online and now Fair Entry has many new and returning members confused and intimidated by using them. Still, we are making updates to the system to make it as simple as any other online process. I like to think of a common use example, so if you have ever made an in-store pickup with a major retailer like Walmart, it should have familiar steps.

One change you will notice is that the Dairy Cattle is now a separate department. Limited to Dairy Beef Steers, Dairy Feeder Steers, and Mini Dairy Cattle. All other cattle will use the Beef Cattle department, Divisions, and classes.

Another improvement is that certain departments will have MultiEntry setup, meaning you will be able to choose the same animal and add it to multiple entries in a single class, instead of returning to the beginning to make multiple single entries of the same animal. This option will be available for the Dog, Horse, Pony, Alpaca, and Llama departments.

And finally, the Static Projects in the Departments of County Only, State Garden, and State Projects are also MultiEntry as a time saver. Please read the directions for each of these new instructions thoughtfully and give a good attempt. If you have any questions or problems with this requirement for the Fair, please call us at 574-753-7750 or email cassces@purdue.edu, and we will be happy to help.

Sincerely,
Purdue Extension – Cass County



MultiEntry Process for Exhibitors (Livestock Example, Cass Co. Dog, Horses, and Llamas only)

1. With either SingleEntry or MultiEntry, the first two steps for an exhibitor are to select the department and division. When an exhibitor selects a division that has been designated as MultiEntry, the entry process looks a bit different for them.

The 'Choose Department' screen lists: Beef, Clothing Event, Dairy Cattle, and Dairy Goats, each with a 'Select' button. The 'Choose Division' screen shows 'Department: Horse' and lists divisions: 312: Horse Showmanship, 313: Western Pleasure/Horsemanship, 314: English Pleasure/Equitation, and 316: Timed Events and Games, each with a 'Select' button. 'Cancel' and 'Choose' buttons are at the bottom.

2. The next screen lists classes in that division, but also asks for the exhibitor to select (or change) the club, and to select (or add) an animal (for animal divisions only).
3. Notice the options for animals: Enter a single animal into multiple classes, enter multiple animals into a pen class, and "...specify animal(s) later".
4. In the Add Animal process, it doesn't matter which of the top two options is selected.

This screen shows 'Exhibitor: Vicki Vicksmith' and 'Department / Division: Horse / 316: Timed Events and Games'. It prompts the user to 'Make your Club, Animal, and Class selections to continue.' with a 'Continue' button. The 'Club' section shows 'Zdemo Zippy Clovers' with a 'Change' button. The 'Animal(s)' section has radio buttons for 'Enter a single animal', 'Enter a pen of animals', and 'I will specify animal(s) later'. The 'Class or Classes' section lists various classes like '31601: Trail - Exhibitor grades 5-8' through '31632: Pole Bending - Exhibitor grades 9-12'.

5. After the "Add Animal" process is completed (either by selecting or creating an animal record), the animals are listed at the bottom left, and animals/classes can be selected. (Click Continue).

This screen is similar to the previous one but shows 'Vicksmith, Vicki' as the selected club and 'Buckie' as the selected animal. In the 'Class or Classes' section, several classes are now checked, including '31602: Trail - Exhibitor grades 9-12', '31612: Barrel Racing - Exhibitor grades 9-12', '31622: Flags - Exhibitor grades 9-12', and '31632: Pole Bending - Exhibitor grades 9-12'.

6. The three options available for the selected animal(s) are important to use when assigning animal record(s) to class entries:
 - Enter a single animal into multiple classes
 - Enter multiple animals into a pen class
 - Specify animal(s) later - *The last choice is not available if your entry settings are set to allow animals to be added at registration.*



7. "Enter a single animal" creates a radio button beside the animal identifier. One animal can be selected to enter into multiple classes (the classes have checkboxes, so that more than one class can be selected).

The screenshot shows the 'Animal(s)' section with 'Allowed Animal Types' set to 'Horses'. Under 'Agency, Alana', 'Dippy' is selected. In the 'Class or Classes' section, several classes are listed with checkboxes: 31300: Pony Pleasure - all grades, 31301: 2/3 Year Old Western Pleasure - all grades, 31311: Ranch Horse Western Pleasure - Exhibitor grades 5-8 (checked), 31312: Ranch Horse Western Pleasure - Exhibitor grades 9-12, 31321: Western Pleasure - Exhibitor grades 5-8 (checked), 31322: Western Pleasure - Exhibitor grades 9-12, 31351: Western Horsemanship - Exhibitor grades 5-8 (checked), 31352: Western Horsemanship - Exhibitor grades 9-12, and 31391: Western Walk/Trot - grades 5-8 (checked).

8. The "pen" method creates checkboxes beside the animal identifiers, so that the exhibitor can select which animals will be entered into the class selected. ***Note: a class must be designated as a "pen" class in the entry settings before this option can be used.**

The screenshot shows the 'Animal(s)' section with 'Allowed Animal Types' set to 'Horses'. Under 'Agency, Alana', 'Dippy', 'Jumpy', and 'Squirrelly' are selected with checkboxes. The 'Class or Classes' section is not visible in this view.

9. The exhibitor will be asked to confirm that the information entered on the previous screen was correct. They can click Cancel to begin the process again, or Create Entries.

The 'Review your selections' screen displays the following information:

- Before we actually create your entries, please review your selections.
- If you continue with your current selections, 4 entries will be created with the following information:

Department	2016 Complete Training Fair
Division	Horse
Club	Zdemo Zippy Clovers 4-H
Animal(s)	• Buckie

Entry Classes

- 31602: Trail - Exhibitor grades 9-12
- 31632: Pole Bending - Exhibitor grades 9-12
- 31612: Barrel Racing - Exhibitor grades 9-12
- 31622: Flags - Exhibitor grades 9-12

Buttons: Cancel, Create Entries



10. After confirming the multiple entries, the exhibitor has the option of continuing to payment (if they're done with entries) or adding another entry. They can also edit individual entries on this screen at this time.

There are 4 entries belonging to 1 exhibitor in this invoice.

Everything looks good!

[Continue to Payment](#)

Vicksmith, Vicki [Add an Entry](#)
4 Entries 4/1 Online

#251	Department	Horse	Buckle	Edit
	Division	316: Timed Events and Games		
	Class	31622: Flags - Exhibitor grades 9-12		
#250	Department	Horse	Buckle	Edit
	Division	316: Timed Events and Games		
	Class	31612: Barrel Racing - Exhibitor grades 9-12		
#249	Department	Horse	Buckle	Edit
	Division	316: Timed Events and Games		
	Class	31632: Pole Bending - Exhibitor grades 9-12		
#248	Department	Horse	Buckle	Edit
	Division	316: Timed Events and Games		
	Class	31602: Trail - Exhibitor grades 9-12		

11. If there is incomplete information on the entry (for example, custom fields), and the exhibitor chooses "Continue to Payment" on the previously-displayed screen, they have the family options to add another entry (for this exhibitor), register another exhibitor, and Review/Complete Outstanding Records. That must be done before the exhibitor can submit their entries.

What do you want to do next?

For Vicki Vicksmith:

[+ Add another Entry](#)

[+ Register another Exhibitor](#)

There is 1 item that needs your attention

[Review/Complete Outstanding Records](#)



Single Entry Process for Exhibitors (Livestock Example, Cattle, Sheep, Goats, Swine)

1. By comparison, the single-entry process presents slightly different screens and options. The first two steps of selecting a department and division are similar. However, once those selections are made, the exhibitor is asked to first select a class.
2. After the exhibitor selects a class, they are asked to select the club/chapter associated with the entry (Click Continue).

Starting an Entry

Department	Dairy Cattle	Change
Division	210: Dairy Cattle	Change

Select a Class to continue

21202: Ayrshire Jr. Calf	Select
21203: Ayrshire Intermediate Calf	Select
21204: Ayrshire Senior Calf	Select
21205: Ayrshire Summer Yearling	Select

3. The next step is to identify the animal for that class entry.

Entry #252

Vicksmith, Vicki
1/17/2000 • 15 years old (4-H age) • Grade: 10
#444 [4HOnline](#) zDemo • Zdemo Zippy Clovers

Department: Dairy Cattle
Division: 210: Dairy Cattle
Class: 21202: Ayrshire Jr. Calf

[Delete this Entry](#)

1 Club/Chapter 2 Animals

Club/Chapter

Please select the 4-H Club or FFA Chapter that is associated with this entry.

Selected Club: None Suggested Club: Zdemo Zippy Clovers [4-H](#)
(Last Club Selected)

[Select this Club](#)

Search...

- Zdemo Zebras (zDemo) [4-H](#)
- Zdemo Zippy Clovers (zDemo) [4-H](#)

2 total clubs are available
Note: no more than 50 clubs are shown at once, so use the search feature to find your club.

[Continue](#)

4. The animal info can be reviewed, and edited. When the exhibitor clicks Continue, they will see custom fields, then will have the options to add another entry, register another exhibitor, or proceed to payment/check-out.

Entry #252

Vicksmith, Vicki
1/17/2000 • 15 years old (4-H age) • Grade: 10
#444 [4HOnline](#) zDemo • Zdemo Zippy Clovers

Department: Dairy Cattle
Division: 210: Dairy Cattle
Class: 21202: Ayrshire Jr. Calf

[Delete this Entry](#)

✓ Club/Chapter 2 Animals

Entry Animals

There is no animal in this slot [Add an animal](#)

[Continue](#)

Entry #252

Vicksmith, Vicki
1/17/2000 • 15 years old (4-H age) • Grade: 10
#444 [4HOnline](#) zDemo • Zdemo Zippy Clovers

Department: Dairy Cattle
Division: 210: Dairy Cattle
Class: 21202: Ayrshire Jr. Calf

[Delete this Entry](#)

✓ Club/Chapter 2 Animals

Entry Animals

[Remove From Entry](#)

[Edit Animal Details](#)

Identifier (Tag)	123-milk
Animal Type	Dairy Cattle
Tag	123-milk
Registration Number	8723495
Animal Name	Vicksmith Goldie
Birthdate	8/04/2016
Breed	Ayrshire

[Continue](#)



MultiEntry Process for Exhibitors (Static Example: County Only, State Garden, State Projects)

1. The non-animal MultiEntry process also includes the option to select how many entries they wish to make into a specific class. After selecting the department and division, the exhibitor will see a list of classes with a checkbox and a quantity pull-down.
2. The exhibitor can review the entries before confirming. They can Cancel if they are not right, Create Entries if they are.

Create One or More Entries

Exhibitor	Vicki Vicksmith Individual 4HOnline Change
Department / Division	Static / 103: Creative Arts Change

Make your Club and Class selections to continue. [Continue](#)

Club	Change	Class or Classes
Zdemo Zippy Clovers 4-H <small>(Primary Club)</small>		<input checked="" type="checkbox"/> 10301: Music Quantity: 1 <input checked="" type="checkbox"/> 10302: Photography Quantity: 5 <input checked="" type="checkbox"/> 10303: Visual Arts Quantity: 1
<small>When entering into an Open Class, your club selection will be treated as No Club (Open).</small>		
Animal(s)	This Division does not allow animals.	

Review your selections

Before we actually create your entries, please review your selections.

If you continue with your current selections, 7 entries will be created with the following information:

Department	2016 Complete Training Fair
Division	Static
Club	Zdemo Zippy Clovers 4-H
Animal(s)	No Animals

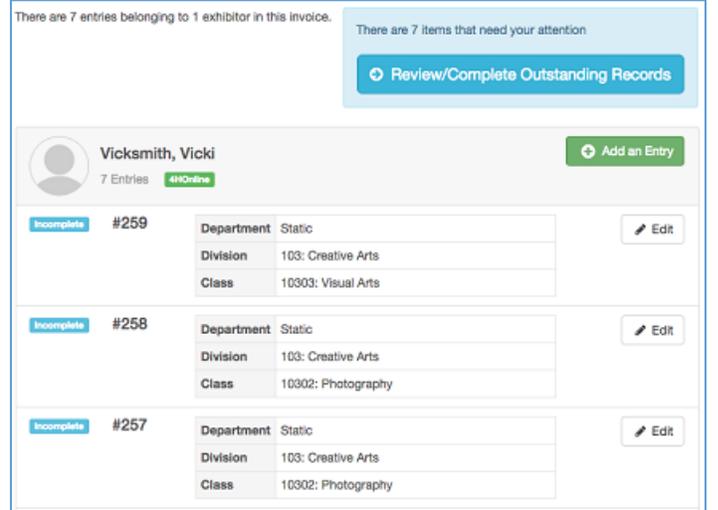
Entry Classes

1. 10301: Music
2. 10302: Photography
3. 10302: Photography
4. 10302: Photography
5. 10302: Photography
6. 10302: Photography
7. 10303: Visual Arts

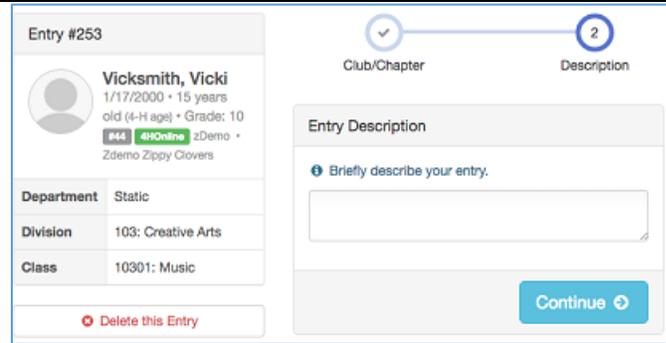
[Cancel](#) [Create Entries](#)



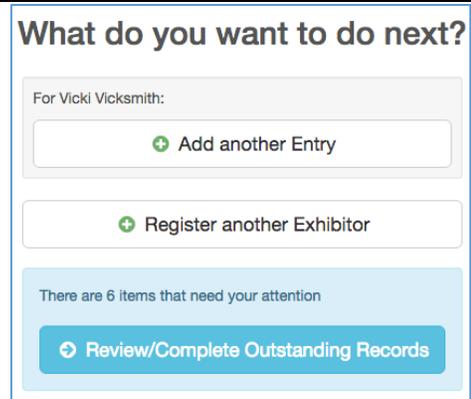
3. Because an entry description was required on all static exhibits, the list of entries shows them as “Incomplete” with a button to complete the outstanding records. They can also add an entry or edit the existing list from this screen.



4. For the first entry, they are taken to a screen where they can enter the description and can click Continue.



5. They will loop back to the Review/Complete options until all of the issues are resolved and the entries are complete. If there are 3 issues with the same entry, they will resolve each issue separately. Each time they return to this option, the count of outstanding issues decreases by one, until there are none left.



6. When all issues are resolved, and the entries are complete, the exhibitors will have the options to add another entry, register another exhibitor, or proceed to payment.

Tips

Allowing the multi-entry option can save your exhibitors time and “clicks” in the entry process. However, if you have custom fields associated with the entries, or require an entry description, the exhibitors will have to complete that information for each entry before they can submit their registration.

The most valuable use of this function will be when the classes in question exist within few divisions, and when there are few additional pieces of information required after the class selection is made.



