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| Points and Premiums Setup |
| *Before You Start*Paper planning can be your friend. Sketch out your points/premiums, finding the most efficient way to enter them. You **could** set them all at the class level, but it’s much more efficient to enter the most common settings at the highest level, and then just enter the exceptions at lower levels.Your premium settings will “carry over” after the first year, only requiring changes if your structure changes at some point. |
| Setting up premium values1. **Setup >> Ribbons –** Make sure that you have selected all the ribbons available in your fair, AND make sure they are listed in highest-to-lowest order. (Use the up/down arrow button on the left side of the ribbon name and drag to correct order.)
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| 1. **Setup >> Budgets –** You need to have at least one budget, which will be used to pay premiums. Select Limited/Unlimited based on how you pay premiums.
	1. Premiums based on a total number of points divided into a known total premium amount, edit your budget to be Limited and enter the total amount of premium money.
	2. Premiums are either $amount for the ribbon, or $amount for the points awarded to the entry; total premium budget will depend on how many ribbons are awarded. Leave budget as Unlimited.
2. If you are going to pay premiums out of two (or more) separate pools of money—for example, one budget for static, and another for livestock—or print checks more than once, set up more budgets. Each time premiums are defined, a budget will be assigned to that portion of the hierarchy.

**\*\*There is more information on budgets in the Help Desk article “Setting Up Budgets for Premium Checks”.**  |  |
| 1. Hierarchy >> Select Level – Start at the highest level at which there is consistency in your points/premiums setup. Example: If all livestock exhibits get the same number of points for PBRW, start at the fair level. THEN if all your static exhibits get different premiums, override the fair points at the static department level.
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| 1. **Click on the Points & Premiums tab.** It starts out with a screen as at right, “Ribbons have not been configured”.
2. Scroll down and you will see configuration options for both classes and divisions. Example: Division setup is used when you assign **additional** premiums to an exhibit that is judged at the class (first premium) and then again at the division level (division champion gets another premium).
3. If you have a premium setup and you need to **start over**, you will see a small pull-down menu at the upper right of the section name (Ribbons, Placings, Awards). Click on that and at the bottom you will see a red “Delete” option. Selecting that requires a confirmation popup and will remove all of the setup for that section at the selected level of the hierarchy. ***DO NOT*** *use the Delete option if you just need to set an exception for (override) a premium setup at a lower level, or if you want to make a small adjustment—then use the Edit option at the lower right. Only use Delete when you want to start over.*
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| Ribbons1. **Click the “Configure” button at the Ribbon level.** *The dialog box reminds you that you are setting ribbons at the CLASS level for the entire fair.* Select either Points (each ribbon color is assigned a point value, which is divided into a “pool” of money—your limited budget).
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| The top bar is a reminder of the level that you are setting (Class premiums, Fair).The ribbons appear in the order in which you set them back in step 1. If that is not correct, go back and re-order them before going on.The upper right pull-down will say “Root” at the highest level at which you enter points/premiums—the only option on the root menu is Delete. Levels below that will show “Inherited”, meaning the structure is the same as the level above it, and will have an “Override” option to set exceptions. Those exceptions will then show up as “Overridden” in that box.1. **Click the Edit button at the lower right.**
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| 1. **The Points boxes are editable—type in your values.**

If you give different values for ribbons based on the size of the class *(Example: if there are 1-10 entries, a blue gets 5 points, but if there are 11 or more entries, a blue gets 6 points)* you can “Add a Range”. Clicking on the title bar that lists the range allows you to customize the beginning/ending values of each range.1. **SAVE when your setup is correct.**
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| Placings*Even if you do not assign points for placings (1st, 2nd, etc.) this is where you have to set up which placings will be available to select in results.****You can choose to set up the largest number of placing values (1-10, etc.) at the FAIR level, with the result of the entire list showing up as options for all class entries; or selectively set up placing lists for departments etc. –1-10 for Horticulture, 1-5 for Swine, and 1-2 for Horses, for example. Either way, you can customize the premiums assigned to the placings at all levels.*** |  |
| 1. **Click the “Configure” button at the Placing level,** and select points (although it doesn’t matter, if you’re not going to assign values).
2. **Click Edit** to add points OR to add more places than 1-2-3.
3. Add a Placing to have more than 1-2-3 available. Delete if you want fewer (only 1-2 for example). Save when complete.
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| Awards*Even if you do not assign money or points for awards (Champion etc.) this is where you have to set up which awards will be available to select in results.****Most awards will need to be added at the level where you want to see them on the result screen.*** ***Examples: Grand Champion Market Steer and Grand Champion Breeding Heifer would be configured at the Division level (Beef Department, Market (or Breeding) Beef Division). Best Opposite Sex of Breed would be configured at the Rabbit department level.***1. **Click the “Configure” button at the Awards level,** and select either points or premiums (doesn’t matter, if you’re not going to assign values).
2. **Click Edit** to add points/premiums OR to add custom awards.
3. **Add an Award** to enter your awards. Delete if you add something in error. Save when complete.

**NOTE:** Awards need to be set up prior to being added to results. If you need to edit your awards (add a new award, change a name of an award, change the value of an award) be sure that the award has not been assigned to any results. |  |

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| Exceptions (Override)*Example: All livestock get points of 5-4-3-2 for P-B-R-W with the following exceptions:**(1) all market beef ribbons are worth 7-6-3-2*1. After the points values of 5-4-3-2 are entered at the Fair level, go to the hierarchy and select Fair>>Beef Department>>Market Beef Division.
2. Choose the Points & Premiums tab.
3. Notice in the upper right, the drop-down indicator says “Inherited”—meaning the premiums here were entered at a higher level. Pull it down and select “Override”.
4. Click Edit, select Points, and enter the 7-6-3-2, Save. Now the drop-down shows “Overriden”
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| *(2) aged dairy cow ribbons are worth 10-8-6-4*1. After the points values of 5-4-3-2 are entered at the Fair level, go to the hierarchy and select Fair>>Dairy Cattle Department>>Dairy Cattle Division>>Aged Cows Class.
2. Choose the Points & Premiums tab.
3. Notice in the upper right, the drop-down indicator says “Inherited”—meaning the premiums here were entered at a higher level. Pull it down and select “Override”.
4. Click Edit, select Points, and enter the 10-8-6-4, Save. Now the drop-down shows “Overriden”.
5. If you have more than one aged cow class (like Holstein aged cows and Jersey aged cows), repeat the process for the next class.
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| *(3) static exhibits get 5 for P, 5 for L, 3 for B, 1 for R and 1 for W.*1. After the points values of 5-4-3-2 are entered at the Fair level, go to the hierarchy and select Fair>>Static Department.
2. Choose the Points & Premiums tab.
3. Notice in the upper right, the drop-down indicator says “Inherited”—meaning the premiums here were entered at a higher level. Pull it down and select “Override”.
4. Click Edit, select Points, and enter the point values for the ribbons, Save. Now the drop-down shows “Overriden”.
5. If you give NO premiums/points for a specific static class, after setting the points at the static department level, you would locate that class in the hierarchy, and repeat the process, entering zeroes for points.
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| Important Reminders* Whenever you set up a points or premiums configuration (at any level of the hierarchy… root, overridden, etc.) you must link your premium setup to a budget.
* Straight-dollar premiums will be linked to an unlimited budget; points-based premiums will be linked to a limited budget.
* The calculation for a limited budget is that all straight-dollar premiums will be subtracted first from the budget, then the remaining money in the budget will be pro-rated according to the points setup.
	+ Example: You have your ribbons set up as 5,4,3 points for BRW. You also have a Grand Champion Award that is assigned $50 as a premium. The $50 will be deducted from the budget first, and the remaining money will be split up according to points.

For more information about Budgets, please see the Help Desk article “Setting up Budgets for Premium Checks”. |