## FairEntry Hierarchy Setup Standard Protocol

**Overview**

The most important part of getting your Fair set up is setting up your hierarchy. Below you will find information and recommendations to think about as you are planning and creating your hierarchy.

**Each entry must have a Department, Division and Class. You may call these by different names, and you can set those in the Setup/Fair Details tab. All three levels are required. When exhibitors submit entries, they will first select a Department, then a Division and then a Class.**

**Livestock and Animals:** We recommend that you set up a department for each species (Beef, Sheep, Horse, etc.).

**Examples:**

1. Beef Department>>Breeding Beef, Market Beef, and Beef Showmanship divisions>>(appropriate classes)
2. Showmanship Department>>Beef Showmanship, Swine Showmanship, etc. divisions>>(appropriate classes)

Either of those setups will work, with few differences in outcomes or later processes. Custom Shows allows you to select exactly which classes will appear in the show program, and to order them in any way you wish. There may be fewer “clicks” and drag-and-drop operations if you set up your hierarchy to correspond with your intended show order, but the programs can be created regardless. If you have a “round-robin” or multiple-species showmanship class, it may be easier for you to set up a Showmanship Department.

1. Horse Department>>English, Western, Game, Halter (etc.) divisions>>(appropriate classes)
2. Horse Department>>Performance and Halter divisions>>(appropriate classes)
3. Horse Department>>Horse division>>(all classes)

Any of these setups will work, because all Horse divisions will be the same type *(see Division-Specific settings)*, “Other Animal”. Considerations include:

* Do you want your exhibitors to be able to make multiple entries at one time, using the same horse? If so, you need to have FEW (or one) divisions, because they can only do that with classes that exist in the same division.
* Your tradition of presenting the classes (How would your members typically find the correct class to enter?)
* The number of classes you have (Would having all the classes in one division make a really long list?)
* Premiums (Do you have different premiums or points for halter & performance, for example?)

Naming your divisions by Breed can work in some cases, but you need to know the repercussions further down the line.

1. Dairy Cattle Department>>Ayrshire division>>Jr. Heifer class
2. Dairy Cattle department>>Dairy Cattle division>>Ayrshire Jr. Heifer class, Holstein Jr. Heifer class, etc.

The only consideration here is the show order. Custom show programs can be created, with the classes in whatever order is used in your fair, using whatever hierarchy setup that you wish. But if you set up your hierarchy in a way that is compatible with the show order, you’ll have less drag-and-drop rearranging to do in that custom show.

In terms of results, if you show your Ayrshires against your Guernseys for an overall Dairy Champion, you’d probably be happier with the second option. This is more of a consideration for Beef departments—usually having breed divisions within a Beef department is not going to return optimal results in managing the data at the fair.

**Static (aka Building exhibits):** The recommended protocol is one department for Static with Divisions grouped by study areas or project areas.

**Examples:**

1. Static Exhibits Department>>Consumer and Family Science division>>(Classes).

For 4-H fairs, the classes are typically very similar to the state’s 4-H project list. If project enrollment is required for exhibit entry, the project can only be tied to a division *(see Division Specific Settings)*. Consider that when creating your divisions—can this division be linked to a 4-H project enrollment (If you use that requirement)?

Also, is there a chance that an entry into one class may need to be changed into a different class, based on some criteria or other? If so, it can only be switched into a class that exists in the same department as the original. So, if you had multiple static departments, an entry into the Woodworking department could not be switched into the Creative Arts department. If those were both divisions, the entry could be switched.

**Open Classes:** The recommended protocol is to mirror your “youth” departments with “Open” departments.

Examples:

1. 4-H/FFA Beef Department>>Breeding Beef Division>>(Heifer Classes); and Open Beef Department>>Open Breeding Beef Division>>(Heifer Classes)
2. (for youth) Static Department>>Family & Consumer Sciences division>>Food & Nutrition Class; and Open Foods>>Baked Products>>Cakes

It will work best for many reasons (including entry settings, premiums, entry fees, show programs & other reports) if you keep your Open fair classes in their own departments, rather than as a part of a larger (for example, Beef) department. It should be easier for all of your participants (youth and open) to locate and enter their classes if they are separate and clearly labeled.

**Division-Specific Settings**

**Each Division must have only one Division Type.** The division types are Market Animal, Breeding Animal, Other Animal (such as dogs & horses), Static (aka. Building exhibits) or Event (such as presentations & showmanship). The standard entry process and entry cards are designed to reflect the common fields necessary in each type. Custom entry cards can be designed to include whatever fields are applicable in your own fair.

**Examples of standard entry information and entry cards:**

1. Static exhibits division entries do not allow for animal information to be entered; standard entry cards include an entry description field
2. All Animal type divisions are linked to an animal type (fields); standard market animal entry cards include check-in weight and ADG, standard breeding animal entry cards include a birthdate
3. Events division entries are not be tied to a specific item or animal. A common example is showmanship, where typically there is no need for animal information on the entry or entry card, only exhibitor information.

If you are planning to use Custom Entry Cards, your choice about which “Animal” division type is not as critical. You can assign “Other Animal” as a division type to any division that will require animal information on class entries, and “Static” to any division that will NOT require animal information on the entries.

**4-H Project enrollment is linked at the Division level.** If your Fair requires that a member be enrolled in a certain 4-H project in order to submit an entry in that area, the Project Affiliation is set up at the Division level (multiple projects can be tied to one Division).

**Examples:**

1. (one project linked to one division) Only members who have enrolled in the Photography project in 4HOnline can submit entries for Photography. Photography should then be a Division (possibly in the Static Department).
2. (one project linked to multiple divisions) Members enrolled in the Beef project can make entry into either the Breeding Beef division (Beef Department) or the Market Beef division (Beef Department).
3. (multiple projects linked to one division) Members enrolled in either the Beginning Clothing Construction or Advanced Clothing Construction projects can make entry into the Clothing Construction division (Static department).

**At the Division level, you will select which Animal Types can be added for that Division.** The fields specific to that animal type can be designed for only market beef entries, for example. Multiple animal types can be linked to a division, and multiple divisions can use the same animal type.

**Examples:**

1. (one animal type linked to one division) Members must select from or create a Market Beef animal for entries in the Market Beef Division.
2. (one animal type linked to multiple divisions) Members must select from or create a Horse animal for entries in either the Performance or Halter Horse divisions.
3. (multiple animal types linked to one division) Members must select from or create either a Purebred Ewe animal or a Commercial Ewe animal for an entry into the Breeding Sheep division.

**Results:** Results can be entered at the Division and Class levels, but there are not Department-level results.

**Example:**

1. (This is NOT a recommended option—used as a **bad** example) Breeding Beef Department >> Angus Division >> (age-based classes). Results/Awards are designed to be entered at the Class level (first set of results) and Division level (second set of results). If a Grand Champion Breeding Beef award is needed, then Breeding Beef should be the Division rather than the Department (with breed as the class and age-category as the subclass).

**Reporting:** Reporting is often easiest by a specific Department, Division or Class. It will be more complicated (not impossible though) to include entries from different departments on the same report. Custom Show programs are different, though—they can be created using classes that exist in a variety of divisions/departments. Some setups will require a few more “clicks” and drag-and-drop to get the programs perfect, others will be easier.

* Standard reports are set up to link to one portion of the hierarchy, not a division here and a class over there, etc. It flows with the hierarchy.
* Standard reports can be printed for each class or division, even if they are not in the same branch of the hierarchy, then combined either manually (with a stapler) or downloaded to Excel or PDF and combined electronically.
* Custom reports can be created, using custom filters to specify exactly what divisions or classes should be included.
* If you create custom fields at the department or division level, it is not possible to include those fields on custom reports for multiple departments on the same report. You would need to create a separate report for each part of the hierarchy that includes custom fields.

**Examples:**

1. If you will need a list of all of the Showmanship entries (regardless of species), it may be easiest to set up Showmanship as a separate Department rather than as separate Divisions within each Species Department.
2. If you ask a custom question for the market beef division and a different custom question for the breeding beef division, you will not be able to create one custom report that includes both of those questions.

**Points and Premiums:** Points and Premiums are set at the Fair, Department, Division or Class level. It is quickest to set up Points and Premiums at the highest level possible.

**Examples:**

1. If exhibitors who are under 13 years of age receive a different premium amount for a presentation than exhibitors who are over 13 years of age, then there should be one class for exhibitors under 13 and one for exhibitors over 13. ***It is not possible to give different premium amounts (for the same ribbon or placing) to entries in the same class.***
2. If you set up your rabbits as separate departments (Commercial Rabbits, Fancy Rabbits, Meat Rabbits, etc.), and they all receive the same premium, but it’s different than all the other livestock departments, it will take more time to set up points and premiums, as you will have to enter the setup at every department level. However, if you set up a Rabbit Department with Fancy Rabbit (etc.) DIVISIONS, you can enter the points and premiums setup in much less time. Either will produce the same results, the difference is just in the setup time and simplicity.

**Creating the spreadsheet for upload**

**IMPORTANT--**A spreadsheet can be uploaded exactly one time for a fair—when the hierarchy is completely empty. You cannot overwrite a previously-uploaded hierarchy, nor can you upload a spreadsheet if you have manually created any part of the hierarchy. It has to be completely empty for the upload to work.

**IMPORTANT (for fairs that are connecting/promoting to a state fair using FairEntry)--**Be sure that you do not include any departments in your upload spreadsheet that will be synchronized from the state fair. If you have county-specific classes within those state fair departments, you will add those classes AFTER you have uploaded your (No State Fair departments) hierarchy spreadsheet, and then synchronized to copy over the state fair departments. The order has to be just that: upload a spreadsheet with no State Fair departments, then synchronize the State Fair departments, and finally add in any county-specific classes that exist within the State Fair departments.

1. The spreadsheet can be either XLS or XLSX format.
2. There must be 5 columns (no more, no less)
3. Row 1 must contain exactly these headers:
   1. Department
   2. Division
   3. Division Type
   4. Class
   5. Allow This Class To Be Synchronized
4. No blank rows or cells
5. All Columns
   1. Do not use a colon in any cell contents, with the exception of the second example of Class format below. If you have a class named “Chinchilla: Jr. Buck”, it needs to be renamed to “Chinchilla – Jr. Buck” or “Chinchilla, Jr. Buck” in order for the upload to succeed.
   2. Other characters that may cause issues with the upload are slash (/) and semi-colon (;), so do not use those in your cell contents either.
6. Column C - Division Type, must contain exactly one of these values: (Spelling errors will prevent upload)
   1. Market Animal
   2. Breeding Animal
   3. Other Animal
   4. Static
   5. Event
7. Column D – Class – there are two acceptable formats
   1. Class Name (for example Angus Heifers)
   2. Class Number: Class Name (for example 2001: Angus Heifers) There must be exactly one space between the colon and the class name.
8. Column E, Allow this Class To Be Synchronized
   1. For State Fairs that are sharing their hierarchy with counties and allowing county entries to be promoted to state fair, it will contain YES.
   2. For all other fairs, it will contain NO.

**Avoid Common Errors in your spreadsheet**

1. Avoid the use of the forward slash / character and fractions in your hierarchy spreadsheet. It will cause an error in the upload process and prevent the successful uploading of the file. Acceptable punctuation includes hyphens, parentheses, and ampersands.
2. Each class within a division should be uniquely named.
3. Avoid including excessive information in the Class Name. The Class Name should identify the class but should not include the exhibit requirements. For best results, keep the Class Name to 50 characters or less.
4. When creating a division with a new division type, the new division should be uniquely named so not to create a Division Mismatch error (only 1 division type per division).

**Uploading the spreadsheet:**

If your spreadsheet upload fails, the informational (error) message that appears will give you valuable information about trouble-shooting, primarily through (at least the first) row number that caused the failure. If you check that row number and discover the mistake, make sure that the error is not found elsewhere in the spreadsheet before trying again.

Contact [support@fairentry.com](mailto:support@fairentry.com) if your spreadsheet fails to upload, and you cannot figure out what the formatting issue is. Please do include both an attachment of your hierarchy spreadsheet and the text of the message when the upload failed. We should be able to track down the issue very quickly for you.