FairEntry Glossary

**4-H Integration** – The process of using information from 4-H Online for exhibitors and entries in the Fair

**4-H Online** – The 4-H Enrollment system

**Administrator –** See Staff

**Animal Type** – The form used to collect information about an animal based on the species. There are many fields available to use for different animals. Below is a list of the available fields for Animal Types:

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| **\*Animal Identifier** – A unique number or name for a specific animal (Tag, Tattoo or Animal Name). Every Animal Type MUST include an identifier field.  **\*Animal Name** – One of the fields that can be used as Animal Identifier  **Beginning Weight** – Number field. This field can be used as part of the Entry process or the check-in process. It’s used in the ADG calculation.  **Beginning Weight Date** –This field can be used as part of the Entry process or the check-in process. It’s used in the ADG calculation.  **Birthdate**  **Bordetella Vaccination Date**  **Brand**  **Breed –** Can be either a text field or a list created as a drop-down menu to prevent creative spelling  **Breeder Location**  **Breeder Name**  **Brucellosis Tag**  **Coggins Test Date**  **Color and Markings** – Text field, should be limited to 200 characters or less  **County Raised** – Checkbox  **Dam Breed**  **Dam NAIS Animal ID**  **Dam NAIS Premise ID**  **Dam Name**  **Dam Owned or Leased** – Radio buttons  **Dam Owner Name**  **Dam Registration Number**  **Description**  **Detailed Animal Type** – Text field  **Distemper Vaccination Date**  **Earnotch**  **FVRCP Vaccination Date**  **Health Certificate –** Checkbox  **Health Certificate Number**  **Health Inspection** - Checkbox  **Health Inspection Date** | **Height –** For animals other than horses  **Height (in Hands) –** For horses (4 inches = 1 hand)  **Height Certificate –** Checkbox  **Home Raised –** Checkbox  **License Number**  **Microchip Number NAIS Animal ID**  **NAIS Premise ID**  **NPIP Identifier**  **Owned or Leased** – Radio buttons  **Owner’s Name**  **Parvo Expiration Date**  **Parvo Vaccination Date**  **Premises ID**  **Pullorum Test Date**  **Purchased or Leased Date**  **Rabies Expiration Date**  **Rabies Product Serial Number**  **Rabies Tag Number**  **Rabies Vaccination Date**  **Rabies Vaccination Date Given**  **Registered Name**  **Registration Association**  **Registration Number**  **RFID Number**  **Scrapie Flock**  **Sex –** Radio Buttons (M/F)  **Sire Name**  **Sire Registration Number**  **Spayed or Neutered** – Checkbox  **\*Tag** – Can be used as Animal Identifier  **Tag Color**  **\*Tattoo** – Can be used as Animal Identifier  **Type of Pet** – Text field  **Type of Poultry** – Text field  **Vet**-**Clint-Patient Relationship** – Checkbox  **Weigh-in Location** |

**Auction** – Entry goes through an auction ring and will be assigned a bid price and a buyer. The following terms are used in the Sale/Auction process:

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| **Add-On –** Additional funds paid to an exhibitor for an item in the Sale (this is not part of the Bid Price)  **Adjustment –** Exhibitor or Buyer fees or credits added to an entry during the sale  **Bid Number** – The number used by a buyer during the auction (a.k.a. Buyer ID)  **Bid Price** – The price a buyer agrees to pay for an entry or animal.  **Block Sale** – Entries go straight to a truck, likely to a processor, without going through the Auction ring.  **Buyer** – Individual or organization purchasing an item in the Sale.  **Buyer ID** – Number used by the buyer to participate in the auction (a.k.a. bid number)  **Buyer Invoice** – The itemized list of bids, fees and credits from the Sale(s) with a total amount due for the Buyer  **Destination** – Where an animal or an entry will go after the Sale. | **Donation Recipient** - An entity, individual or fund (Food Bank, Scholarship Fund etc.) that may receive the proceeds from the sale of an entry. The list of potential donation recipients is added into the program in the Sale > Donation Recipients tab.  **Floor Price** – The price a processor will pay for an animal. Typically, this is the market value.  **Ordering Strategy** – Strategy used to sort entries for the Sale  **Resale** – The process of selling an entry more than one time during the Auction or Sale  **Sale Order** – The list of items to be sold in the Auction or Sale  **Sale Participation Status** – Designates that an entry will go through the Auction, Block Sale or will remain “Not for Sale.”  **Sale Tattoo** – Number associated with an animal at check-in (often used for Market Animals)  **Sale Weight** – The weight on which a price per pound is calculated in the sale. Often this is the Check-In weight, but it may be different. |

**Average Daily Gain (ADG)** – The average amount of weight gained by an animal per day (a.k.a. Rate of Gain) calculated as follows: (Check-In Weight – Beginning Weight)/(Check-In Date – Beginning Weight Date)

**Award** – A prize given to an exhibit that is not a placing (i.e. 1st, 2nd, 3rd) or colored ribbon. An example of an award may be Grand Champion, Outstanding Photography Award, Best of Show.

**Beginning Weight** – Weight of an animal at the time of identification, field is used in ADG calculation.

**Beginning Weight Date** – Date on which an animal was identified, field is used in ADG calculation.

**Budget –** The amount of money to be used for premiums in the fair. Multiple budgets can be set up if premiums for different parts of the fair are either paid or calculated separately from other departments or divisions.

**Limited –** A defined amount of money is paid in premiums, calculated by using points with ribbon colors/placings, etc.

**Unlimited –** Premiums are paid on a straight-dollar basis (blue is worth $3, for example) and the total for premiums is dependent on the number and color of ribbons given at the fair.

**Check-In** – The process of designating that an entry is present and available for judging.

**Check-In Height** – The height of an animal at check-in

**Check-In Weight** – The weight of an animal at check-in, this field is used in the ADG calculation.

**Class** – The fourth level of the FairEntry hierarchy below the Division, above the subclass. Most entries receive ribbons, placings and awards at the Class level.

**Custom Field** – Question set up by the Fair administrator to collect information about an exhibitor or entry at registration time. There are several types of questions that can be used (see the Help Desk article “Entry Process - Setting up Custom Questions for more detail).

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| ***\*Checkbox*** *– Allows the user to select more than one option from a list*  ***\*Radio Button*** *– Allows only one selection from a list of options*  **True/False**  **Preference** – Radio Buttons, first choice, second choice, etc. | **Timeslot** – Radio Buttons or Checkboxes **Sign-up** – Radio Buttons or Checkboxes  **Matrix**  **Text**  **Multiple Choice** - Radio Buttons or Checkboxes  **Quantity** – Options for number, price, and total available  **Content Block** |

**Custom File** – PDF or photo files uploaded to an exhibitor or entry record.

**Custom Report** – A report created by a manager that includes specific information as selected by that manager and exported as a spreadsheet.

**Custom Sale Program** – Located on the Sale Order page used to create a printable Sale Program

**Custom Show** – The area in which a Show Program and Judging Sheet is created (Show tab)

**Department** – The second level of the FairEntry hierarchy below Fair, above Divisions

**Destination** – Where an animal or an entry will go after the Sale.

**Division** – The third level of the FairEntry hierarchy below Department, above Class

**Division ID** – The number associated with a Division

**Division Type** – Indicates how a division will be treated within FairEntry. Options include: Market Animal, Breeding Animal, Other Animal, Event and Static

**Entry** – One specific exhibit by a specific exhibitor(s) in a specific class

**Entry Card** – Report that lists information about an entry on a ¼ format and contains a unique identification barcode (Standard Report & Custom Option)

**Entry Club** – The Club associated with an individual entry (used on Entry Cards, Entry Tags and Entry Scorecard labels)

**Entry Fee** – A set amount charged per entry (as opposed to per exhibitor or per animal)

**Entry Registration Process** – Option that designates if exhibitors should make one entry at a time (SingleEntry) or should be allowed to select several classes in a division from which to create multiple entries (MultiEntry)

**Entry Scorecard Label** – Entry barcode and information printed on Avery 5161 mailing labels (Standard Report)

**Entry Settings** – Settings that apply rules to the entries allowed at each level of the hierarchy

**Entry Tag** – A printed label or form that contains information about an entry with a unique identification barcode on a 6-per-page format with an option to print a claim ticket at the bottom (Standard Report)

**Exhibitor** – The person registering entries for the fair

**Exhibitor Backtag** – Number worn by the exhibitor during the show

**Exhibitor Club** – Primary Club from 4HOnline associated with an exhibitor

**Exhibitor Group** – The family or group account that contains exhibitors related to that group

**Exhibitor Invoice** – All of the entries submitted at the same time from the same exhibitor group

**Exhibitor Number** – The unique number assigned to an exhibitor during the entry process. Often used for Exhibitor Backtags and reports.

**Fair** – The highest level of the hierarchy that encompasses all departments, divisions and classes

**Fair-to-Fair Connection** – Used when entries from one fair advance to another fair (i.e. County Fair to State Fair)

**Fair Administrator** – see Staff

**Fair Fixture** – A specific event that is repeated yearly (i.e. Fair, Horse Show)

**Fair Manager** – see Staff

**Finalize** – Indicates that results are final and can be calculated and reported

**Hierarchy** – The structure of departments, divisions and classes at a fair (commonly outlined in a Fair Book).

**Hierarchy Synchronization** – The process of copying a hierarchy from a connected fair (required for advancing entries from one fair to another)

**Inherited** – Settings applied to a certain area of the hierarchy because they were set at a higher level

**Invoice Status** – Indicates where an invoice is in the registration process

**Limited Budget** – See Budget

**Manager –** See Staff

**Open –** Invoice status indicating that an exhibitor group has begun the registration process, but has not yet submitted entries

**Open Entry –** The exhibitor’s entries are not associated with a specific Club, Chapter or Special Group

**Organization Administrator** – Overall account administrator with permissions to add new fairs and/or fair fixtures, set by the company at the time of purchase

**Override** – In Points & Premiums and Entry Settings, at each level, the setting will override (replace) any setting that was made at a higher level of the hierarchy

**Paid** – Invoice status indicating that an invoice has been approved and paid

**Paint Number** – A number associated with an animal at check-in (often used for Market Animals)

**Parent Class –** The Class level immediately below the Division, if there are subclasses set up

**Payment Failed –** Invoice status indicating that a credit card payment has been declined

**Payment Pending –** Invoice status indicating that a check payment is due.

**Pen Size –** The total number of animals associated with a single entry

**Placing** – An entry’s rank in comparison with other entries in the same class or division (1st, 2nd, 3rd etc.)

**Points** – Entries are awarded a set number of points for a ribbon, placing or award (commonly known as Sliding Scale). Points are totaled and divided into a “pot” of money and money is distributed proportionally.

**Premiums** – Entries are awarded a specific dollar value for a ribbon, placing or award (often used to designate any money associated with the results of an entry)

**Project** – A 4-H member’s project enrollment from 4HOnline

**Public Results Sharing** – The option to post results to a public URL

**Range** – Used if premiums and/or points are based on the number of entries in a class (for example, if there are up to 10 entries in a class the premiums are $5.00, if there are 11-20 entries the premiums are $10)

**Registration** – The exhibitor’s information that is not tied to entries; may include custom fields and custom files. Also the term that refers to the process of an exhibitor submitting entries to the fair.

**Registration Open Date** – Entries will open at 12:01 a.m. CT on this date

**Registration Close Date** – Entries will close at 11:59 p.m. CT on this date

**Result Budget** – Budget from which premiums are paid for a specific result

**Result Description –** Ribbon Color, Placing level or Award Title

**Result Final Premium –** Total amount of money awarded for a specific result

**Result Points –** Total number of points awarded for a specific result

**Result Type** – Ribbon, Placing or Award

**Ribbon** – An award given to an exhibit in the form of a colored ribbon

**Root** – The level at which the original Points and Premiums structure was set up

**Sale –** See Auction

**Smallest ancestor –** Strategy applied to some entry settings in which the effective setting is the smallest of the applicable hierarchy path. Example: Max Entries Per Exhibitor is set at 2 at the Beef Department level. It cannot be set at 3 at the Breeding Beef

**Show Class** – The level at which an entry shows. Typically, a class resulting from the Class breaks. If there are no class breaks, this is the entry-class.

**Staff –** People with accounts and permissions to work in the FairEntry program. Account types are listed below.

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| **Organization Administrator** – Overall account administrator with permissions to add new fairs and/or fair fixtures, set by the company at the time of purchase  **Fair Administrator** – Account with permission to view and edit Setup, Hierarchy, and Finances as well as Entries, Check-in, Judging Results, and Sale  **Fair Manager** – Account with permission to view and edit Entries, Check-in, Judging Results, and Sale, but not Setup or Hierarchy  **Explicit Staff** – Staff members who have been given permissions at a specific point of the hierarchy  **Implicit Staff** – Staff members given permission to access a level of the hierarchy because they were given explicit permissions at a higher level | **Check-In Agent** – Account with permission to perform the check-in process (Check-In tab) for entries within a specified area of the hierarchy  **Class Breaks Agent –** Account with permission to perform class breaks (Class Breaks tab) for entries within a specified area of the hierarchy  **Results Agent** – Account with permissions to enter results (Results tab) for a specified area of the hierarchy  **Sale Agent** – Account with permission to manage the Sale processes through the Sale tab (NOTE: Sale Agents may not print Exhibitor Checks) |

**Standard Report** – A pre-formatted report available to click and run

**Sub-Class** – The lower levels of the hierarchy below class. These are different than class breaks—a sub-class entered into the hierarchy would be something that an exhibitor would make entry into pre-fair. Class breaks are done based on information entered at check-in (weight, etc.)

**Submitted** – Invoice status indicating that an Exhibitor Group has submitted entries that are now awaiting approval

**Sum** – In Entry Settings, at each level, the setting adds on to the amount set at the higher level. Example: Fair Entry Fee is set to $2.50, Beef Department Entry Fee is set to $13.00, Market Steer Class Entry Fee is set to $1.50. An entry into the Market Steer Class will cost $17.00 (sum of all entry fees).

**Unlimited Budget** – See Budget

**Will Show** – Indicates that an entry has been checked in and will participate in the show