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| Bulk Check-In for Non-Animal Entries |
| ***NOTE****: Bulk Check-in is only available for non-animal entries.* |
| 1. Click on the Check-In tab.
2. Enter the Exhibitor’s first OR last name in the search (or scan the Exhibitor barcode from the Entries by exhibitor report).
3. Click to View the entries for the correct exhibitor.
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| **NOTE**: *Entries made into Animal divisions/classes cannot be checked in here, except by clicking the View button beside the entry—that takes you to the “normal” Check-in screen for that entry.*1. Once the appropriate non-animal entries are selected, click the “Check-in Selected” button. If you have selected entries that are not eligible for this process (animal entries), a red error message will appear at the top right of your screen. Other selected entries will be marked as “Checked-in”.
2. If you have not previously printed entry cards or tags, you can print those for the selected entries by using the Print Selected pull-down options.
3. If an entry should be moved to a different class, select to view the individual entry and then select to Change Class.
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| 1. NOTE: The current date will be the default check-in date. This can be adjusted if needed.
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| ***You can use the “regular” check-in method to check in static exhibits one at a time, as opposed to all of them from one exhibitor.***1. Click on the Check-In tab.
2. If you are using a scanner, click in the search box first, then scan the entry barcode.
3. If you are not using a barcode scanner, enter the Entry Number or Exhibitor Name in the search box.
4. If no additional check-in information is needed, click check-in, then repeat the process for the next entry.
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