

Fair Schedule: Guidelines for Completing Fair Tasks

AgIT Training

Procedure No. T5.3.6

Procedure Statement

The Agriculture Information Technology (AgIT) procedure that covers fair scheduling provides you with a series of checklists to help you organize your fair preparation activities throughout the year leading up to the fair.

Reason for Procedure

This procedure will clearly communicate a set of guidelines in the form of checklists on how to properly prepare you for the upcoming fair season.

Procedure Specifics

In this document you will find seven separate checklists to aid you in preparing for the upcoming fair. Each section consists of a recommended completion period, a check list of activities to complete during this time and a space to record the date of completion, and a section for notes and comments. For more training information go to <http://www.four-h.purdue.edu/ed/>

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Created: 3/29/2006

Modified: 3/31/2006

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Spring of the Year

This is usually completed between _____ and _____.

- Setting up and entering your Fair groups and classes. This can be done by getting last year's program and entering in the information. You can even talk to your show mangers and get the class order for the most part.

Date Completed _____.

- Entering in animals that have been nose printed. Some counties will even enter in the other animals as well. This gives you practice at entering in this type of information before the hectic fair season.

Date Completed _____.

- Put in known buyers and enter in some generic ones if you are going to use the auction section in ED.

Date Completed _____.

- Figure out how many computers you are taking to the fair grounds and where they are going to be setup.

Date Completed _____.

- You will need to know what hub you will need to use at the fair grounds.

Date Completed _____.

- If time allows try setting up a couple of your computers and printers in a small network. The document, "Preparing ED for Use at the County Fair" will be coming soon.

Date Completed _____.

- Figure out which show program and auction program you want to use.

Date Completed _____.

- Additional Tasks (Optional)

_____.

Date Completed _____.

- Additional Tasks (Optional)

_____.

Date Completed _____.

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Additional Tasks (Optional)

Date Completed _____.

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Start of Summer but Before The Fair

This is usually completed between _____ and _____.

- Have all users that are going to be using ED at the fair grounds **login** to each of the computers. This will establish their accounts/profiles on the computer(s) you will be using at the fair.

- Additional Tasks (Optional)

*Date Completed*_____.

- Additional Tasks (Optional)

*Date Completed*_____.

- Additional Tasks (Optional)

*Date Completed*_____.

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Before The Fair

This is usually completed between _____ and _____.

- If you have entered the animals into ED before hand, you can print off the weigh reports so you can have them readily available at the scales.

*Date Completed*_____.

- Transfer ED to one computer. This computer becomes what is called “the server” for ED while at the fair.

*Date Completed*_____.

- Additional Tasks (Optional)

*Date Completed*_____.

- Additional Tasks (Optional)

*Date Completed*_____.

- Additional Tasks (Optional)

*Date Completed*_____.

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During the Fair

This is usually completed between _____ and _____.

- First task to complete is entering the “weights” and make any changes to the “classes” that may be necessary.
*Date Completed*_____.
- Print off a Break report so that the Manager can mark on the report where he wants the classes to break.
*Date Completed*_____.
- Enter in the breaks where the show manager has reported them and break the classes.
*Date Completed*_____.
- Give the show manager a copy for verification and make any final adjustments.
*Date Completed*_____.
- Enter in the Auction animal(s) and floor prices data.
*Date Completed*_____.
- Set your sale order for the auction.
*Date Completed*_____.
- Print off your auction program.
*Date Completed*_____.
- Enter in any additional Buyers.
*Date Completed*_____.
- Start entering in your sale information.
*Date Completed*_____.
- Print off your print outs.
*Date Completed*_____.
- Additional Tasks (Optional)

*Date Completed*_____.

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Additional Tasks (Optional)

_____.
*Date Completed*_____.

Additional Tasks (Optional)

_____.
*Date Completed*_____.

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Bar-Coding: Spring

This is usually completed between _____ and _____. More information can be found at <http://www.four-h.purdue.edu/ed/Training.htm>

- Make sure you have your scanner setup on the computer you are going to use at the fair.
Date Completed _____.
- If you are using a PDA make sure the Palm software and FileMaker mobile is installed. This needs to be on the computer you are going to use and installed as the person using it.
Date Completed _____.
- Figure out which barcode list or labels you are going to use.
Date Completed _____.
- Practice a couple of scans and delete the file off of the PDA.
Date Completed _____.
- Figure out if you are taking the bar-coding section to the fair grounds or working in your office. Office _____ Fair Grounds _____ (indicate one).
Date Completed _____.
- Figure out which projects you are going to scan together. Remember that you will generally only want to work with 300 to 400 records at a time. Any more than this number slows down the transfer of the data.
Date Completed _____.
- Additional Tasks (Optional)

Date Completed _____.
- Additional Tasks (Optional)

Date Completed _____.
- Additional Tasks (Optional)

Date Completed _____.

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Bar-Coding: Before Fair

This is usually completed between _____ and _____. More information can be found at <http://www.four-h.purdue.edu/ed/Training.htm>

- Print out your judging sheets and/or barcode labels.

Date Completed _____.

- Additional Tasks (Optional)

Date Completed _____.

- Additional Tasks (Optional)

Date Completed _____.

- Additional Tasks (Optional)

Date Completed _____.

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Bar-Coding: Fair time

This is usually completed between _____ and _____. More information can be found at <http://www.four-h.purdue.edu/ed/Training.htm>

- Start scanning.

Date Completed _____.

- Update results and print newspaper information

Date Completed _____.

- Additional Tasks (Optional)

Date Completed _____.

- Additional Tasks (Optional)

Date Completed _____.

- Additional Tasks (Optional)

Date Completed _____.

Notes and Comments:

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