

How to Copy Entries

The following steps can be applied to all departments, divisions, and entries. However, it is highly beneficial to the Livestock, Rabbit & Poultry departments to copy information about an animal from one entry to another. The example screenshots below demonstrate how to copy entries for an animal entry. Please contact the Fair office if you have any questions or concerns at 717-848-2596 ext. 103.

1. Select the correct Department & Division for your first entry.
2. Select the Class and enter all the information relevant for the entry.

Entries

* required

Department

Division

Class * 01 : Junior Calves, calved January 1, 2022 and after
 02 : Senior Calves, calved Sept. 1, 2021 – Dec. 31, 2021
 03 : Summer yearling, Calved May 1 – Aug 31, 2021
 04 : Junior Yearling, Calved April 1 - April 30, 2021
 05 : Junior Yearling, Calved March 1 - March 30, 2021
 06 : Early Junior Yearling, Calved February 1 - February 28, 2021
 07 : Early Junior Yearling, Calved January 1 - January 31, 2021
 08 : Senior Yearling Calved Sep. 1, 2020 – Dec. 31, 2020

Breed

Animal Birth Date

Tag ID

Animal Name

Registration ID

Sire Name

Sire Registration ID

Dam Name

Dam Registration ID

Bred and Owned YES NO

Breeder Name

Tattoo

How to Copy Entries

3. Click “Add Entry to Cart” once all information has been entered.
4. Go to the next entry that you need to copy the 1st entry information from.
5. Select the correct Department and Division.

Entries

Auto-fill from previous... ▾

* required

Department

Division

Class * 01 : Junior Calves, calved January 1, 2022 and after
 02 : Senior Calves, calved Sept. 1, 2021 – Dec. 31, 2021
 03 : Summer yearling, Calved May 1 – Aug 31, 2021
 04 : Junior Yearling, Calved April 1 - April 30, 2021
 05 : Junior Yearling, Calved March 1 - March 30, 2021
 06 : Early Junior Yearling, Calved February 1 - February 28, 2021
 07 : Early Junior Yearling, Calved January 1 - January 31, 2021
 08 : Senior Yearling Calved Sep. 1, 2020 – Dec. 31, 2020

Breed

Animal Birth Date

Tag ID

Scrapie Tag ID

Animal Name

Registration ID

Sire Name

Sire Registration ID

Dam Name

Dam Registration ID

Bred and Owned YES NO

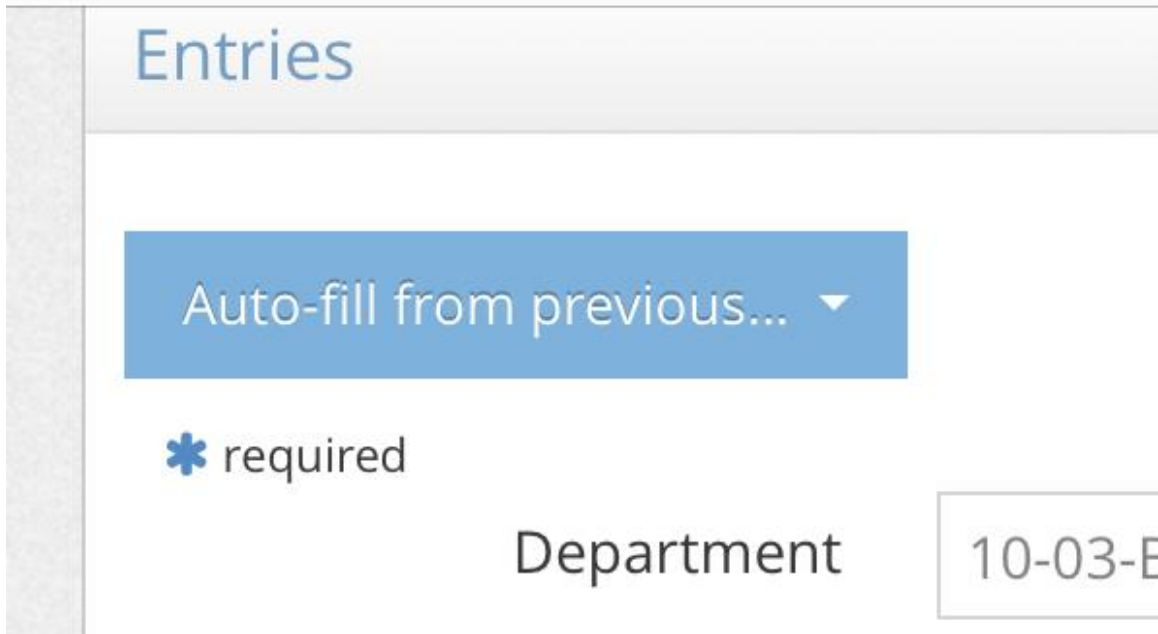
Breeder Name

Tattoo

Add Entry to Cart ✓

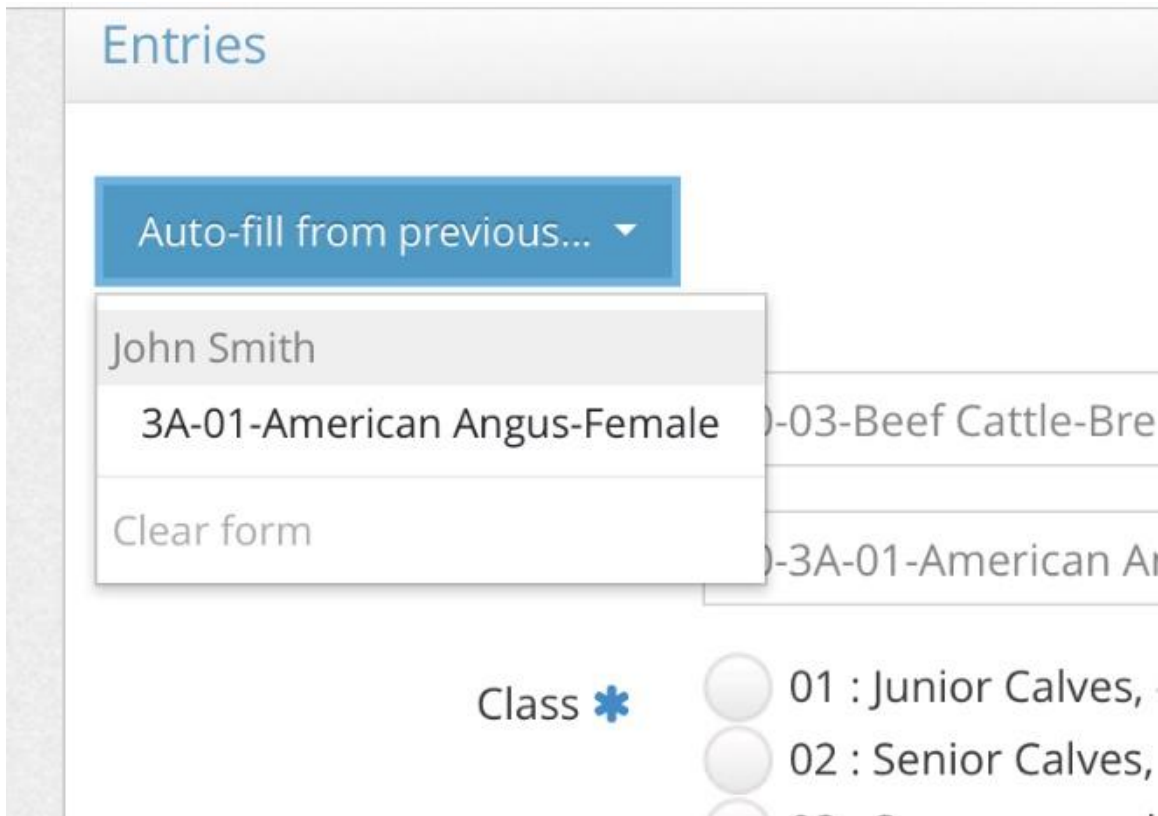
How to Copy Entries

6. Go to the top left blue button "Auto-fill from previous" and click it.



The screenshot shows the top portion of a web form titled "Entries". A blue button with the text "Auto-fill from previous..." and a downward arrow is highlighted. Below the button, there is a red asterisk icon followed by the word "required". To the right, the label "Department" is positioned above a text input field containing the value "10-03-E".

7. Select the entry that you would like to copy the information.



The screenshot shows the same "Entries" form, but with a dropdown menu open from the "Auto-fill from previous..." button. The dropdown menu lists three options: "John Smith", "3A-01-American Angus-Female", and "Clear form". The "3A-01-American Angus-Female" option is highlighted. Below the dropdown, the "Class" label is followed by a red asterisk icon and a list of radio button options: "01 : Junior Calves," "02 : Senior Calves," and "03 : ...".

How to Copy Entries

8. Select the Class and double check the information was copied correctly.

Auto-fill from previous... ▾

* required

Department

Division

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 07 : Early Junior Yearling, Calved January 1 - January 31, 2021
 08 : Senior Yearling Calved Sep. 1, 2020 – Dec. 31, 2020

At least one class is required

Breed

Animal Birth Date

Tag ID

Scrapie Tag ID

Animal Name

Registration ID

Sire Name

Sire Registration ID

Dam Name

Dam Registration ID

Bred and Owned YES NO

Breeder Name

Tattoo

Add Entry to Cart ✓

9. Click “Add Entry to Cart”.

How to Copy Entries

10. Repeat Steps as necessary and at the end “View Cart”.








Review of Cart

Continue to Check-out

The following is a list of items in your cart. To remove an item, click the **X** button next to the item that you want to remove. To edit an item, click the **✎** button.

⚠ You are not finished yet! You will still need to confirm in the upcoming steps.

💡 Tip: Since you are also logged in as a Group, you may save time by adding entries for all of your exhibitors before checking out. To do this, click the '[Add Entries for a different Exhibitor](#)' button before attempting to check-out.

Item	Description	Amount	Edit	Remove
John Smith's items: 				
3A-01-American Angus-Female 	Class: 01 - Junior Calves, calved January 1, 2022 and after Breed: Angus Birth Date: 1/1/2022 Tag ID: YSF1765 Animal Name: Liberty Registration ID: AA123456789 Sire Name: FairTime Sire Registration ID: AA999999999 Dam Name: Freedom Dam Registration ID: AA987654321 Bred and Owned: on Breeder Name: John Doe	\$3.00		
10-3A-01-American Angus-Female 	Class: 01 - Junior Calves, calved January 1, 2022 and after Birth Date: 1/1/2022 Tag ID: YSF1765 Animal Name: Liberty Registration ID: AA123456789 Sire Name: FairTime Sire Registration ID: AA999999999 Dam Name: Freedom Dam Registration ID: AA987654321 Bred and Owned: on Breeder Name: John Doe	\$0.00		
Total for John Smith with 2 entries		\$3.00		
2 TOTAL ITEMS IN CART:		\$3.00		
BALANCE DUE:		\$3.00		

[+ Add more Entries for John Smith](#) [↺ Empty Cart](#) [📄 Save this cart for later](#) [Check-out →](#)

[+ Add Entries for a different Exhibitor](#)