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

7. Select the entry that you would like to copy the information.
8. Select the Class and double check the information was copied correctly.

9. Click “Add Entry to Cart”.

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