

# **NEW 4-H Swine Penning Preference Selection Tool:**

We are utilizing a new tool created for our swine exhibitors! You will have the ability to do all 4-H Swine Pen Preferences online, from the comfort of your home! We will be doing all pen selections online for both Barrow's and Gilts.

# When will preferences be determined?

No preferences will be determined until after the tool closes. You may log onto the system and select your preferences at any time within the dates listed below. It will be penning exhibitors off their preferences at random, the time you enter your 6 preferences does not affect your assignment order.

# When can I put in my preferences?

#### **Barrows:**

Opens at 10:00 am on Wednesday, July 17th and will close at 11:59 pm on Friday, July 19th

# Gilts:

Opens at 10:00 am on Wednesday, July 24th and will close at 11:59 pm on Friday, July 26th

Below we have attached a how to with screenshots of the system. We understand this is a new tool, and are here to help you navigate it. Please do not hesitate to reach out with questions. However, we hope this document helps you navigate the new tool with ease. Our entry and livestock teams are here to help you! Please note, if you call our offices and get voicemail, please leave a brief message. You will only receive our voicemail if we are all on the other line or after office hours. You can reach us at (317) 927-7515 or entry@indianastatefair.com.

# How to navigate the 4-H Swine Pre-Penning Tool

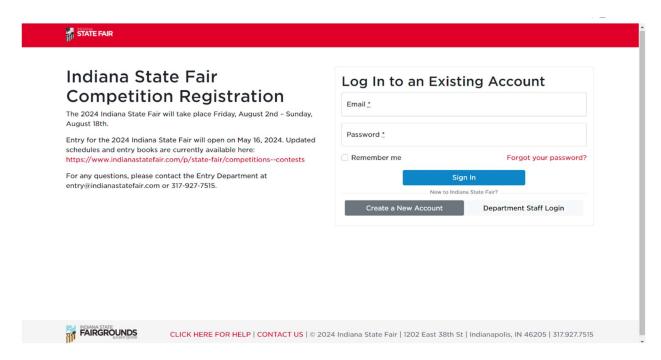
We will work to honor your preference selections to the best of our ability. However, if all your preferences are taken, it is not guarantee you will be placed in a preferred pen. We will work to ensure that siblings, or those associated to the same exhibitors corner account will be penned together.

The penning tool will work to assign exhibitors at random after it closes on the designated Fridays. If you fill out this form during the dates listed above, the date or time you select your preferences will **NOT** determine the order of assignment. The system will utilize your preferences to select your pen. We will work to honor your preferences to the best of our ability.

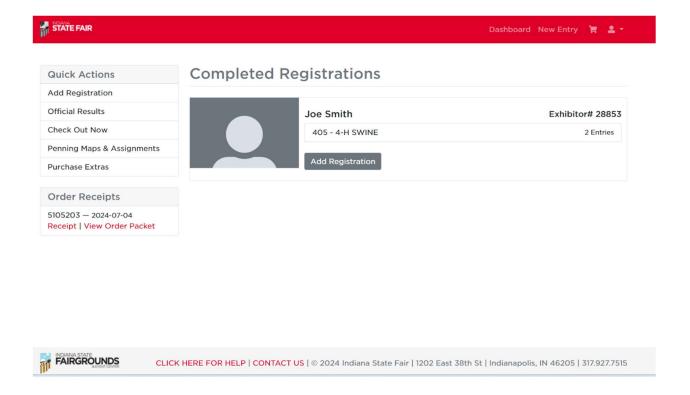
#### To Start:

You will be able to log onto your exhibitor's corner account where you made your 4-H Swine entries to access the pen selection tool.

Direct Link: https://exhibitorscorner.indianastatefair.com/

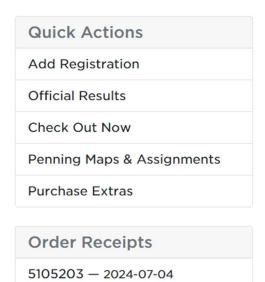


Above is a picture of the exhibitor's corner log-in screen. If you do not remember your password, please contact <a href="mailto:entry@indianastatefair.com">entry@indianastatefair.com</a> and we will send you a password reset link.



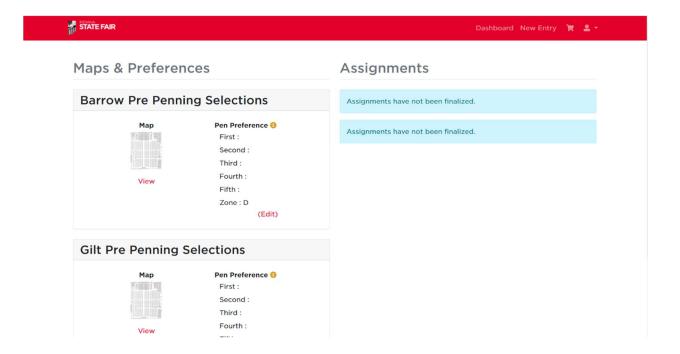
Once you log in, it will take you to directly to the exhibitor dashboard, seen above. If you are not on this screen, you can also access it by

selecting dashboard. The dashboard button on the top of the screen, on the right-hand side.



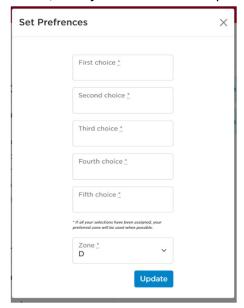
Receipt | View Order Packet

On the left-hand side of your dashboard, under Quick Actions is where you can access anything you may need on the system. We have attached a zoomed in picture above. For the penning preference selection, you will click Penning Maps & Assignments.



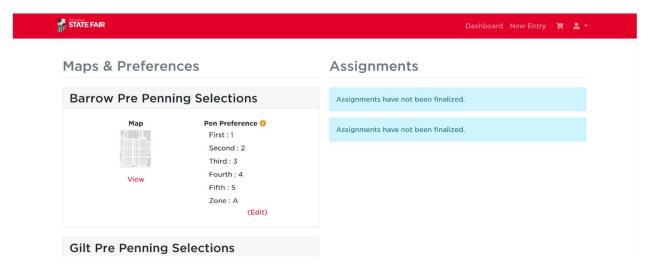
Above is a screenshot of the page it will bring you to on the penning map and assignment page. Only barrows will be open on July 17-19<sup>th</sup>. Gilts will follow this same process on July 24-26<sup>th</sup>.

- How to see the barn map: You will select the view button the see the barn map and pen numbers. Shaded pens on the map have already been selected. If you list those pens, that selection will be passed.
  - We have discovered if looking on a laptop you may need to enlarge the PDF when it generates.
- How to select my preferences?: You see First-Fifth listed on the above picture, and on the screen. Below that is an edit button, you will click that to make your preferences. You also will see a zone. If for any reason your selections have all been taken, the system will work to place you in a preferred zone.



Once you have selected the edit button, it will take you to the screen listed above. If you click in the box, it will allow you to type. The zone will bring up a drop down. We are reuploading a map before July 17<sup>th</sup>, with all penning auction pens reflected. Zones will also be highlighted on that map.

Make sure to click the update button to save your preferences.



After selecting the update, your preferences will be listed on your screen. That means they have been saved.

On the right-hand side, you will see assignments. Once the team gets all assignments and finalizes them, assignments can be found here. Assignments will also be emailed to the email associated with your account.

 Please know assignments will NOT be finalized immediately on the 19<sup>th</sup>. Our swine team will be going through after the tool closes and trying to work to get teams or counties together if they fill out the google form. We ask those utilizing the google form to still fill out the penning tool to ensure they system finalizes your selection.

## What to expect once the tool closes?

After the tool closes, the system will auto assign pens at a random order utilizing your preferences. If your first pen choice has been taken, it will move to your second preference and on down the line. Please put your requests in priority order. If you have multiple exhibitors entered on the same account, it will work to place those exhibitors together automatically.

# If you travel with exhibitors not associated to your account:

If you would like to be penned with exhibitors not associated to your account, please fill out this google form below. We cannot guarantee that exhibitors will be penned together if they are not associated with the same account, but we will utilize this form to try and do so. We will only make requests through the form to ensure we give all exhibitors the same

opportunity. We ask that you still place preferences on the exhibitors corner entry system even if utilizing the google form.

# Google Form:

## **Barrow Link:**

https://docs.google.com/forms/d/138c29DNtpteBXiEDEV74A02SWZw1Yw11J-L8MnNOBls/edit?ts=66955eaf&pli=1

## Gilt Link:

https://docs.google.com/forms/d/1Yly7AbczAVinD\_7Cf0LDvFN\_t1\_AgzR1MaWlxjih-7w/edit?ts=66955ec9

If you have any questions about this document or tool, please do not hesitate to reach out. We are here to help you.



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