

Writer Instructions

1. Scan the **QR code** on your sub-show's writer cover sheet at the judging table (or type the URL printed underneath it) to open the writer page for that sub-show.
2. Sign in, or make an account if you're new. Entered a show through the portal with just your email? Making an account then shows **You already have an account** — tap **Claim this account** and your past entries stay linked. (A **Forgot password?** link sits on the sign-in box too.)
3. Pick the breed → pick the class. Other writers see your class as **In use**; leaving it unsaved? Tap **Release claim**. (Someone left one In use? Open it and tap **Take over**.)
4. Assign the **judge** and check the **writer's name**.
5. Type each animal's placement (1, 2, 3) as the judge calls it — or pick it from the dropdown that opens under the box. Typing and tapping both work; on a phone the dropdown is the reliable one.
6. Special codes:
 - **DQ** disqualified — also pick the required reason in the box under the animal, from the fixed list (A–Z, includes Smut and OTHER).
 - **NP** not placed
 - **U** unworthy of award
 - **S** scratched / no show
 - **W** wrong class — don't pick it: put in **DQ** with a "Wrong ..." reason and HARES records W for you.
7. Tap **Save class** when the class is done — after that only the secretary can change it.
8. After all classes in a variety are complete, pick **Best of Variety (BOV)** / **Best Opposite Sex of Variety (BOSV)** — or **BOG / BOSG** (or **BOB / BOS**) for breeds without that layer.
Tap **Save & check** in that box and move to the next class.
9. Continue until all classes are filled in.
10. For breeds with groups, pick **BOG / BOSG**.
11. Finish with **BOB / BOS**.
12. Some breeds also award **Best Sr / Int / Jr**; where no points ride on that age group, **Not awarded** is offered too. (**Exhibition**) colors are usually judged after BOB — still judge them before you submit. A Wool/Fur 1st place brings a **Best Overall Fur** (or **Wool**) box; it saves as you pick.
13. **Save & check** lists anything still wrong at the top of the page (**Jump to issue** →). When everything is in and the judge is done, tap **Submit & lock** — it won't lock while anything is listed. After that only the secretary can change the breed.

Writing more than one sub-show? Each writer page you open (by scanning its QR) drops a tab across the top of the screen. Once you've opened, say, Open A and Youth A, switch between them by tapping the tab — no re-scanning a QR or hunting for the link. The tabs stay on your device for about 12 hours after you last use them, then clear themselves.