Here the Department is “Challenge Contests” and each division is separate by the challenge: bag of wood, bucket of flowers, commodities, and cookie decorating. This helps us break down the information when we run reports, especially to determine how many ribbons we used when it’s time to reorder.

You can see we also did the same structure with Communications Dept: Divisions for Educational Presentation, Extemporaneous Speaking, Poster Communications, and Share-The-Fun.
For the regular entries (static) we name the division and department the same. For our county that is sufficient. Other counties may do it differently.
Here we also had the division and department the same. Be sure that the button “livestock” is marked. But you can see that Showmanship is a separate division!
Here you can see we made “Showmanship” a separate division for each livestock department. Tracking showmanship is hard because it carries over multiple years. A youth cannot win the same showmanship award more than once (I presume every county is that way.) So if Timmy won Junior Beef Showmanship, he can’t win it again any other year. However he can win Intermediate once, and Senior once. So we found that having a separate division for showmanship is helpful. Trying to track showmanship in 4H online was unsuccessful due to so many non-4H’ers participating in fair.