
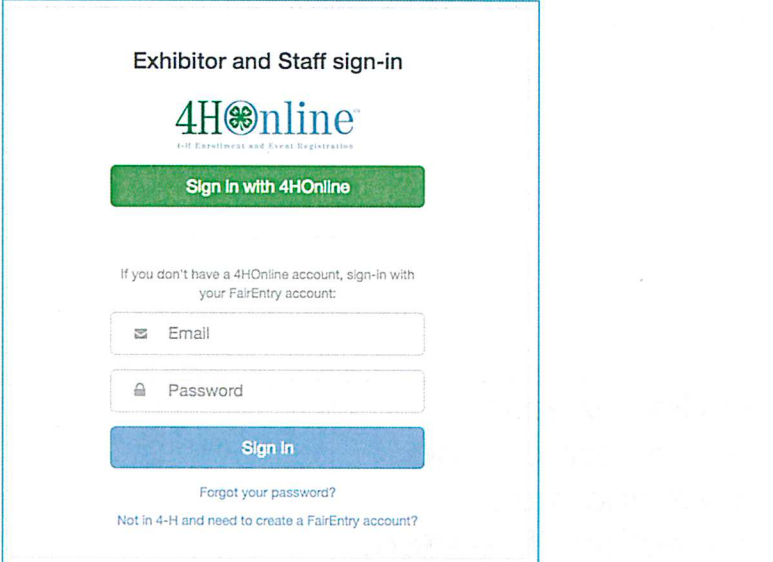
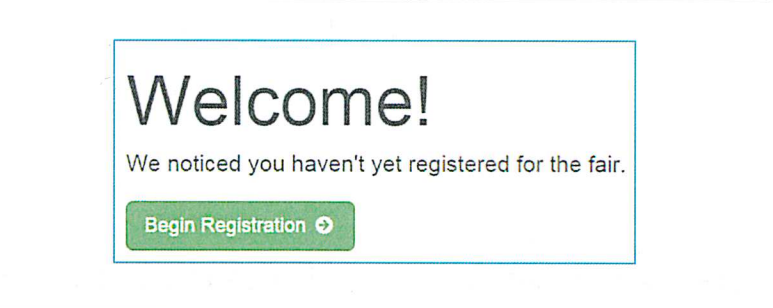
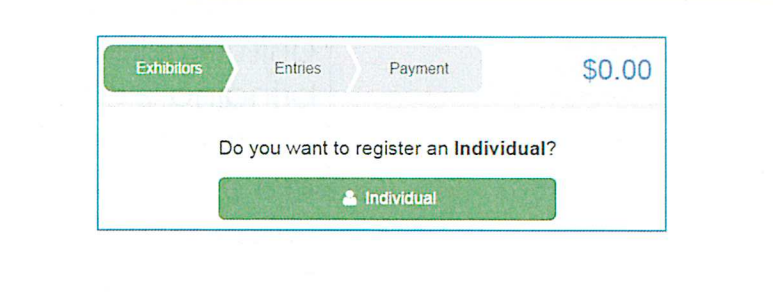

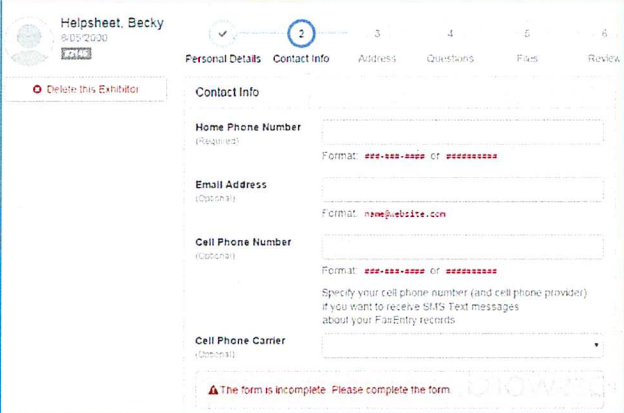
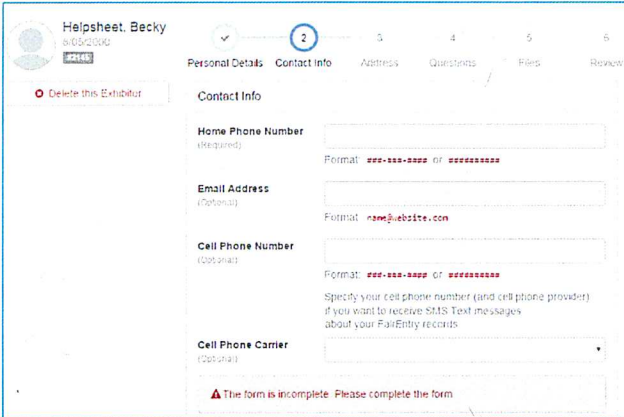


# FairEntry Help 2019

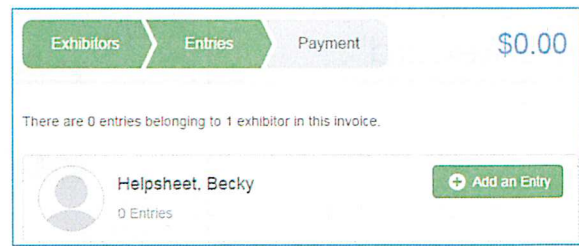
<p><b>Go to:</b> pratt.fairentry.com</p>	 <p>2019 Pratt County Fair</p> <p>Registration is currently <b>Open</b> Registration dates: 6/1/2018 - 7/27/2019 <small>Exceptions may apply. View Details</small></p> <p>This is the 72nd year the Pratt County Fair has been held on the present site. We welcome everyone to attend the fair and we express our sincere appreciation to the people of Pratt County and adjoining counties for their interest in helping us promote a better fair each year. The fine cooperation of our business firms is certainly appreciated and a great big thanks goes to all 4-H members and families for making this fair one of the best in the state.</p> <p>Exhibitor and Staff sign-in</p> <p><b>4HOnline</b> <small>4-H Enrollment and Event Registration</small></p> <p>Sign in with 4HOnline</p>
<p><b>Login</b> with 4honline NOTE: If you forgot your password for 4honline account, you will need to go to your 4honline account and create a new password.</p>	 <p>Exhibitor and Staff sign-in</p> <p><b>4HOnline</b> <small>4-H Enrollment and Event Registration</small></p> <p>Sign in with 4HOnline</p> <p>If you don't have a 4HOnline account, sign-in with your FairEntry account:</p> <p>Email <input type="text"/></p> <p>Password <input type="password"/></p> <p>Sign In</p> <p><a href="#">Forgot your password?</a></p> <p><a href="#">Not in 4-H and need to create a FairEntry account?</a></p>
<p><b>Click</b> "Begin Registration"</p>	 <p><b>Welcome!</b></p> <p>We noticed you haven't yet registered for the fair.</p> <p>Begin Registration →</p>
<p><b>Click</b> green individual button to register exhibitor. (Do this for each exhibitor.)</p>	 <p>Exhibitors   Entries   Payment <b>\$0.00</b></p> <p>Do you want to register an Individual?</p> <p>Individual</p>

# FairEntry Help 2019

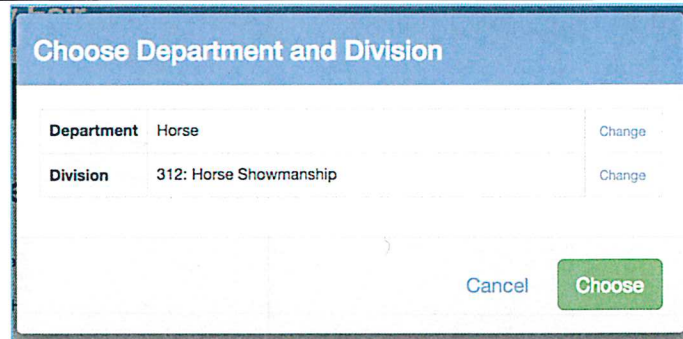
<p><b>Enter</b> exhibitor information into required fields.</p>	
<p><b>Enter</b> Contact information.</p>	
<p><b>Review</b> exhibitor information and go back and make corrections if needed.</p>	
<p><b>Creating Entries:</b></p>	<p>Each exhibitor can have multiple entries. One entry must be made for each item, animal, class, etc. For example, if you are bringing 2 photos, you need to make 2 entries. If an exhibitor is showing one horse in 5 events, you need to make 5 entries. Once all entries have been created for the first exhibitor, you have the choice of creating another exhibitor.</p>

# FairEntry Help 2019

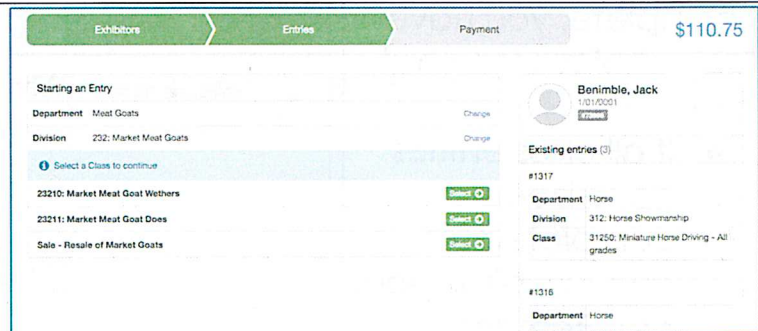
**Click** add entry.



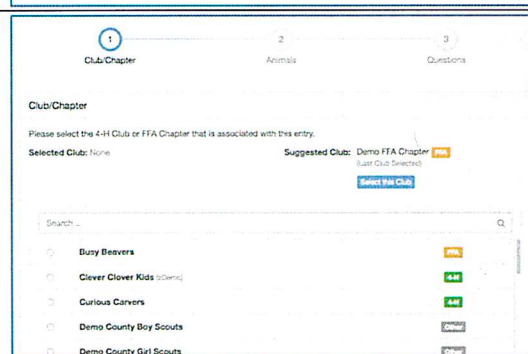
**Click** beside the first department you wish to enter. You will then see a list of divisions to choose from and then a list of available classes.  
**Click** "Choose".



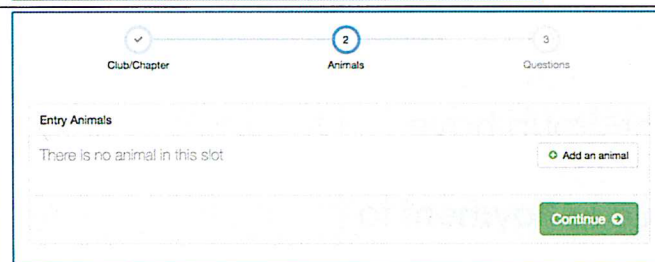
**If** your screen resembles this one, **select** the Class.  
**Click** continue.



**Follow** any other directions on this page.

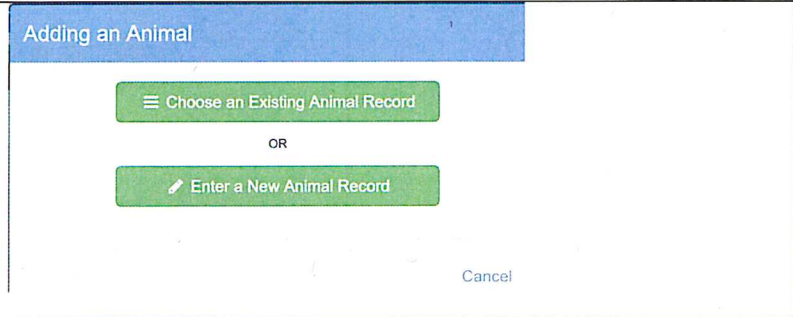


**When entering an animal**, remember to "Add an Animal"

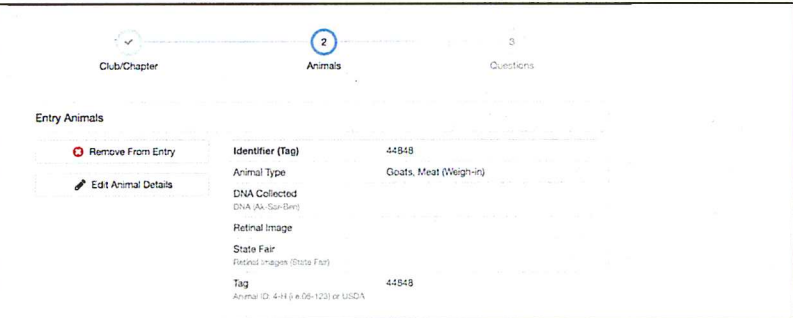


# FairEntry Help 2019

Click "Enter new Animal Record".



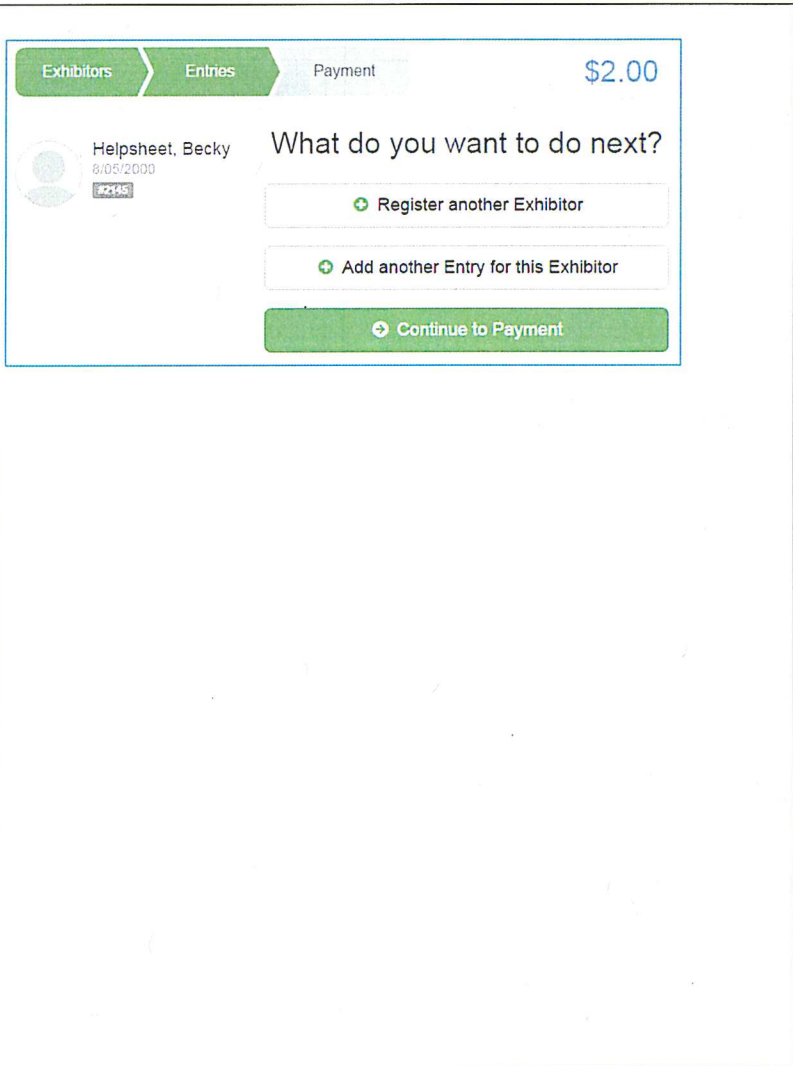
Fill in required fields.



When each class entry is complete, you have three choices for what to do next:

- If all class entries have been completed for one exhibitor, you can **Register another Exhibitor** in this exhibitor group.
- If this exhibitor has more class entries to make, you can **Add another Entry for this Exhibitor**.

If all entries for all exhibitors in the exhibitor group have been completed, **Continue to Payment** to finalize and submit your entries.



# FairEntry Help 2019

**Review** your entries for completeness and accuracy. Make changes as needed. **Click** continue when all information is correct.

The screenshot shows a three-step process: Exhibitors, Entries, and Payment. The 'Review' step is active, indicated by a circled '1'. The total amount is \$2.00. Below the progress bar, there are three steps: 1. Review, 2. Payment Method, and 3. Confirm. The main content area displays an 'Invoice' for 'Individual Exhibitor: Becky Helpsheet'. It lists an 'Exhibitor Fee' of \$2.00 and a specific entry: 'Entry #266: Food and Nutrition / Cooking 101 / One loaf banana bread'. The total is confirmed as \$2.00. A green 'Continue' button with a right-pointing arrow is at the bottom right.

**Once** all entries have been made for exhibitors in your family, **submit** the invoice for approval.

**You will receive an email when the entries have been submitted for approval.** You will receive a second email when the entries have been approved.

