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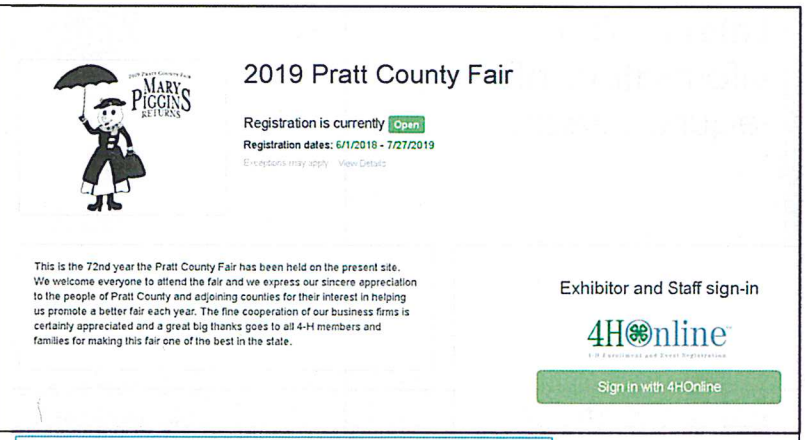
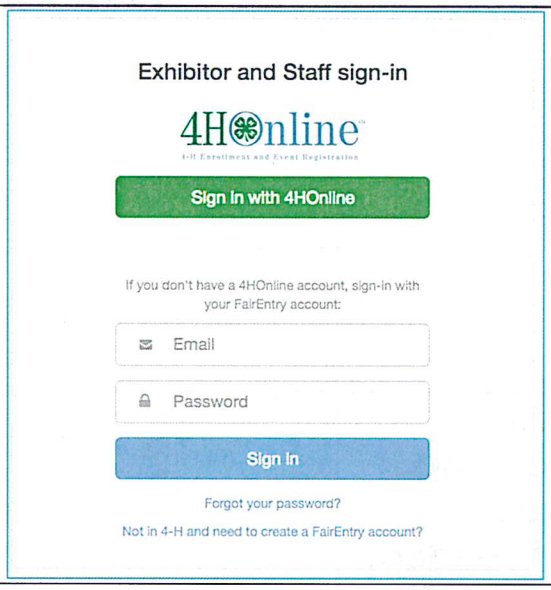
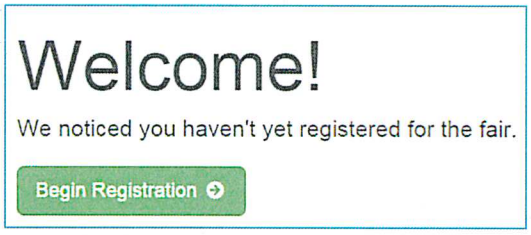
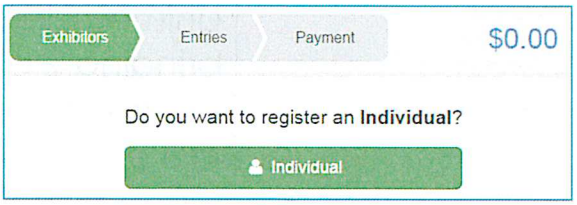
Go to: pratt.fairentry.com	
Login with 4honline NOTE: If you forgot you password for 4honline account, you will need to go to your 4honline account and create a new password.	
Click "Begin Registration"	
Click green individual button to register exhibitor. (Do this for each exhibitor.)	

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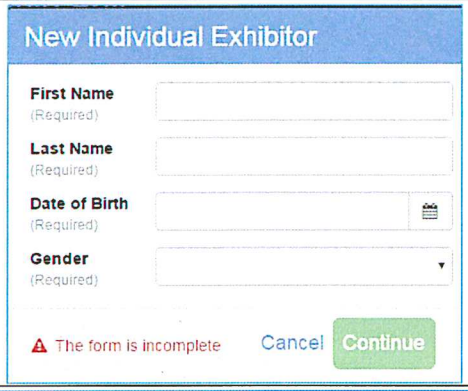
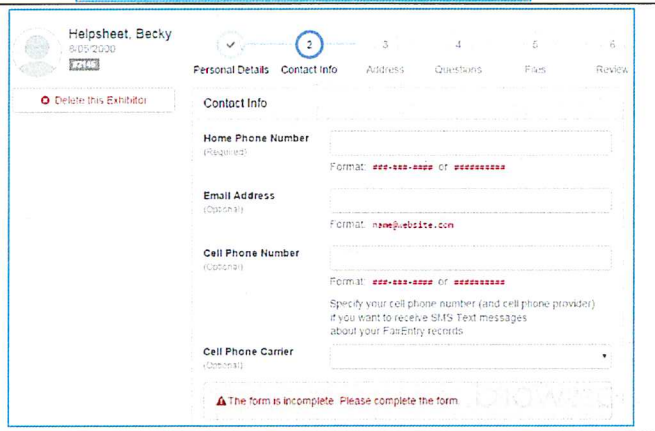
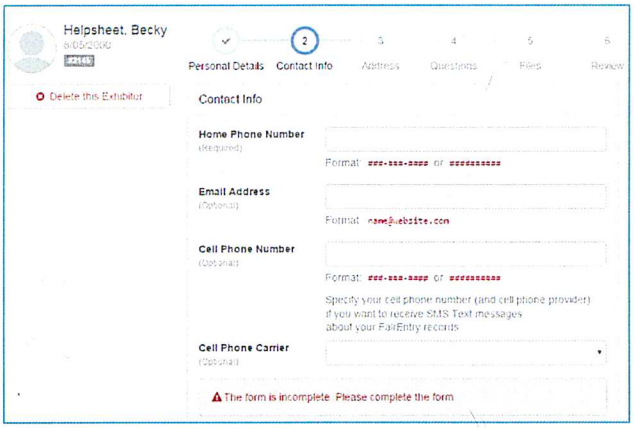
Enter exhibitor information into required fields.	
Enter Contact information.	
Review exhibitor information and go back and make corrections if needed.	
Creating Entries:	Each exhibitor can have multiple entries. One entry must be made for each item, animal, class, etc. For example, if you are bringing 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.

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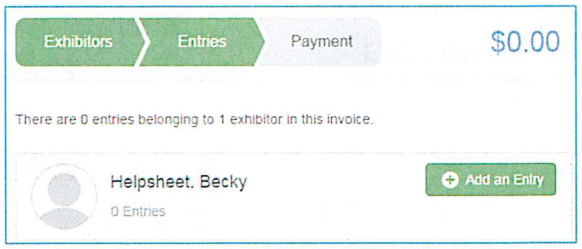
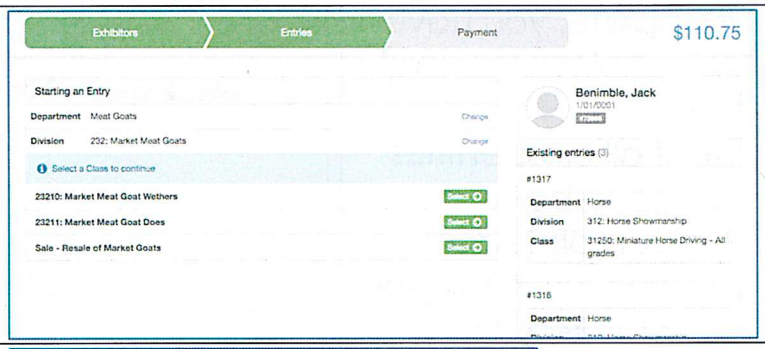
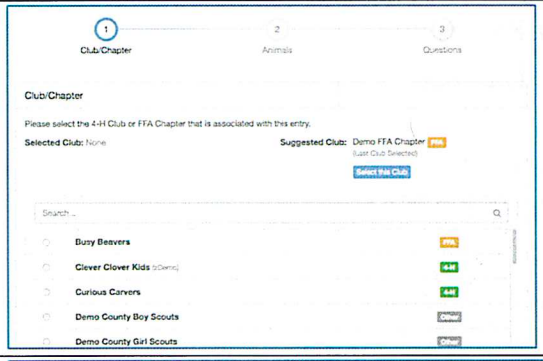
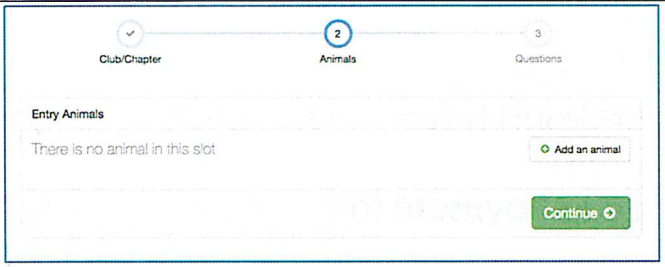
Click add entry.	
Click beside the first department you wish to enter. You will then see a list of divisions to choose from and then a list of available classes. **Click** "Choose".	
If your screen resembles this one, **select** the Class. **Click** continue.	
Follow any other directions on this page.	
When entering an animal, remember to "Add an Animal"	

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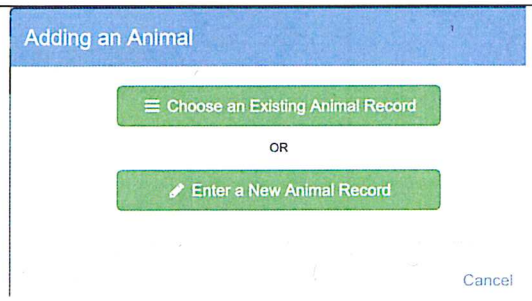
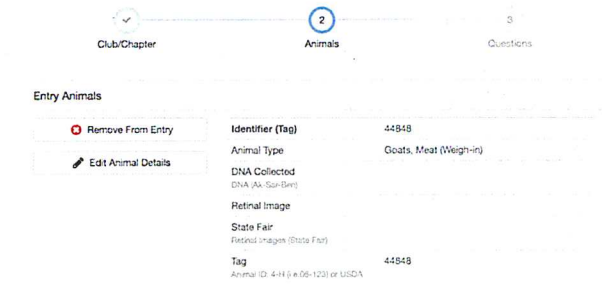
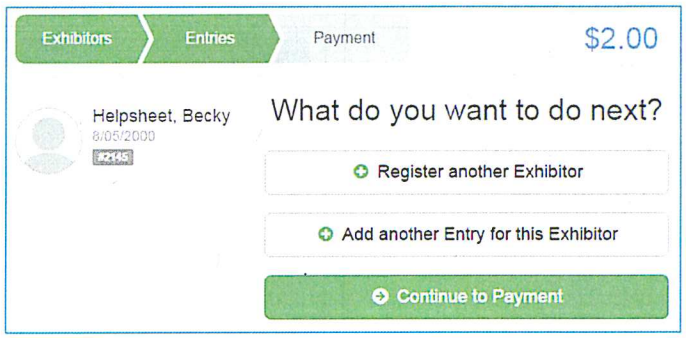
Click "Enter new Animal Record".	
Fill in required fields.	
When each class entry is complete, you have three choices for what to do next: • If all class entries have been completed for one exhibitor, you can **Register another Exhibitor** in this exhibitor group. • If this exhibitor has more class entries 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.	

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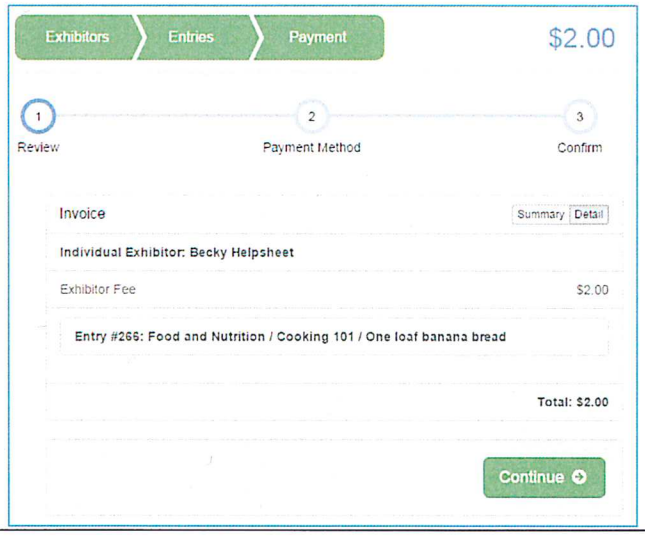
Review your entries for completeness and accuracy. Make changes as needed. **Click** continue when all information is correct.	
Once all entries have been made for exhibitors in your family, **submit** the invoice for approval.	
You will receive an email when the entries have been submitted for approval. You will receive a second email when the entries have been approved.	