
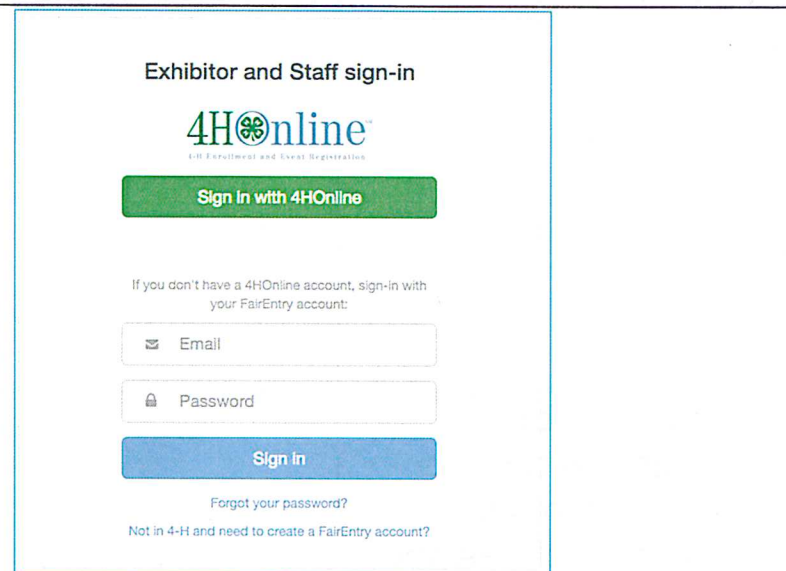
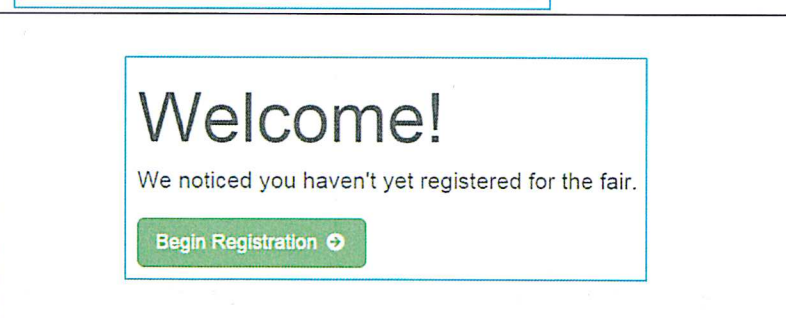
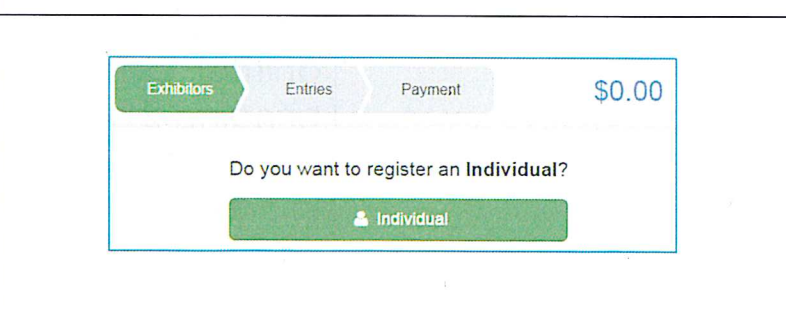
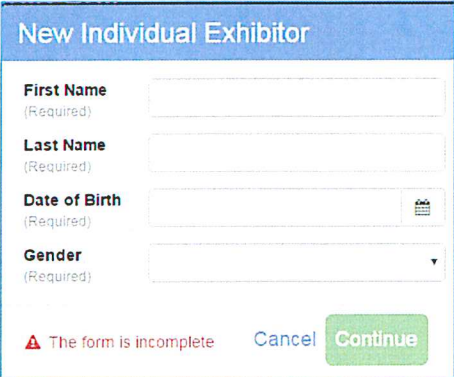
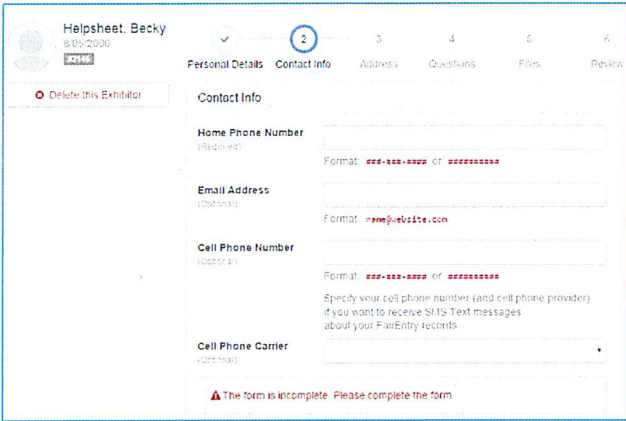
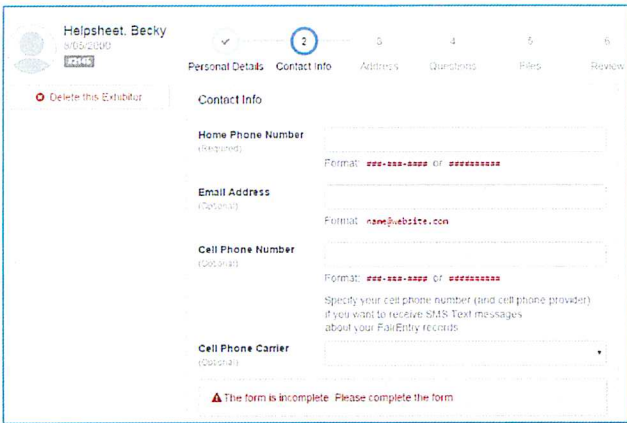


FairEntry Help 2019

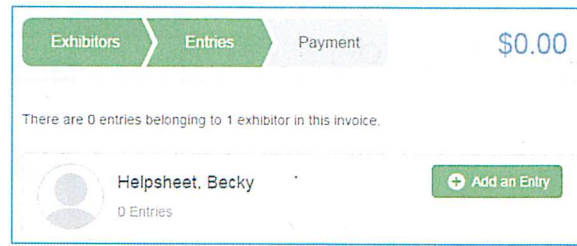
<p>Go to: pratt.fairentry.com</p>	 <p>2019 Pratt County Fair</p> <p>Registration is currently Open Registration dates: 6/1/2018 - 7/27/2019</p> <p>Exhibitor and Staff sign-in</p> <p>4Honline 4-H Enrollment and Event Registration</p> <p>Sign in with 4HOnline</p>
<p>Click "Not in 4-H and need to create a FairEntry account?" And follow instructions.</p>	 <p>Exhibitor and Staff sign-in</p> <p>4Honline 4-H Enrollment and Event Registration</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</p> <p>Password</p> <p>Sign In</p> <p>Forgot your password?</p> <p>Not in 4-H and need to create a FairEntry account?</p>
<p>Click "Begin Registration"</p>	 <p>Welcome!</p> <p>We noticed you haven't yet registered for the fair.</p> <p>Begin Registration →</p>
<p>Click green individual button to register exhibitor. (Do this for each exhibitor.)</p>	 <p>Exhibitors Entries Payment \$0.00</p> <p>Do you want to register an Individual?</p> <p>Individual</p>

FairEntry Help 2019

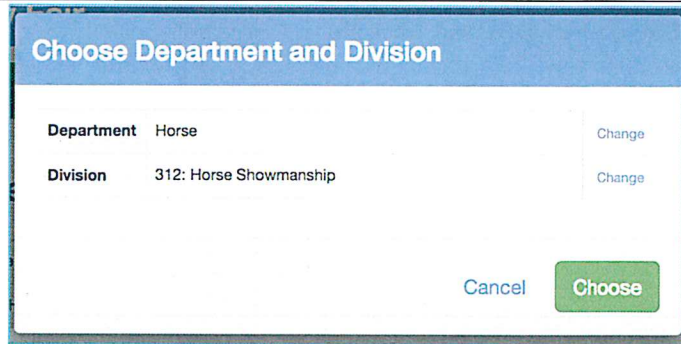
<p>Enter exhibitor information into required fields.</p>	
<p>Enter Contact information.</p>	
<p>Review exhibitor information and go back and make corrections if needed.</p>	
<p>Creating Entries:</p>	<p>Each exhibitor can have multiple entries. One entry must be made for each item, animal, class, etc.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

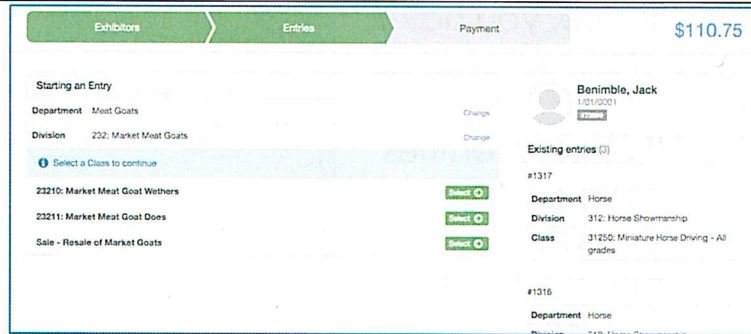
Click add entry.



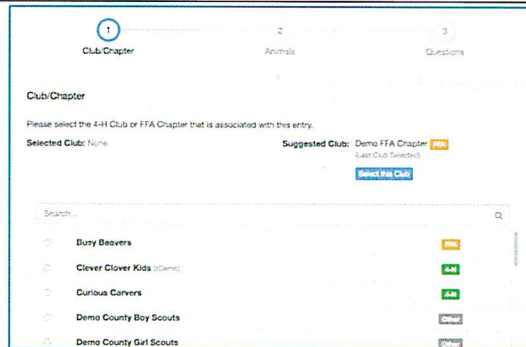
Click beside the first department you wish to enter. You will then see a list of divisions to choose from and then a list of available classes.
Click "Choose".



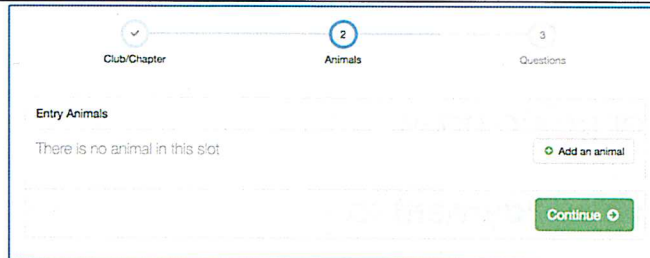
If your screen resembles this one, select the Class.
Click continue.



Follow any other directions on this page.

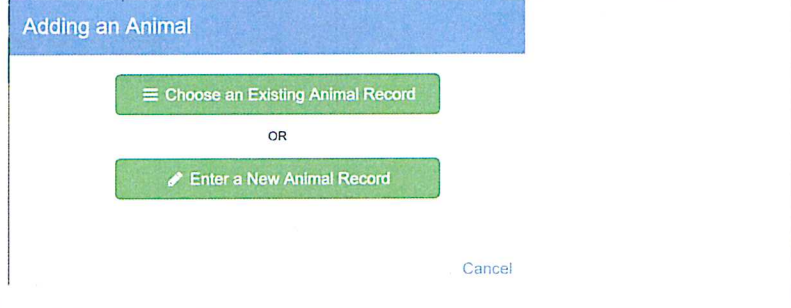


When entering an animal, remember to "Add an Animal"

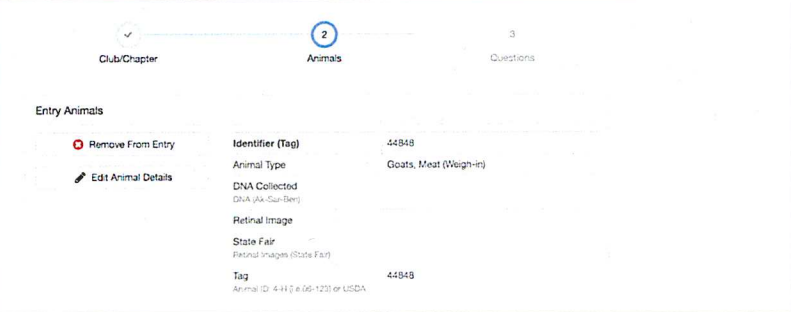


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Click "Enter new Animal Record".



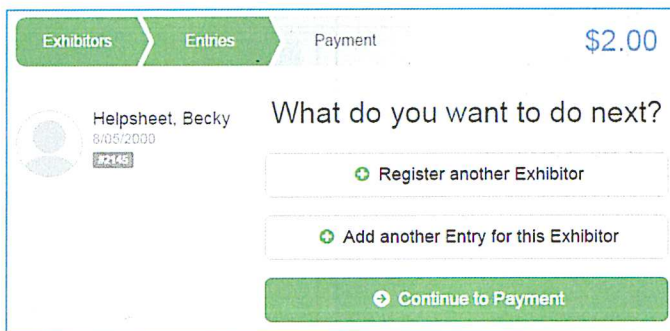
Fill in required fields.



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.



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 payment review interface. At the top, there are three tabs: 'Exhibitors', 'Entries', and 'Payment', with 'Payment' selected. A price of '\$2.00' is displayed in the top right corner. Below the tabs is a progress bar with three steps: 1. Review (highlighted with a blue circle), 2. Payment Method, and 3. Confirm. The main content area is titled 'Invoice' and includes a 'Summary' and 'Detail' button. The invoice details are as follows:

Individual Exhibitor: Becky Helpsheet	
Exhibitor Fee	\$2.00
Entry #266: Food and Nutrition / Cooking 101 / One loaf banana bread	
Total: \$2.00	

A green 'Continue' button with a right-pointing arrow is located at the bottom right of the invoice area.

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.

