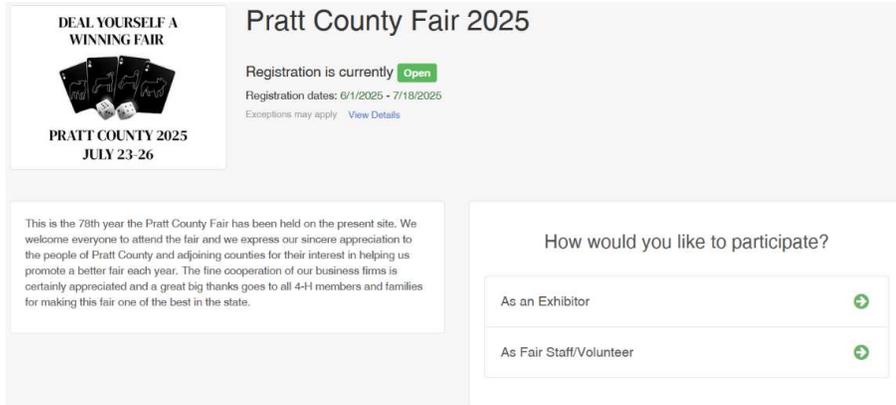


# FairEntry Help

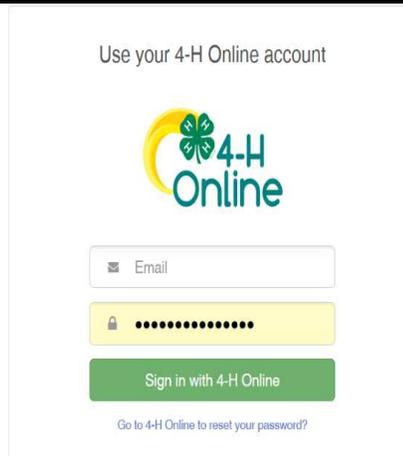
## Go to:

pratt.fairentry.com,  
then under “How  
would you like to  
participate?” Click  
on “As an Exhibitor”

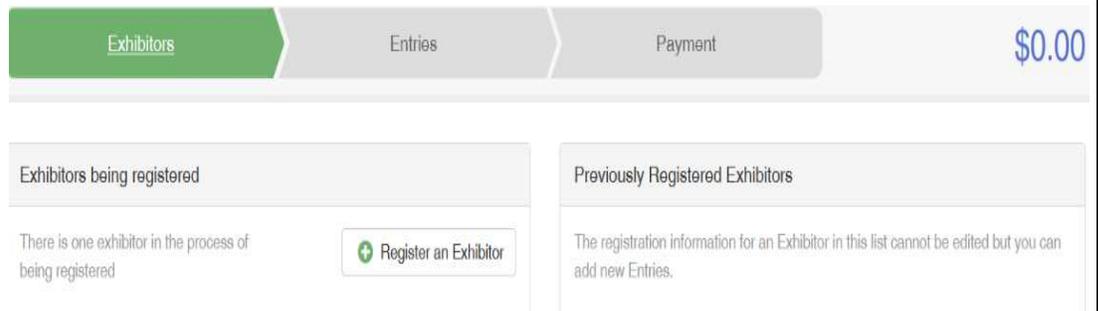


## Login with 4honline

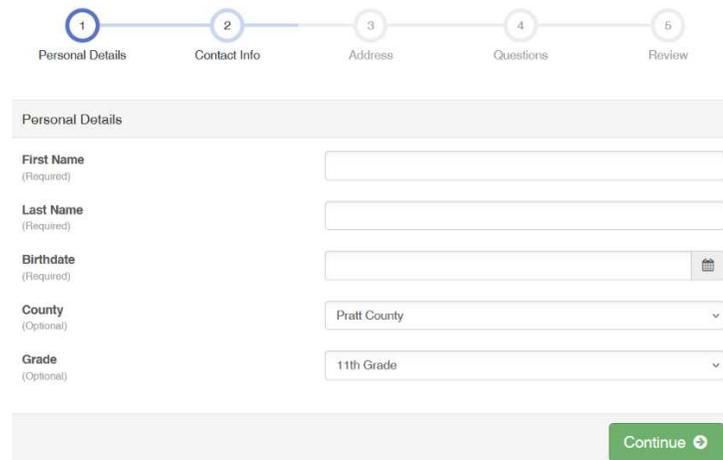
NOTE: If you forgot  
your password for  
4honline account,  
you will need to go  
to your 4honline ac-  
count and create a  
new password.



Click green individu-  
al button to register  
exhibitor. (Do this  
for each exhibitor.)



Enter exhibitor infor-  
mation into required  
fields.



# FairEntry Help

**Enter** contact information.

Contact Info

**Home Phone Number**  
(Required)

Format: ###-###-#### or #####

**Email Address**  
(Optional)

Format: name@website.com

**Cell Phone Number**  
(Optional)

Format: ###-###-#### or #####

Specify your cell phone number (and cell phone provider) if you want to receive SMS Text messages about your FairEntry records.

**Cell Phone Carrier**  
(Optional)

⚠ The form is incomplete. Please complete the form.

Continue →

**Enter** Address information or simply copy it from the left side of the screen and it will automatically fill in the information for you.

Address

ⓘ The exhibitor's address is very important!  
If this exhibitor will be receiving checks from the fair, those checks will be mailed to the address entered here.

60383 Ne 40th Ave  
Preston, KS  
67583-8580 [Copy](#)

**Address**  
(Required)

**Address continued**  
(Optional)

**City**  
(Required)

**State**  
(Required)

**Postal Code**  
(Required)

Continue →

**There** should be no questions to answer on this screen, so click "continue."

Progress bar: 1 (checked), 2 (checked), 3 (checked), 4 (4), 5 (5)

Personal Details   Contact Info   Address   Questions   Review

Questions

There are no questions to answer.

Continue →

**Review** the information that entered, if everything is correct, then click on "continue to entries."

Please review the exhibitor registration. [Continue to Entries →](#)

**Personal Details** [Edit](#)

First Name	Middle
Last Name	Drake
Birthdate	7/21/2008
Gender	

**Contact Info** [Edit](#)

Email	sample@sample.co
Home Phone	620-546-3157
Cell Phone	620-546-3157
Cell Phone Carrier	

**Address** [Edit](#)

60383 Ne 40th Ave  
Preston, KS  
67583-8580

**Additional Questions**

There are no questions or answers.

# FairEntry Help

## Creating Entries:

Each exhibitor may have multiple entries. Some departments will allow the exhibitor to make those multiple entries all at once like photography, horse, visual arts, and shopping in style.

Choose Department and Division	
4-H Shooting Sports	Select
4-H/FFA and Open Class Aerospace/ Rocketry	Select
4-H/FFA and Open Class AG Mechanic Welding	Select
4-H/FFA and Open Class Agronomy	Select
4-H/FFA and Open Class Astronomy	Select
4-H/FFA and Open Class Beef	Select
4-H/FFA and Open Class Building Block Engineering	Select
4-H/FFA and Open Class Computer Science	Select
4-H/FFA and Open Class Dairy Cattle	Select
4-H/FFA and Open Class Electric and Renewable Energy	Select
4-H/FFA and Open Class Entomology	Select
4-H/FFA and Open Class Foods and Nutrition	Select
4-H/FFA and Open Class Forestry	Select
4-H/FFA and Open Class Geology	Select
4-H/FFA and Open Class Goats	Select

Continue on.

Next you will want to choose the correct class number, then quantity if applicable, and then review your entry. If the entry is correct, then click on “Back to entries” to start the process over again.

✓ Entry #2 is good to go.

Additional Questions

There are no questions or answers.

← Back to Entries

**Animal entries** require more information, so be sure to have tag numbers, breeds, and dates of birth if applicable.

You will start an Animal Entry just like any other entry, click on “Add Entry,” then select Department, then select Division, then Select Class number, after clicking on continue, you’ll get to this screen where you can click on “Add an Animal.”

Entry Animals

There is no animal in this slot

+ Add an animal

Continue →

# FairEntry Help

Now select “Enter a New Animal Record.”

## Adding an Animal

☰ Choose an Existing Animal Record

OR

✎ Enter a New Animal Record

Cancel

Fill in the required information and click on “Create and Add Animal.”

## Adding a New Animal

Animal Type	4-H Market Beef
Beginning Weight	
Breed *	Crossbred
Tag *	50231
Beginning Weight Date	

Cancel

Create and Add Animal

This screen should pop back up with the animal you just entered, hit “continue.”

Entries

Payment

\$0.00

### Entry Animals

✖ Remove From Entry

✎ Edit Animal Details

Identifier (Tag) 50231

Animal Type 4-H Market Beef

Beginning Weight

Breed Crossbred

Tag 50231

Beginning Weight Date

Continue →

# FairEntry Help

**Once you are finished making entries:** Click on “Continue to Payment.”

Exhibitors Entries Payment \$0.00

There is 1 entry belonging to 2 exhibitors in this invoice.

+ Register another Exhibitor

Everything looks good!

+ Continue to Payment

**No Payment Necessary,** so click “Continue.”

Exhibitors Entries Payment

1 Review 2 Payment Method 3 Confirm

Invoice	Summary	Detail
Individual Exhibitor: Caroline Drake	\$0.00	
Individual Exhibitor: Maddie Drake	\$0.00	
<b>Total:</b>	<b>\$0.00</b>	

Continue

**Keep going!** Click “Continue” again.

Exhibitors Entries Payment

1 Review 2 Payment Method 3 Confirm

A payment method is not necessary because your invoice total is \$0.00.

Continue

**You’ve made it!** Hit “Submit.”

**When you get a screen that says “Thanks” you know you are done. If you don’t see this screen, you are not done yet.**

Exhibitors Entries Payment \$0.00

1 Review 2 Payment Method 3 Confirm

One last step!  
Agree to the terms below and press submit.

After you Submit

- Records will be locked to editing awaiting manager approval
- Your credit card will not be charged until a manager approves the records
- If the manager does not approve all the records, the amount charged to the credit card may be less than the amount cited here.

Payment Total

No payment is necessary

Submit