**FairEntry Help 2019**

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<th><strong>Go to:</strong></th>
<th>pratt.fairentry.com</th>
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<tbody>
<tr>
<td><strong>2019 Pratt County Fair</strong></td>
<td></td>
</tr>
<tr>
<td>Registration is currently</td>
<td>Open</td>
</tr>
<tr>
<td>Registration dates: 6/1/2019 - 7/15/2019</td>
<td></td>
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<tr>
<td>Exhibitor and Staff sign-in</td>
<td></td>
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<tr>
<td>Sign in with 4HOnline</td>
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This is the 32nd 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.

**Click** “Not in 4-H and need to create a FairEntry account?” And follow instructions.

**Click** “Begin Registration”

**Click** green individual button to register exhibitor. (Do this for each exhibitor.)

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**Welcome!**

We noticed you haven't yet registered for the fair.

[Begin Registration] $0.00

Do you want to register an [Individual]?
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.
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".
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.
**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.