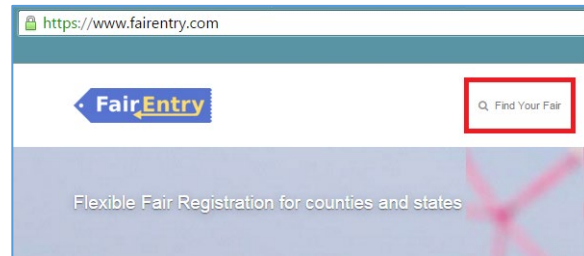


## Exhibitor Group (Family) Entry

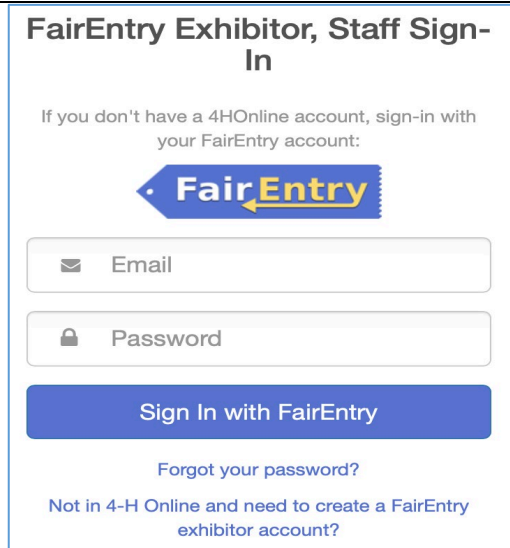
### Important Reminders

- Be sure to complete your entries (including the final “Submit” step) prior to the cut-off date. Important dates for the 2024 Palo Pinto County Fair are as follows:
  - Online Registration Opens - November 20, 2023
  - Online Registration Closes for Photography - January 3, 2024
  - Online Registration Closes for All Categories Except Photography - January 10, 2024
  - Entry Drop Off for Judging (Does not include Photography) - January 10, 2024
- Register all entries for each exhibitor in the family before proceeding to the Payment section.
- Be sure to click the “Submit” button when you have completed your entries. Entries are not final until they have been submitted.
- Check your email inbox for a confirmation email with a list of your entries and any related fees.
- You will receive a second email when your entries have been approved by your fair or show.

1. You may access your Fair or Show from their direct link at <https://palopintocounty.fairentry.com/> or go to <http://www.fairentry.com> and click “Find Your Fair”. Filter by your state, click Search, and then click on the correct fair.



1. If you have registered for a Fair with FairEntry before, enter your login information.
2. If you have not registered with FairEntry before, select to Create a New Account. Follow the instructions to create your account.



<p>1. Click “Begin Registration”</p>	
<p style="text-align: center;"><b>Exhibitor Information</b></p> <p>If your fair is configured to accept both individual and team entries, click on the appropriate choice for your entry. Some fairs may only be configured for individual entries.</p>	
<p>1. Enter the exhibitor information into the required fields. Some forms may require different information depending on the Fair or Show.</p>	
<p>2. <i>(If you entered/spelled something incorrectly on the previous screen, you have the option to Delete this Exhibitor on this screen.)</i> Enter the information on the Contact Info screen—the only required field is the top Home Phone Number. You can use the same email address that you used to create the account, or an alternate one unique to the exhibitor. If they wish to receive text messages, enter the cell phone number and carrier. That number can be the same as the Home Phone Number entered above, or different. Click Continue when you are finished entering data.</p>	



3. Enter the mailing address. All fields, except Address continued, are required. If the exhibitor has the same address as another exhibitor in the Exhibitor Group, simply click "Copy" to add the address to the current Exhibitor record. Click Continue when all information is entered correctly.
4. If your fair or show asks additional questions, those will be step 4 or 5 on the progress bar at the top. Answer any questions, and click Continue.

If your fair requires you to upload any files for the exhibitor, those will be step 5 or 6 on the progress bar. Upload requested files, and click Continue.

Review the exhibitor information. If any information is incorrect, click the green Edit button in the appropriate group to change it. When all information is correct, click Continue to Entries.

### Creating Entries

Each exhibitor can have multiple entries. One entry must be made for each item for example, if an exhibitor is bringing 2 photographs, two entries into the photography division must be created. Once all entries have been created for the first exhibitor, you have the choice of creating another exhibitor in this exhibitor group (and entries) or proceeding to check-out (submitting the entries, whether or not fees are charged).

1. Click Add an Entry beside the correct exhibitor (if more than one has been created).



1. Click Select beside the 2024 Palo Pinto County Fair.
2. After you select the 2024 Palo Pinto County Fair, you will see a list of divisions to select from, and then a list of available classes. *Also notice that there are blue "Change" links in case you mistakenly select an incorrect department, division, or class.*

After you have selected the class, click the green Choose button.

Choose Department and Division		
Department	Horse	<a href="#">Change</a>
Division	312: Horse Showmanship	<a href="#">Change</a>
		<a href="#">Cancel</a> <a href="#">Choose</a>

3. Select the Class.
4. Click Continue

5. Follow the instructions on-screen to enter any additional information such as Entry Description, Custom Questions or Custom Files associated with that entry.

Any questions or file uploads related to entry in this class will be next. Click Continue after answering those questions or uploading documents.



6. When each class entry is complete, you have three choices for what to do next:
  - a. If all class entries have been completed for one exhibitor, you can **Register another Exhibitor** in this exhibitor group.
  - b. If this exhibitor has more class entries to make, you can **Add another Entry for this Exhibitor**.
7. If all entries for all exhibitors in the exhibitor group have been completed, **Continue to Payment** to finalize and submit your entries.

8. Review your entries for completeness and accuracy. *Notice the Summary and Detail buttons at the top of the list on the right.* If there are errors, click on the green Entries section at the top of the page. Click Continue when all information is correct.

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

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

