How to Enter Exhibits in Fair Entry for the Mills County Fair

Registration Opens: Monday, May 18, 2015
Registration Closes: Monday, July 6, 2015 (at 11:59 p.m.)

1. Go to http://mills.fairentry.com
2. Click ‘Sign in with 4HOnline’.
3. A separate box will pop up. Enter your 4HOnline family e-mail address and password. The role is ‘Family’. Click ‘Login’.
4. This will take you to the welcome screen. Click ‘Begin Registration’.
5. Click ‘Individual’.
6. Choose the 4-H’er you wish you to enter an exhibit for. Click ‘Continue’.
7. For livestock exhibitors, please answer the questions that pertain to you. If you will not be entering livestock, click ‘Continue’.
8. The 4-H’er’s profile will appear. The Personal Details and Contact Info is exported from 4hOnline. If you’d like to make changes, please log into your 4hOnline account at https://iowa.4honline.com
9. Click ‘Continue to Entries’.
10. Click ‘Add an Entry’.
11. Click ‘Select’ next to the Department you would like to enter. To enter a Static Exhibit, you must click ‘Static’ to view all of the Departments.
12. Click ‘Select’ next to the Division you would like to enter.
13. Click ‘Select’ next to the Class you would like to enter.
14. Review the entry and then click ‘Continue’.
15. Select the 4-H Club that you belong to. Click ‘Continue’.
16. If this is a livestock exhibit, please select the animal that is to be shown. Click ‘Add an Animal’. Select the animal. Click ‘Select Animal’. Click ‘Continue’.
17. If this is a static exhibit, include a detailed description of your exhibit. Click ‘Continue’.
18. Review the information. Click ‘Continue’.
19. You will now have three options:
   - “Register another Exhibitor”
   - “Add another Entry for this Exhibitor”
   - “Continue to Payment”. This function will prompt you to complete the entry process. If you are not completed entering exhibits proceed with one of the first two options.
20. When finished entering exhibits for all the 4-H’ers in your family. Click ‘Continue to Payment’. Review the entries submitted. Click ‘Detail’ for more information. Click ‘Continue’ when ready.
21. The Mills County Fair does not charge entry fees. We do charge stall fees, which are due JUNE 15TH or cost is additional 50% more. Click ‘Continue’.
22. Click ‘Submit’. The staff at the Mills County Extension Office will review the entries and either approve the entries or send them back to the families with necessary revisions.

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