Online Entry Information

- Due to past confusion and an increasing number of online entry errors occurring due to carelessness, the Carroll County Fair has implemented a set of rules pertaining to online entries. These rules will be placed in the Fair's General Rules. It is very important that exhibitors read and understand these rules and take care to submit online entries in a correct manner. The Fair does not want to deny any exhibitor the ability to participate, however the scale of errors in online entries has escalated in the past few years to the point that it is unmanageable for the volunteers to correct them. The exhibitors must take the responsibility to submit entries correctly and ask questions if they do not understand. Questions may be directed to mfoster@carrollcountyfair.com Since volunteers respond to the questions submitted to this email address, an immediate response will be unlikely, however questions should be answered within 24 to 48 hours.

- Online entries will open at 12:01 AM on May 10th, and close at 11:59 PM on June 10th,

- No late entries will be accepted after June 10th, for any reason.

- The Carroll County Fair Board will complete the online entry "checkout" process for any exhibitor that has pending entries at the time entries close. This will be performed with the entries as the exhibitor left them and Carroll County Fair Board is not responsible for any errors, missing data that may disqualify them, or data that may be lost. The exhibitor will not receive an email conformation of entries in this case. Any entry fees that are unpaid due to not completing the online entry process must be paid by no later than June 10th.

- The Carroll County Fair Board will not accept entries for multiple exhibitors submitted under a single account. Entries for multiple exhibitors in a single account will not be separated into two accounts. Accounts containing entries for more than one exhibitor will be deleted.

- Club entries must be submitted under an account created using some form of the club name in the first name field and the word "Club" used in the field for the last name. A club leader's address and contact information must be used for creating the online entries account. Club entries shall not be submitted in under an exhibitor's name or as part of an exhibitor's personal entries. Club entries under a personal name will be deleted.

- Exhibitors are responsible for ensuring that they submit an accurate email address when creating their online entries account. The email address will be used to send the exhibitor a confirmation of submitted entries. Inquires to the Carroll County Fair Board about suspected lost entries must be accompanied with a copy of the confirmation email showing that the entries were submitted.

- The Carroll County Fair Board will not verify for an exhibitor that entries were submitted. The online entry system sends a confirmation email when entries are submitted. The exhibitor is responsible for ensuring their email settings will allow delivery of confirmations from the addresses mfoster@carrollcountyfair.com and entries@carrollcountyfair.com. The Carroll County Fair Board will not be responsible for undelivered confirmations.

- An exhibitor must create only one account. Duplicate accounts for an exhibitor will not be merged and only one account and associated entries will be retained when entry processing is performed.

- If an exhibitor loses their online entry log-in information, they must use the account recovery option located on the log-in screen. Do not create a second account to finish submitting entries.

- Exhibitors must ensure they enter the correct classes for their 4-H Age. 4-H age is defined as the exhibitor's age as of January 1 of the current year, and classes are divided as follows:
    - Clover – 5 to 7 years old.
    - Junior – 8 to 10 years old
    - Intermediate – 11 to 13 years old
    - Senior – 14 to 18 years old

- The Carroll County Fair Board will correct up to the first 5 entry errors (in order of ascending Department, Section and Class number) per exhibitor. Errors in excess of 5 will be deleted.

- Changes from one class to another within an age group may be allowed at the Superintendent's discretion during the Fair, however changes to entries due to the wrong age group are not allowed during the Fair.

- For Indoor Entries (I01 through I27), a change in class within an age group must be performed by turning in the original tag at the Area Superintendent's table to obtain a new tag with the correct class information. Entry tags that are corrected with a pen/pencil will result in no placing recorded in the entry database for that item and no premium will be paid.

- Changes in classes in livestock and market entries may be allowed at the discretion of the Superintendent. In the event that an exhibitor determines the need for a class change, they must submit the request to the Superintendent as soon as possible.

- An exhibitor cannot submit a tag from another exhibitor to obtain a new tag for themselves.

- If a contest is available for entry in the online entry system exhibitors **must enter online** in order to receive a premium. This includes Skill-a-thon, Judging Contests, Informal Demonstrations, and Outdoor Contests. Contest superintendents may, at their discretion, allow exhibitors who did not enter online to participate in the contest, however the exhibitors will not receive a premium for their participation.