Berkeley County Youth Fair

On-Line Registration

Instructions

1. The 2023 BCYF On-Line Registration is now open for all indoor exhibits and livestock (non-market). **Deadline to register is June 15, 2023 at 11:59 pm.** If you do not register by this date, you will not be able to exhibit at the 2023 fair – there will be no exceptions.

2. If you have questions in regards to your exhibit (indoor or livestock) please contact the respective livestock chairpersons, indoor exhibit chairperson, WVU Extension or FFA advisors.

3. If you have questions in regards to the on-line registration process or are having problems with the registration site, please contact Samantha at secretary@berkeleycountyyouthfair.org.

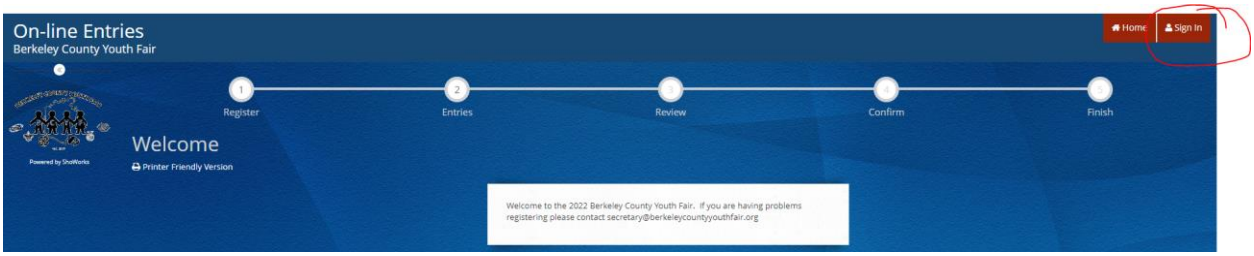
4. If you are a member of 4-H and FFA – you only need one registration log in. You will be able to choose your youth organization that you are representing for each entry. Please do not register twice.

5. PLEASE REMEMBER – once you have entered all your entries YOU MUST "CHECK OUT" to complete your registration.

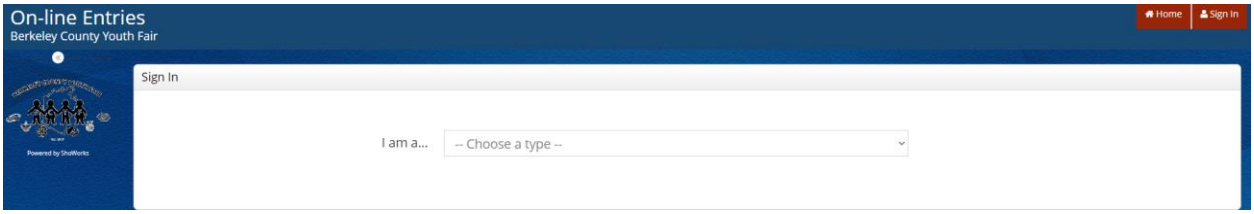
6. Go to the following url: https://berkeleycountyyouthfair.org/youth-exhibitors/online-registration/

7. Click on the below blue box to register:

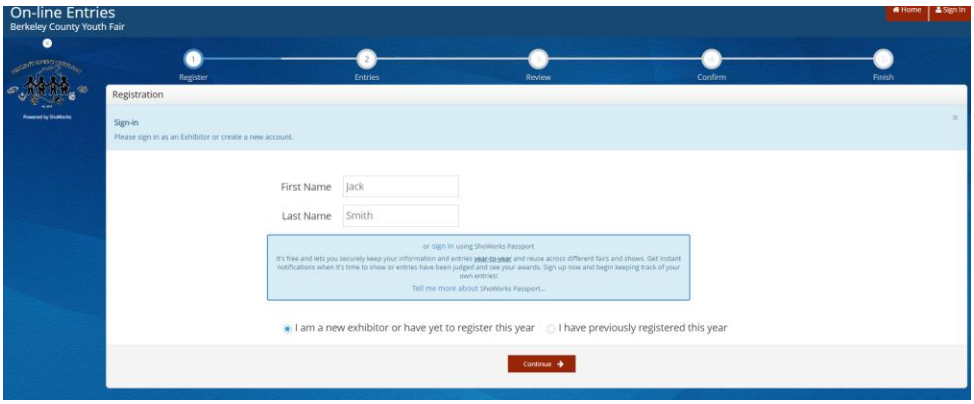
8. This will bring you to the following page – click the sign in button at the top left hand corner



9. Next page you will see "I am a…." with a drop down box – from drop down box choose exhibitor

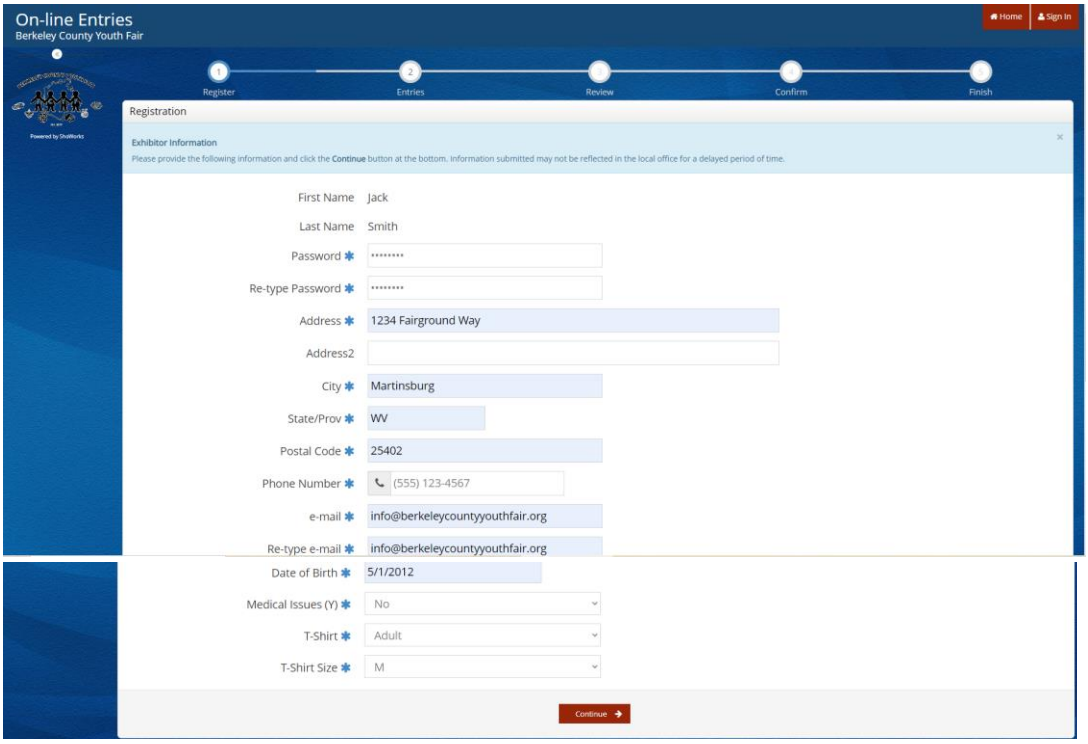


10. Once you click exhibitor – the next page will allow you to enter your first and last name and indicate that "I am a new exhibitor or have yet to register for this year" then click continue. PLEASE NOTE: Even though you may have exhibited at the 2022 fair, you will need to register as new exhibitor for 2023. If you checked in a market animal, you can indicate that "I have previously registered this year" and sign in with your password you created for your market animal check in.

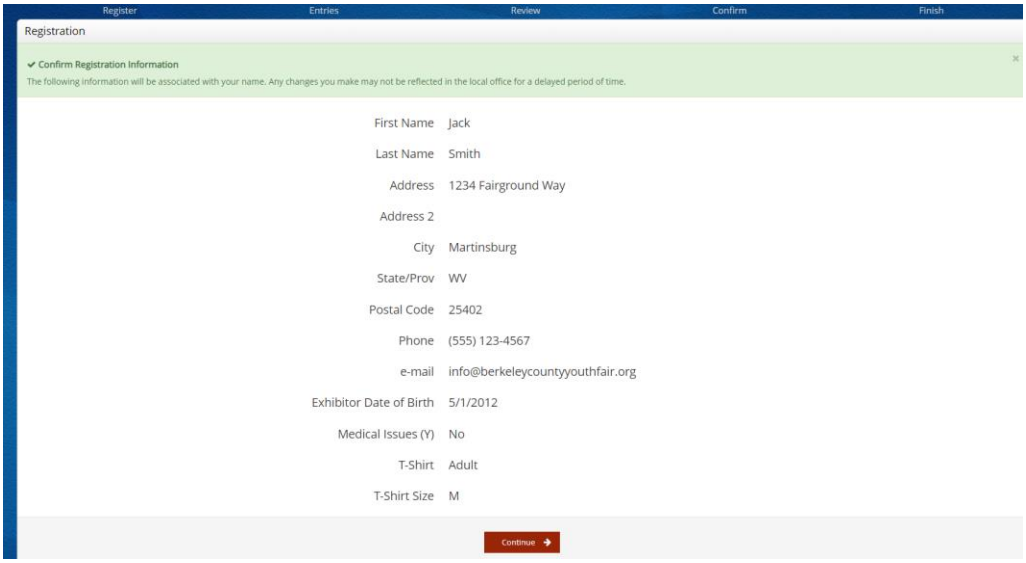


11. Next page - create a password (Please remember this password you will be able to sign back in using your first and last name as your log in ID and the password you create on this screen). All fields marked with a blue asterisk are required

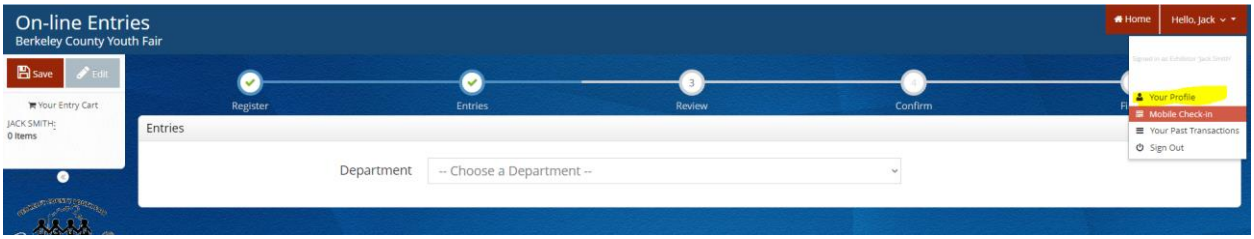
fields. Please make sure the information you enter is correct. The email address is where the registration confirmation will be emailed to. Medical Issue is a yes or no question and only if you think BCYF needs to be aware of the issue while you are participating at the 2023 fair. Please select a T-Shirt Size. Hit continue when form is complete.



12. You will need to confirm all the information entered in previous screen - hit continue – if correct you can proceed with entries on the next screen – if incorrect – changes can be made in the your profile section on the next screen

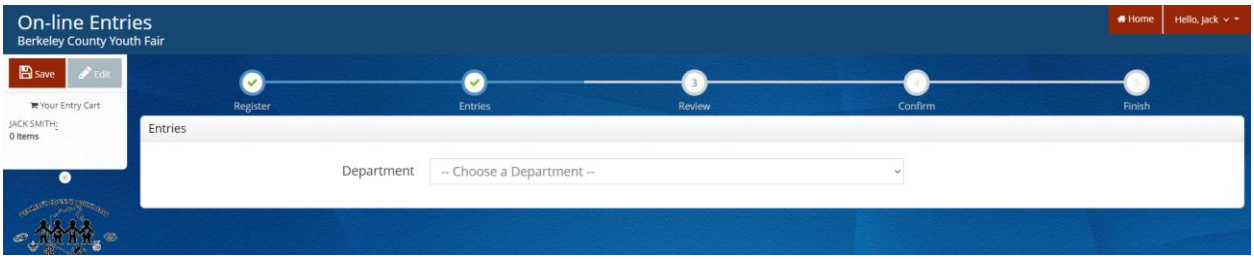


13. Changes to profile can be made here

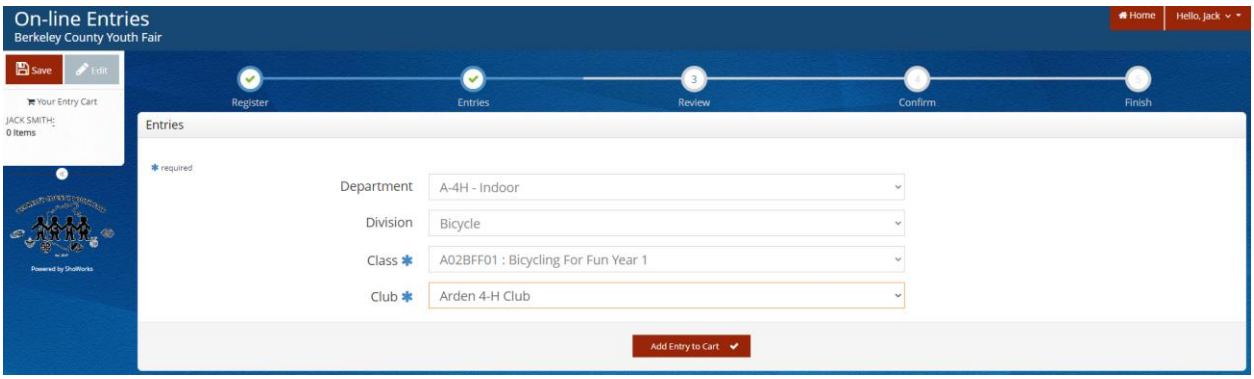


14. You are now ready to register your exhibits for the 2023 fair - Please complete the required fields marked by a blue asterisk

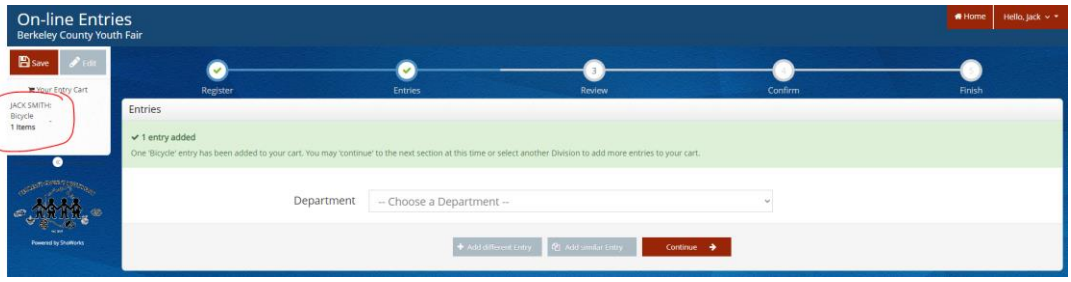
15. You will need to choose the appropriate department from the drop down menu



16. **Department A – 4H Indoor**:
    a. If you are a 4-H Exhibitor and exhibiting a 4-H Indoor project – please select this department.
    b. Division – please select the appropriate Division from the drop down menu
    c. Class – please select the appropriate Class from the drop down menu
    d. Club – please select the 4-H Club that you are a member
    e. Click the Add Entry To Cart button at the bottom of screen

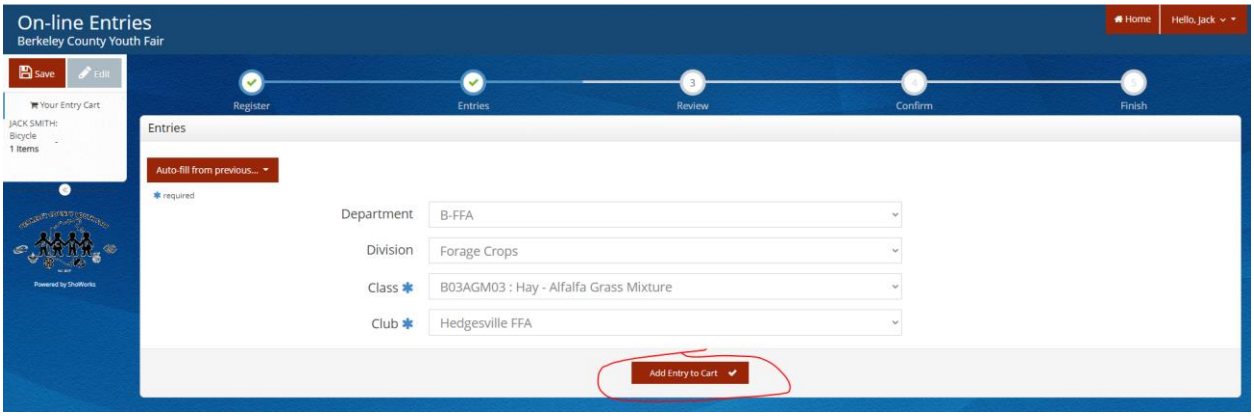


You will be brought back to the following screen and you will see in the top left corner that there is one entry in your cart.

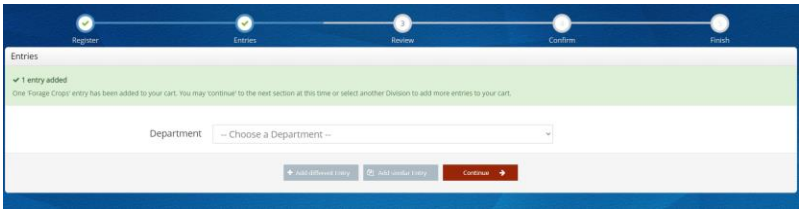


17. At the above screen you can continue to add entries by choosing the appropriate Department OR if you are finished hit Continue.

18. **Department B – FFA**:
    a. If you are an FFA Exhibitor and exhibiting an FFA Indoor project – please select this department.
    b. Division – please select the appropriate Division from the drop down menu
    c. Class – please select the appropriate Class from the drop down menu
    d. Club – please select the FFA Club that you are a member
    e. Click the Add Entry To Cart button at the bottom of screen



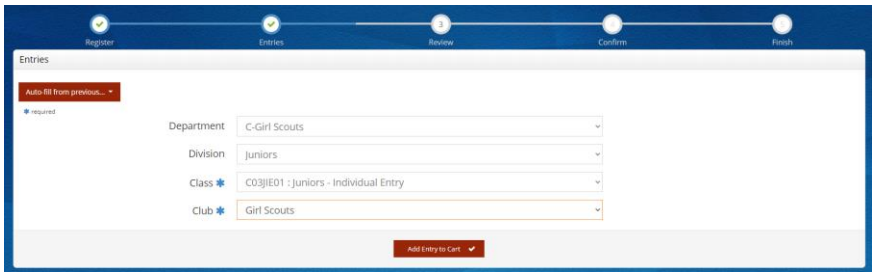
You will be brought back to the following screen and you will see in the top left corner that there is one entry in your cart.



19. At the above screen you can continue to add entries by choosing the appropriate Department OR if you are finished hit Continue.

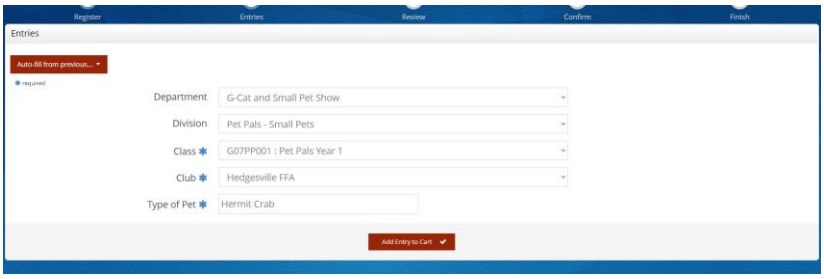
20. Department C – Girl Scouts:

a. If you are a Girl Scout Exhibitor and exhibiting a Girl Scout Indoor project – please select this department.
b. Division – please select the appropriate Division from the drop down menu
c. Class – please select the appropriate Class from the drop down menu
d. Club – please select Girl Scouts as your club
e. Click the Add Entry To Cart button at the bottom of screen

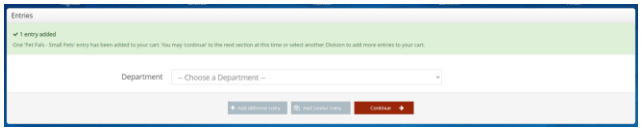


21. Department G – Cat and Small Pet Show

a. If you are a 4-H Exhibitor and exhibiting a Cat or Small Pet – please select this department.
b. Division – please select the appropriate Division from the drop down menu
c. Class – please select the appropriate Class from the drop down menu
d. Club – please select the 4-H Club that you are a member
e. For Small Pets – please indicate the type of pet
f. Click the Add Entry To Cart button at the bottom of screen



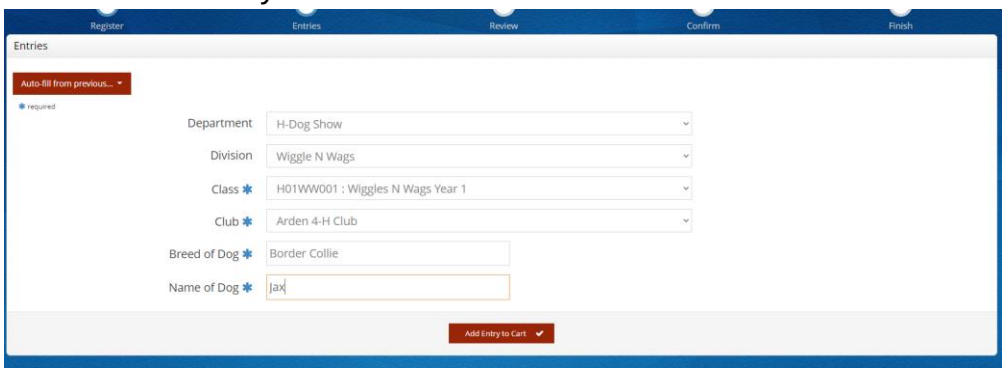
You will be brought back to the following screen and you will see in the top left corner that there is one entry in your cart.



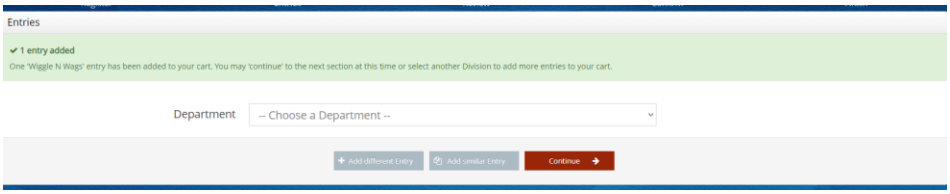
22. At the above screen you can continue to add entries by choosing the appropriate Department OR if you are finished hit Continue.

23. Department H – Dog Show

a. If you are a 4-H Exhibitor and exhibiting in the Dog Show – please select this department.
b. Division – please select the appropriate Division from the drop down menu
c. Class – please select the appropriate Class from the drop down menu
d. Club – please select the 4-H Club that you are a member
e. Breed of Dog – please enter the breed of dog being exhibited
f. Name of Dog – please enter the dog's name
g. Click the Add Entry To Cart button at the bottom of screen



You will be brought back to the following screen and you will see in the top left corner that there is one entry in your cart.



24. At the above screen you can continue to add entries by choosing the appropriate Department OR if you are finished hit Continue.

25. Department I thru Department P – Livestock

Select the appropriate Division under each Department that you are registering an animal. The required fields for each Department will vary – please make sure all required information is entered for each species – see below what info is required for each species:

SHOWMANSHIP – Please register for showmanship on-line – Showmanship classes have been set up and available during on-line registration. Please choose the appropriate class based on your age as of January 1, 2023 then select the youth organization you are exhibiting the animal under.

a. *Department I – Beef Required Fields:*
    1. Class Number – choose from drop down menu
    2. Animal birth date – the date your animal was born
    3. Club – the youth organization you are exhibiting this animal under
    4. Registration ID – Animal's breed registration number – If your animal is not registered please select Crossbred Division. If your animal breed is not listed, please choose AOB Division.

b. *Department J – Dairy Required Fields:*
    1. Class Number – choose from drop down menu
    2. Animal birth date – the date your animal was born
    3. Club – the youth organization you are exhibiting this animal under

c. *Department K – Goats Required Fields:*
    1. Class Number – choose from drop down menu
    2. Breed – Enter the breed of your goat
    3. Animal birth date – the date your animal was born
    4. Club – the youth organization you are exhibiting this animal under
    5. Scrapie Tag ID – Enter the Scrapie Tag ID (the entire number)

d. *Department L – Horse Required Fields:*
    1. Class Number – choose from drop down menu
    2. Animal birth date – the date your animal was born
    3. Club – the youth organization you are exhibiting this animal under

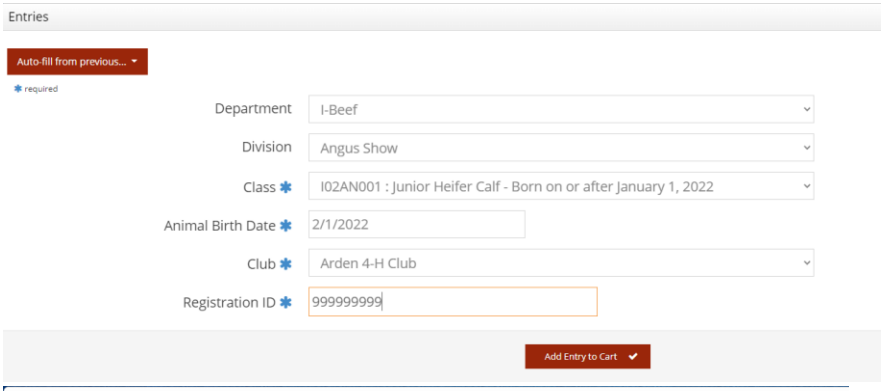
e. *Department M – Poultry Required Fields:*
    1. Class Number – choose from drop down menu
    2. Animal birth date – the date your animal was born
    3. Club – the youth organization you are exhibiting this animal under

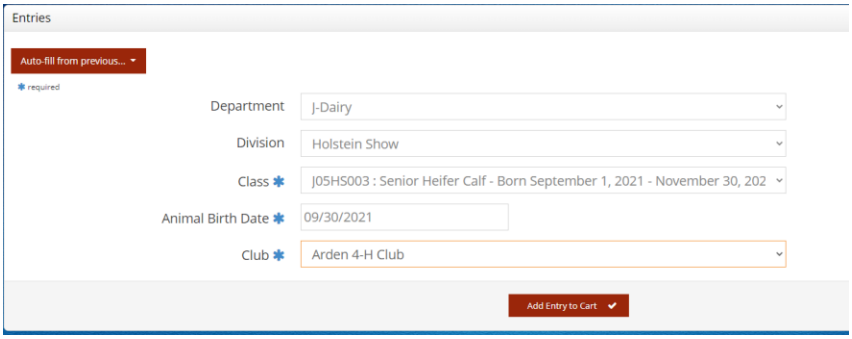
f. *Department N – Rabbits Required Fields:*
    1. Class Number – choose from drop down menu
    2. Breed – choose from drop down menu
    3. Animal birth date – the date your animal was born
    4. Show Weight – Enter the approximate weight of your rabbit at show
    5. Club – the youth organization you are exhibiting this animal under

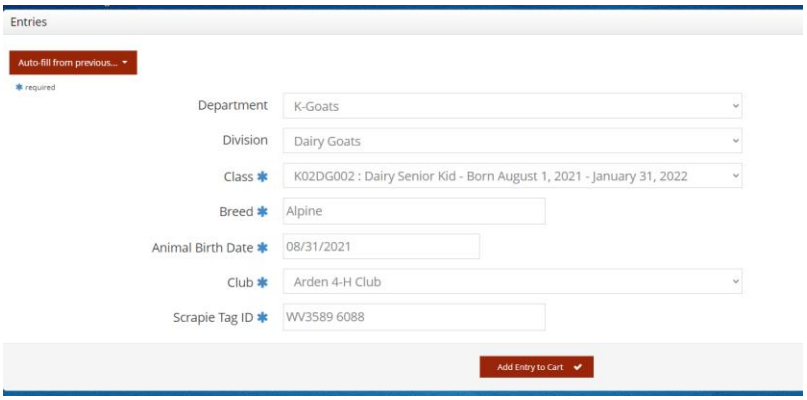
g. *<u>Department O – Sheep Required Fields:</u>*
    1. Class Number – choose from drop down menu
    2. Animal birth date – the date your animal was born
    3. Club – the youth organization you are exhibiting this animal under
    4. Scrapie Tag ID – Enter the Scrapie Tag ID (the entire number)

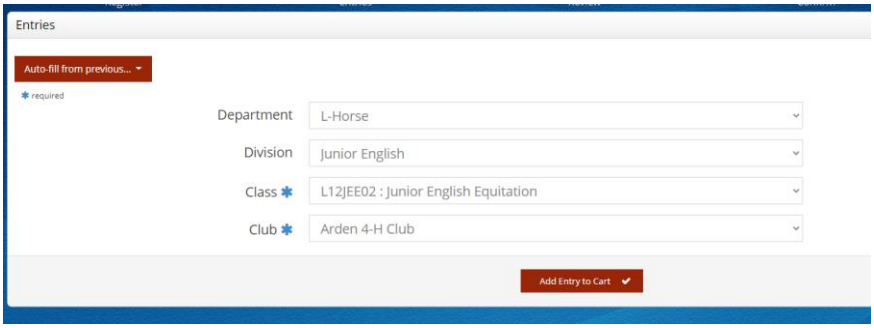
h. *<u>Department P – Swine Required Fields:</u>*
    1. Class Number – choose from drop down menu
    2. Animal birth date – the date your animal was born
    3. Club – the youth organization you are exhibiting this animal under

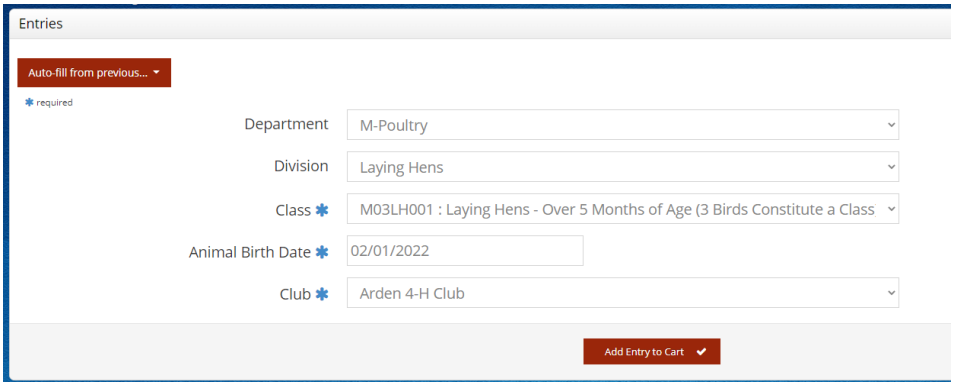
Below are sample screen shots of some livestock registrations:

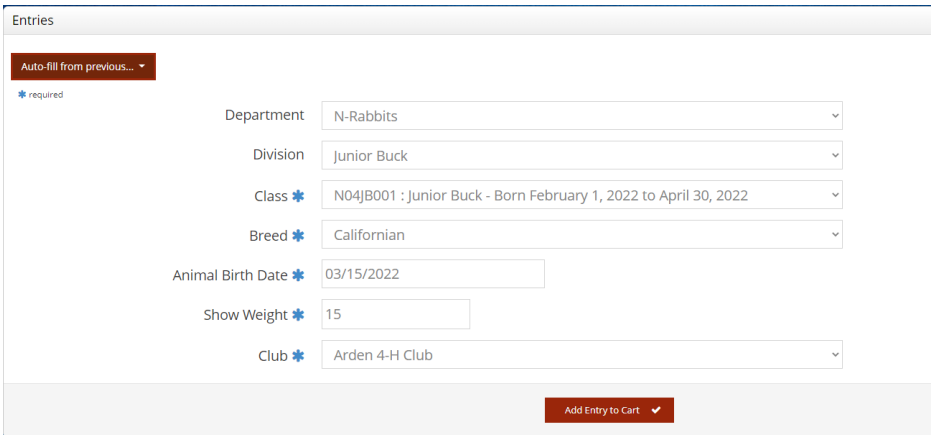


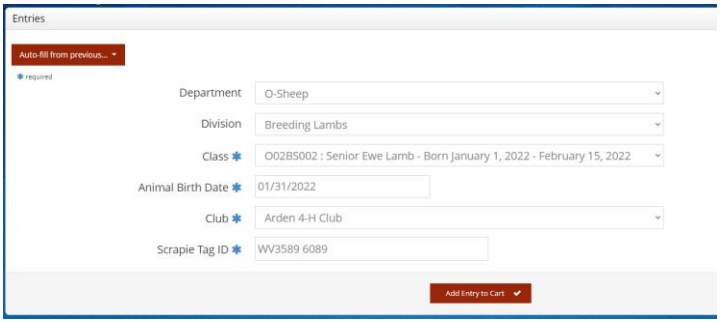


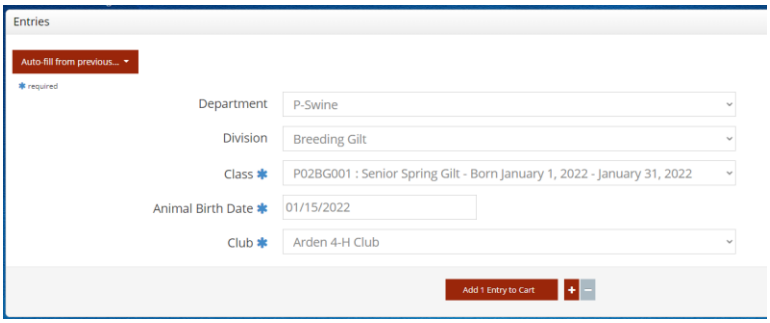


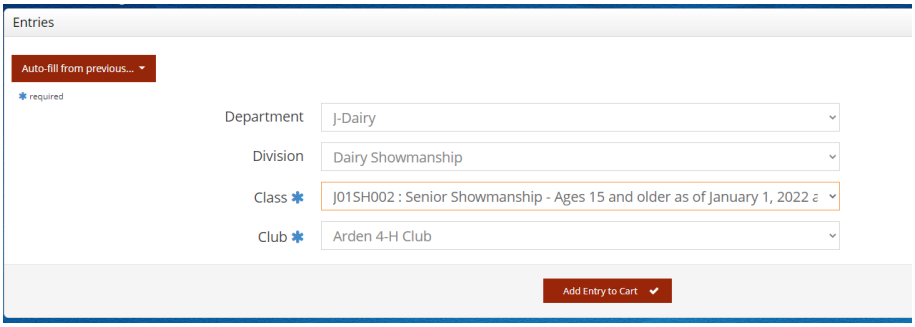

Entries
Auto-fill from previous...
* required
Department
L-Horse
Division
Junior English
Class *
L12JEE02 : Junior English Equitation
Club *
Arden 4-H Club
Add Entry to Cart


Entries
Auto-fill from previous...
* required
Department
M-Poultry
Division
Laying Hens
Class *
M03LH001 : Laying Hens - Over 5 Months of Age (3 Birds Constitute a Class
Animal Birth Date *
02/01/2022
Club *
Arden 4-H Club
Add Entry to Cart

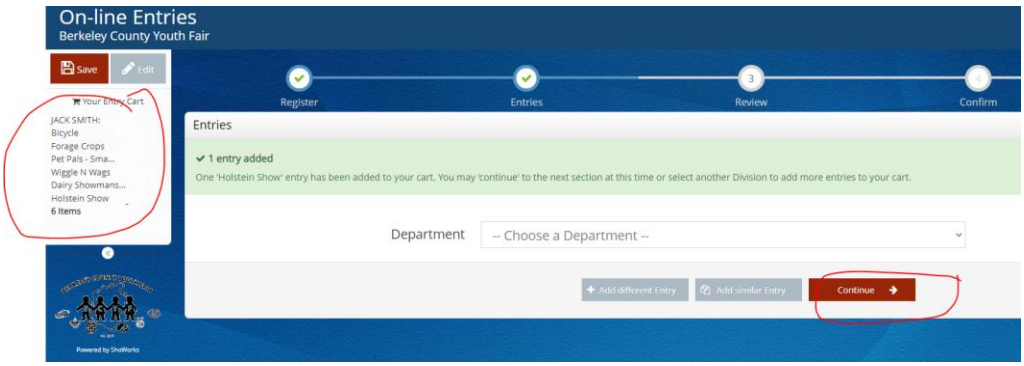

Entries
Auto-fill from previous...
* required
Department
N-Rabbits
Division
Junior Buck
Class *
N04JB001 : Junior Buck - Born February 1, 2022 to April 30, 2022
Breed *
Californian
Animal Birth Date *
03/15/2022
Show Weight *
15
Club *
Arden 4-H Club
Add Entry to Cart


Entries
Auto-fill from previous...
* required
Department
O-Sheep
Division
Breeding Lambs
Class *
O02BS002 : Senior Ewe Lamb - Born January 1, 2022 - February 15, 2022
Animal Birth Date *
01/31/2022
Club *
Arden 4-H Club
Scrapie Tag ID *
WV3589 6089
Add Entry to Cart

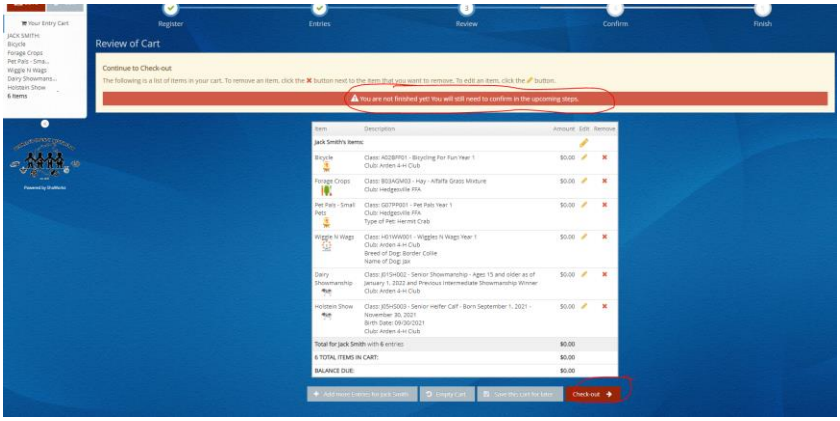




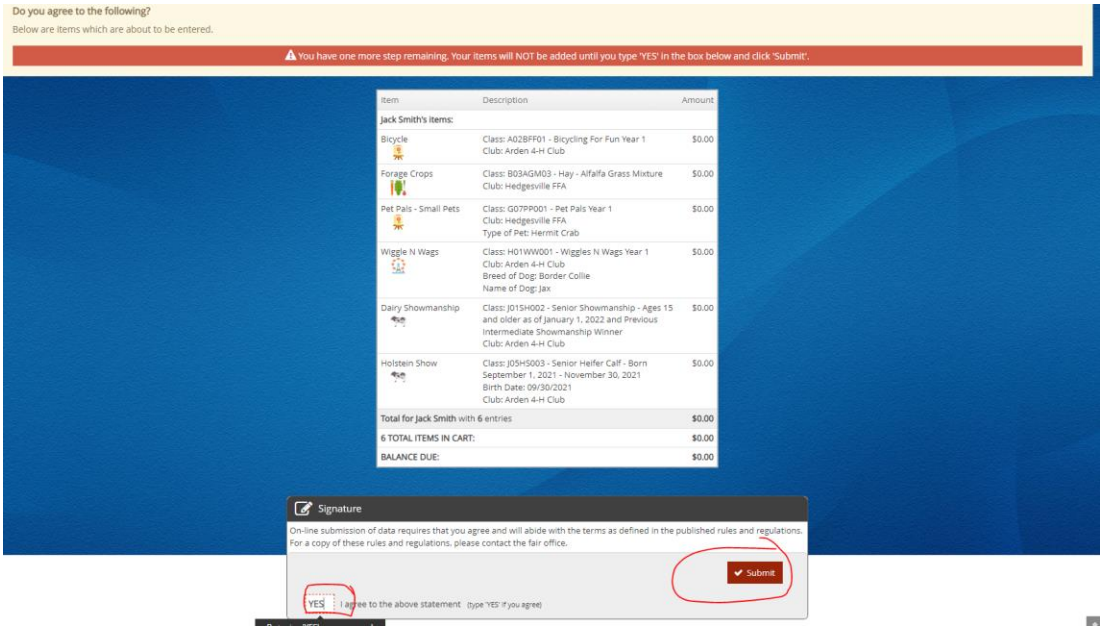
26. Once all entries are added to your cart – you will need to submit these entries – remember you can keep track of what is in your cart by looking to the left top corner of the screen "Your Entry Cart". Click Continue at the bottom of the screen:



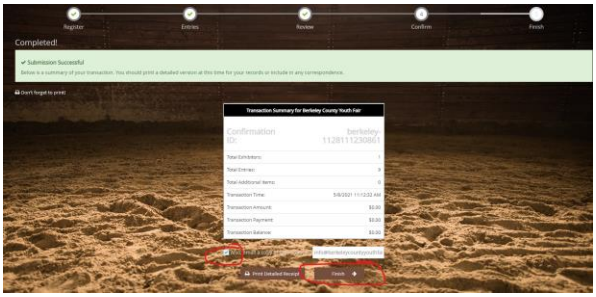
27. Review the below screen to confirm that your entries are correct. You will be able to edit or remove entries on this screen. **Once the entries are correct – hit Check Out – This is a MUST to register – do not forget to Check Out.**



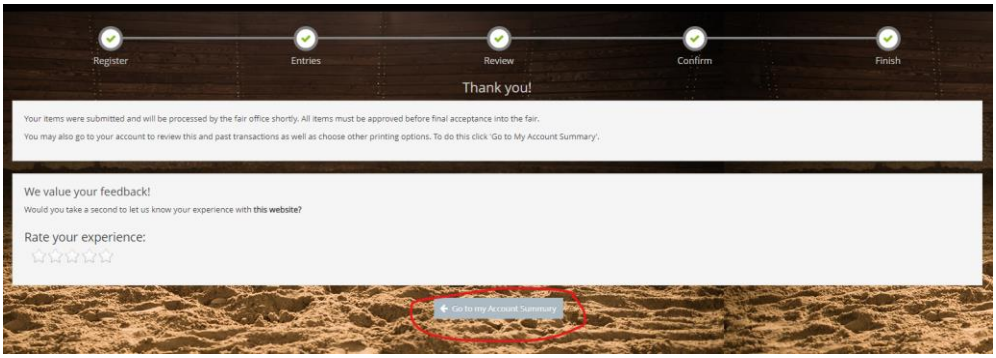
28. You will need to type “YES” in the box and then hit submit



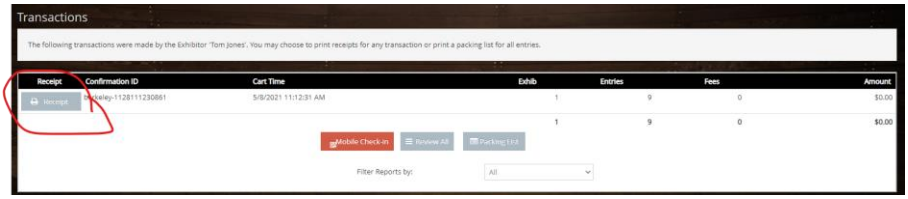
29. You are done and entries have been submitted – you will receive a confirmation email at the email address you entered (make sure this box is checked and email address is correct) – Click Finish



30. To print a detailed receipt Click on “Go to my Account Summary”



31. Click on “Receipt”



Berkeley County Youth Fair

On-line Entries Receipt

ITEM	DESCRIPTION	WEN#	AMOUNT
Bicycle	Class: A02BFF01 Class Description: Bicycling For Fun Year 1 Club: Arden 4-H Club	D4FD05	$0.00
Dairy Showmanship	Class: J01SH002 Class Description: Senior Showmanship - Ages 15 and older as of January 1, 2022 and Previous Intermediate Showmanship Winner Club: Arden 4-H Club	26CFD4	$0.00
Forage Crops	Class: B03AGM03 Class Description: Hay - Alfalfa Grass Mixture Club: Hedgesville FFA	4BB1ED	$0.00
Holstein Show	Class: J05HS003 Class Description: Senior Heifer Calf - Born September 1, 2021 - November 30, 2021 Birth Date: 9/30/2021 Club: Arden 4-H Club	0B476A	$0.00
Pet Pals - Small Pets	Class: G07PP001 Class Description: Pet Pals Year 1 Club: Hedgesville FFA Type of Pet: Hermit Crab	763449	$0.00
Wiggle N Wags	Class: H01WW001 Class Description: Wiggles N Wags Year 1 Club: Arden 4-H Club Breed of Dog: Border Collie Name of Dog: Jax	0DB7B2	$0.00

Total for Jack Smith with 6 entries
Address: 1234 Fairground Way
City: Martinsburg
State/Prov: WV
Postal Code: 25402
Phone: (555) 123-4567
e-mail: info@berkeleycountyyouthfair.org
DOB: 5/1/2012
Medical Issues (Y): No
T-Shirt: Adult
T-Shirt Size: M

TOTAL:	**$0.00**
PAYMENTS:	**$0.00**
BALANCE DUE:	**$0.00**
EXHIBITOR NAME:	**Jack Smith**
CONFIRMATION ID:	**berkeley-2127124006663**
TRANSACTION TIME:	**5/7/2022 12:40:06 PM**

Berkeley County Youth Fair is not Charging for Entries.

32. You will receive a copy of the receipt via email

From: Berkeley County Youth Fair <sweb@fairsoftware.email>
Date: May 7, 2022 at 12:40:26 PM EDT
To: info@berkeleycountyyouthfair.org
Subject: ShoWorks Online Entries Receipt

Below is your receipt. Please print and retain this for your records **or,** you may be required to sign and mail this to our office along with any required payment.

Berkeley County Youth Fair
On-line Entries Receipt

ITEM	DESCRIPTION	WEN#	AMOUNT
Bicycle	Class: A02BFF01 Class Description: Bicycling For Fun Year 1 Club: Arden 4-H Club	D4FD05	$0.00
Dairy Showmanship	Class: J01SH002 Class Description: Senior Showmanship - Ages 15 and older as of January 1, 2022 and Previous Intermediate Showmanship Winner Club: Arden 4-H Club	26CFD4	$0.00
Forage Crops	Class: B03AGM03 Class Description: Hay - Alfalfa Grass Mixture Club: Hedgesville FFA	4BB1ED	$0.00
Holstein Show	Class: J05HS003 Class Description: Senior Heifer Calf - Born September 1, 2021 - November 30, 2021 Birth Date: 9/30/2021 Club: Arden 4-H Club	0B476A	$0.00
Pet Pals - Small Pets	Class: G07PP001 Class Description: Pet Pals Year 1 Club: Hedgesville FFA Type of Pet: Hermit Crab	763449	$0.00
Wiggle N Wags	Class: H01WW001 Class Description: Wiggles N Wags Year 1 Club: Arden 4-H Club Breed of Dog: Border Collie Name of Dog: Jax	0DB7B2	$0.00

Total for Jack Smith with **6** entries
Address: 1234 Fairground Way
City: Martinsburg
State/Prov: WV
Postal Code: 25402
Phone: (555) 123-4567
e-mail: info@berkeleycountyyouthfair.org
DOB: 5/1/2012
Medical Issues (Y): No
T-Shirt: Adult
T-Shirt Size: M

TOTAL:	$0.00
PAYMENTS:	$0.00
BALANCE DUE:	$0.00
EXHIBITOR NAME:	Jack Smith
CONFIRMATION ID:	berkeley-2127124006663
TRANSACTION TIME:	5/7/2022 12:40:06 PM

Berkeley County Youth Fair is not Charging for Entries.

Berkeley County Youth Fair
On-line Entries Receipt Summary

6 TOTAL ITEMS IN CART:	$0.00
PAYMENTS:	-$0.00
BALANCE DUE:	$0.00
CONFIRMATION ID:	berkeley-2127124006663

Transaction Time: 5/7/2022 12:40:06 PM