

Berkeley County Youth Fair On-Line Registration Instructions

- The 2024 BCYF On-Line Registration is now open for Market Steers and Beef Showmanship. Deadline to register is December 8, 2023 at 11:59 pm. If you do not register by this date, you will not be able to exhibit a Market Steer at the 2024 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 us 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: <u>https://berkeleycountyyouthfair.org/youth-exhibitors/online-registration/</u>
- 7. Click on the below orange box to register:

2024 On-Line Registration for Market Steers Only

DEADLINE TO REGISTER IS DECEMBER 9, 2023



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



 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 a previous fair, you will need to register as new exhibitor for 2024.

On-line Entrie Berkeley County Youth						🖷 Home 📄 Sign In
-	1 Register Registration		2) Entries	Review	Confirm	Finish
Averally Suthers	Sign-in Please sign in as an Exhibitor or create a new	account.				×
		First Name Last Name	Jack Smith			
		It's free and lets you notifications when it	securely keep your information and en 's time to show or entries have been ju	sing ShoWarks Resport. rries year-do-yeag and nusse across different fairs and ged and see your awards. Sign up now and begin lee own entries! about ShoWarks Resport	shows. Get instant pring track of your	
		🌒 l am a nei	w exhibitor or have yet to r	register this year 💿 I have previou	sly registered this year	
				Continue 🔸		

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 2024 fair. Please select a T-Shirt Size. Hit continue when form is complete.

On-line Entrie Berkeley County Youth	2S h Fair	e Home 🖕 Sign In
·	Registration	Entries Review Confirm Faish
Powered by Shullions	Exhibitor Information Please provide the following information and click the Continue	e button at the bottom, information submitted may not be reflected in the local office for a delayed period of time.
	First Name	
	Last Name Password 🗱	Smith
	Re-type Password 🗱	
and the second	Address 🗱 Address2	1234 Fairground Way
	City 🗚	Martinsburg
	State/Prov 🛊 Postal Code 🛊	25402
	Phone Number *	 (555) 123-4567
	e-mail 🧚 Re-type e-mail 🗱	info@berkeleycountyyouthfair.org

Date of Birth 🌲	5/1/2012
Medical Issues (Y) 🛊	No ~
T-Shirt 🇚	Adult 👻
T-Shirt Size 🇚	М ~
	Continue 🔶

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

Register	Entries	Review	Confirm	Finish
Registration				
 Confirm Registration Information The following information will be associated with your 	r name. Any changes you make may not be reflected	in the local office for a delayed period of time.		×
	First Name	Jack		
	Last Name	Smith		
	Address	1234 Fairground Way		
	Address 2			
	City	Martinsburg		
	State/Prov	WV		
	Postal Code	25402		
	Phone	(555) 123-4567		
	e-mail	info@berkeleycountyyouthfair.org		
	Exhibitor Date of Birth	5/1/2012		
	Medical Issues (Y)	No		
	T-Shirt	Adult		
	T-Shirt Size	M		
		Continue 🔶		

13. Changes to profile can be made here

a Save 🕜 Edit					Equation at Exhibition (ack Sentry
Tour Entry Cart	Register	Entries	Review	Confirm	Fi 🖀 Your Profile
SMITH: Entries	5				Your Past Transaction
	Departme	nt Choose a Department			🕲 Sign Out

- 14. You are now ready to register your exhibits for the 2024 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

On-line Entri Berkeley County Your						# Home Hello, jack 🗸 *
Save Cdit	<u></u>		<u>.</u>	3	Confirm	
JACK SMITH: 0 Items	Register		Entries	Review	Confirm	Finish
•		Department	Choose a Department		~	
~						

16. 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:

<u>SHOWMANSHIP</u> – 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, 2024 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
 - 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.Below are sample screen shots of some livestock registrations:
- 17. 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:

	On-line Entri Berkeley County Yout					
/	Save Fdit	Register			3 Review	Confirm
1	JACK SMITH: Bicycle	Entries				
·	Forage Crops Pet Pals - Sma Wiggle N Wags Dairy Showmans	✓ 1 entry added One 'Holstein Show' entry has been added to you	ur cart. You may '	continue' to the next section at this time	or select another Division to add more entries to	your cart.
	Holstein Show 6 Items	De	partment	Choose a Department		~
	e titte			+ Add different	Entry 街 Add similar Entry Continu	IR 🔸
	Powered by ShoWorks					

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.

e pe	view of Cart					
20	wiew of Cart		posse bet relations			
	Continue to Check-out					
mans	he following is a list of items in your cart. To remov	e an item, click the × button next to th	e tern that you want to remove. To edit an item, click the 🖋 but	prt.		
	for a second	(A	You are not finished yet! You will still need to confirm in the upco	ming steps.		
				-		
•		ltern .	Description	Amount Edit	Renove.	
		Jack Smith's Item	s	1		
***		Bicycle	Class: A028FF01 - Boyoling For Fun Year 1 Club: Anten 4-H Club	\$0.00 🥖	×	
		Parage Grops	Class: 803AGM03 - Hay - Alfalfa Grass Mixture Club: Hedgetxille FFA	\$0.00 🥒	×	
		Pet Pais - Small Pets	Class: G879P001 - Pet Pals Year 1 Outr: Hedgesville FFA Type of Peti Hermit Crab	\$0.00 /	×	
		witzle N Waga	Class: H03WW001 - Wiggles N Wags Year 1 Club: Anden 4 H Club Bined of Dog: Border Collie Name of Dog: Jax	\$0.00 🥖	×	
		Deiry Showmanship	Class: (J/15H002 - Servior Showmanship - Ages 15 and older as of January 1, 2022 and Previous Intermediate Showmanship Winner Club: Anden 4-H Club	\$0.00 🖌	*	
		Holstein Show ઉ	Class J05H5003 - Servior Heffer Calf - Born September 1, 2021 - November 30, 2021 Birth Date: 09-00/2021 Club: Adeter 4-H Club	\$0.00 🥒	×	
		Total for Jack Smi	th with 6 entries	\$0.00		
		6 TOTAL ITEMS IN	I CART:	\$0.00		
		BALANCE DUE:		\$0,00	_	

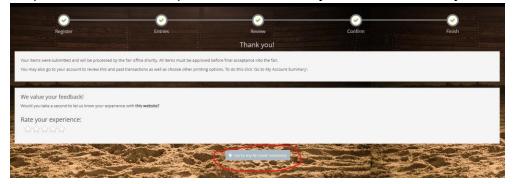
19. You will need to type "YES" in the box and then hit submit

items which are about to be entered.	one man store completion. You	items will NOT be added until you type 'YES' in th	a bay balaw and dirk 10.	hender -	
TOU HAVE	one more step remaining, rou	nems will wor be added drifti you type 123 in to	e bux below and click Su	onne.	
	Item	Description	Amount		
	lack Smith's items:	Description	Amount		
	Bicycle	Class: A02BFF01 - Bicycling For Fun Year 1 Club: Arden 4-H Club	\$0.00		
	Forage Crops	Class: B03AGM03 - Hay - Alfalfa Grass Mixture Club: Hedgesville FFA	\$0.00		
	Pet Pals - Small Pets	Class: G07PP001 - Pet Pals Year 1 Club: Hedgesville FFA Type of Pet: Hermit Crab	\$0.00		
	Wiggle N Wags	Class: H01WW001 - Wiggles N Wags Year 1 Club: Arden 4-H Club Breed of Dog: Border Collie Name of Dog: Jax	\$0.00		
	Dairy Showmanship	Class: J015H002 - Senior Showmanship - Ages 15 and older as of January 1, 2022 and Previous Intermediate Showmanship Winner Club: Arden 4-H Club	\$0.00		
	Holstein Show	Class: J05H5003 - Senior Heifer Calf - Born September 1, 2021 - November 30, 2021 Birth Date: 09/30/2021 Club: Arden 4-H Club	50.00		
	Total for Jack Smith wi	h 6 entries	\$0.00		
	6 TOTAL ITEMS IN CAR	D.	\$0.00		
	BALANCE DUE:		\$0.00		

20. 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



21. To print a detailed receipt Click on "Go to my Account Summary"



22. Click on "Receipt"



	Berkeley County Youth Fair On-line Entries Receipt		
ITEM	DESCRIPTION	WEN# A	MOUNT
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 + Club Breed of Dog: Border Collie Name of Dog. Jax	0DB7B2	\$0.00
Total for Jack Sn Address: 1234 Fa City: Martinsburg State/Prov: WV Postal Code: 2541 Phone: (555) 123 e-mail: info@berk DOB: 5/1/2012 Medical Issues (Y T-Shirt: Adult T-Shirt Size: M	irground Way 02 4567 eleycountyyouthfair.org		
TOTAL: PAYMENTS: BALANCE DU EXHIBITOR N CONFIRMAT TRANSACTIO	VAME: Jack Smith		

Berkeley County Youth Fair is not Charging for Entries.

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

From: Berkeley County Youth Fair <<u>sweb@fairsoftware</u> 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 F	Receipt		
ITEM	DESCRIPTION	WEN#4	AMOUNT
	Class: A02BFF01		
Bicycle	Class Description: Bicycling For Fun Year 1	D4FD05	\$0.00
	Club: Arden 4-H Club	1 1	4 \$0.00 D \$0.00
	Class: J015H002		
Dairy	Class Description: Senior Showmanship - Ages 15 and older as of	26CFD4	¢0.00
showmanship	January 1, 2022 and Previous Intermediate Showmanship Winner	200704	30.00
	Club: Arden 4-H Club		
	Class: B03AGM03	1 1	
Forage Crops	Class Description: Hay - Alfalfa Grass Mixture	4BB1ED	\$0.00
	Club: Hedgesville FFA		
	Class: J05HS003		
	Class Description: Senior Helfer Calf - Born September 1, 2021 -	1 1	
Holstein Show	November 30, 2021	0B476A	\$0.00
	Birth Date: 9/30/2021	1 1	
	Club: Arden 4-H Club		
	Class: G07PP001		
Pet Pals - Small	Class Description: Pet Pals Year 1	763449	\$0.00
Pets	Club: Hedgesville FFA	/03443	20.00
	Type of Pet: Hermit Crab		

	Class: H01W	W001					
	Class Descrip	Class Description: Wiggles N Wags Year 1					
Wiggle N Wags	Club: Arden	0DB7B2	\$0.00				
	Breed of Dog	g: Border Collie					
	Name of Dog	g: Jax					
Total for Jack Sm	ith with 6 entr	ries					
Address: 1234 Fa	irground Way						
City: Martinsburg	1						
State/Prov: WV							
Postal Code: 254							
Phone: (555) 123							
e-mail: info@ber	keleycountyyo	outhfair.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		× Right-click	or	×	
EXHIBITOR NAM	E:	Jack Smith			<i></i>		
CONFIRMATION	ID:	berkeley-21271240	06663				
TRANSACTION T	ME:	5/7/2022 12:40:06	PM				
Berkeley County	Youth Fair is n	ot Charging for Entri	25.				
Berkeley County	Youth Fair						
On-line Entries Re	eceipt Summar	ny .					
6 TOTAL ITEMS I	A CART:		\$0.00				
PAYMENTS:			-\$0.00				
BALANCE DUE:			\$0.00				
CONFIRMATION	ID:		berkeley-21271240066	63			
		Transaction Time:	5/7/2022 12:40:06 PM				