

Berkeley County Youth Fair

On-Line Registration

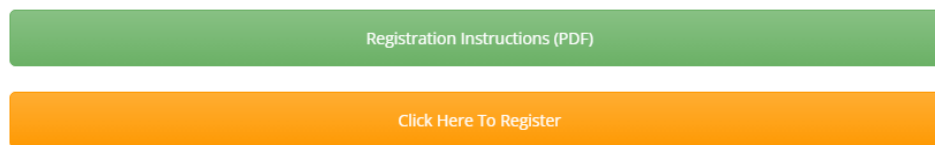
Instructions

1. 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: <https://berkeleycountyyouthfair.org/youth-exhibitors/online-registration/>

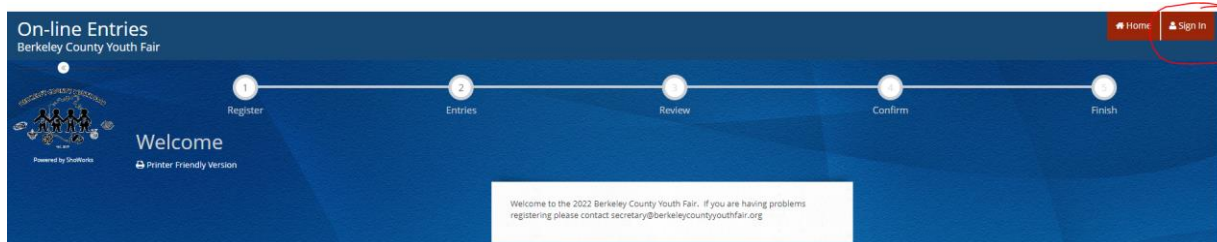
7. Click on the below orange box to register:

2024 On-Line Registration for Market Steers Only

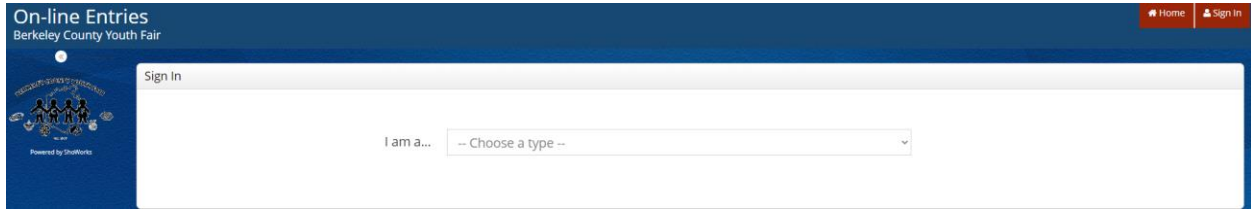
DEADLINE TO REGISTER IS DECEMBER 9, 2023



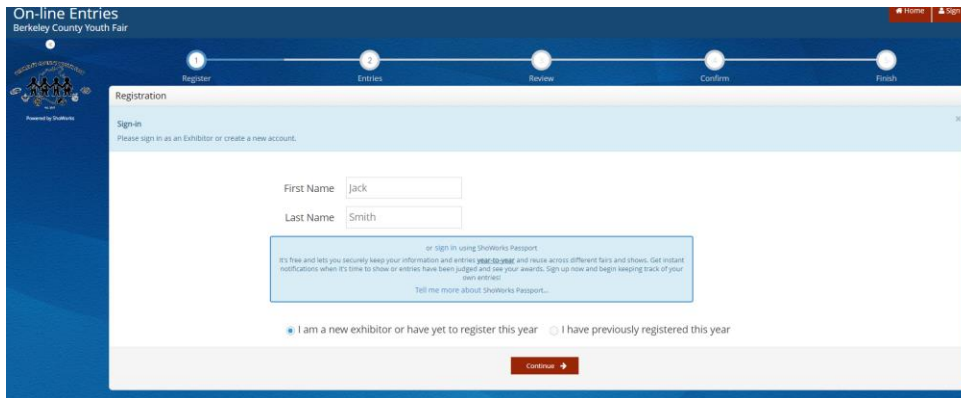
8. This will bring you to the following page – click the sign in button at the top left hand corner



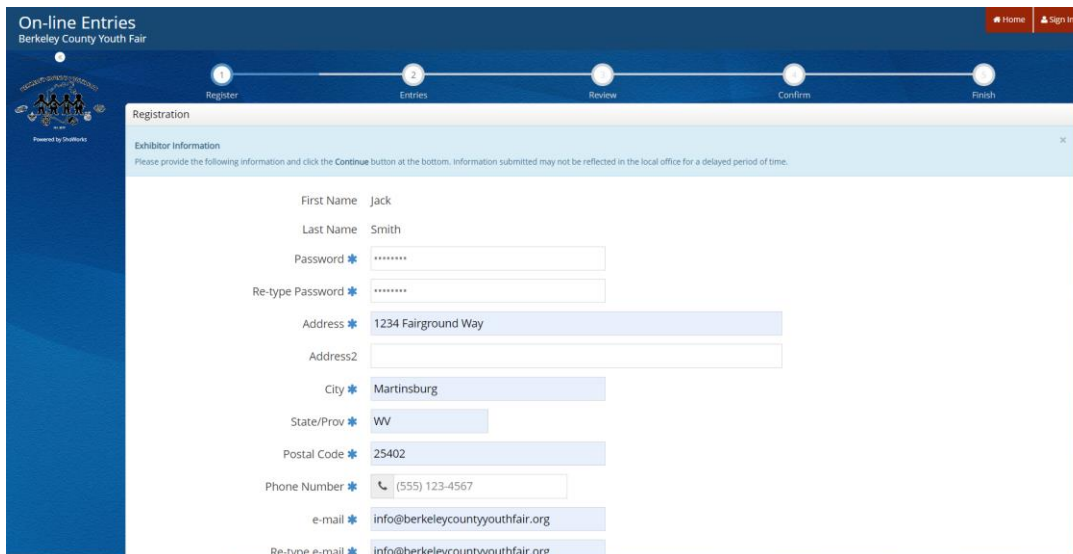
- Next page you will see “I am a ...” with a drop down box – from drop down box choose exhibitor



- 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.**



- 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.



Date of Birth * 5/1/2012

Medical Issues (Y) * No

T-Shirt * Adult

T-Shirt Size * M

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

Registration

Register Entries Review Confirm Finish

✓ Confirm Registration Information
The following information will be associated with your 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@berkeleycountyouthfair.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

On-line Entries
Berkeley County Youth Fair

Home Hello, Jack

Save Edit

Your Entry Cart
JACK SMITH
0 Items

Register Entries Review Confirm Finish

Entries

Department -- Choose a Department --

Your Profile
Mobile Check-in
Your Past Transactions
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 Entries
Berkeley County Youth Fair

Home Hello, Jack

Save Edit

Your Entry Cart
JACK SMITH
0 Items

Register Entries Review Confirm Finish

Entries

Department -- Choose a Department --

16. Department I thru Department P – Livestock

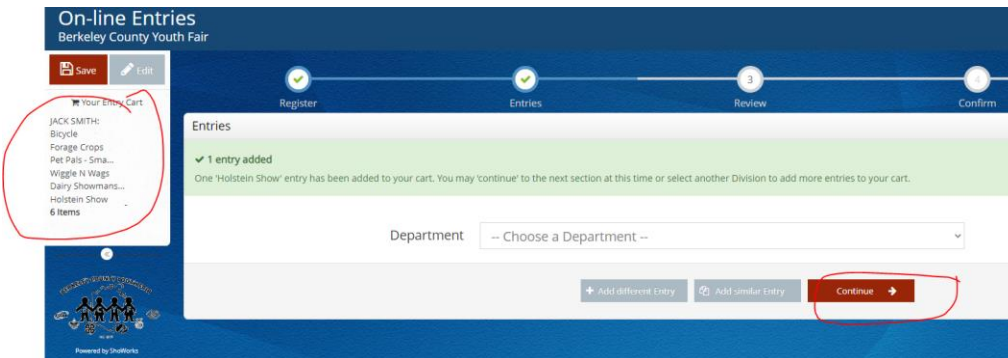
Select the appropriate Division under each Department that you are registering an animal. The required fields for each Department will vary – please make sure all required information is entered for each species – see below what info is required for each species:

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, 2024 then select the youth organization you are exhibiting the animal under.

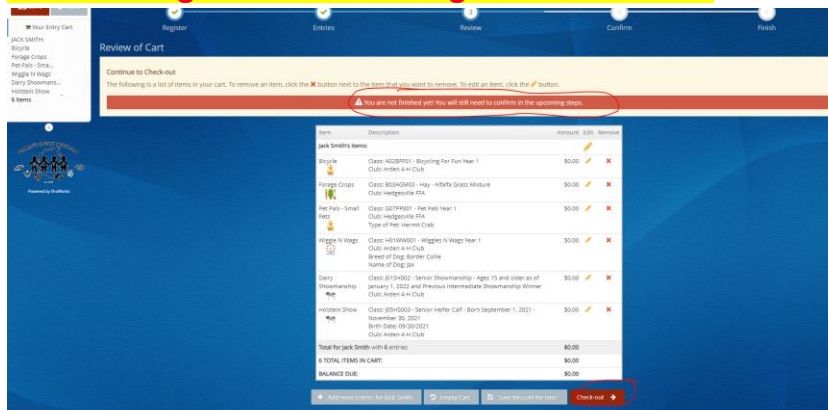
a. **Department I – Beef Required Fields:**

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
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. Below are sample screen shots of some livestock registrations:

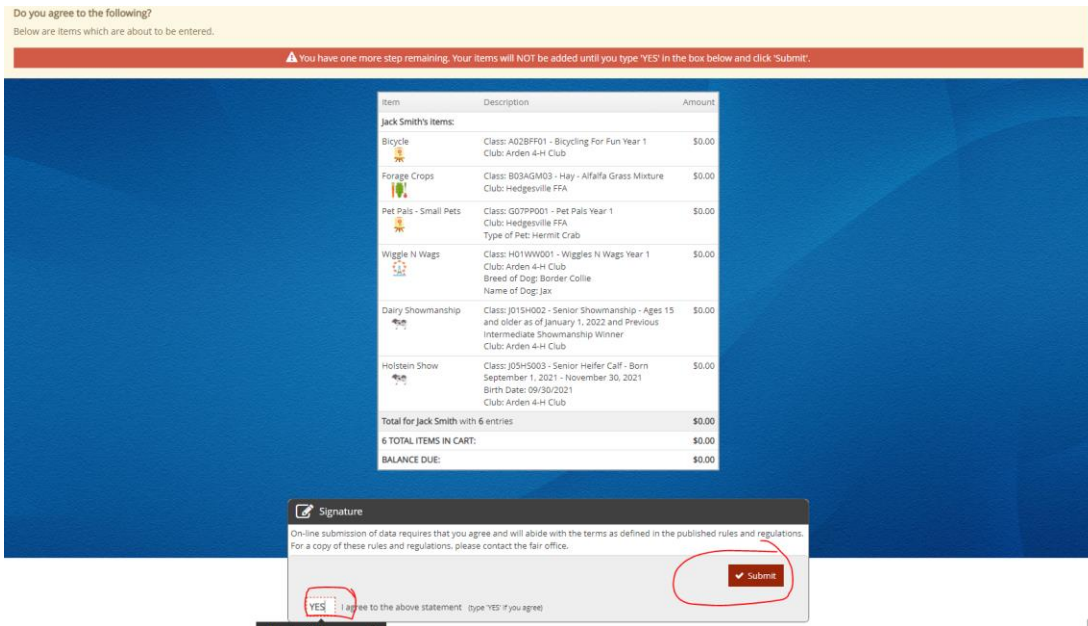
17. Once all entries are added to your cart – you will need to submit these entries – remember you can keep track of what is in your cart by looking to the left top corner of the screen “Your Entry Cart”. Click Continue at the bottom of the screen:



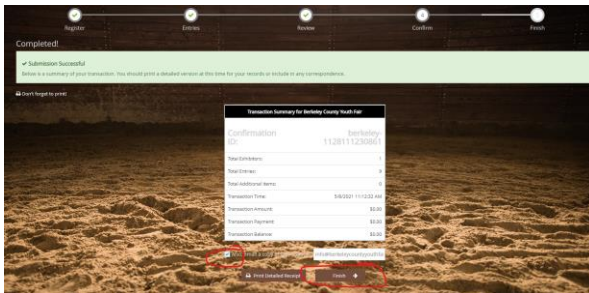
18. Review the below screen to confirm that your entries are correct. You will be able to edit or remove entries on this screen. **Once the entries are correct – hit Check Out – This is a MUST to register – do not forget to Check Out.**



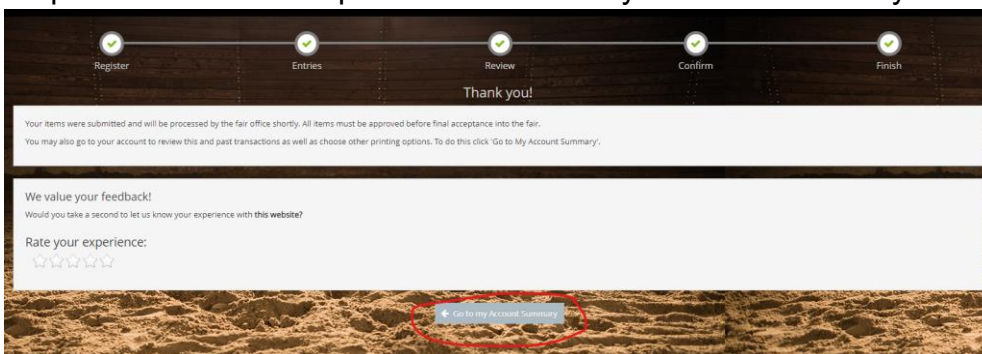
19. You will need to type “YES” in the box and then hit submit



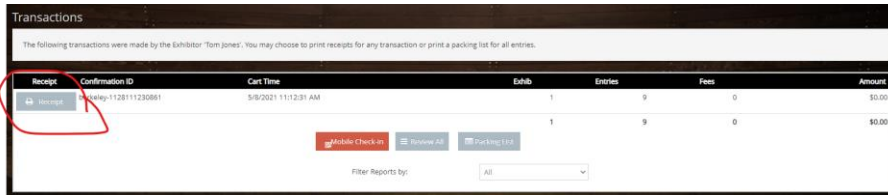
20. You are done and entries have been submitted – you will receive a confirmation email at the email address you entered (make sure this box is checked and email address is correct) – Click Finish



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#	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@berkeleycountyouthfair.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.			

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

From: Berkeley County Youth Fair <[sweb@fairsoftware.com](mailto:info@fairsoftware.com)>
 Date: May 7, 2022 at 12:40:26 PM EDT
 To: info@berkeleycountyouthfair.org
 Subject: ShowWorks 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.

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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