Berkeley County Youth Fair

On-Line Registration Instructions

1. If you have questions regarding registering your specific project, please contact your club/chapter leaders, your species chair, or Judy Secrist, Livestock Chairperson at livestock@berkeleycountyyouthfair.org.

2. On-Line registration questions, please contact McKenna Flohr at secretary@berkeleycountyyouthfair.org.

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

4. Click on the below blue box to register:

## On-Line Registration for Non Market Animals and Indoor Exhibits is OPEN!

DEADLINE TO REGISTER IS JUNE 15, 2024 at 11:59PM.

Registration Instructions (PDF)

Click Here To Register

The 2024 BCYF On-Line Registration is now open for all indoor exhibits and livestock (non-market). Deadline to register is June 15, 2024 at 11:59 pm. If you do not register by this date, you will not be able to exhibit at the 2024 fair – there will be no exceptions. 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. If you have questions in regards to the on-line registration process or are having problems with the registration site, please contact McKenna at secretary@berkeleycountyyouthfair.org.
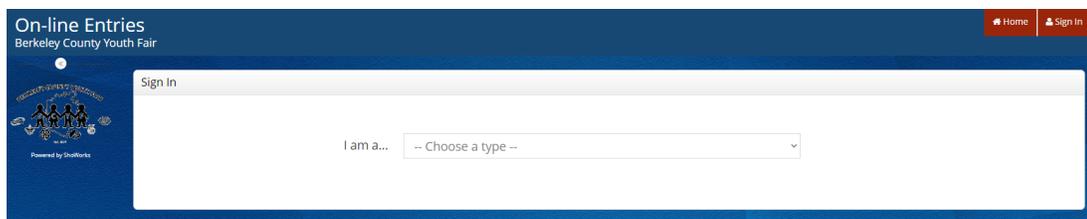
5. This will bring you to the following page
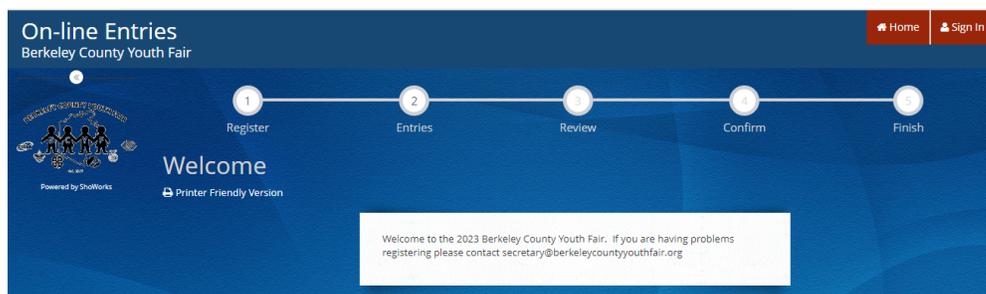
6. Click on the sign in button at the top left hand corner
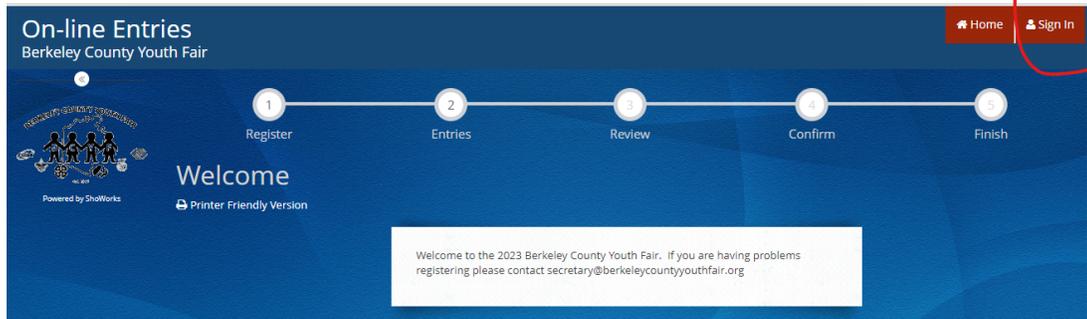
7. Next page you will see "I am a…." with a drop down box – from drop down box choose exhibitor

8. 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. <mark>PLEASE NOTE: Even though you may have exhibited at the 2023 fair, you will need to register as new exhibitor for 2024.</mark> 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 steer/hog/goat/lamb check in.
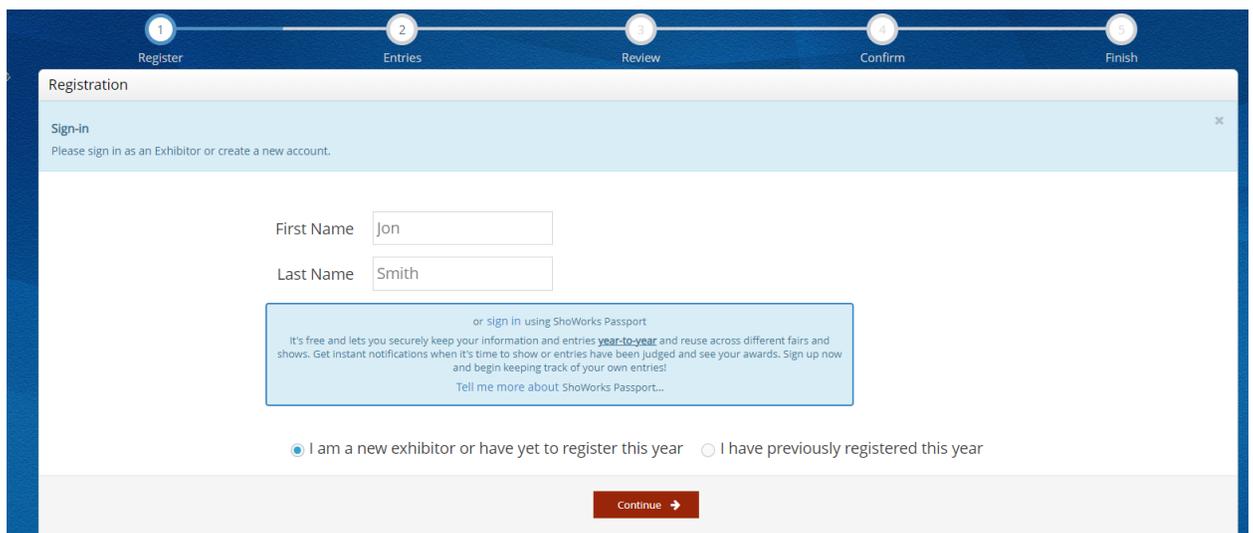
9. Next page - create a password **(Please remember this password you will be able to sign back in using your first and last name as your log in ID and the password you create on this screen).** All fields marked with a blue asterisk are required fields. Please make sure the information you enter is 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 we need to be aware of the issue while you are participating in livestock shows at the fair. Hit continue when form is complete.

10. 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

11. Changes to profile can be made here
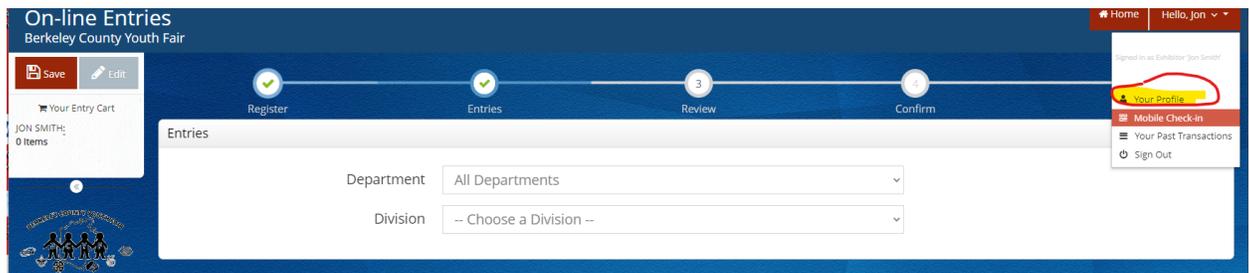
12. Exhibitors will be able to register for Showmanship. BCYF is asking that all exhibitors register for Showmanship for each species during on-line registration. Exhibitors will be able to opt out at the 2024 fair registration.
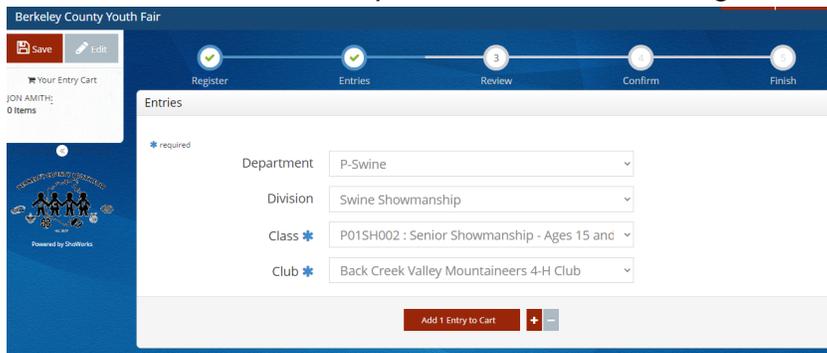
13. You are now ready to register your Please complete the required fields marked by a blue asterisk:

YOU WILL NEED TO SELECT:
   a. Department
   b. Divisions
   c. Class
   d. Club
   e. Fill in any information denoted by a blue asterisk for each entry.
   f. Click "Add Entry to Cart Button" at the bottom of screen.
   g. Below is an EXAMPLE of registration for a Market Hog.

14. You will see that 1 entry has been added. If you need to add another entry, you can add it on this screen by choosing the correct Department and continuing through the same steps in #13 and #14. Once you have added all entries – Hit Continue

15. Review the below screen to confirm that your entries are correct (EXAMPLE below shows four entries). 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.**

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

17. You are done and entries have been submitted – you will receive a confirmation email at the email address you entered – Click Finish

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

19. Click on "Receipt"

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

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21. On-line registration is complete.