

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@berkeleycountyouthfair.org.
2. On-Line registration questions, please contact McKenna Flohr at secretary@berkeleycountyouthfair.org.
3. Go to the following url: <https://berkeleycountyouthfair.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!

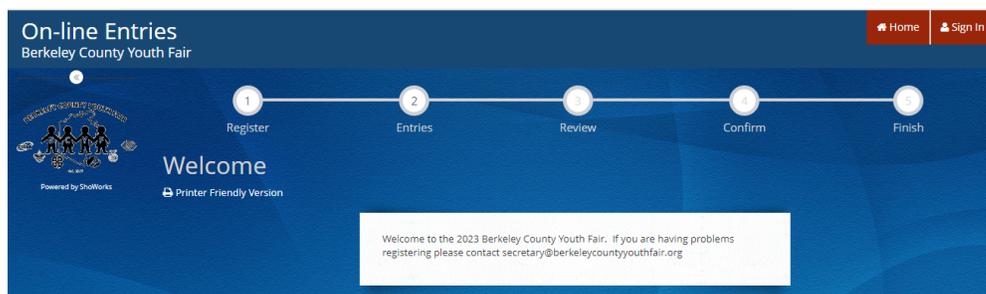
DEADLINE TO REGISTER IS JUNE 15, 2024 at 11:59PM.

[Registration Instructions \(PDF\)](#)

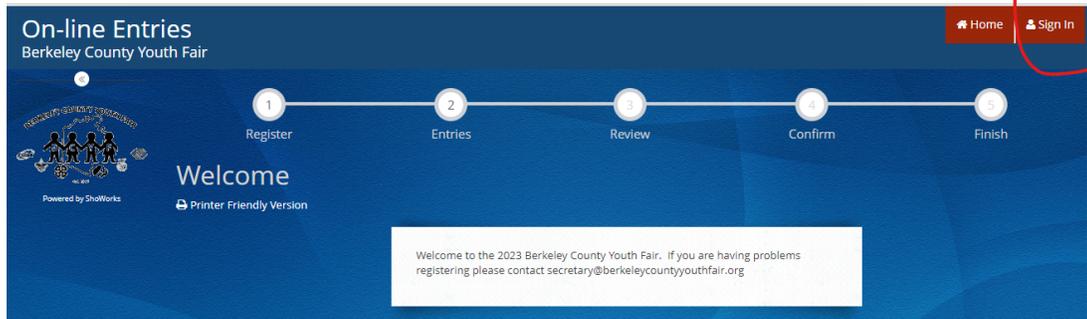
[Click Here To Register](#)

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@berkeleycountyouthfair.org.

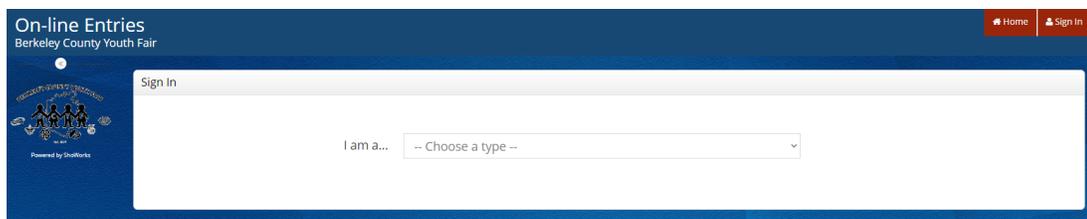
5. This will bring you to the following page



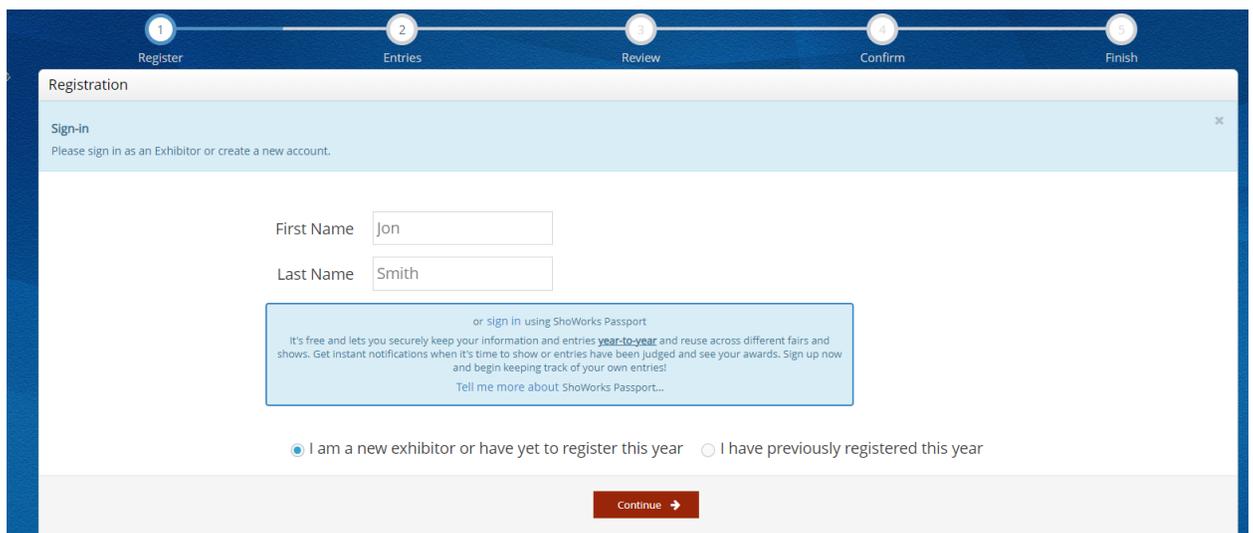
6. Click on the sign in button at the top left hand corner



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. **PLEASE NOTE: Even though you may have exhibited at the 2023 fair, you will need to register as new exhibitor for 2024.** 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.

The screenshot shows a registration form titled "Registration" with a progress bar at the top indicating steps: Register, Entries, Review, Confirm, and Finish. The "Register" step is active. The form is titled "Exhibitor Information" and includes a warning: "Please provide the following information and click the Continue button at the bottom. Information submitted may not be reflected in the local office for a delayed period of time." The form fields are as follows:

First Name	Jon
Last Name	Amith
Password *	*****
Re-type Password *	*****
Address *	1234 Fairground Way
Address2	
City *	Martinsburg
State/Prov *	WV
Postal Code *	25401
Phone Number *	(555) 555-5555
e-mail *	info@berkeleycountyouthfair.org
Re-type e-mail *	info@berkeleycountyouthfair.org
Date of Birth *	05/01/2012
Medical Issues (Y) *	Yes
T-Shirt *	Adult
T-Shirt Size *	M

A red "Continue" button with a right-pointing arrow is located at the bottom right of the form.

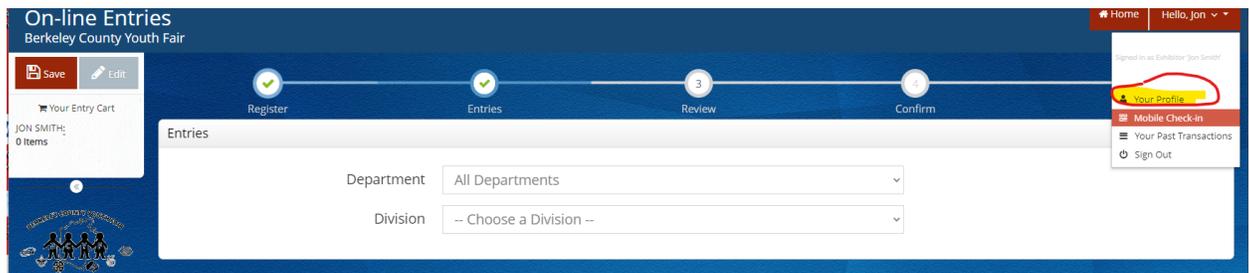
10. You will need to confirm all the information entered in previous screen - hit continue - if correct you can proceed with entries on the next screen - if incorrect - changes can be made in the your profile section on the next screen

The screenshot shows a confirmation screen titled "Registration" with a green header. The header text reads: "Confirm Registration Information" and "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." The form displays the following information:

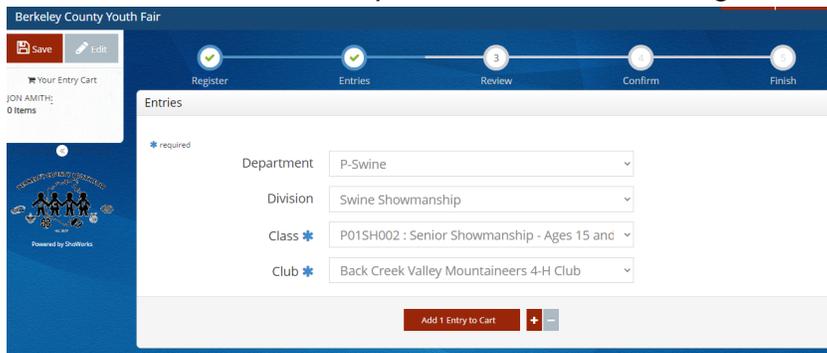
First Name	Jon
Last Name	Smith
Address	1234 Fairground Way
Address 2	
City	Martinsburg
State/Prov	WV
Postal Code	25401
Phone	(555) 555-5555
e-mail	info@berkeleycountyouthfair.org
Exhibitor Date of Birth	05/01/2012
Medical Issues (Y)	Yes

A red "Continue" button with a right-pointing arrow is located at the bottom right of the form.

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.

Entries

Auto-fill from previous... ▾

* required

Department P-Swine ▾

Division Market Hogs ▾

Class * P03MH999 : Market Hog (Online Registration C ▾

Animal Birth Date * 02/01/2023

Club * Back Creek Valley Mountaineers 4-H Club ▾

Family Backup (Y)(N) * No ▾

Add Entry to Cart ✓

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

Register Entries Review Confirm Finish

Entries

✓ 1 entry added

One 'Market Lamb' entry has been added to your cart. You may 'continue' to the next section at this time or select another Division to add more entries to your cart.

Department All Departments ▾

Division -- Choose a Division -- ▾

+ Add different Entry ↻ Add similar Entry

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.**

Register Entries Review Confirm Finish

Review of Cart

Continue to Check-out

The following is a list of items in your cart. To remove an item, click the ✕ button next to the item that you want to remove. To edit an item, click the # button.

⚠ You are not finished yet; you will still need to confirm in the upcoming steps.

Item	Description	Amount	Edit	Remove
Jan Animal Items				
Market Hogs	Class: P03MH999 - Market Hog (Online Registration Class) Birth Date: 02/01/2023 Club: Back Creek Valley Mountaineers 4-H Club Family Backup (Y)(N): No	\$0.00	# ✕	
Market Goats	Class: 02MAL999 - Market Goat (Online Registration Class) Birth Date: 3/1/2023 Club: Back Creek Valley Mountaineers 4-H Club Scraper Tag ID: 999999 Family Backup (Y)(N): No	\$0.00	# ✕	
Market Lamb	Class: 02MAL999 - Market Lamb (Online Registration Class) Birth Date: 3/1/2023 Club: Back Creek Valley Mountaineers 4-H Club Scraper Tag ID: 999999 Family Backup (Y)(N): No	\$0.00	# ✕	
Swine Showmanship	Class: P0101002 - Senior Showmanship - Ages 15 and older as of January 1, 2022 and Previous Intermediate Showmanship Winner Club: Back Creek Valley Mountaineers 4-H Club	\$0.00	# ✕	
Total for Jan Animal with 4 entries		\$0.00		
A TOTAL ITEMS IN CART:		\$0.00		
BALANCE DUE:		\$0.00		

+ Add items (check for Jan Animal) Empty Cart Save My Cart Set limit

Check out →

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

Confirm

Do you agree to the following?
Below are items which are about to be entered.

⚠ You have one more step remaining. Your items will NOT be added until you type 'YES' in the box below and click 'Submit'.

Item	Description	Amount
Jon Amith's Items:		
Market Hogs	Class: P03MH999 - Market Hog (Online Registration Class) Birth Date: 03/01/2023 Club: Back Creek Valley Mountaineers 4-H Club Family Backup (Y/N): No	\$0.00
Market Goats	Class: K04MG999 - Market Goat (Online Registration Class) Birth Date: 3/1/2023 Club: Back Creek Valley Mountaineers 4-H Club Scrapie Tag ID: 999999 Family Backup (Y/N): No	\$0.00
Market Lamb	Class: O03ML999 - Market Lamb (Online Registration Class) Birth Date: 2/1/2023 Club: Back Creek Valley Mountaineers 4-H Club Scrapie Tag ID: TBD Family Backup (Y/N): No	\$0.00
Swine Showmanship	Class: P01SH002 - Senior Showmanship - Ages 18 and older as of January 1, 2023 and Previous Intermediate Showmanship Winner Club: Back Creek Valley Mountaineers 4-H Club	\$0.00
Total for Jon Amith with 4 entries		\$0.00
4 TOTAL ITEMS IN CART:		\$0.00
BALANCE DUE:		\$0.00

Signature

On-line submission of data requires that you agree and will abide with the terms as defined in the published rules and regulations. For a copy of these rules and regulations, please contact the fair office.

YES I agree to the above statement. (type 'YES' if you agree)

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

Register Entries Review Confirm Finish

Completed!

✓ Submission Successful
Below is a summary of your transaction. You should print a detailed version at this time for your records or include in any correspondence.

🖨 Don't forget to print!

Transaction Summary for Berkeley County Youth Fair	
Confirmation ID:	berkeley-3075170859316
Total Exhibitors:	1
Total Entries:	4
Total Additional Items:	0
Transaction Time:	3/16/2023 5:09:01 PM
Transaction Amount:	\$0.00
Transaction Payment:	\$0.00
Transaction Balance:	\$0.00

Also, email a copy of my receipt to:

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

Transactions

The following transactions were made by the Exhibitor 'Jon Amith'. You may choose to print receipts for any transaction or print a packing list for all entries.

Receipt	Confirmation ID	Cart Time	Exhib	Entries	Fees	Amount
 Receipt	berkeley-3075170859316	3/16/2023 5:09:00 PM	1	4	0	\$0.00
			1	4	0	\$0.00

[Mobile Check-in](#)
[Review All](#)
[Packing List](#)

Filter Reports by:

19. Click on “Receipt”

Berkeley County Youth Fair
On-line Entries Receipt

ITEM	DESCRIPTION	WEN#	AMOUNT
Market Goats	Class: K04MG999 Class Description: Market Goat (Online Registration Class) Birth Date: 3/1/2023 Scrapie Tag ID: 999999 Club: Back Creek Valley Mountaineers 4-H Club Family Backup (Y)(N): No	242B75	\$0.00
Market Hogs	Class: P03MH999 Class Description: Market Hog (Online Registration Class) Birth Date: 2/1/2023 Club: Back Creek Valley Mountaineers 4-H Club Family Backup (Y)(N): No	DD7202	\$0.00
Market Lamb	Class: O03ML999 Class Description: Market Lamb (Online Registration Class) Birth Date: 2/1/2023 Scrapie Tag ID: TBD Club: Back Creek Valley Mountaineers 4-H Club Family Backup (Y)(N): No	B246A4	\$0.00
Swine Showmanship	Class: P01SH002 Class Description: Senior Showmanship - Ages 15 and older as of January 1, 2023 and Previous Intermediate Showmanship Winner Club: Back Creek Valley Mountaineers 4-H Club	259DDF	\$0.00
Total for Jon Amith with 4 entries Address: 1234 Fairground Way City: Martinsburg State/Prov: WV Postal Code: 25401 Phone: (555) 555-5555 e-mail: info@berkeleycountyouthfair.org DOB: 5/1/2012 Medical Issues (Y): Yes T-Shirt: Adult T-Shirt Size: M			
TOTAL:		\$0.00	
PAYMENTS:		\$0.00	
BALANCE DUE:		\$0.00	
EXHIBITOR NAME:		Jon Amith	
CONFIRMATION ID:		berkeley-3075170859316	
TRANSACTION TIME:		3/16/2023 5:08:59 PM	
 			
Berkeley County Youth Fair is not Charging for Entries.			
Berkeley County Youth Fair			
On-line Entries Receipt Summary			
4 TOTAL ITEMS IN CART:		\$0.00	
PAYMENTS:		-\$0.00	
BALANCE DUE:		\$0.00	
CONFIRMATION ID:		berkeley-3075170859316	
Transaction Time: 3/16/2023 5:08:59 PM			

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

ShoWorks Online Entries Receipt Inbox x



Berkeley County Youth Fair sweb@fairssoftware.email via sendgrid.net
to info

5:10 PM (1 minute ago) ☆ ↶ ⋮

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
Market Goats	Class: K04MG000 Class Description: Market Goat (Online Registration Class) Birth Date: 3/1/2023 Scrapie Tag ID: 999999 Club: Back Creek Valley Mountaineers 4-H Club Family Backup (Y)(N): No	242B75	\$0.00
Market Hogs	Class: P03MH000 Class Description: Market Hog (Online Registration Class) Birth Date: 2/1/2023 Club: Back Creek Valley Mountaineers 4-H Club Family Backup (Y)(N): No	D07202	\$0.00
Market Lamb	Class: O03ML000 Class Description: Market Lamb (Online Registration Class) Birth Date: 2/1/2023 Scrapie Tag ID: TBD Club: Back Creek Valley Mountaineers 4-H Club Family Backup (Y)(N): No	B246A4	\$0.00
Swine Showmanship	Class: P01SH002 Class Description: Senior Showmanship - Ages 15 and older as of January 1, 2023 and Previous Intermediate Showmanship Winner Club: Back Creek Valley Mountaineers 4-H Club	256DDF	\$0.00
Total for Jon Amith with 4 entries Address: 1234 Fairground Way City: Martinsburg State/Prov: WV Postal Code: 25401 Phone: (555) 555-5555 e-mail: info@berkeleycountyouthfair.org DOB: 5/1/2012 Medical Issues (Y): Yes T-Shirt: Adult T-Shirt Size: M			
TOTAL:		\$0.00	
PAYMENTS:		\$0.00	
BALANCE DUE:		\$0.00	
EXHIBITOR NAME:	Jon Amith		
CONFIRMATION ID:	berkeley-3075170859316		
TRANSACTION TIME:	3/16/2023 5:08:59 PM		
Berkeley County Youth Fair is not Charging for Entries.			
Berkeley County Youth Fair		On-line Entries Receipt Summary	

Z

21. On-line registration is complete.