

# Berkeley County Youth Fair On-Line Registration Instructions

- The 2025 BCYF On-Line Registration is now open for Market Steers and Beef Showmanship. Check-in (Deadline to register) is 12/14/24 and the Snow Date is 12/21/24. If you do not register by this date, you will not be able to exhibit a Market Steer at the 2025 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 <a href="mailto:secretary@berkeleycountyyouthfair.org">secretary@berkeleycountyyouthfair.org</a>.
- 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:

## 2025 On-Line Registration for Market Steers Only

Check-in (Deadline to register) is 12/14/24 and the Snow Date is 12/21/24



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

On-line Entries Berkeley County Youth Fair				🖬 Home 🔺 Sign In
Found by Schulers	I am a	Choose a type	v	

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 2025.

On-line Entrie Berkeley County Youth	2S 1 Fair					Home: Sign In
	Register Register		2 Entries	Review	Confirm	Finish
Reserved by Shaddhards	Sign-in Please sign in as an Exhibitor or create a new a	ccount.				×
		First Name	Jack			
		Last Name	Smith			
		It's free and lets you notifications when it	es sign in o securely keep your information and ent 's time to show or entries have been un Tell me more a	Img Shorkvers Passport in yang-bayes and nucle across different fairs and shi ged and see your awards. Sign up now and begin keepin where entries? Ubout Shorkverks Persport	sws. Get instant ig track of your	
		🏮 l am a nei	w exhibitor or have yet to r	egister this year 💿 I have previously	/ 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 2025 fair. Please select a T-Shirt Size. Hit continue when form is complete.

On-line Entrie Berkeley County Youth	2S n Fair				# Home	🛦 Sign In
-	Register	2 Entries Revi	) w	onfirm Fin	) ish	
STRATE S	Registration					
Powered by Sholllorks	Exhibitor Information Please provide the following information and click the Continu	e button at the bottom, information submitted may not be reflect	ed in the local office for a delayed period of tim	a.		×
	First Name	Jack				
	Last Name	Smith				
	Password 🍁					
	Re-type Password 🗱					
	Address 🗱	1234 Fairground Way				
	Address2					
	City 🍁	Martinsburg				
	State/Prov 🍁	WV				
	Postal Code 🗱	25402				
	Phone Number 🍁	<b>\$</b> (555) 123-4567				
	e-mail 🌟	info@berkeleycountyyouthfair.org				
	Re-type e-mail 🗰	info@berkeleycountyyouthfair.org				
	Date of Birth 🇚	5/1/2012				
	Medical Issues (Y) 🗱	No ~				
	T-Shirt 🛊	Adult ~				
	T-Shirt Size 🎓	M ~				
Provincial State		Continu				
		CONTRACT				

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				
Registration				
<ul> <li>Confirm Registration Information</li> <li>The following information will be associated with yo</li> </ul>	ur 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

On-line Entrie Berkeley County Youth	2S h Fair					Home Hello, jack → ★
Save Fight	Panistar		Entrier	3 Priting	Confirm	Tigreed on an Exhibition Such Shorthy
JACK SMITH: 0 Items	Entries		entries	Review	Commit	Mobile Check-in  Your Past Transactions
0		Department	Choose a Department		v	O Sign Out
A&&&						

14. You are now ready to register your exhibits for the 2025 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 You	ies <sub>ith Fair</sub>					Home Hello, Jack 🗸 🍷
🖺 Save 🧳 Edit	<u></u>		<u> </u>	3	0	
🍽 Your Entry Cart	Register		Entries	Review	Confirm	Finish
JACK SMITH: 0 Items	Entries					
•		Department	Choose a Department		Ŷ	
- 14M						

#### 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, 2025 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:

🖹 Save 🥜 Edit	<u> </u>	<u> </u>	3	
Your Entry Cart	Register	Entries	Review	Confir
Pet Pals - Sma	1 antru addad			
Wiggle N Wags Dairy Showmans Holstein Show	One 'Holstein Show' entry has been added to your cart. You ma	ay 'continue' to the next section at this time or s	elect another Division to add more entries to y	your cart.
Wiggle N Wags Dairy Showmans Holstein Show 5 Items	One Holstein Show' entry has been added to your cart. You ma	y continue to the next section at this time or so Choose a Department	elect another Division to add more entries to y	your cart.

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.

y Cert	Register E	ontries.	3 Review			Confirm R
Review of Carl						
Continue to Check	Nout	button next to th	e <u>tern that you</u> want to remove. To edit an item, cick the 🖋 but	tpm.		
			tou are not finished yet: You will still need to confirm in the upce	oming steps.		
and the second se		ten	Description	Amount Ed	R. Ren	9/4
		Jack Smith's Item	•			
<b>4</b>		Biorie	Class: A020/F01 - Bicycling For Fun Year 1 Club: Arten 4-H Club	\$0.00	*	
		Forage Crops	Class: 803AGM03 - Hay - Alfalfa Grass Mixture Club: Hedgetxille FFA	\$0.00	*	
		Pet Pais - Small Pets	Class: G879P001 - Pet Pals Year 1 Club: Hedgeovilla FFA Type of Pet: Hermit Crab	\$0.00	*	
		Wiggle N Wags	Class: H01WW001 - Wiggles N Wags Year 1 Class: H01WW001 - Wiggles N Wags Year 1 Breed of Dog: Border Colle Name of Dog: Barder Colle Name of Dog: Bar	\$0.00	*	
		Dairy Showmanship	Class: (J/SH002 - Servior Showmanchip - Ages 15 and older as of January 1, 2022 and Previous Intermediate Showmanchip Winner Club: Anden 4-H Club	\$0.00	*	
		Holstein Show ¶ल्	Class: J05H5003 - Service Heffer Calf - Born September 1, 2021 - November 30, 2021 Birth Date: 09100/2021 Clube: Adee: 4-44 Club	50.00	*	
		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

	item	Description	ount	
	Jack Smith's items:			
	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	60.00	
	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	60.00	
	Total for Jack Smith wi	th 6 entries	60.00	
	6 TOTAL ITEMS IN CAR	D:	60.00	
	BALANCE DUE:		0.00	
Signatu On-line submis For a copy of th	re sion of data requires that you ese rules and regulations, plea	agree and will abide with the terms as defined in the ase contact the fair office.	shed rules and regulations.	

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"

Transactions			The second s	in the second second	
The following transactions were made by the Exhibito	'Tom Jones'. You may choose to print receipts for any transaction or print a pa	cking list for all entries.			_
Receipt Confirmation ID	Cart Time	Ethib	Entries	Fees	Amount
Roccupt Dickeley-1128111230861	5/8/2021 11:12:31 AM	1	9	0	\$0.00
		1	9	0	\$0.00
	Mobile Check an 📃 Review All	The Destation of the De			
	Filter Reports by:	All	v		

	Berk	eley County Yo On-line Entries Receip	uth Fair		
ITEM	DESCRIPTION			WEN#	AMOUNT
Bicycle	Class: A02BFF01 Class Description: Club: Arden 4-H C	Bicycling For Fun Year 1 lub		D4FD05	\$0.00
Dairy Showmanship	Class: J01SH002 Class Description: January 1, 2022 ar Club: Arden 4-H C	Senior Showmanship - Ages nd Previous Intermediate Sho lub	15 and older as of wmanship Winner	26CFD4	\$0.00
Forage Crops	Class: B03AGM03 Class Description: Club: Hedgesville	Hay - Alfalfa Grass Mixture FFA		4BB1ED	\$0.00
Holstein Show	Class: J05HS003 Class Description: November 30, 202 Birth Date: 9/30/20 Club: Arden 4-H C	Senior Heifer Calf - Born Sep 1 121 Iub	otember 1, 2021 -	0B476A	\$0.00
Pet Pals - Small Pets	Class: G07PP001 Class Description: Club: Hedgesville Type of Pet: Hermi	Pet Pals Year 1 FFA it Crab		763449	\$0.00
Wiggle N Wags	Class: H01WW001 Class Description: Club: Arden 4-H C Breed of Dog: Bord Name of Dog: Jax	l Wiggles N Wags Year 1 lub der Collie		0DB7B2	\$0.00
Total for Jack Sr Address: 1234 Fa City: Martinsburg State/Prov: WV Postal Code: 254 Phone: (555) 123 e-mail: info@berk DOB: 5/1/2012 Medical Issues (Y T-Shirt: Adult T-Shirt Size: M	nith with 6 entries irground Way 22 -4567 eleycountyyouthfair. ): No	org			
TOTAL: PAYMENTS: BALANCE DI EXHIBITOR I CONFIRMAT TRANSACTIO	JE: NAME: ION ID: ON TIME:	\$0.00 \$0.00 Jack Smith berkeley-2127124006663 5/7/2022 12:40:06 PM			
Berkeley County	Youth Fair is not Ch	arging for Entries.			

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

From: Berkeley County Youth Fair <<u>sweb@fairsoftware.email</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 Cou	inty Y	outh Fair			
	On-line Entri	es Ke	2ept		14/5414	
	ILEM		DESCRIPTION		WEN#	AMOUN
	0		Class: A02BFF01			
	вісусіе		Class Description: Bicycling For Fun Year 1		D4FD05	\$0.0
			Club: Arden 4-H Club			
	Dairy		Class Description: Senior Showmanshin - Ares 15 and older as of			
	Showmanshi	'n	Lanuary 1 2022 and Previous Intermediate Showmanshin Winne	r	26CFD4	\$0.0
	SHOWINGIISH	P	Club: Arden 4-H Club			
		-	Class: B03AGM03		-	
	Forage Crop		Class Description: Hay - Alfalfa Grass Mixture		4BB1ED	\$0.0
			Club: Hedgesville FFA			
		_	Class: J05HS003			
			Class Description: Senior Heifer Calf - Born September 1, 2021 -			
	Holstein Sho	w	November 30, 2021		0B476A	\$0.0
			Birth Date: 9/30/2021			
			Club: Arden 4-H Club			
			Class: G07PP001			
	Pet Pals - Sm	all	Class Description: Pet Pals Year 1		762410	
	Pets		Club: Hedgesville FFA		763449	\$0.0
			Type of Pet: Hermit Crab			
						_
		Class	: H01WW001			
		Class	Description: Wiggles N Wags Year 1			
wigg	ie n wags	Club:	Arden 4-H Club	57B2	\$0.00	
		Bree	o or Dog: Border Collie			
ratal	for lash for	in and	e or Dog. Jak	_		
Addr	OFFICE ACK SHI		n o entries			
Citur	Martineburg	Biodi	ia way			
State	/Prov: WV					
Posta	l Code: 2540	2				
Phon	e: (555) 123-	4567				
e-ma	il: info@berk	elevc	ountyyouthfair.org			
DOB:	5/1/2012					
Medi	cal Issues (Y)	: No				
T-Shi	rt: Adult					
T-Shi	rt Size: M					
тоти	AL:		\$0.00			
PAYN	MENTS:		\$0.00			
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EVIII			Right-	lick or		×
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CON	FIRMATION I	D:	berkeley-2127124006663			
TRAM	SACTION TIM	NE:	5/7/2022 12:40:06 PM			
Berke	eley County Y	outh	Fair is not Charging for Entries.			
Berke	eley County Y	outh I	Fair			-
Dn-lii	ne Entries Re	ceipt :	Summary			
5 TO	TAL ITEMS IN	CART	\$0.00			
PAYN	IENTS:		-\$0.00			
BALA	NCE DUE:		\$0.00			
CONF	IRMATION I	D:	berkeley-2127124006663			
			Transaction Time: 5/7/2022 12:40:06 PM			
			John Chine of Cheve and Long Pill			