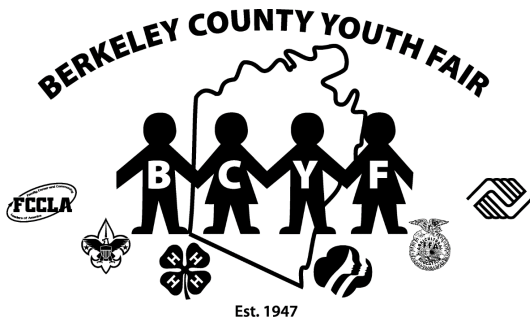




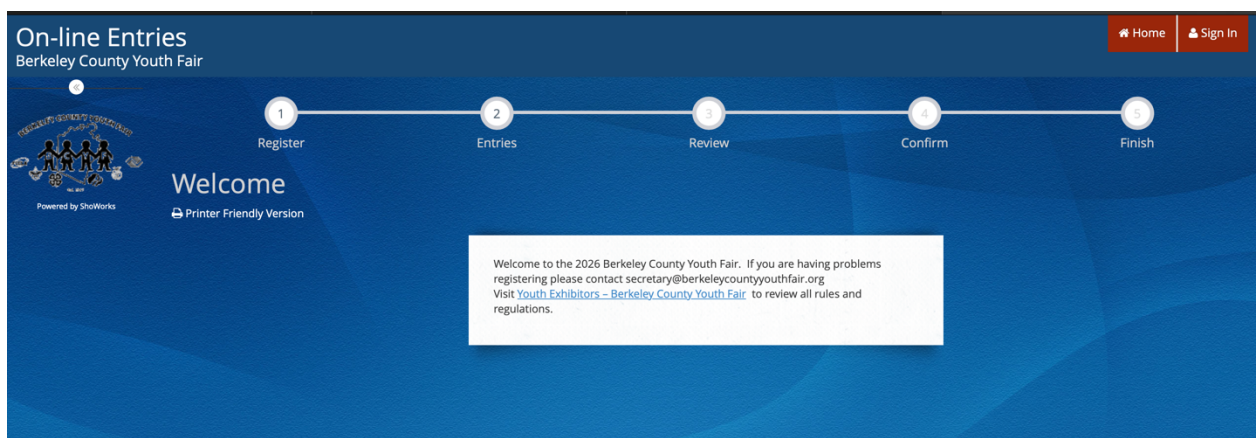
Berkeley County Youth Fair

Market Steer

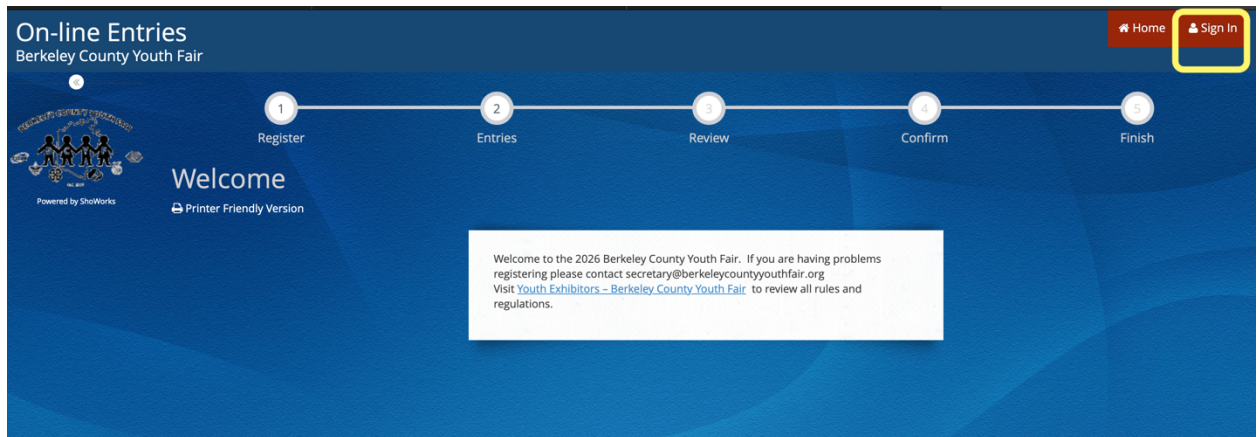
On-Line Registration

Instructions

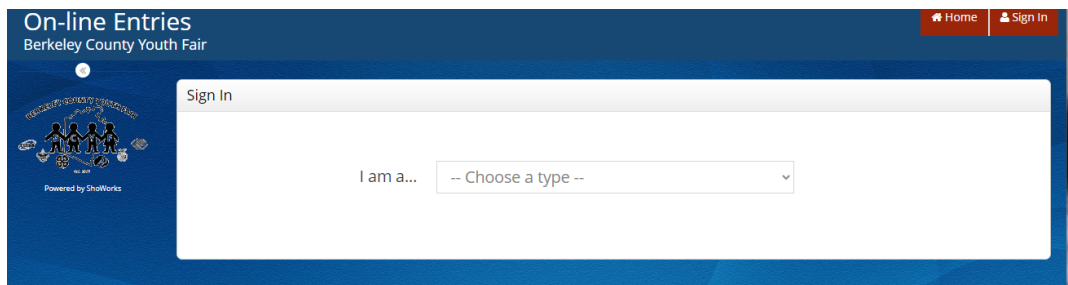
1. The 2026 market steer check in is scheduled for December 13, 2025 from 8 am until 10 am at the fairgrounds. The market steer **MUST BE** ear tagged on this date. BCYF is requesting that exhibitors pre-register market steers prior to ear tagging. If exhibitors do not pre-register, exhibitors will be able to register on-line on December 13th at the check in.
2. If you have questions, please contact Scott Boyd, Beef Chairperson at beef@berkeleycountyouthfair.org or Judy Secrist, Livestock Chairperson at livestock@berkeleycountyouthfair.org.
3. On-Line registration questions, please email secretary@berkeleycountyouthfair.org.
4. Go to the following url: <https://berkeley.fairwire.com>
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 2025 fair, you will need to register as new exhibitor for 2026.**

The screenshot displays the 'Registration' form. It includes input fields for 'First Name' (containing 'Jane') and 'Last Name' (containing 'Smith'). Below these is a 'Sign-in' section with the instruction 'Please sign in as an Exhibitor or create a new account.' and a blue box explaining the 'ShowWorks Passport' system. At the bottom, there are two radio buttons: 'I am a new exhibitor or have yet to register this year' (which is selected) and 'I have previously registered this year'. A red 'Continue' button is located at the bottom right.

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.

On-line Entries
Berkeley County Youth Fair

HomeSign In

1Register2Entries3Review4Confirm5Finish

Registration

Exhibitor Information

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.

First Name

Jane

Last Name

Smith

Password *

Re-type Password *

Address *

1234 Fairground Way

Address2

City *

Martinsburg

State/Prov *

WV

Postal Code *

25402

Phone Number *

(999) 999-9999

e-mail *

info@berkeleycountyouthf

Re-type e-mail *

info@berkeleycountyouthf

Date of Birth *

5/1/2012

Medical Issues (Y) *

No

T-Shirt *

Adult

T-Shirt Size *

L

Continue

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

On-line Entries
Berkeley County Youth Fair

Home Sign In

1 Register 2 Entries 3 Review 4 Confirm 5 Finish

Registration

✓ 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 Jane
Last Name Smith
Address 1234 Fairground Way
Address 2
City Martinsburg
State/Prov WV
Postal Code 25402
Phone (999) 999-9999
e-mail info@berkeleycountyyouthfair.org

Exhibitor Date of Birth 5/1/2012
Medical Issues (Y) No
T-Shirt Adult
T-Shirt Size L

Continue →

11. Changes to profile can be made here

On-line Entries
Berkeley County Youth Fair

Home Hello, Jane

Save Edit

Your Entry Cart
JANE DOE,
0 Items

1 Register 2 Entries 3 Review 4 Confirm

Entries

Department All Departments
Division -- Choose a Division --

Sign In as Exhibitor 'Jane Doe'

Your Profile
Mobile Check-in
Your Past Transactions
Sign Out

12. Exhibitors will be able to register for Showmanship. BCYF is asking that all exhibitors register for Showmanship during on-line registration. Exhibitors will be able to opt out at the 2026 fair registration.

The screenshot shows a registration form titled "Entries". It includes a legend where a blue asterisk indicates a required field. The form has four dropdown menus: "Department" set to "I-Beef", "Division" set to "Beef Showmanship", "Class" (marked with a blue asterisk) set to "I01SH002 : Senior Showmanship - Ages 15 and", and "Club" (marked with a blue asterisk) set to "Musselman FFA". At the bottom right is a red button labeled "Add Entry to Cart" with a checkmark icon.

13. You are now ready to register your market steer – Please complete the required fields marked by a blue asterisk:
- Department - choose "Department I – Beef"
 - Divisions – "Market Steer"
 - Class – "I11MS999 – Market Steer On-Line Registration Class"
 - Animal birthdate – enter the date the market steer was born
 - Club – Choose the club that you are representing with the market steer
 - Family Backup (Y/N): Exhibitors shall be allowed to share a family backup market animal and sharing is limited to only siblings and step-siblings. The family backup market animal must be the same species that the exhibitor tagged in on check in day. If family is checking in a family backup animal – it MUST BE REGISTERED UNDER EACH EXHIBITOR IT COULD BE UTILIZED AS A BACK UP BY.
 - PLEASE NOTE – If you are checking in more than one market steer – you will need to add an entry for each market steer**
 - Below is an EXAMPLE of registration for a Market Steer.

This screenshot shows the "On-line Entries" page for the Berkeley County Youth Fair. A progress bar at the top indicates five steps: Register, Entries (current), Review, Confirm, and Finish. The "Entries" form includes a legend for required fields (blue asterisk). The fields are: "Department" (I-Beef), "Division" (Market Steers), "Class" (marked with a blue asterisk) (I11MS999 : Market Steers (Online Registration Class)), "Animal Birth Date" (marked with a blue asterisk) (10/25/2021), "Club" (marked with a blue asterisk) (Musselman FFA), and "Family Backup (Y)(N)" (marked with a blue asterisk) (No). A red "Add Entry to Cart" button is at the bottom right. On the left, a sidebar shows a "Your Entry Cart" for JANE SMITH with 0 items, and a logo for the fair.

14. Click Add Entry to Cart

On-line Entries
Berkeley County Youth Fair

Home Hello, Jane

Save Edit

Your Entry Cart
JANE SMITH:
0 Items

Register Entries Review Confirm Finish

Entries

* required

Department I-Beef

Division Market Steers

Class * I11MS999 : Market Steers (Online Registration Class)

Animal Birth Date * 10/25/2021

Club * Musselman FFA

Family Backup (Y)(N) * No

Add Entry to Cart ✓

15. You will see that 1 entry has been added. If you need to add a second market steer (either individual steer or family back up steer) you can add it on this screen by choosing Department I – Beef and continuing through the same steps in #13 and #14. Once you have added all entries – Hit Continue

On-line Entries
Berkeley County Youth Fair

Home Hello, Jane

Save Edit

Your Entry Cart
JANE SMITH:
Market Steers
1 Items

Register Entries Review Confirm Finish

Entries

✓ 1 entry added
One 'Market Steers' 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 →

16. Review the below screen to confirm that your entries are correct (EXAMPLE below shows two entries which one is the family back up animal). 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.**

On-line Entries
Berkeley County Youth Fair

Home Hello, Jane

Save Edit

Your Entry Cart

JANE SMITH:
Market Steers
Market Steers
2 Items

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 **X** 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
Jane Smith's items:				
Market Steers	Class: I11MS999 - Market Steers (Online Registration Class) Birth Date: 10/25/2021 Club: Musselman FFA Family Backup (Y/N): No	\$0.00	✎	X
Market Steers	Class: I11MS999 - Market Steers (Online Registration Class) Birth Date: 10/01/2021 Club: Musselman FFA Family Backup (Y/N): Yes	\$0.00	✎	X
Total for Jane Smith with 2 entries		\$0.00		
2 TOTAL ITEMS IN CART:		\$0.00		
BALANCE DUE:		\$0.00		

+ Add more Entries for Jane Smith Empty Cart Save this cart for later **Check-out**

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

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
Jane Smith's items:		
Market Steers	Class: I11MS999 - Market Steers (Online Registration Class) Birth Date: 10/25/2021 Club: Musselman FFA Family Backup (Y/N): No	\$0.00
Market Steers	Class: I11MS999 - Market Steers (Online Registration Class) Birth Date: 10/01/2021 Club: Musselman FFA Family Backup (Y/N): Yes	\$0.00
Total for Jane Smith with 2 entries		\$0.00
2 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.

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

Submit

By typing 'YES' you agree and

18. You are done and entries have been submitted – you will receive a confirmation email at the email address you entered – Click 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-1301174258653
Total Exhibitors:	1
Total Entries:	2
Total Additional Items:	0
Transaction Time:	10/28/2021 5:43:00 PM
Transaction Amount:	\$0.00
Transaction Payment:	\$0.00
Transaction Balance:	\$0.00

☒ Also, email a copy of my receipt to: info@berkeleycountyouthfair.org

[Print Detailed Receipt](#) [Finish](#)

19. You can print a detailed receipt by clicking “Print Detailed Receipt”

Receipt - Google Chrome

berkeley.fairwire.com/receipt.aspx?CID=berkeley-1301174258653

Berkeley County Youth Fair	
On-line Entries Receipt	
ITEM	DESCRIPTION
Market Steers	Class: I11MS999 Class Description: Market Steers (Online Registration Class) Birth Date: 10/25/2021 Club: Musselman FFA Family Backup (Y)(N): No
5C3464	\$0.00
Market Steers	Class: I11MS999 Class Description: Market Steers (Online Registration Class) Birth Date: 10/1/2021 Club: Musselman FFA Family Backup (Y)(N): Yes
683B58	\$0.00
Total for Jane Smith with 2 entries Address: 1234 Fairground Way City: Martinsburg State/Prov: WV Postal Code: 25402 Phone: (999) 999-9999 e-mail: info@berkeleycountyouthfair.org DOB: 5/1/2012 Medical Issues (Y): No	
TOTAL:	\$0.00
PAYMENTS:	\$0.00
BALANCE DUE:	\$0.00
EXHIBITOR NAME:	Jane Smith
CONFIRMATION ID:	berkeley-1301174258653
TRANSACTION TIME:	10/28/2021 5:42:58 PM
Berkeley County Youth Fair is not Charging for Entries.	
Berkeley County Youth Fair	
On-line Entries Receipt Summary	
2 TOTAL ITEMS IN CART:	\$0.00
PAYMENTS:	-\$0.00
BALANCE DUE:	\$0.00
CONFIRMATION ID:	berkeley-1301174258653
Transaction Time: 10/28/2021 5:42:58 PM	

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

From: Berkeley County Youth Fair <sweb@fairsoftware.email>
Date: October 28, 2021 at 5:43:40 PM EDT
To: info@berkeleycountyouthfair.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 Receipt			
ITEM	DESCRIPTION	WEN#	AMOUNT
Market Steers	Class: I11MS999 Class Description: Market Steers (Online Registration Class) Birth Date: 10/25/2021 Club: Musselman FFA Family Backup (Y)(N): No	5C3464	\$0.00
Market Steers	Class: I11MS999 Class Description: Market Steers (Online Registration Class) Birth Date: 10/1/2021 Club: Musselman FFA Family Backup (Y)(N): Yes	683B58	\$0.00
Total for Jane Smith with 2 entries Address: 1234 Fairground Way City: Martinsburg State/Prov: WV Postal Code: 25402 Phone: (999) 999-9999 e-mail: info@berkeleycountyouthfair.org DOB: 5/1/2012 Medical Issues (Y): No			
TOTAL:		\$0.00	
PAYMENTS:		\$0.00	
BALANCE DUE:		\$0.00	
EXHIBITOR NAME:		Jane Smith	
CONFIRMATION ID:		berkeley-1301174258653	
TRANSACTION TIME:		10/28/2021 5:42:58 PM	
Berkeley County Youth Fair is not Charging for Entries.			

Berkeley County Youth Fair
On-line Entries Receipt Summary

2 TOTAL ITEMS IN CART: \$0.00
PAYMENTS: -\$0.00
BALANCE DUE: \$0.00
CONFIRMATION ID: berkeley-1301174258653

Transaction Time: 10/28/2021 5:42:58 PM