



Step-by-step guide for entering OC Fair competitions.

Read the competition guides for important dates and unique guidelines regarding your entries at ocfair.com/oc-fair/competitions-contests/



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PREPARATION BEFORE ENTERING

- Decide on the title/description for the entry.
- Locate your photo image(s) of your entry (if the competition requires it)
- Have your credit card available.
- During registration, we recommend that you **"Save"** your cart often to prevent losing any entry information. Registration sessions expire after 20 minutes of inactivity.

ONLINE ENTRY WEBPAGE

Click ocfair.fairwire.com for Culinary, Hobbies & Handcrafts, Jewelry, Table Settings, Collections, Fine Arts, Photography and Woodworking.

Click ocgard.fairwire.com for Garden & Floral

You will see a **Welcome Page** (ocfair.fairwire is shown below).

- Read welcome message and/or print it to use as a reference.
- Note: last year's exhibitor accounts have been deleted (*excluding ShoWorks Passport users*).
- Please create a new exhibitor profile. You only need to do this once.

The numbered steps along the top of page are clickable and show the current section you are on

OC Fair & Event Center On-line Entries

OC Fair & Event Center

Home Sign In

1 Register 2 Entries 3 Review 4 Pay 5 Confirm 6 Finish

ALWAYS A GOOD TIME
JULY 19 - AUG 16, 2024

Welcome
Printer Friendly Version

Powered by ShoWorks

Welcome to the 2024 OC Fair

1) COMPETITION GUIDES:

- PLEASE DOWNLOAD AND READ BEFORE ENTERING.
- These contain information on updated divisions, size restraints, how to enter, and rules & regulations. Located at: <http://www.ocfair.com/competitions>

2) HELP WITH ENTERING:

- Complete step-by-step Entry Tutorial Guide is online at: <https://ocfair.com/oc-fair/competitions-contests/entry-tutorial>

TO CREATE AN ACCOUNT:

- Click the blue "Sign In" button top right of your screen.
- Then use the drop down menu "choose a type" - to select either "Exhibitor" or "Quick Group" (for multiple exhibitors).
- You will need to create a new password (prior passwords are no longer active). Passwords must only contain letters and numbers; no special characters. Passwords are case sensitive.
- Youth entries must be submitted under youth's name. Please include parent/guardian name under the "Pay Premiums to" or "Contact" field when submitting.
- Be sure to include apartment number with your address.
- Be sure to click on "Save Cart" if you plan to exit the entry process before paying processing fees. Sessions expire after 20 minutes of inactivity with automatic log off. "Save the cart" if you plan on leaving the computer for more than 20 minutes.
- Date of Birth is required for all entries.

Use the "TAB" key instead of "ENTER" key to move from one data entry field to the next.



STEP 1. REGISTER



1. Click on the "Sign In" button towards the top right corner of the screen



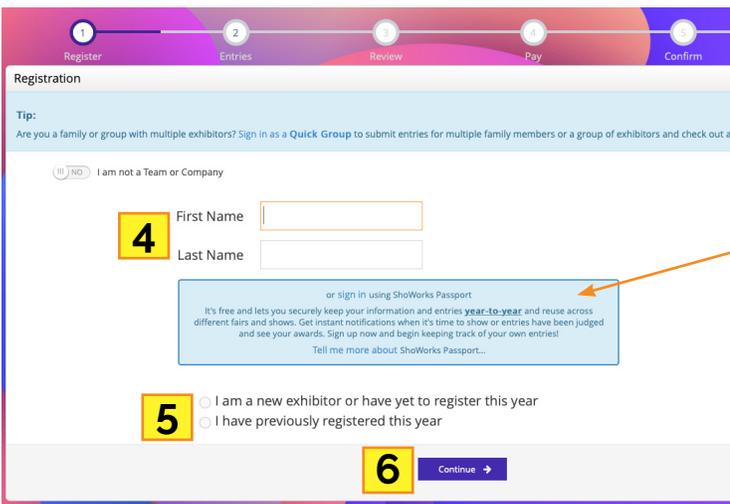
2. Click the dropdown arrow in the "I am a..." box to select exhibitor type.

3. Select "Exhibitor" if you are registering entries for one person.

- Select **"Quick Group"** only if you are registering entries for multiple exhibitors and want to pay the processing fees for all of them in one transaction.
- Select **"Passport"**. It's free and lets you securely keep your information and entries year-to-year and reuse across different fairs and shows.
- **"Administrator"** is for OC Fair staff use only.

Existing ShoWorks Passport user
Sign in with your account see page 7.

New ShoWorks Passport user
See page 7 to create an account.



4. Enter "First Name", "Last Name".

- Your name will be printed, as inputed, on the entry display tags. Please check spelling and use proper capitalization.
- Do not use business or fictitious names.

Or sign in if registered as a Passport user, see page 7.

5. Click "I am a new exhibitor".

6. Click "Continue" button.



REGISTRATION CONTINUED

The screenshot shows a registration form titled "Registration" with a progress bar at the top. The progress bar has six steps: 1. Register, 2. Entries, 3. Review, 4. Pay, 5. Confirm, and 6. Finish. Step 1 is highlighted with a yellow box and a number 1. Below the progress bar, the form is titled "Exhibitor Information" and includes a note: "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: First Name (test), Last Name (test), Password (with a yellow box and number 1), Re-type Password, Pay premiums to (with a yellow box and number 2), Address (with a yellow box and number 3), City, State/Prov, Postal Code, County, Country, Phone Number (with a yellow box and number 4), e-mail (with a yellow box and number 4), Re-type e-mail, Age, Date of Birth (with a yellow box and number 5), and Cell Phone #. At the bottom right, there is a "Continue" button with a yellow box and number 6.

Complete profile information.
Items with an asterisk are required.

1. Password should be easy to remember.

- Only use letters and numbers.
- No special characters such as #, &, (
- Password is case sensitive.
- Up to 11 characters long.

2. When registering a child, the "Pay premiums to" box is required.

- This is the name that, in the event that the child receives a monetary prize, the check will be made out to. Usually a parent or guardian will be able to cash this out so please include their first and last name.

3. Address:

- Make sure to include apartment number.

4. Email address and phone number.

- Email will be used to send information,
- Check your spam folders and whitelist emails coming from "@ocfair.com" domain.

5. Enter "Date of Birth" as MM/DD/YYYY.

- Review all of the information
- Use the "Back" button of your web browser if necessary.
- You will also have another opportunity to edit your profile during "Review Cart".

6. Click "Continue" button.



STEP 2. ENTRIES

1

1. Select department

- Click on the dropdown menu arrow to select the “Department” for your entry.

2

2. Select division

- Click on the dropdown menu arrow to select the “Division” for your entry.

3

3. Select class

- Click the dropdown menu arrow to select the “Class” for your entry.

4

4. Enter entry title, description and year work was created (not all divisions require this information)

- Check for correct spelling and grammar as this information will be printed on your display tag space permitting.
- Year created must be within two years

5

5. Sales info, select from the dropdown menu:

- For sale, enter price below
- NFS is 'Not for Sale'
- POR is 'Price on Request'

6

6. Click “Add Entry to Cart”.

- Note: Visual Arts, Collections and Hobbies & Handcrafts entries will have an “Upload attachment needed” message box displayed

7 Cart

- You can see your entries and running total here

8. If you have additional entries;

- Click “Add different Entry”, OR
- Click “Add similar Entry” (same department/division)

9. Click “Continue” when done adding entries

7

8

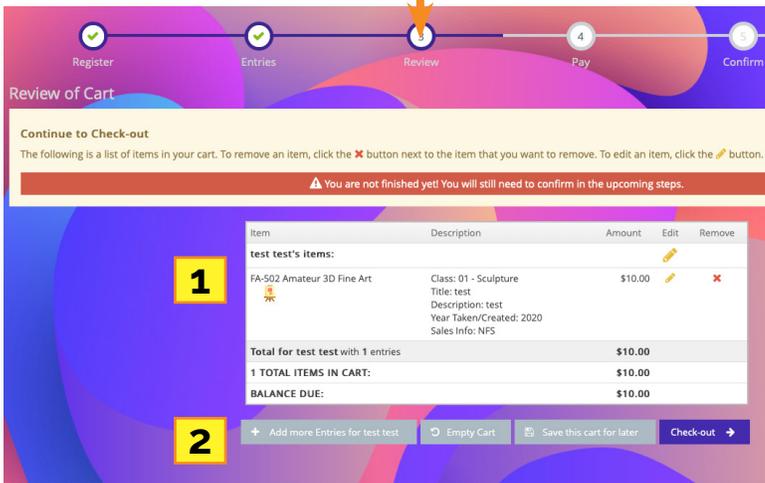
9



ENTRY TUTORIAL



STEP 3. REVIEW



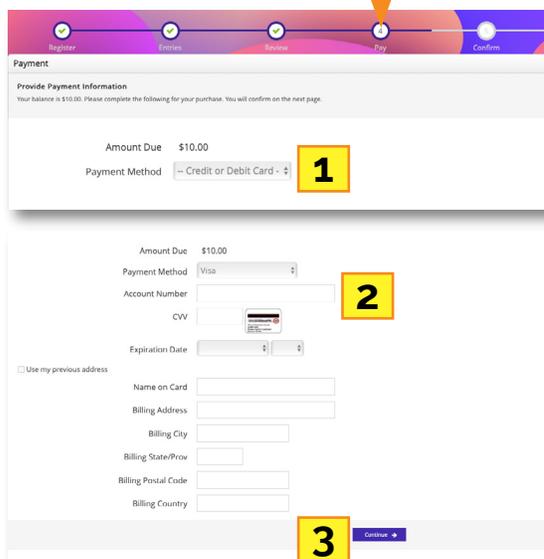
1. Review of cart before checkout

- You may **remove an entry** by clicking the **"X"** to the far right of the line item.
- You may **edit** your exhibitor or entry information by clicking the **"pencil"** icon.

2. Review choices

- **"Add more Entries"**
- **"Empty Cart"** deletes all entries.
- **"Save this cart for later"** if you plan to pay (Check-out) or add more entries at a later time.
- **Click "Check out"** when you have no additional entries. Prepare to pay the entry fees with your credit card.

STEP 4. PAY



1. Click on the dropdown menu arrow to choose the "Payment Method".

- Select Visa, Master Card or American Express.

2. Enter your credit card information.

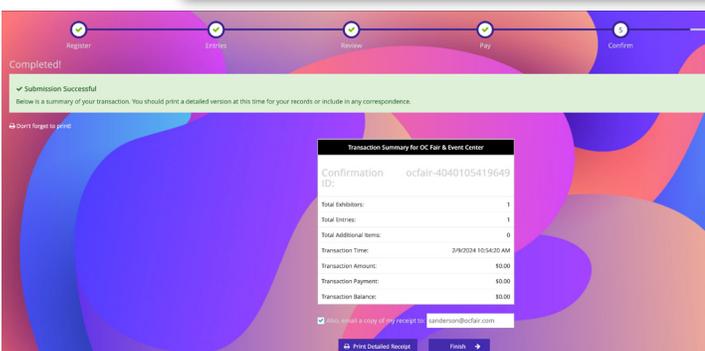
- Verify entered information.

3. Click "Continue".

One of two **Completed** screens will appear depending on if upload of images are needed.

4. You can "Print Detailed Receipt"

- and/or have it sent to your email account.



5. Click "Finish"

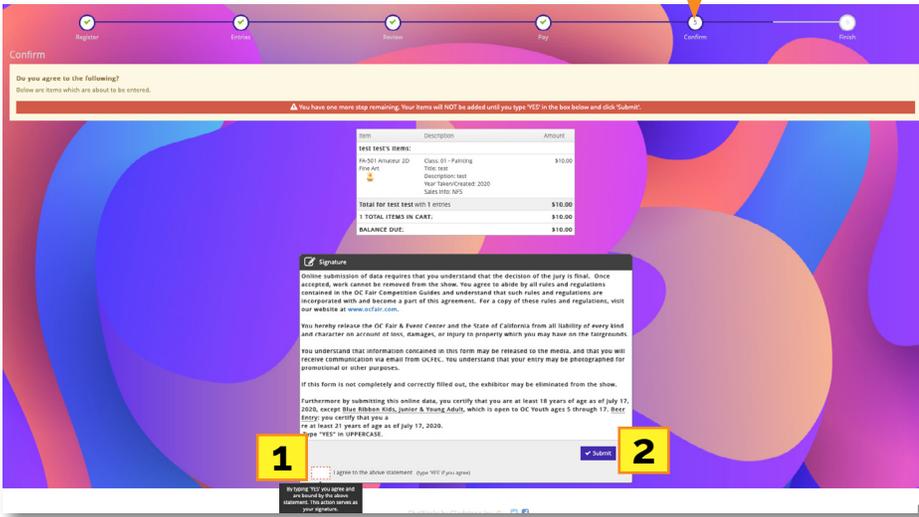


5. "Upload Files"

- If a photo image is required for your competition you will see an **"Upload Files"** button: See pages 8-10 how to prepare and upload images



STEP 5. CONFIRM



Review information on Confirm page.

1. Signature

• Agree to the terms by entering the word **"YES"** in uppercase.

2. Click "Submit" button only **ONCE**.

• Please **DO NOT** click "Submit" multiple times – your credit card will get charged.

• If you experience a problem, please contact us.

STEP 6. FINISH PAGE



Congratulations, you've completed registering your entry for the OC Fair competition. Good luck!

If you wish to review your transactions

1. Click "Go to my Account Summary"

• One of two screens will appear depending on if any entries require an image upload.

Transactions

The following transactions were made by the Exhibitor 'Stephen Anderson'. 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
	ocfair-404105419649	2/9/2024 10:54:19 AM	1	1	0	\$0.00
			1	1	0	\$0.00

Filter Receipts by: All

No image upload needed

Transactions

The following transactions were made by the Exhibitor 'Stephen Anderson'. 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
	ocfair-404105427958	2/9/2024 10:58:08 AM	1	1	0	\$10.00
	ocfair-404105419649	2/9/2024 10:54:19 AM	1	1	0	\$0.00
			2	2	0	\$10.00

Filter Receipts by: All

Any entry that requires an image will have an **"Upload Files"** button. It will go to a screen as shown on page 9.

• Note if you already have uploaded an image (as shown on page 5) you will see the **upload screen** with the image previously uploaded. If image is incorrect you can replace it, see page 9.



SHOWWORKS PASSPORT USERS

ShoWorks Passport

Your Passport Account

Login:
ShoWorks Passport is a way of creating one exhibitor account to keep year-after-year and use across all fairs and shows that use ShoWorks.

Passport User Name (or e-mail) **1**

I don't yet have a ShoWorks Passport but want to create one I already have a ShoWorks Passport

[Continue](#)

1. Passport Login

Enter a new or existing user name.

- Select **"I don't yet have a ShoWorks Passport but want to create one"** if you don't have an account.
- or **"I already have a ShoWorks Passport"**.
- Click **"Continue"**

ShoWorks Passport

Your Passport Account

Registration Information:
Complete the following registration and click the Continue button at the bottom.

Username SCA3 **2**

Password *

Re-type Password *

First Name *

2. Create a new ShoWorks Passport account

- Complete registration information, items with an asterisk are required.
- Click **"Continue"** button.

ShoWorks Passport

Your Passport Account

Confirm Registration Information Changes:
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.

Username SCA3 **3**

3. Confirm your information, and click continue

ShoWorks Passport

Your Passport Account

Personal Information

Welcome Test Test (SCA3) **4**

88 Fair Drive
Costa Mesa, CA 92626
Orange
USA
(714) 555-5555
test@ocfair.com
(11/27/1977)

Sign out of Passport
Delete my Profile
Edit Info

[Check-in](#)

Activity

Member Since: 2/5/2024 7:12:51 PM
Last Updated: 2/6/2024 1:28:49 PM
Last Fair Participated In: Unavailable

Entries

No entries have been claimed by you. To claim past entries in any fair that you have participated in, either click the button 'Claim Entries' above, or simply login to a fair's ShoWorks online entries (if active) while logged in to your ShoWorks Passport account.

5 [Click here to see a list of all fairs that are compatible with ShoWorks Passport including links to those fairs that are actively taking logins.](#)

4. Your Passport account dashboard

You can now use your ShoWorks Passport to login to any supporting fair.

5. "Click here" to locate a fair.

- Or goto page 1 for OC Fair links.
- You will now notice a **"Passport"** button in the top right menu bar.



6. Click Sign in

- Passport Information will auto fill; any additional information needed will have an asterisk.
- After filling in additional information, click **"Continue"**.
- You can now proceed entering your entries, see page 4.

Registration

Additional information required beyond Passport account

The following information is currently associated with your ShoWorks Passport account, however this particular fair requires additional information not kept in your Passport account. Please provide any missing information and click the Continue button at the bottom. Any changes you make will immediately affect your Passport account but may not be reflected in the local office for a delayed period of time.

If you are not intending to continue as this exhibitor at this time and want a different exhibitor name for this fair, you will need to sign out from your ShoWorks Passport account. To sign out of Passport, [click here](#).

First Name Test

Last Name Test

Password *

Re-type Password *

Address * 88 Fair Drive

City * Costa Mesa

State/Prov * CA

Postal Code * 92626

Phone Number * (714) 555-5555



PREPARING YOUR IMAGES TO UPLOAD

Please follow these requirements when preparing your images for submission.

- Entry images may not upload if they do not conform to the formats and requirements listed below.
- Digital images must be an accurate representation of the artwork.
- Misrepresented entries will be disqualified and not exhibited.

See tutorial photographing your work for entry at

ocfair.com/oc-fair/competitions-contests/image-preparation

Items covered in the tutorial: composition, proper lighting, shadows and glares, avoid blurriness, image distortion and image retouching.

Image format

- JPEG, JPG or PNG file formats
- iPhone users must change default HEIC camera setting to JPEG, or convert the image.
- RGB color space (CMYK files will be converted to RGB by the system.)
- Be sure that the image is rotated to be in an upright position and orientation.
- Maximum file size: 8 MB (megabytes)

iPhone users must change HEIC to jpeg format

By default, iPhones and iPads shoot images in HEIC (High Efficiency Image Container) format to conserve storage.

- Before you take your photo, go to the **"Settings"** menu, find and tap on **"Camera"**.
- In the **"Camera"** menu, tap on **"Formats"** at the very top of the menu.
- Here you can select either **"High Efficiency,"** which will allow your iPhone to shoot and store HEIC files, or **"Most Compatible,"** which will have your phone capture JPEGs.
- There are also online sites that will convert HEIC to jpeg after the photo has been taken.

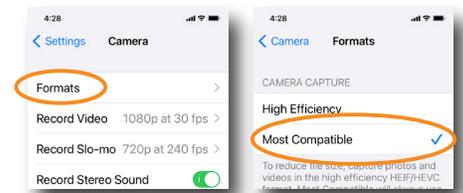


Image file name

- Image file names should not include any spaces, punctuation marks or non-English characters.
- There can only be a single period in the file name. The period separates the file name and the file format type JPG. For example, "entry1.jpg"

Image title

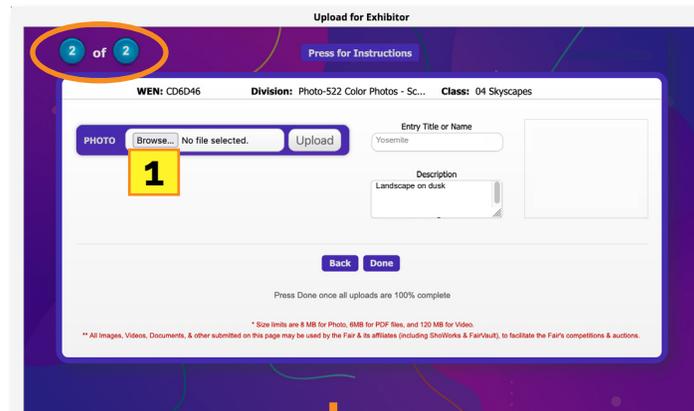
- Title cannot be greater than 25 characters. If your entry is accepted for the exhibit, this will be the title shown on the gallery exhibit tag during the Fair. Please check spelling and punctuation.



STEP 7. UPLOAD IMAGES

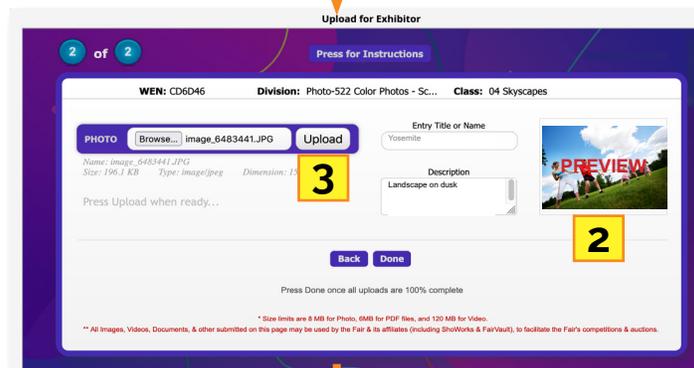
You will see one photo upload spot

- Note: In the upper left corner of screen, the numbers indicate which entry number you are on out of the total number of entries that need uploading an image.



1. Click 'Browse' to select the image you want to upload.

- A window will pop up on your computer.
- Navigate to where your image is stored that matches the *Entry Title or Name*, click "Open".



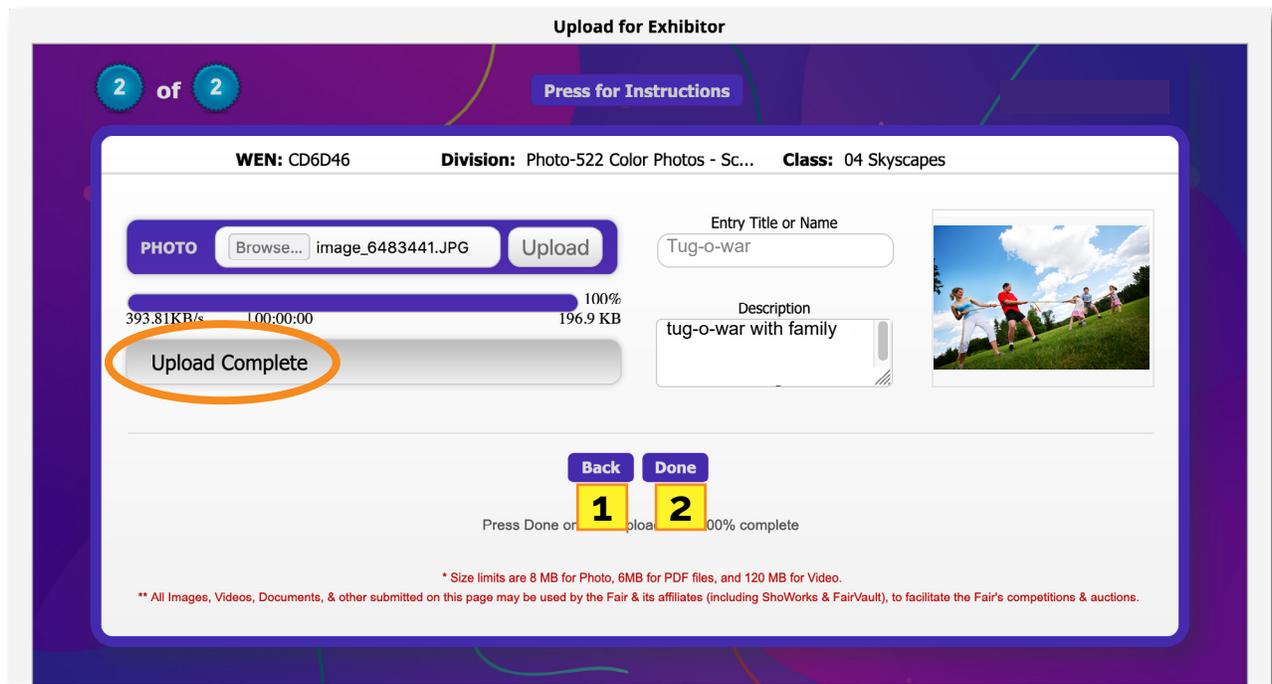
2. A *preview* of your image will appear.

3. If the preview image matches your title then Click "Upload".

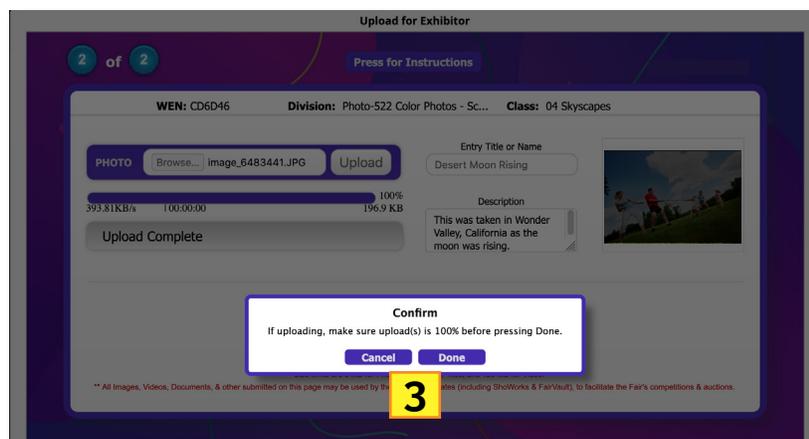
- *You must click the "Upload" button or else the image will not come through.*
- Wait for *Upload Complete* message to appear. (Shown on next page)

If preview image is incorrect

- Click "Browse" button to select the correct image.



1. Click **"Next"** if you have more entries that need images.
Click **"Back"** if you need to correct a prior image.
2. Click **"Done"** if you don't have any more entries that need images.
3. A confirm message box will appear: click **"Cancel"** or **"Done"**.





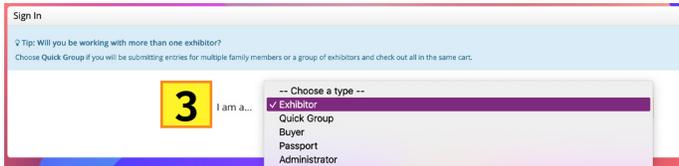
LOG BACK INTO YOUR ACCOUNT / CONTINUE ONLINE ENTRY PROCEDURE

1. Click back on the OC Fair online entry link:

ocfair.fairwire.com or
ocgard.fairwire.com for Garden & Floral

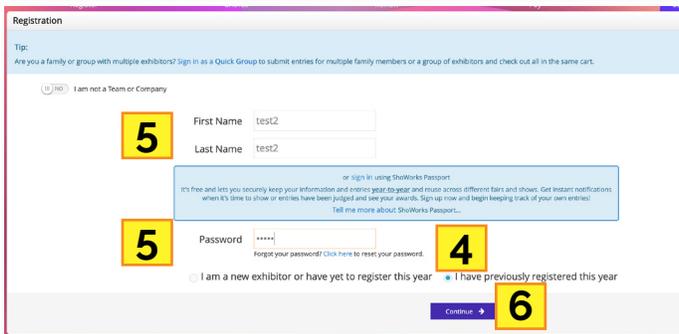


2 Click "Sign In" button top right of the screen



3. Select Exhibitor

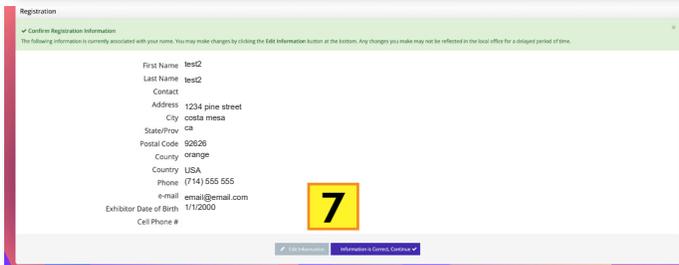
- Existing ShoWorks Passport users, sign in with your account see page 7.



4 Click "I have previously registered"

5 Enter your name and password that you used to register. (Information may auto fill if you have saved your login information).

6. Click "Continue"



7. Confirm or edit your registration information

Depending on what you had previously entered and saved, this page may look slightly different.



8. Click "Create Entries" to add or create new entries, see page 4.

9. If you have a "Saved entry cart"

- Click "View my most recent saved cart" to add more entries
- Update entries information and/or checkout

9. If you have already paid for entries

- Click "View/Print transactions made by this Exhibitor"

10 If you previously checked out (paid processing fee) and are now returning to upload your photo images:

- "Upload Files" from the "Transaction" page.
- See Upload Image(s) on pages 9-10.

