



## 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/](https://ocfair.com/oc-fair/competitions-contests/)



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**Following section is only if the entry requires an image upload**

(Fine Arts, Photography, Woodworking, Collections and Hobbies & Handcrafts)

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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

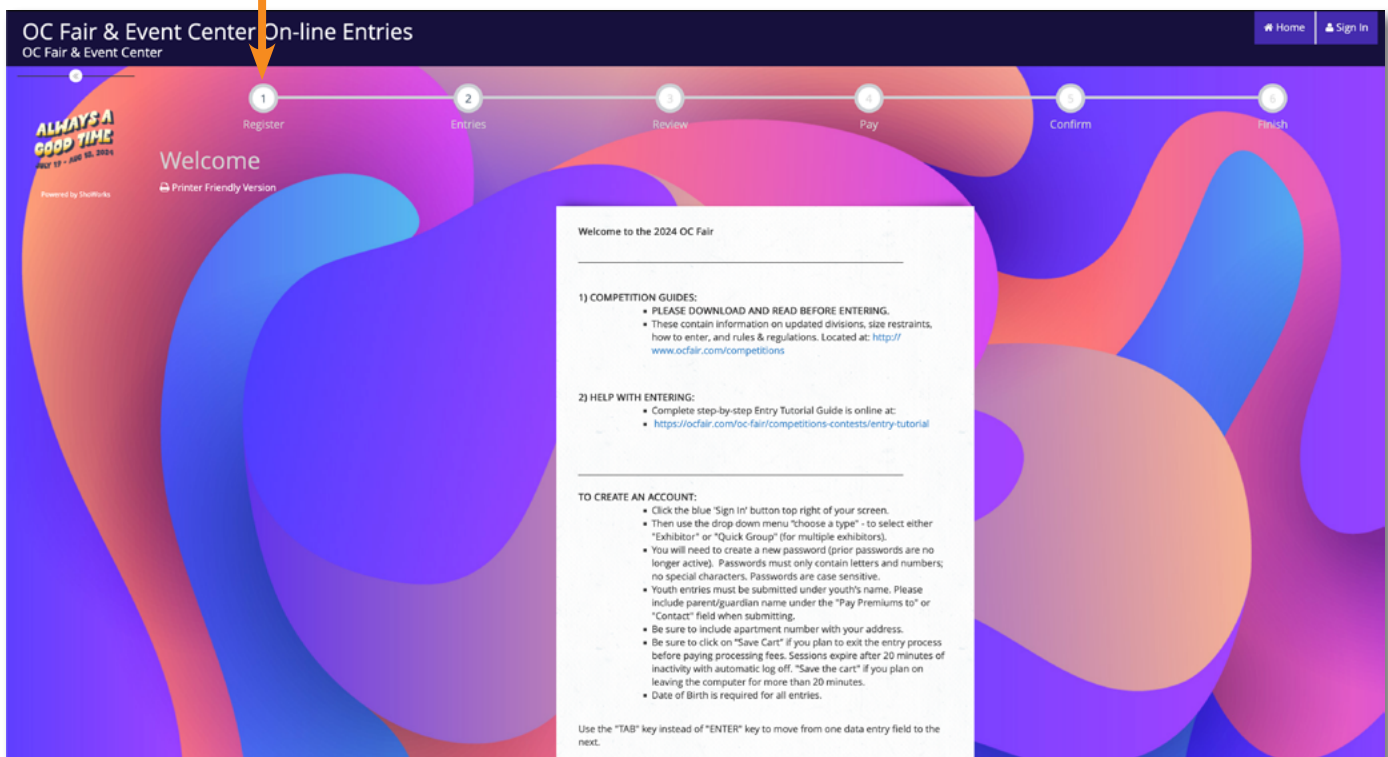
Click [ocfair.fairwire.com](http://ocfair.fairwire.com) for Culinary, Hobbies & Handcrafts, Jewelry, Table Settings, Collections, Fine Arts, Photography and Woodworking.

Click [ocgard.fairwire.com](http://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

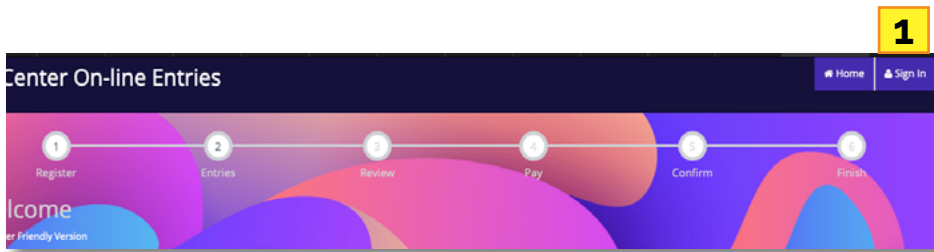




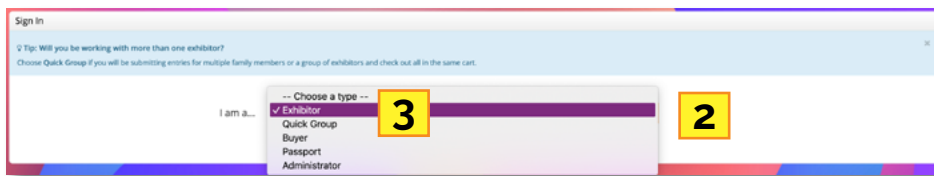
# ENTRY TUTORIAL



## STEP 1. REGISTER



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



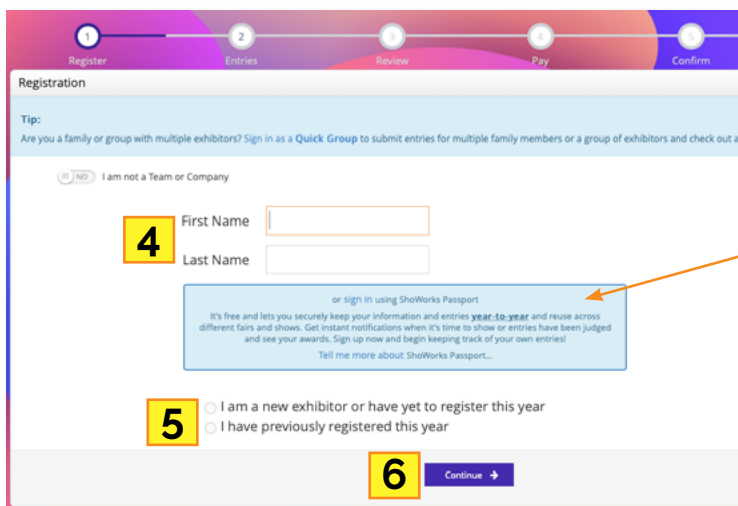
2. Click the dropdown arrow in the "I am a..." box to select exhibitor type.

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 inputted, 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.



# ENTRY TUTORIAL



## REGISTRATION CONTINUED

**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 test

Last Name test

**1** Password \*

Re-type Password \*

**2** Pay premiums to

**3** Address \*

City \*

State/Prov \*

Postal Code \*

County \*

Country \*

Phone Number \*

**4** e-mail \*

Re-type e-mail \*

Age \*

**5** Date of Birth \*

Cell Phone #

**6** Continue →

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.**





# ENTRY TUTORIAL



## 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



# ENTRY TUTORIAL



## STEP 3. REVIEW

**1**

**2**

### 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**

**2**

**3**

### 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.

**4**

**5**

### 5. Click "Finish"

**4**

**5**

### 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



# ENTRY TUTORIAL



## STEP 5. CONFIRM

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
NEW ITEM'S BONUS:		
ALSO AMOUNT 2D	Class 01 - Parking	\$10.00
Item 001	Trade Item	
	Description: Item	
	Item: (Selected Item) 0001	
	Class: (Info) 001	
Total for your item with 1 entries:		\$10.00
1 TOTAL ITEMS IN CART:		\$10.00
BALANCE DUE:		\$10.00

**Signature**  
Online submission of data requires that you understand that the decision of the jury is final. Once accepted, such cannot be removed from the show. You agree to abide by all rules and regulations contained in the OC Fair Competition Rules and understand that such rules and regulations are incorporated with and become a part of this agreement. For a copy of these rules and regulations, visit our website at [www.ocfair.com](http://www.ocfair.com).  
You hereby release the OC Fair & Event Center and the State of California from all liability of every kind and character on account of loss, damages, or injury to property which you may have on the fairgrounds.  
You understand that information contained in this form may be released in the media, and that you will receive communication via email from OC Fair. You understand that your entry may be photographed for promotional or other purposes.  
If this form is not completely and correctly filled out, the exhibitor may be eliminated from the show.  
Furthermore by submitting this online data, you certify that you are at least 18 years of age as of July 17, 2016, or have been at least 18 years of age as of July 17, 2016, and that you are at least 18 years of age as of July 17, 2016. You certify that you are at least 18 years of age as of July 17, 2016.  
Type "YES" in uppercase.

**1** I agree to the above information. Sign YES to confirm

**2** Submit

By clicking "YES" you agree to the above information. Sign YES to 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

Thank you!

Your items were submitted and will be processed by the fair office shortly. All items must be approved before final acceptance into the fair. You may also go to your account to review this and past transactions as well as choose other printing options. To do this click "Go to My Account Summary".

We value your feedback!  
Would you take a second to let us know your experience with this website?

Rate your experience:

**1** Go to my Account Summary

**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
	actan-4040105419540	2/9/2024 10:54:19 AM	1	1	0	\$0.00
	actan-4040105419540	2/9/2024 10:54:19 AM	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
	actan-4040105419540	2/9/2024 10:54:19 AM	1	1	0	\$0.00
	actan-4040105419540	2/9/2024 10:54:19 AM	1	1	0	\$0.00
	actan-4040105419540	2/9/2024 10:54:19 AM	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.





# ENTRY TUTORIAL



## 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)  
88 Fair Drive  
Costa Mesa, CA 92626  
Orange  
USA  
(714) 555-5555  
test@ocfair.com  
11/22/1977

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.

[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.](#) **5**

[Sign out of Passport](#)  
[Delete my Profile](#)  
[Edit Info](#)  
[Check In](#)

### 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](https://ocfair.com/oc-fair/competitions-contests/image-preparation)

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

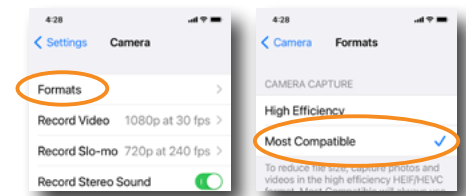
### Image Format

- .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 Filename

- 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

Depending on if your entry was 2D or 3D you will either see one photo upload spot or three.

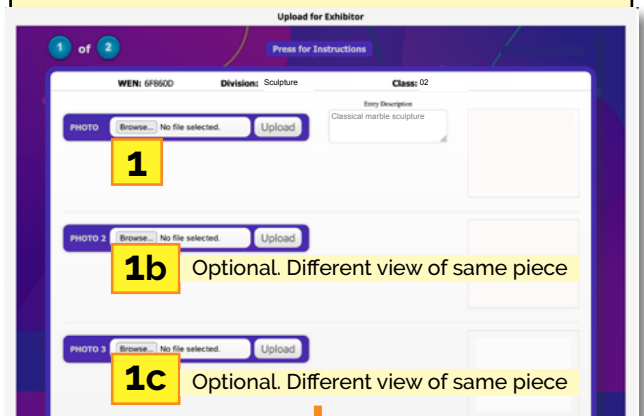
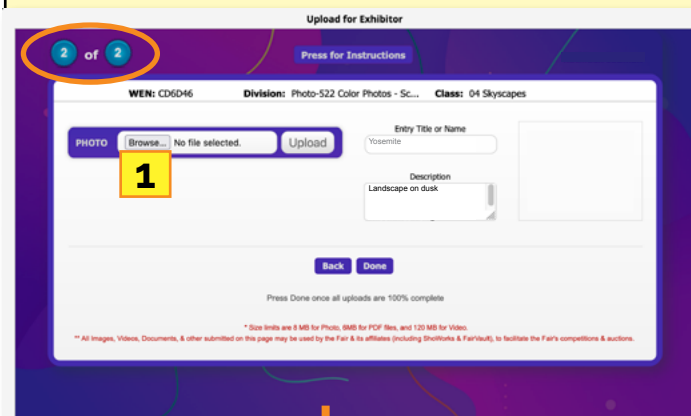
- Note: In the upper left corner of screen, the numbers indicate which entry number you are on out of the total number of entries that need uploading an image.

### For 2D work (fine art and photography).

You will see one (1) upload spot,

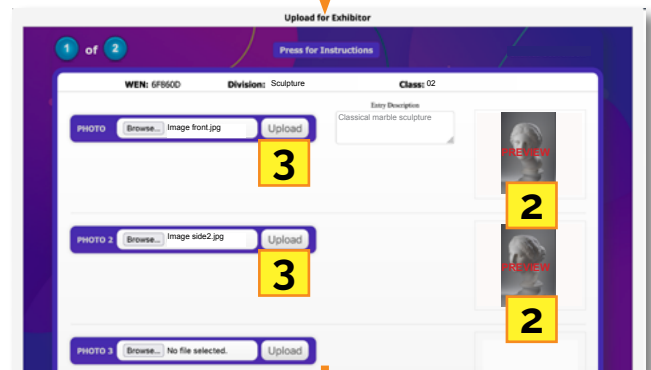
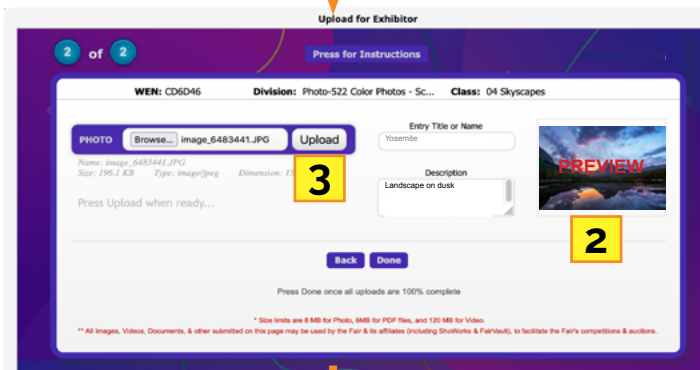
For 3D work you will see three (3) "Upload" buttons, allowing for different angles or views of the same piece.

*Do not upload different entries in those spots.*



1. Click 'Browse' to select the image you want to upload. (1b and 1c are for different views or angles).

- 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" to select the correct image.



# ENTRY TUTORIAL



Upload for Exhibitor

2 of 2 [Press for Instructions](#)

WEN: CD6D46 Division: Photo-522 Color Photos - Sc... Class: 04 Skyscapes

PHOTO  image\_6483441.JPG

393.81 KB/s 1:00:00:00 100% 196.9 KB

**Upload Complete**

Entry Title or Name  
Yosemite

Description  
Landscape on dusk

Press Done or **1** upload **2** 100% complete

\* Size limits are 8 MB for Photo, 6MB for PDF files, and 120 MB for Video.  
\*\* All Images, Videos, Documents, & other submitted on this page may be used by the Fair & its affiliates (including ShoWorks & FairVault), to facilitate the Fair's competitions & auctions.

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"

Upload for Exhibitor

2 of 2 [Press for Instructions](#)

WEN: CD6D46 Division: Photo-522 Color Photos - Sc... Class: 04 Skyscapes

PHOTO  image\_6483441.JPG

393.81 KB/s 1:00:00:00 100% 196.9 KB

Upload Complete

Entry Title or Name  
Desert Moon Rising

Description  
This was taken in Wonder Valley, California as the moon was rising.

**3**

\*\* All Images, Videos, Documents, & other submitted on this page may be used by the Fair & its affiliates (including ShoWorks & FairVault), to facilitate the Fair's competitions & auctions.

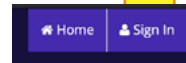


## LOG BACK INTO YOUR ACCOUNT / CONTINUE ONLINE ENTRY PROCEDURE

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

[ocfair.fairwire.com](http://ocfair.fairwire.com) or  
[ocgard.fairwire.com](http://ocgard.fairwire.com) for Garden & Floral

2



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

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

9. If you have a "Saved entry cart"

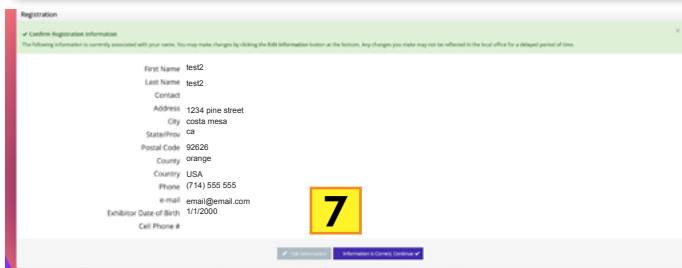
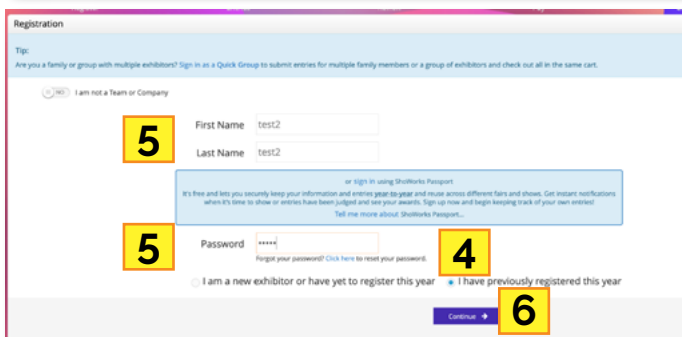
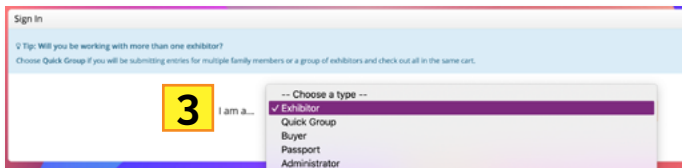
- Click "View my most recent saved cart" to add more entries
- Update entries information and/or checkout

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.



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

