

MARIN COUNTY FAIR COMPETITIVE EXHIBITS ENTRY TUTORIAL

Competitive Exhibit Entry Tutorial

Step by step guide for entering the Marin County Fair Competitive Exhibits Competition

Please refer to the competition guide for important dates and guidelines regarding entries at

<https://marin.fairwire.com/>



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PREPARATION BEFORE ENTERING

- Decide on the title/description for the entry,
- 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 <https://marin.fairwire.com/>

You will see a Welcome Page (<https://marin.fairwire.com/> 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

Exhibits Department
Marin County Fair

Home Cart Sign In

1 Register 2 Entries 3 Items 4 Review 5 Pay 6 Confirm 7 Finish

Welcome
Printer Friendly Version

Welcome to the Marin County Fair online entries page!

Click "Register" above to begin!

Please visit <http://www.marinfair.org/exhibits> to find your Division and Class numbers, along with descriptions about entry requirements, limits, and fees.

Please fill out all information completely and accurately.

Every exhibitor must fill out their information separately (for example: a parent entering information for their children must make a **Quick Group** Account and add each family member as a separate Exhibitor. Be sure to add the online convenience fee for each family member under "Items" before adding the next family member.).

Look over your entries carefully before submitting; entry fees are non-refundable, as is the \$1 convenience fee per exhibitor.

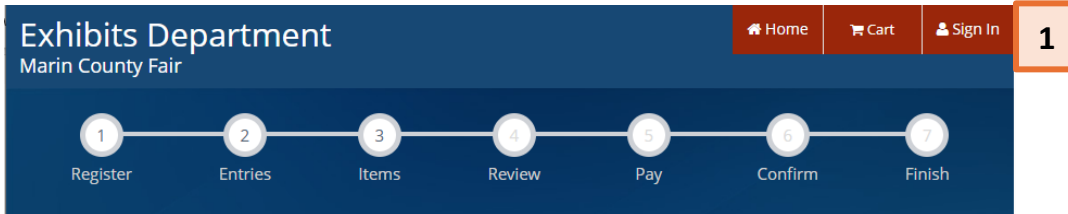
For educators looking to submit entries in person, or who need assistance with classroom submissions, please contact fairexhibits@marincounty.org for more information.

If you are a person with a disability and require an accommodation to participate in a County program, service or activity, requests for accommodations may be made by calling 415-473-4381 (Voice), 415-473-3232 (TDD/TTY), or send an email to [Disability Access, disabilityaccess@marincounty.org](mailto:DisabilityAccess,disabilityaccess@marincounty.org), at least four work days in advance of the event. Copies of documents are available in alternative formats, upon request.

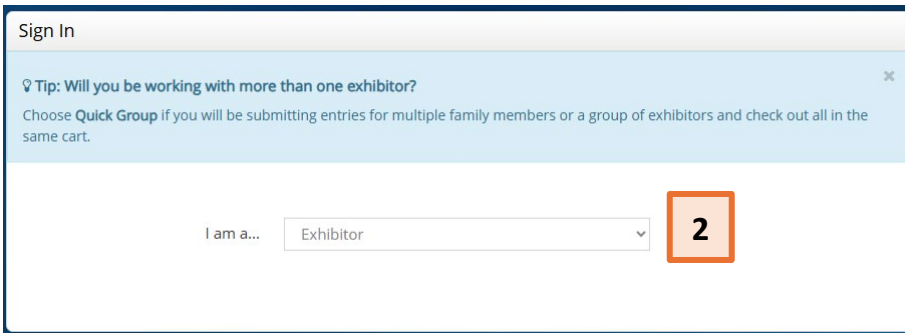
Email disclaimer: <https://www.marincounty.org/main/disclaimers>

MARIN COUNTY FAIR COMPETITIVE EXHIBITS ENTRY TUTORIAL

STEP 1. REGISTER



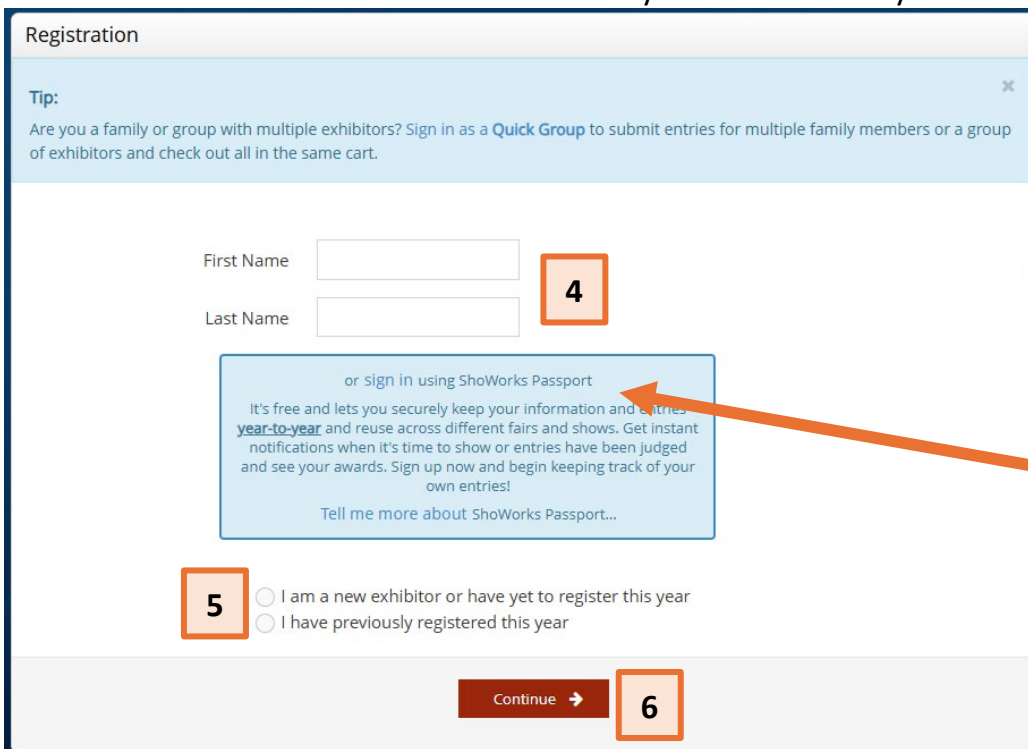
1. Click on the “Sign In” button towards the top right corner of the screen



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.
 - **Existing ShoWorks Passport user** - Sign in with your account see page 7.
 - **New ShoWorks Passport user** - See page 7 to create an account.
- “**Administrator**” is for Marin County Fair staff use only.



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.

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Registration

Exhibitor Information

Please provide the following information and click the **Continue** button at the bottom. Information entered here will be used to generate a registration card for you to pick up in the local office for a delayed period of time.

First Name Test

Last Name MCF

1

Password *

Re-type Password *

2

Address *

Address2

City *

State/Prov *

Postal Code *

3

Number *

e-mail *

4

Re-type e-mail *

School/Club

5

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. Address:

- Make sure to include apartment number.
- In the event that the child receives a monetary prize, this is the address the check will be sent to.

3. Email address and phone number.

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

4. Enter "school or Club" if applicable.

5. Click "Continue" button.

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 Test

Last Name MCF

Address 10 Avenue of the Flags

Address 2

City San rafael

State/Prov CA

Postal Code 94903

Phone (415) 473-7048

e-mail Fair@marincounty.gov

School/Club

Continue →

1

Review all 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".

1. Click "Continue" button.

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STEP 2: ENTRIES

The screenshot shows a web form for entering an exhibit. The form fields are as follows:

- 1**: Department (dropdown menu, currently set to "All Departments")
- 2**: Division (dropdown menu, currently set to "2-D Art (Adults)")
- 3**: Class * (dropdown menu, currently set to "02 : Acrylic Painting")
- 4**: Title * (text input field, currently set to "Test")
- Description (text input field, currently set to "Test")
- 5**: Specify Medium * (text input field, currently set to "Test")
- 6**: Sale Price or NFS * (text input field, currently set to "NFS")
- 7**: Add Entry to Cart (button with a dropdown arrow)

1. Select Department

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

2. Select Division

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

3. Select Class

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

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. Enter additional requirements

- Depending on the class additional information may be requested here.
- If there is not an asterisk next to the entry field, then it is not required

6. Sales Info, select from the dropdown menu: (If required)

- For sale, enter price below
- NFS is 'Not for Sale'

7. Click “Add Entry to Cart”.

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8

9

10

8. Cart

- You can see your entries and running total here

9. If you have additional entries;

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

10. Click “Continue” when done adding entries

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STEP 3: REVIEW

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
Marin Test's items:				
1 2-D Art (Adults)	Class: 02 - Acrylic Painting Title: Test Description: Test Specify Medium: Test Sale Price or NFS: NFS	\$10.00	✎	✖
Total for Marin Test with 1 entries		\$10.00		
1 TOTAL ITEMS IN CART:		\$10.00		
BALANCE DUE:		\$10.00		

2

+ Add more Entries for Marin Test ↻ Empty Cart 📄 Save this cart for later Check-out →

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.

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STEP 4: PAY


Provide Payment Information

Your balance is \$10.00. Please complete the following for your purchase. You will confirm on the next page.

Amount Due \$10.00

Payment Method **1**

Account Number

CVV 

Expiration Date **2**

Use my previous address

Name on Card

Billing Address

Billing City

Billing State/Prov

Billing Postal Code

Billing Country

Continue →

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”.

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STEP 5: CONFRIM

Item	Description	Amount
Test MCF's items:		
13 Wine Labels	Class: 24 - Wine Labels	\$5.00
Total for Test MCF with 1 entries		\$5.00
1 TOTAL ITEMS IN CART:		\$5.00
PROCESSING FEE (\$1.00):		\$1.00
BALANCE DUE:		\$6.00

Signature

All rules and timelines as published in the official 2025 Exhibitors' Guide must be followed. Exhibitors who do not meet deadlines will not be eligible for cash awards. Late entries will not be accepted.

All entry fees are non-refundable. Entries which require fees will only be accepted when fees are paid in full at time of entry form submission.

Although reasonable efforts will be undertaken to safeguard exhibitors' property against loss, damage or theft, the County of Marin, the Marin County Fair and/or its contractors will not be responsible for any loss, damage or theft of exhibitors' property brought on the premises during the period of the Marin County Fair. Every precaution will be taken in the handling and exhibiting of work. **The Exhibits must be picked up on Release Day (July 7, 2025);** accepted works shall not be removed prior to this release date. Exhibits not claimed five days after Release Day will be donated or discarded.

Exhibitors, by submitting their online entry form, agree to assume the risk of loss or damage to their property. Submission of your entries indicates that you have agreed to abide by all rules and regulations as published in the official 2025 Exhibitors' Guide.

1

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

2

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.

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 Marin County Fair	
Confirmation ID:	marin-5072100509951
Total Exhibitors:	1
Total Entries:	1
Total Additional Items:	0
Transaction Time:	3/13/2025 10:05:11 AM
Transaction Amount:	\$6.00
Transaction Payment:	\$6.00
Transaction Balance:	\$0.00

Also, email a copy of my receipt to:

3 **4**

3. You can “Print Detailed Receipt”

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

4. Click “Finish”.

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STEP 6: FINISH

Congratulations, you've completed registering your entry for the Marin County Fair Competitive Exhibits Competition. Good luck!

If you wish to review your transactions

1. Click "Go to my Account Summary"

The screenshot shows the 'Exhibits Department' page for the Marin County Fair. At the top, there is a navigation bar with 'Home' and 'Hello, Test'. Below this is a progress bar with seven steps: Register, Entries, Items, Review, Pay, Confirm, and Finish, all marked with green checkmarks. The main content area features a 'Thank you!' message, a confirmation of item submission, and a feedback section with a five-star rating system. A button labeled 'Go to my Account Summary' is highlighted with a red box and the number '1', indicating the next step in the tutorial. The footer includes the ShoWorks logo and contact information.

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LOGGING BACK INTO YOUR ACCOUNT / CONTINUE ENTRY PROCEDURE

Follow steps 1 – 4 from the step 1 register section on page 4

First Name

Last Name

or sign in using ShoWorks Passport

It's free and lets you securely keep your information and entries [year-to-year](#) and reuse across different fairs and shows. Get instant notifications when it's time to show or entries have been judged and see your awards. Sign up now and begin keeping track of your own entries!

[Tell me more about ShoWorks Passport...](#)

Password **1**

Forgot your password? [Click here](#) to reset your password.

I am a new exhibitor or have yet to register this year

2 I have previously registered this year

Continue →

3

1 Enter your name and password that you used to register.

- Information may auto fill if you have saved your login information.

2. Click “I have previously registered this year”

3. Click “Continue”

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Registration

✓ Confirm Registration Information

The following information is currently associated with your name. You may make changes by clicking the **Edit Information** button. Changes may not be reflected in the local office for a delayed period of time.

First Name	Test
Last Name	MCF
Address	10 Avenue of the Flags
Address 2	
City	San rafael
State/Prov	CA
Postal Code	94903
Phone	(415) 473-7048
e-mail	Fair@marincounty.gov
School/Club	

[Edit Information](#) [Information is Correct. Continue ✓](#) **4**

4. Confirm or edit your registration information

Account Information

Welcome Test MCF!

Please choose to review your Exhibitor account activities or create entries. Should you need to correct errors or skip sections while adding entries, you may use the progress indicator near the top of page (once you have started the process) to click and jump to other locations. You can always cancel the process by logging out or closing your browser.

7 [View/Print transactions made by this Exhibitor](#) [Create Entries →](#) **5**

5. Click “Create Entries” to add or create new entries, see page 6.

6. If you have a “Saved entry cart”

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

7. If you have already paid for entries

- Click “View/Print Transactions made by this Exhibitor”