



Susquehanna Orchid Society Show

Registration Instructions

Introduction

Thank you for participating in the 2017 Susquehanna Orchid Society Show. As with previous years, we're requiring exhibitors to register information about their exhibits and orchids prior to judging day. We recognize this represents a burden on our exhibitors and hope the downstream benefits serve to balance your efforts. Please review and follow these instructions to ensure the completeness and accuracy of your information. It will be left to the discretion of the judging teams to decide how missing or erroneous information will be handled.

This registration packet consists of four separate PDF documents:

- Registration Instructions (this document)
- Exhibitor and Entry Registration Forms
- Class List
- Orchid Genera

The *Exhibitor and Entry Registration Forms* document contains two fillable forms—one to collect exhibitor data and the second to collect exhibit and orchid data. The registration forms are described more fully in the following sections.

The *Class List* and *Orchid Genera* documents are provided for reference as you fill in the forms. *Orchid Genera* contains a document downloadable from the Royal Horticultural Society website titled "Alphabetical One-Table List of Genera and Intergeneric Combinations".

Please forward questions, comments, and suggestions for improvement to the [Show Registrar](#). We are committed to learning from and improving this process with your help.

The Registration Forms

This section describes some common features of the *Exhibitor and Entry Registration Forms*. Both forms are contained in a fillable, savable, and printable PDF document. You'll need Adobe Reader XI or newer to use these forms, which you can download for free directly from [Adobe's website](#).

Both registration forms share two special buttons to aid your data entry efforts. Click the **Add** button  to add a new record. Use the **Delete** button  to remove a record. Note there is no undo feature, so be careful. Each form will accommodate up to 20 records per page.

The exhibitor form is just a single page, but the entry form spans multiple pages. If you find you need more pages than provided, make a copy of your document (preferably the unaltered original), use the **Delete** button to remove all entries you entered (if you edited your original copy), and then add the new ones you need to register. Be sure to submit both documents when done.

 **Keep an Original Copy** – We highly recommend your retaining the original copy of the *Exhibitor and Entry Registration Forms* in an unaltered state. Before starting data entry for the first time, make a working copy of the original PDF file. This gives you a safety net in case the PDF gives you any trouble. You can always fall back to the original. Or if you have too many exhibitors or entries for one PDF, then you can create as many copies as you need.

 **Dropdown Fields** – In addition to using your computer mouse, you can simply enter the first letter or two of your desired choice in any dropdown field.

Exhibitors

The purpose of the *Exhibitor Registration Form* is to register all participants associated with your exhibit. While technically you can enter all plants under a single exhibitor (e.g., under the name of a society), we encourage your making the effort to enter all participants (i.e., the owner of each plant). Judging results will be distributed to you by the end of the show and will list each exhibitor's ribbons and awards.

Below is a description of each field on the exhibitor form. Fields with an asterisk (*) in the table heading are required.

Exhibitor Name – Enter the name of the exhibitor. Where multiple individuals work collaboratively to install an exhibit, also enter a line containing the name of the organization (e.g., your orchid society) or group (e.g., a list of exhibitor last names or a chosen team name). This is a required field.

Exhibitor Type – Select a type that describes each exhibitor. Options include Commercial, Hobbyist, and Society. This is a required field.

Contact Information – Enter the Street Address, City, State, ZIP Code, Telephone Number, and Email Address for each exhibitor. We ask for USPS address in case the exhibitor garners a monetary award, which we'll mail to the winner following the conclusion of the show. We use email address to send show results. These are optional fields.

Exhibit and Orchid Entries

Use the *Entry Registration Form* to register your exhibit and all orchids in it. Below is a description of each field.

Exhibitor Name – Select an exhibitor from the list. These are the same exhibitors whom you entered in the *Exhibitor Registration Form* on the first page. If you didn't enter the exhibitor's name there, it won't be available here. This is a required field for each entry.

Entry Type – Select a type that describes each entry. Options include Exhibit and Orchid. This is a required field.

Entry Name – If the entry is an orchid, enter the full name of the plant, including any awards. For unregistered hybrids, list both parents succinctly but completely. If the entry is an exhibit, Entry Name is disabled and turned light gray.

Specimen Number – If an exhibit contains multiple of the same orchid, identify each with a unique number (e.g., 1, 2, 3, etc.). If the entry is an exhibit, Specimen Number is turned light gray to show it is disabled. Be sure to include the Specimen Number in an inconspicuous but readable fashion on the physical label accompanying the plant.

Class Number – Enter a Class Number for the entry. Use the *Class List* document included in your registration packet to assist you. The entry form performs some light validation of class numbers. The Class Name will automatically be displayed to the right for each valid entry; an error message for incorrect ones.

 **Exhibitor Names** – You may jump back and forth between the *Exhibitor and Entry Registration Forms*, alternately entering data as you go. However, be aware that a new exhibitor will not be reflected in any existing dropdown fields on the entry form. If you need to assign a plant to new exhibitor, add a new line and then delete the original.

Location – If a location code for your exhibit is included on your form, be sure it's copied to all plants contained in your exhibit. The entry form will automatically copy the location code from the previous entry when you click the **Add** button.

Returning Your Data

Return your completed forms to the [Show Registrar](#) for final registration of exhibitors and entries. If you complete the forms prior to the show, click any one of the **Submit** buttons  located in the bottom right corner of each *Entry Registration Form* page to email the document. If you complete your forms at the show, ask the Registrar for a USB drive to make a copy of the PDF from your computer.

Troubleshooting

Reader XI – If buttons fail to work as described or you're unable to enter or save data, you may be using an incorrect version of Adobe Reader. **You must use Reader XI or newer** to fill in the registration forms. You can download Reader directly from [Adobe's website](#).

Missing Exhibitor – If you find a newly entered exhibitor is missing from a dropdown list in the Exhibitor Name column of any of the entry form pages, one of two things is likely. First, you may have added the exhibitor subsequent to adding an entry. Existing entry records only recognize the exhibitors that have been entered before their creation. Second, it's possible you didn't commit the new exhibitor on the Exhibitor form. Before moving from the Exhibitor form to the entry form, be sure to press **Enter** or **Tab** while still on the Exhibitor Name text box. This will commit the new name so it shows up properly on the entry form. In both situations create a new entry record and the full list of exhibitors should be available.

Submit Button – Occasionally the Submit button is unable to find your email program and produces some confusing messages. The only thing this button does is facilitate the mailing of the PDF back to the Show Registrar. If you encounter problems, simply save your form, exit from Adobe Reader, and then manually send your PDF file as an attachment.