



Clamshell Quilt Guild
Quilts All Around the Town
2026 Quilt Registration Form Instructions

Entry Submission Deadline: May 20, 2026

Our electronic registration form is now available on the Clamshell Quilt Guild website allowing you to enter your quilt into the Clamshell Quilt Guild's **Quilts Around the Town** show. By self-registering your entry using the electronic form, you can ensure the accuracy of critical information needed for notification, display of quilts at the show, tracking of quilts while the show is in progress and the accurate return of quilts at the conclusion of the show.

Important Notes for Registered Quilts:

- Registered quilts should be displayed for the first time at our 2026 show.
- Your quilt must remain on display for the entire show.
- You or the individual you designate at intake must pick up your quilt during deregistration.

Instructions for Accessing the Online Form

- Adobe Acrobat Reader is required to complete the 2026 Registration form. A free version of the most recent version of Adobe Acrobat Reader (Windows 10 – 11 English Version **25.001.2111**) is available from the following link for most devices:

<https://get.adobe.com/reader/>

Note: Uncheck the checkboxes for the **Install Adobe Express Photos** and **Install McAfee Security Scan Plus** add-ons at the bottom of the page ***BEFORE*** you click on the **Download Acrobat Reader** button. These two add-ons are included in the download by default unless you explicitly choose to exclude them. You do not need them to complete the registration form.

Note: You will be prompted to create an Adobe account the first time you open the Acrobat Reader. You **do not** have to do this to complete the form. Click the **Cancel** button to continue without creating an account.



- Save or download the Registration form to your computer in order to use the full version of the Adobe Acrobat Reader. Many of the automation aids embedded in the form will be unavailable if the form is opened directly from the guild's website using the Chrome or Edge browsers, or from within an email.
- Open the form from the location where you saved it in the previous step.
- With the Adobe Acrobat Reader, the following capabilities are available:
 - Required fields are highlighted with a red outline.
 - Hints to help you complete the field are provided when you mouse over the field.
 - Field lengths limits will ensure that you enter the only the allowed number of characters. For example, the **Description** is limited to 700 characters to ensure your description fits on the information card attached to your quilt when it is on display.
 - The **Date** field on the signature allows you to display a calendar and selected a date by clicking on the arrow on the right side of the field.
 - The **Save As** button allows you to save a copy of the completed form with a new name using the standard Adobe/Windows save as capabilities.
 - The **Another Item** button clears the fields that are specific to an entry but keeps personal information such as your name, address, email and phone number so you do not need to enter it for each entry.
 - The **Reset Form** button clears all of the fields on the form allowing you to start with an empty form.
- Complete one form for each item that you are entering into the quilt show. Please save each form with a unique name such as the name of your entry or your last name followed by unique number.
- A registration form must be completed and submitted for each quilt submitted to the **Out My Window, Panel, Playing Card** and **Round Robin** challenges. Challenge quilts will not be automatically entered into the show.
- A photograph must be taken by the Registration Committee at a guild meeting during the registration period (March to May 2026) to ensure that the picture format



and quality are consistent as well as eliminating photo printing costs. For the first time, photographs will be included in the online quilt show booklet.

Note: Your entry is not complete unless it is photographed. Entries that are missing their photo will not be included in the quilt show.

- Submit your completed form by emailing it to cgg_registration@aol.com.

Completing Your Registration Form

- The size of your entry is critical to ensuring proper placement. Please round the dimensions of your entry to the nearest inch and enter into the **Width** and **Length** fields. You do **not** need to include the inch (") symbol into the field.
- We hope that every member will submit at least one entry for the quilt show and expect that many members will submit multiple entries. If we do not have enough space to display all of the entries, we will use your **Display Priority** to ensure your favorite submissions are included in quilt show. Please assign a unique value for each entry's Display Priority starting with the number 1. The lower the number, the higher you rank the entry for inclusion in the quilt show. All quilts assigned a Display Priority of **1** will be included in the quilt show but, remember, you can **only have one entry** with a Display Priority of 1.
- Your **Phone Number** will only be used to contact you regarding your entry form or quilt drop-off/pickup. It is automatically formatted with the parentheses and dashes. You only need to enter the numbers for your phone number.
- The **Description** is limited to 750 characters to ensure your description fits on the label attached to your quilt when it is on display.
- Please read and sign release electronically by entering your name into the **Signature** field. Your entry will not be exhibited without a signed and dated release.

Questions About Registration

Please contact Debbie Dowling by texting or calling 860-681-9512 if you have any questions about the form or need assistance with the self-registration process.