



Clamshell Quilt Guild
Quilts All Around the Town
2018 Quilt Registration Form Instructions

Entry Submission Deadline: May 16, 2018

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, displays of quilts in the individual shops, tracking of quilts while the show is in progress and the accurate return of quilts at the conclusion of the show. If you need assistance registering your entry, you can complete the form with a scribe at a guild meeting starting at the January meeting.

Early Registration

Remember, your quilt does not need to be finished to be registered! Early registrations (from January to March) will be entered into a drawing to win a \$25 gift certificate from My Quilting Beehive. The earlier you enter the more chances you will receive as noted below. Plus, the number of tickets is **doubled** for online self-registration.

- January registration gets 3 tickets
- February registration gets 2 tickets
- March registration gets 1 ticket

Instructions for Completing the Online Form

1. Adobe Acrobat Reader or Adobe Acrobat DC is required to complete the 2018 Registration form. A free version of the most recent version of Adobe Acrobat Reader (2018.009.20044) is available from the following link for most devices:

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

2. 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 or within an email.

3. Open the form from the location where you saved it in the previous step.
4. With the full version of Adobe Acrobat Reader and Windows 10, the following capabilities are available:
 - Required fields are highlighted with a red outline.
 - 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.
 - Hints to help you complete the field are provided when you mouse over each field.
 - Your **Preferred Phone** is automatically formatted with the dashes. You only need to enter the numbers for your phone number. This phone number will only be used to contact you regarding your entry form or quilt drop-off/pickup.
 - Field lengths limits will ensure that you enter the only the allowed number of characters. For example, the **Description** is limited to 775 characters to ensure your description fits on the entry form 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.
 - The **Save** button allows you to save a copy of the completed form using the standard Windows save capabilities.
 - The **Print** button allows you to print a copy of the completed form using the standard Windows print utility.
 - The **Another Item** button clears the fields that are specific to an entry but keeps your 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.
 - The **Create Email** button creates an unsent email with the **completed** form attached as long as you use Outlook, gmail or yahoo for your email. Comcast users have also been able to use this button. You will need to send the created email using your normal send process and will receive a copy of your successful submission in your Inbox. This **only** works when all required fields have been entered.



Note: If the **Create Email** button does not work for you, please save the completed form with a unique name and then send it to the cgg_registration@aol.com email address.

5. Submit one form for each item that you are entering into the quilt show. If **Create Email** button is not available to you, please save each form with a unique name such as the name of your entry or your last name followed by unique number.
6. A registration form must be completed and submitted for each quilt submitted to the Music of the Sixties challenge and the Things with Wings challenge. Challenge quilts will not be automatically entered into the show.
7. A photo (no larger than 4" by 6") showing **all** of the quilt or other item is required for each entry. It will be used to select the best place to display your entry. Photos can be provided by:
 - Attaching the photo to the draft email automatically created by the **Create Email** button;
 - Emailing the photo to the cgg_registration@aol.com email address. If you are including more than one photo in your email, please be sure to tell us which entry to use for each photo;
 - Having the photo taken at a guild meeting during the registration period;
 - Bringing a hard-copy of the photograph to the meeting.

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

8. Please read and sign release electronically by entering your name into the **Signature** field. Your entry will not be exhibited without a signed release.

Questions About the Online Form

Please contact Debbie Dowling via email at deetzah@aol.com if you have any questions about the form or need assistance with the self-registration process.