



**Clamshell Quilt Guild**  
**Quilts All Around the Town**  
**2020 Quilt Registration Form Instructions**  
**Entry Submission Deadline: May 20, 2020**

Our electronic registration form is 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, sale of your quilt (if desired), 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.

**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 \$50 gift certificate for quilting services from Jesse Gardner. 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 2020 Registration form. A free version of the most recent version of Adobe Acrobat Reader (2019.021.20058) 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.

**IMPORTANT:** Your entry's information will **not** be saved with the form if you open the form directly from the guild's website, using your web browser or within an email. In addition, many of the automation aids on the form



are unavailable if the form is not opened with the Adobe Acrobat Reader.

3. Open the form from the location where you saved it in the previous step using Adobe Acrobat Reader in order to have the best experience when completing the form. Depending upon your computer's configuration, your web browser, not Adobe Acrobat, may be used to open the form.
  - With Windows 10, the best way to do make sure the registration form is opened with Adobe Acrobat Reader is to right-click on the registration form and use the **Open with** option and selecting Adobe Acrobat Reader. Your computer may also provide you an **Open with Adobe Acrobat Reader**.
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 in the field.
  - Hints to help you complete the field are provided when you mouse over each field.
  - Only your five digit zip code is needed in the **Zip** 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 be used to contact you regarding your entry form, quilt drop-off/pickup and if your quilt is offered for sale.
  - 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 field on the signature allows you to display a calendar and selected a date. **Date**.
  - The **Save** button allows you to save a copy of the completed form using the standard Windows save capabilities. This option will not work on a MAC device.
  - The **Print** button allows you to print a copy of the completed form using the standard Windows print utility. This option will not work on a MAC device.



- 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 [cqg\\_registration@aol.com](mailto:cqg_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 entered to the Color Wheel Combinations challenge and the Scavenger Hunt Quilt 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 [cqg\\_registration@aol.com](mailto:cqg_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.
9. Members can submit one quilt made by a child or grandchild
10. Guild members can submit one quilt made by a child or grandchild. Please enter the child's name in the **Made By** field and age in the **Age of Child** field. These quilts will be displayed in a special shop for future quilters.
11. Registered quilts can be offered for sale. The quilt show booklet and your quilt's display description will indicate that the quilt is for sale. The Information Desk will have a list of the quilts for sale with the sale price from your registration form and will share your sale price and contact information with potential buyers.

**Important Notes for Quilts Offered for Sale:**

- As with all quilts submitted to the quilt show, registered quilts should be displayed for the first time at our 2020 show.
- Your quilt must remain on display for the entire show.
- You or the individual you designate at intake, not the buyer, must pick up your quilt during deregistration.
- You must make arrangements with the buyer for payment and delivery of your quilt.

**Questions About Registration**

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