



# Instructions for Completing the Plant Registration Form

Jacksonville Orchid Society  
www.jaxorchidsociety.org

## • IDENTIFY YOURSELF

- **Name and Address.** Enter your name and address at the top of the form.
- **Exhibitor Number.** Leave this field blank for now. JOS Show Officials will give you an exhibitor number at the Show.

## • FOR EACH PLANT YOU PLAN TO ENTER INTO THE SHOW

- **Plant Tag.** Enter the information from your plant tag.
  - **Plant Name.** In the plant name field, enter the information shown on your plant tag if the plant is a species or a registered hybrid. Leave the pod and pollen parents fields blank.
  - **Pod and Pollen Parents.** If the plant is an unregistered hybrid or if you know the plant's parents, list the pod and pollen parents in these fields.
  - **Color.** Enter the color of the flower in this field.
  - **Examples.** Let's say your plant tag lists your plant as the species *L. purpurata*. You would enter *L. purpurata* in the plant name field and the pod and pollen parent fields would remain blank. If your plant tag lists your plant as the hybrid *L. purpurata* x *B. nodosa*, you would enter *L. purpurata* in the pod parent field and *B. nodosa* in the pollen parent field. If you happened to know that *Bl.* Morning Glory is a cross between *L. purpurata* and *B. nodosa*, you would enter *Bl.* Morning Glory in the plant name field and *L. purpurata* and *B. nodosa* in the pod and pollen parent fields.
- **Class Number.** You will obtain the class number from the Show Class Schedule. For example, if you have an *Encyclia radiata*, you would enter class number 22. One thing to keep in mind is that you read the Show Class Schedule in the order it is presented and note the words "other than above". For example, if you have a *Bl.* Yellow Bird (cross between a brassavola and a laelia), you would enter it into class 25 for brassavola intergenerics rather than class 27 for laelia intergenerics. Also be cognizant of the words "excluding cattleyas". If you have a *B/c.* Triumphal Coronation, you would enter it into class 32 for lavender cattleya intergenerics rather than class 25 or 27 for brassavola or laelia intergenerics.
- **Plant Number.** Leave this field blank for now. Before set up, bring your completed form to JOS Show Officials who will assign a plant number at the Show.
- **Location Number.** Leave this field blank for now. JOS Show Officials will assign a plant number at the Show.
- **Exhibitor Number.** Leave this field blank for now. JOS Show Officials will give you an exhibitor number at the Show.

## • SAVE THE PLANT ENTRY FORM

- **Save the Blank Form.** You may save the blank form to your computer and then open it to enter the information. The file is named JOSEntriesInteractive2010.
- **Save the Completed Form.** Enter the information and save the completed form to your computer with your name added to the file name, e.g., JOSEntriesInteractive2010-Jones. If you have more than 6 plants, save the completed forms with an added number like JOSEntriesInteractive2010-Jones1, JOSEntriesInteractive2010-Jones2, etc.
- **Print Two Copies of the Completed Forms and Bring Them to the Show.** Print out two copies of your completed forms so JOS Show officials can complete the form and assign plant numbers. If your plant is not used in the Exhibit, just cross out that entry and return the second copy of the form to JOS Show Officials so the plant is deleted.