

Jacksonville Orchid Society Show Entry Instructions 2017

Greetings Orchid Societies and Orchid Enthusiasts,

This year the Jacksonville Orchid Society is implementing some changes to the entry procedure. The show schedule has been updated to reflect the current state of taxonomy in the orchid world and our entries will be done via an excel spreadsheet. This will enable us to eliminate the majority of errors which occur during reistration and greatly speed up the entry process. We have also combined some classes, deleted others and added new classes where needed.

As you have always done, please look up each of your plants in Orchid Wiz. This will give you the current name of the plant as well as the parents. Copy and paste them into the excel spreadsheet as described below. Please use the current name when entering your plants. We are not making a judgment as to weather the taxonomists are correct or not, nor are we saying you have to change your tags.....we are just trying to get everyone on the same page for judging.

Please submit one Exhibitor Form and one Plant Entry form per society. Ideally one person will fill out the forms. When completed please send them to Eric Cavin at dirt2021@yahoo.com. We need to have all entry and exhibitor forms by Thursday March, 31. If you get them done earlier, please send them in when you are complete.

Instructions:

Step One, fill out the Exhibitor form: **You will probably need to “Enable Editing” when you first open the excel file.**

| Exhibitor | LastName | FirstName | City | State |
|-----------|----------|-----------|------|-------|
| 1 | | | | |
| 2 | | | | |

Exhibitor (Number) is pre-filled in, please do not make changes to the number fields. When the form is completed, this number will be the unique Exhibitor number for each person and will be used on the plant entry form. Fill in the last name, first name and city and state for each person who will be exhibiting. Save the file and send completed form to Eric Cavin.

Example of Completed Form:

| Exhibitor | LastName | FirstName | City | State |
|-----------|----------|-----------|-------------|-------|
| 1 | Smith | Brian | Gainesville | FL |
| 2 | Rob | Guild | Archer | FL |
| 3 | Keeney | Jay | Gainesville | FL |

Again, once the form is filled out these are the exhibitor numbers to be used on the Plant Entry form.

If you need more Exhibitor numbers, please contact me and I will assign them to you.

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Step two, fill out the Plant Entry form: **You will probably need to “Enable Editing” when you first open the excel file.**

| Plant | PlantName | Exhibitor | Class | Space |
|-------|-----------|-----------|-------|-------|
| 16 | | | | 11 |
| 17 | | | | 11 |
| 18 | | | | 11 |

Plant (number): this is pre-assigned and should not be changed. This is the plant entry number and there will be one unique number for each plant. This number will match the plant number you will receive to hang on your plant. These numbers will be distributed Friday morning at the registration table.

PlantName: Please enter the current name of the plant as well as the parents. The parents should be in parentheses. If the plant is a species, no parents should be shown. If the plant is an unregistered hybrid, enter the parents only in parentheses. If name is unknown, list it as “unknown”; however, the genus should be included. See examples below. Use Orchid Wiz for help with this section. You can also copy and paste information from Orchid Wiz into the Plant Entry form.

Exhibitor: This is the unique number of the exhibitor who owns the plant. This was determined when completing the Exhibitor form.

Class: Determine the class which the plant belongs in. You may need to know information such as flower size, color and parentage to determine this. Use the show schedule to determine the proper class. <http://www.jaxorchidsociety.org/PDF/JOSShowRegulationsandClasses.pdf>. It works best if you print out a copy to use for classification.

Space: This number is pre-assigned and will be the same for all plants in your exhibit. Do not change it.

Example of Completed Plant Entry form:

| Plant | PlantName | Exhibitor | Class | Space |
|-------|--|-----------|-------|-------|
| 16 | Paphiopedilum St Swithin (rothschildianum x philippinense) | 2 | 285 | 11 |
| 17 | Cattleya skinneri | 1 | 200 | 11 |
| 18 | (Phalaenopsis Tiger x Phalaenopsis Lily) | 3 | 496 | 11 |
| 19 | Oncidium unknown | 2 | 570 | 11 |

If you need more Plant numbers, please contact me and I will assign them to you.

When complete, save file and email it to me by Thursday March 31, 2016. This information will be directly imported into the judging program.

Also, print out two copies of each form and turn one into the registration table on Friday morning. Also, try to bring your computer or a thumb drive with all of this information in case of any last minute problems.

Thanks, Eric Cavin, dirt2021@yahoo.com, 904-334-8519.