

Jacksonville Orchid Society Show Entry Instructions 2025

Greetings Orchid Societies and Orchid Enthusiasts,

The Jacksonville Orchid Society has updated the show schedule 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 registration 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 whether 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 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 13, 2025. If you get them done earlier, please send them in when you are complete. If you need to add or delete entries on Friday, please let me know.

Instructions:

Since we only need exhibitor information for AOS awards and trophies and it requires a great deal of work to enter the information for all exhibitors, we are going to try to use the same exhibitor number for all members of each society. The society exhibitor number is already entered on your registration sheet.

I will need a contact for each society in case of awards or trophies. This person would ideally be someone who helped put in the exhibit and has knowledge of who owns which plant. They will need to provide me with a phone number and be available to answer calls from about 12:00-2:00 pm on Saturday. Please let me know who your contact is by Friday afternoon (show set up day).

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

Example of Plant Entry form:

Plant	PlantName	Exhibitor	Class	Space
16		15		11
17		15		11
18		15		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 number is pre-assigned and will be the same for all plants in your exhibit. Do not change it.

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. <https://jaxorchidsociety.org/wp-content/uploads/2024/03/2024-JOS-Show-Regulations-and-Classifications-2.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)	15	285	11
17	Cattleya skinneri	15	200	11
18	(Phalaenopsis Tiger x Phalaenopsis Lily)	15	496	11
19	Oncidium unknown	15	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 13, 2025. 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.