**Instructions for Filling Online Entry Form**

**This document will save you filling in the same details on multiple forms.**

**Please read the steps before you use the form below**

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| **STEP** | **Explanatory information** |
| 1.     Double click on the Entry Form. | There is no need to save this form.  It will remain open and you can overtype the previous information for each new item |
| 2.     Fill in all the information in the form. | Single click & begin typing. ‘Click here to enter text’ will automatically disappear. Refer to ‘Exhibition Item Details’ for description of required information |
| 3.     Check that information entered is correct and complete.      Save the form under “Save as”.      Give your form a File name and choose a folder to save it in.  **You may wish to create a new folder to save your entry forms in.**       Save as a PDF | If you save the PDF and realize you have made a mistake you can change the information and save it again.  Name your files so they can be identified, e.g. <your name> and <item number>  To save as PDF, scroll within ‘Save as Type’ & select PDF. |
| 4.     If you have more than one item for the exhibition, the form will still be there. Overtype and save this second form with a new name, as above. | You can click on the form and change only the information relating to the next item you wish to exhibit. Change the number each time you make a new Entry Form. If you have 3 items you will have 3 Entry forms. |
| 5.     Email all of your PDF forms to the Entry Coordinator Helen Worth at embroideryact@gmail.com no later than 20 August 2018 | Put the subject heading “**Entry Form**” on your email so it goes to the right person. 130053_ACTPS_Template_2nd_HDRNOTE: After your entry is received you will be sent a confirmation email. If you do not receive this email please contact the Entries Co-ordinator by phoning Helen Worth on 0418627242 |

**Exhibition Item Details – this information helps the Exhibition Designer**

* **My Item number** –Give each of your items a number, starting with 1
* **Name/Title of Item** –This is the name you may have given your item e.g. “Night Owls”
* **Type of Article** –Type of article might be “picture, cushion, table runner”
* **Size in Cm** – type height in cm first and then width in cm e.g. “6 H x 10 W”
* **Dominant Colours** – Enter the main colours in the item
* **Price** $: if for Sale – Enter price or if not for sale, leave blank or NFS
* **Category:** General International Favourite-piece Challenge Young Stitcher - Enter number for age
* **Stitch Group:** Hardanger Stumpwork Goldwork Cross-Stitch Decorative Surface Stitches
* **Did you design the work yourself?** Enter Y or N

Please indicateif you designed the item. If not, you must provide details of the original source of the design — this might be the author & title of a book, the author of magazine article (volume number and issue number/date), kit details, etc. We must know where the design comes from and we must acknowledge the original designer for **copyright purposes.**

**•     Did you make the work in a class put on by the Guild?** Enter Y or N

**If YES, please give details of class**- Enter the name of the class

**•     Additional comments about the work (optional) No more than 20 words –** Use this space to give some interesting information about the item. It might have been inspired by other work, a photo, a magazine article for example.