

COMPUTERIZED ENTRY FORM DATA SUBMITTAL

AGAIN THIS YEAR THIS PROCEDURE WILL BE THE PRIMARY SOURCE FOR SHOW ARTWORK DATA ENTRY

One of the most time consuming and error prone tasks that MASF has in the preparation and presentation of the annual Show is the manual entry of the data from the artists' Show Entry Forms. To reduce the time and mitigate the errors, MASF has developed a method for electronic submittal of Entry Form data.

The method is that the electronic form is provided at the MASF website - www.miniatureartsocietyofflorida.com. This electronic prospectus entry form is essentially identical to the paper prospectus entry form. Once the form is opened, the data can be entered exactly as it would be by hand on the paper form.

System Requirements: A computer with the Windows XP operating system or newer, or a version of Mac OS 10. A late version of Acrobat Reader must be on your computer. You should update to the latest version.. Most computers delivered over the past several years were delivered with Acrobat Reader installed. If need be, a free download of Acrobat Reader can be accomplished by clicking the Adobe Reader button near the top of the MASF website Annual Exhibition page.

The procedure for using this electronic Entry Form is as follows:

1. **Go to the MASF website** at www.miniatureartsocietyofflorida.com and **select the Annual Exhibition page** from the list on the left side of the home page.
2. **Click on the Downlod PDF Entry Form box.** The form will appear on your computer screen. **Be patient.** The data fields take a long time to display.
3. **Enter the data into the form**, including the name, address, etc. at the top of the form just as you would for the paper form. After the form is completed, **you may go back and change any field** by clicking on that field. Because there are limited choices for the Honorary Miniature Membership, Media Letters, Category Letters and Entry Fees data boxes, they have drop-down arrows at their right end. Clicking the drop-down arrows will provide the limited list from which to choose. The Young Artist and First Time Entrant boxes are check boxes. They can be toggled on and off by clicking on them. Two check boxes have been added on the same line. One is to indicate that an alternate shipping address from the one at the top of the form is desired (if this box is checked, the alternate shipping address input area will open just below the financial data area. The alternate address info must be entered there). The other box is to indicate whether you would like to be paid for any awards or sales via PayPal.
4. After all the data has been entered, **click the PRINT button** at the bottom of the form to print as many copies of the completed form as you like. A minimum of 2 are required. One is for inclusion with the works and the other is for your records. Your printer dialog box should allow you to select the number of copies that you want. **If you are paying by credit card, fill out the credit card box with pen and ink on the copy to go into the box with your works.** Cut out the tags at the bottom of the entry form and attach them to your submitted works. Put that copy of the form into the box with your works. Keep the second copy of the form for your records.
5. When the printing is complete, **click the SUBMIT button** near the bottom of the form. Normally, you will get a submittal acknowledgement, but some browsers don't do that. If you were able to fill out the form completely the Submit button will send the data. Please don't click the submit button more than twice. We get a copy of your data every time you click it. Last year we got 30 copies of one artist's data. This year we will automatically acknowledge receipt of your data as we receive it.
6. **In the vast majority of cases, all will go well with this procedure. All is well if the form opens with black outlined data fields with blue backgrounds.** Clicking on any field will turn the background white and allow typing data into the field. **Anything else will not work.** It depends on the browser configuration. There are at least 78 browsers out there and each has several configurations. Some can't handle the job of providing the interactive capabilities to fill out on-line forms. **There is a backup procedure.** It requires a few more clicks by the artist but is still better than handwritten forms. If you don't get the black outlined, blue background fields, send an e-mail to Herb Weed at Herb.weed@knology.net with the subject line of "Request Automated Show Entry Form". The words "Show Entry Form" are important as they will trigger an automatic reply. You will receive by reply e-mail a message with the form attached. Right click on the document title of the attachment and select Open. The form will open as it should have originally. Complete and submit the form using the procedure above.