

Welcome to the 2022 Northwest Orchid Society Show Plant Entry site

This year, we're making the entry forms available on Google Drive, so you can edit your list right there, or download the spreadsheet to your computer if you prefer. Please read the entire set of instructions.

NOTE: Anyone with orchids is welcome to enter in our show! But if you're not yet a member of any society, please email us at ShowChair@nwos.org and let us know you're coming.

Fill out one tab (worksheet) of the spreadsheet using these instructions. You can then download the completed list to your computer (as a **Microsoft Excel, OpenDocument, or Comma Separated Values** file) and email it to us, or bring it to the show on a USB stick. This will download the entire file, including everyone else's tabs. Or, if you are the type to trust the Cloud, you can just leave your list here and it will be retrieved manually by the Show Committee. If you download the template and edit it on your computer, please email it to us, or bring it to the show setup on a USB drive.

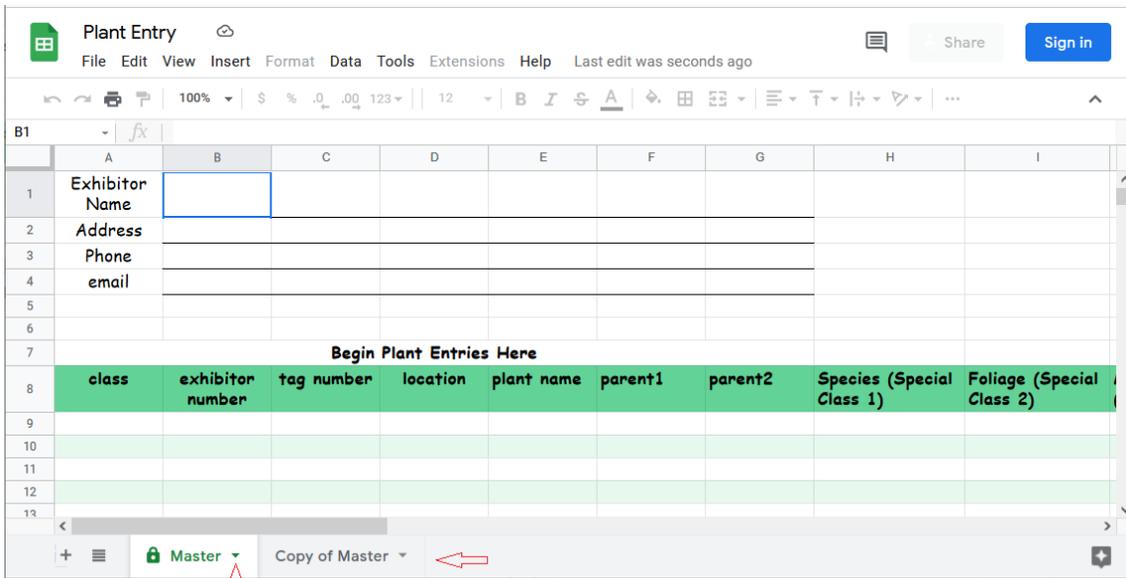
1. Go to the Google Docs site and open the NWOS folder. You do not need to sign in if you don't have a google account, but some of the menus might be different.
https://drive.google.com/drive/folders/1V_jnuAeX3l2kKK9Rjr1S-mXKqO3rkEt?usp=sharing
Files in this folder are:
 - “Plant Entry Instructions.pdf” - How to Enter Plants (this document)
 - “ShowSchedule.pdf” - Ribbon Judging Plant Classes
 - “Plant Entry” – Spreadsheet for entering your plants
2. Open the Plant Entry spreadsheet.
3. Click on the first worksheet, named “Master.” Do not enter anything into this page!
4. Click on the little arrow to the right side of the tab, and select “Duplicate.” A new tab will appear to the right, named “Copy of Master ...”
5. Open this new sheet, click on the little arrow on the tab, and select “Rename.” Enter your name or other unique identifier here. If you are entering multiple people for a society, put the society name here, and see special instructions below.
6. Open the new sheet, enter your personal info at the top.

Now that you've got a worksheet of your own, you can edit it right here on the google drive. You can come back and edit it later, too. Or download it to your computer and edit it there. If you download it, you will need to email it to us.

To edit your worksheet:

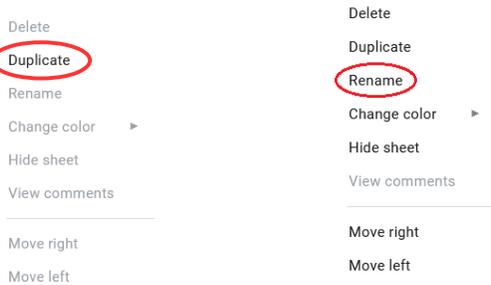
7. Enter each plant's name in column E. If you know the parents, enter them in columns F & G, but this is optional.
8. In column C, enter a unique number between 1 and 99. This means unique to your list of plants. It's easiest for you and for me if they are sequential, starting at 1. If you have more than 99 plants, wow, just keep going.
9. Using the Show Schedule (ShowSchedule.pdf), select the class that best fits your plant, and enter the number in column A. If you have questions about which class, send a picture and the name of your plant to ShowCommittee@nwos.org
10. If you wish, you can indicate special aspects of your plant by putting an X in the appropriate columns H-M. It is not absolutely guaranteed that these categories will be used for ribbon judging.
11. The remaining columns (B, D and E) will be filled out by Show personnel.
Note: If entering for multiple members of a society, you can put the exhibitor's name in column B.
12. If you need to add to or fix your list at a later time, you can re-open the spreadsheet, go to your own tab, and make adjustments.
13. To download the file, select the menu item “File” then “Download.” A list of formats will appear. Please select **Microsoft Excel, OpenDocument or Comma Separated Values.**
14. You can also email directly from Google Drive: Select “File | Email” and select “Email this File.” Another dialog will pop up – Enter ShowRegistration@nwos.org in the “To:” box. Be sure to change the file type to **Microsoft Excel or Open Office Spreadsheet.** This option may not be available if you don't log in to a google account.

This spreadsheet is shared: everybody's list will be included, and can be seen or edited by anyone. **Please be a good citizen, and do not alter anyone else's list!**

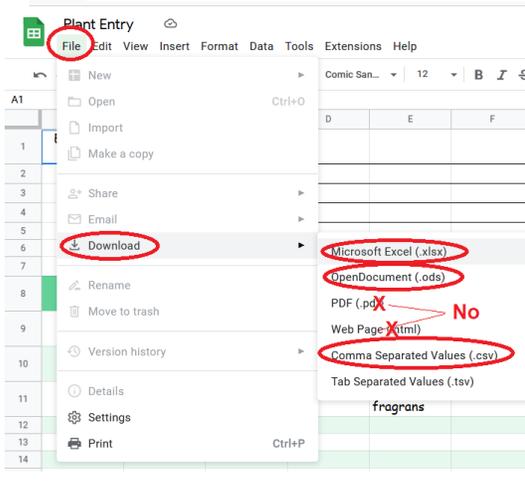


click for menu

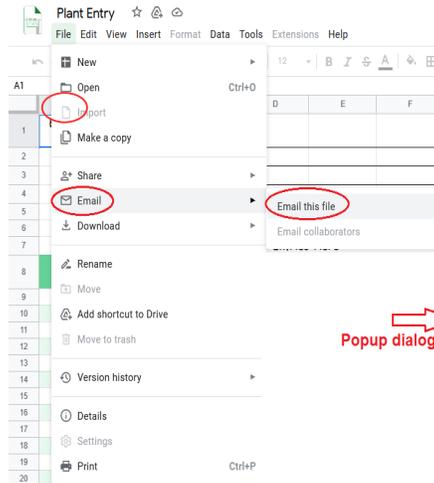
your new tab - rename it



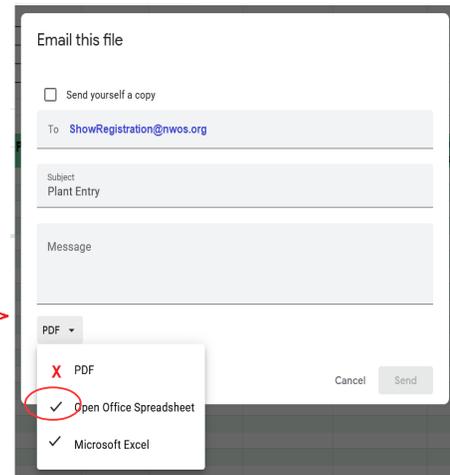
Popup Menus for worksheet tabs



Download



Popup dialog



E-mail directly from Google Drive

To send a copy of your list to the Show committee, or if you have any questions, email to ShowRegistration@nwos.org.

All entries must be completed/received by 5:00pm Thursday, September 29, or a USB drive with a copy of the spreadsheet may be submitted at the Show site by 3:00pm on Friday, September 1.