

Instructions for Completing the Plant Registration Form

St. Augustine Orchid Society



Your Plant List and Awards Coordinator will complete this form for you if you would prefer not to struggle through the show schedule. Email each plant's name and the flower color to Sue at sbottom15@hotmail.com well in advance of the show. If you want to fill out the form yourself, here are the instructions:

IDENTIFY YOURSELF

- **Name and Address.** Enter your name and address at the top of the form.
- **Exhibitor Number.** Leave this field blank. JOS Show Officials will give us an exhibitor number and your Awards Coordinator will enter this information into the form at the Show.

FOR EACH PLANT YOU PLAN TO ENTER INTO THE SHOW

- Enter the information from your plant tag.
- **Plant Name.** In the plant name field, enter the information shown on your plant tag if the plant is a species or a registered hybrid.
- **Pod and Pollen Parents.** If the plant is an unregistered hybrid, list the pod and pollen parents in these fields. If you know the parents of a registered hybrid, you may also enter this information in the appropriate fields. Otherwise leave these fields blank.
- **Color.** Enter the color of the flower in this field.
- **Examples.** Let's say your plant tag lists your plant as the species *L. purpurata*. You would enter *L. purpurata* in the plant name field and the pod and pollen parent fields would remain blank. If your plant tag lists your plant as the hybrid *L. purpurata* x *B. nodosa*, you would enter *L. purpurata* in the pod parent field and *B. nodosa* in the pollen parent field. If you are aware that Bl. Morning Glory is the registered name for the cross between *L. purpurata* and *B. nodosa*, you could also add Bl. Morning Glory to the plant name field.
- **Class Number.** If you are comfortable with using the attached Show Schedule, you may enter the class number into the appropriate field. Otherwise leave this field blank and your Plant List or Awards Coordinator will complete this field for you.
- **Plant Number.** Leave this field blank. JOS Show Officials will assign a plant number and your Awards Coordinator will enter this information into the form at the Show.
- **Location Number.** Leave this field blank. When we know whether your plant will be in the SAOS Exhibit or exhibited individually, your Awards Coordinator will complete this field at the Show.
- **Exhibitor Number.** Leave this field blank. JOS Show Officials will give you an exhibitor number and your Awards Coordinator will enter this information into the form at the Show.

SAVE AND EMAIL THE PLANT ENTRY FORM

- **Save the Blank Form.** You may save the blank form to your computer and then open it to enter the information. Name the file something like JOS Entries 20xx with the current year.
- **Save the Completed Form.** Enter the information and save the completed form to your computer with your name added to the file name, e.g., JOS Entries 20xx Smith. If you have more than 6 plants, save the completed forms with an added number like JOS Entries 20xx Smith 1, JOS Entries 20xx Smith 2, etc.
- **Email Form to Plant List Coordinator.** Attach the completed form(s) in an email to your [Plant List Coordinator](#). The Plant List Coordinator will double check the plant label against the OrchidWiz data base so the plant can be correctly labeled in the Exhibit by the Plant Tag Coordinator and entered for judging at the Show by the Awards Coordinator.