

# **AVSA Show Entries**

## **Version 2**

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# OVERVIEW

## About AVSA Show Entries

**AVSA Show Entries** is a Windows® program designed to facilitate the entering of exhibits in AVSA Standard Shows. Here are some of the features:

- Creates a show information file that customizes the program for each show, including the sections, classes, and special awards.
- At show time, information is entered with a minimum of keystrokes, which will help to speed up the entries process.
- Looks up names and descriptions directly in the program, using the First Class database.
- Prints entry tags. A detachable card is printed with the cultivar name in a selectable font, to be used as a plant name tag.
- Prints various forms and reports, including AVSA collection score sheets, clerk's sheets, the AVSA Standard Show Award (SSA) Point Score Sheet (filled in with ribbon counts, etc.), award winners, and exhibitors' award sheets.
- Assists with the sale of show plants, if the club allows show plant sales. Prints (optionally) the price of the plant on the plant name tag. Prints reports for each exhibitor, and for the treasurer.

The program has many features. **It is strongly suggested that you read these instruction pages thoroughly.** You will need some time to become proficient with the program, and you will also need time to enter show information. You should try out the various features of the program with the computer and printer(s) that you will be using at the show. Preparation time *before* the show will save time *at* the show, making the entries process go quickly and smoothly.

## Requirements

In order to run **AVSA Show Entries** you will need a PC with Windows® XP or later, with a screen resolution of 800 x 600 or higher. (This program is not available for a Macintosh® computer.) You will also need a printer capable of feeding 3½" wide cards. A second printer may be used for 8½" x 11" paper, or you may use one printer for both purposes. For optimal performance, the First Class computer program should be installed on the same computer.

## Menu Conventions

Throughout these instructions, menu choices will be indicated in the following manner: Select File » Openō from the menu means click on the File menu and select Openō

## Installing AVSA Show Entries

Insert the AVSA Show Entries CD into your computer's CD-ROM drive. If the setup program does not start automatically, click the Start button and select Run... Type "d:setup" in the command line box (substitute your CD-ROM drive letter for d: if needed), then click the [OK] button. Follow the installation instructions. The setup program will create a shortcut on your desktop. If you don't want it there, click on it and press the <Delete> key.

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There are three stages involved in using this program. The first is setting up the show information file. Then there is the entries process itself. Finally, you can print reports after the show is judged.

## BEFORE THE SHOW — PREPARATIONS

### Getting Started

Before you use **AVSA Show Entries** at a show, you need to set up a file with information about the show. Select File » New. A Show Information window will appear. Note that there are tabs along the top, corresponding to the different categories below.

The screenshot shows the 'Show Information' dialog box with the following data:

Field	Value
Date of Show	September 18 & 19, 2010
Theme of Show	Violets on Vacation
Location (City, State)	Chicago, Illinois
Sponsoring Organization	Illinois African Violet Society
Number of active members	(or) <input checked="" type="checkbox"/> Check here if council, state, or regional organization with over 100 members
Show Chairman Name	Amanda Jacobs
Address	123 Sycamore St.
City, State, ZIP	Metropolis, IL 62960
Telephone	(618) 555-1212
Options	<input checked="" type="checkbox"/> Print Theme on Plant Name Tags <input type="checkbox"/> Print Sponsor & Date on Entry Tags <input checked="" type="checkbox"/> Print Exhibitor No. on Entry Tags

FIGURE 1

### General

Under this category enter general show information (FIGURE 1). This will be used by the program for printing AVSA Collection score sheets and report headings. After entering information for each field you can use the <Tab> key or the <Enter> key to move to the next field. If this is a council, state, or regional organization with over 100 members, check the box. Otherwise enter the number of members.

### Sections

Click on the tab marked Sections. For each section in the show, enter the section number and the description (example: Section 7 might be Interpretive Flower Arrangements). *Important: If the description is very long, try to edit it so that it fits within the text box.* Pressing the <Enter> key while the cursor is in the Description field will enter the section on the list below. If you make a mistake, either click on the list entry and press <Delete> or double-click on the list entry to move it back to the edit fields, where it can be changed and re-entered. Check the box at the right if the section numbers should be indicated with Roman numerals (example: Section VII instead of Section 7). This is for reports only — *on this list they will not appear as Roman numerals.*

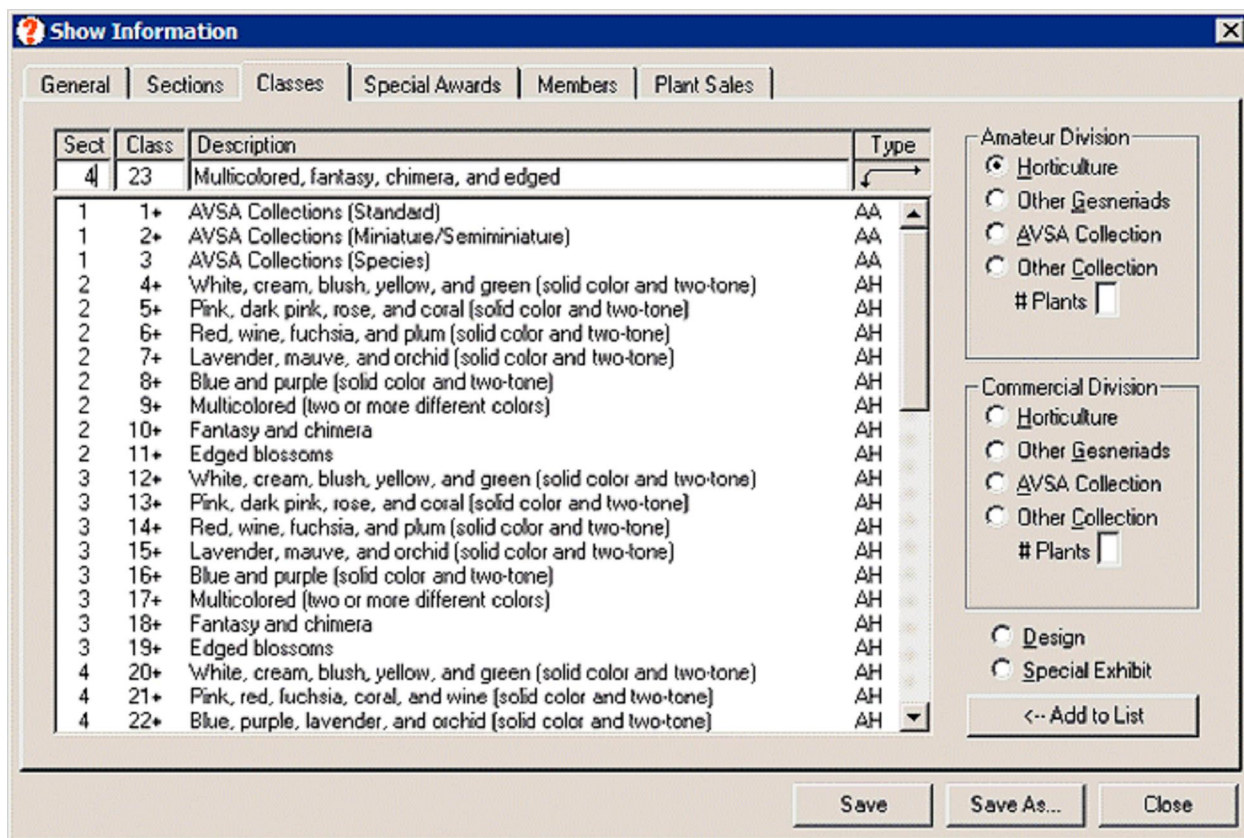


FIGURE 2

## Classes

(See FIGURE 2.) For each class in the show, enter the section number, class number, and a description of the class. Class numbers with ‘a’ through ‘f’ can be used (ex. Classes 12a and 12b). Use the option buttons to select the type of class. Any collections that require *AVSA-registered plants* (such as the Holtkamp Collection class at the AVSA convention) should be entered as AVSA Collections (*not* Other Collections). Commercial Display Tables and Showcases should be entered as Special Exhibits (*not* Horticulture). Dixie AVS Collections should have “DAVS” somewhere in the class description (*not* “Dixie AVS”), and they should be entered under Other Collections.

Important: Try to keep the length of the descriptions within the Description text box. The descriptions for sections and classes *do not need to be exactly the same as those in the show schedule*. If the show schedule says “AVSA Collection of three different registered standard varieties, all of the same type (three single-crown or three trailers).” you might shorten it to “AVSA Collections (Standard)” so that it will fit into the box.

Helpful Tip: If you type the number of a previous section or class into the Description box and press <Enter>, the description for that section or class will be typed into the box automatically. This is helpful if you have several sections or classes with the same or a similar description (example: Blue, purple, lavender, mauve, and orchid).

For designs, enter *only* the design title of the class (example: “City Lights”). You don’t need to enter the quotation marks — the program will do that automatically at show time. As above, you can delete an entry by highlighting it and pressing <Delete> or edit it by double-clicking on it.

Once the classes are entered, you can designate class requirements as to size/type and variegation. If you choose to use this feature (*highly* recommended), the program will check and alert you if you are trying to enter a plant in a class that does not allow that type of plant (*e.g.* a semiminiature in a class for miniatures, or a non-variegated plant in a class for variegated plants). For each class that you want to designate, highlight the class by clicking on the list entry. Then press <Enter>. An option window will appear. (See FIGURE 3.) Check *all* the options that apply. (*e.g.* For the miniature/ semiminiature AVSA collection class you would check Semiminiature, Miniature, Semiminiature trailer, Miniature trailer, Variegated foliage, and Green foliage.) If you don't check *any* of the boxes, the program will assume that any type plant is allowed in the class (just as if you had checked *all* of the boxes). If any of the options have been checked, there will be a # placed to the right of the class number. You do *not* need to do this for classes that have no particular requirements, such as classes for new cultivars.





FIGURE 3

Normally, plant name tags are printed at the bottom of each entry tag for horticulture exhibits, but not for designs or special exhibits. Most of the time you don't need a name tag for a design or special exhibit. However, if there is a need (such as a class of plants for display only), then you can specify that a name tag should be printed by highlighting the class and pressing the <Enter> key. A # will be placed to the right of the class number, indicating that name tags should be printed. Press <Enter> again to remove the # and a name tag will no longer be printed for exhibits in that class.

## Special Awards

(See FIGURE 4.) Here you enter all special awards that are offered, such as Best in Show, etc. These are awards that will be given to *only one exhibit*. (Don't enter awards here like Best in Class, which will be awarded to several exhibits.) Type the description and press <Enter> to add it to the list. *It's important that the word "collection" must appear in the description of any collection award.* (You may use upper-case or lower-case letters.) Do *not* enter sweepstakes awards on the list. Instead, indicate with the check boxes on the right which awards you would like computed. If you have separate horticulture and design sweepstakes awards, check those boxes. If you have a combined horticulture/design sweepstakes award, check those boxes. (Or check them all if you want them all computed.) Click the [Other ] button for other sweepstakes awards.

The position of the awards on the list should be in the order in which you want them printed. To change the position of an item, click on it and then click on the  or  buttons to move it up or down in the list. As above, you can delete an entry on the list by clicking on it and pressing <Delete>, or you can edit the entry by double-clicking on it.

On the bottom right portion of this screen you will see two pictures of rosettes. They will be shown on the Best in Class and Special rosette buttons, which you will use when entering ribbon awards. You can name the Special rosette anything you want (Award of Merit, Honorable Mention, 2nd Best in Class, etc.) by entering the name in the edit box. Also, you can change the displayed color of these two rosettes by right-clicking on them and selecting a color. (The color doesn't need to match the actual rosette.)

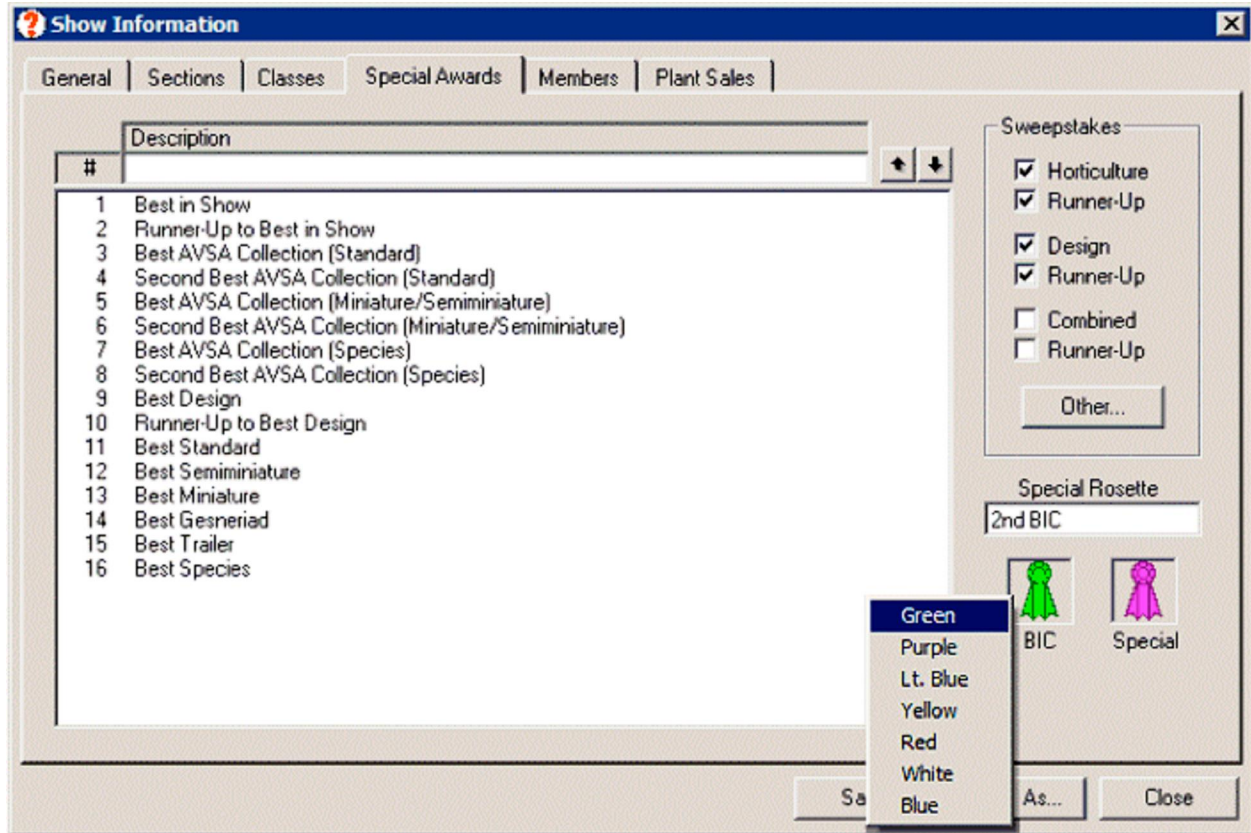


FIGURE 4

## Members

Although it is not required, you can use this section to speed up the entries process. At the time of the show, when you set up a new exhibitor, you will need to enter the exhibitor's name, city, and AVSA membership number (if entering an AVSA Collection). Here you can enter that information beforehand, and then at show time just select the person's name from a list. You can enter information for every member of the club, or just those whom you expect will be entering exhibits. If the member has just one name, such as a commercial member (example: ABC Greenhouses), enter that name in the Last Name field, and *leave the First Name field blank*. Click on the [Add] button (or just press <Enter>) to add the name to the list. As above, you can delete a name on the list by clicking on it and pressing <Delete>, or you can edit the information by double-clicking on the name.

Helpful Hint: If you are entering two members with the same last name and city (e.g. husband and wife), when entering the second member, just press <Enter> when the cursor is in the blank Last Name and City field, and the information from the previous member will be typed in automatically.



## Plant Sales

If the club allows the sale of exhibits, with the club taking a percentage of sales, this feature can help. To use it, first check the Enable show plant sales at this show check box. At show time as you enter an exhibit, a box pops up where you can enter the price of the exhibit. If it is not for sale, just press <Enter>. (If the exhibitor has leaves of that cultivar available, check that option before pressing <Enter>. That will be printed on the entry tag.) When the entry tag is printed, the price will be shown on the top left of the plant name tag (if you select the option to show the price). The Print receipts check box should be checked *only if you have special entry tags* with receipts at the bottom. (AVSA does not supply this type of entry tag.) Enter the club percentage of sales.

## Saving the Show Information File

After all the information is entered, save the file by clicking on the [Save Asō ] button. You will be prompted to enter a name for the file. A suitable name would be the name or acronym of the club followed by the year (example: TCAVS 2009). A .sho extension will be added (example: TCAVS 2009.sho).

## Editing the Show Information File

You may want to edit the file at a later date. After you open the show (see below), select Edit » Show Information. You can save the show under the same name by clicking the [Save] button, or under a different name by clicking the [Save Asō ] button. Often the classes and awards in a show won't change much from year to year. So you could open last year's show, change the information that needs to be changed, and save it as this year's show.

Note that you may open a show that was created with version 1 of AVSA Show Entries, but not the other way around. Also, once it is opened with version 2 it will no longer be usable by version 1, so you might want to make a copy before opening it in version 2. Also, be aware that converting a show from version 1 sometimes introduces errors, in which case you might not be able to use the files in version 2, and you might need to set up a completely new show file.

## Deleting Show Files

If you want to delete a show file, select File » Open... Click on the name of the show you wish to delete, and press the <Delete> key. After confirming the deletion, click the [Cancel] button.

You might decide to enter a "practice" show to become familiar with the program. If you later want to save the show information but delete the exhibitors and exhibits, just choose Edit » Show Information and click the [Save Asō ] button, saving the show under a slightly different name. You may then delete the "practice" show.

## Transferring Show Files to Another Computer

If you are going to use a different computer to do entries, you will want to transfer the show file to a USB flash drive (or to your hard drive), and then transfer it from the flash drive to the other computer (or send the file by e-mail). First you need to open the show that you want to transfer. Select File » Export Show File. Choose the drive (and folder, if applicable) to which you want to export the file.

The other computer must have the **AVSA Show Entries** program already installed. If you have a show open, close it. If you are using a flash drive, put it into your USB port. Select File » Import Show Fileō Select the file you want to transfer and click the [Open] button.

You will be given a choice to import only portions of the show file or the whole file. If you want to import the whole file, leave all of the boxes checked. Otherwise check only the portions you want to import. That way, different people can work on different parts of the show file. If you do this, make sure that the file names of the shows are exactly the same. If not, rename the show file before exporting it. Once the file is imported, select File » Open and choose the file.

If you want to open an existing file on your computer, you don't need to export it first. Just click on File » Open and go to the folder where the file exists.

## Preparing the Printer(s)

You may use two printers — one for printing entry tags and one for printing on 8½" x 11" paper, or you can use the same printer for both. If you choose to use one printer, you will need to switch between paper and entry tags, depending on what you want to print. Make sure you have printer drivers installed for the printer(s) you will be using, especially if you will be using someone else's printer. Printing entry tags requires a certain degree of precision as to where the printing is placed, so you may need to adjust the entry tag margins. Choose File » Printer Setup. Click the Entry Tag tab and select the printer you will be using. Click the Entry Tag Margins tab. Depending on your printer, you may need to adjust the Entry Tag Offset. If your printer feeds the entry tags in the middle of the printer, you will probably need to add 2½" to the Entry Tag Offset. With other printers, such as some of the HP Deskjet® series, you may need to add 1" to the Entry Tag Offset. Print a sample entry tag. If necessary, adjust the Entry Tag Offset to compensate for large changes. For "fine tuning," adjust the Left and Top margins. Each notch represents 1/16". Click the [OK] button to close the window. The margin settings for each printer will be remembered by the program, so once they are set they won't need to be re-done (except for possible additional minor adjustments to the margins). If you use a separate printer for 8½" x 11" paper, the margin settings for that printer are not as critical.

The default font used for printing plant name tags is Monotype Corsiva. You may change it by choosing Tools » Change Name Tag Font from the menu.

## Getting Updates

Make sure you have the latest version of **AVSA Show Entries** on your computer. Choose File » Check for New Version from the menu. If there is a new version, you will be given the option to download it.

While you are doing entries, you will have a list of African violet names (the First Class database) presented to you. Integrated with that list is a comprehensive list of "other gesneriads." New names are occasionally added to the list. Just before the show, it's a good idea to update this list on your computer. (Just choose File » Update Gesneriad List from the menu.)

# SHOW TIME — THE ENTRIES PROCESS

## Setting Up


Now it's show time! In preparation, set up your computer and printer(s). Make sure the printers are connected, and that you have installed the printer drivers for each printer used. Choose File » Printer Setup. Select the printers from the two lists. (Note that each time you open the program you might need to select the printers again.) If the printer is capable of feeding the entry tags, load them into the printer. (Otherwise you will need to feed each one manually.) Start the **AVSA Show Entries** program.

## Opening a Show

Select File » Openõ , click on the name of the show you wish to open, and click the [Open] button. You may open show files created under version 1 by going to that folder (c:\Entries by default).

After the program opens, if the middle list is empty, or if it contains only names of “other” gesneriads, it indicates that your First Class database could not be found at the default location (c:\First Class). Click on File » Find First Class... and enter the First Class folder.

If you want the entry tags printed as you enter the exhibits, check this option at the bottom of the Entries tab. You can print the entry tags in batches when there is a lull by choosing Print » Entry Tagsõ , and then print any entry tags that haven’t already been printed. (Select the All unprinted tags option.)

Name	Class	Exhibit
Strawberry Fields	Strawberry Fields	
Hybridizer		
Lynden Lyon Greenhouses/P. Soriano		
Type	Reg. #	Reg. Date
Large	9544	12/17/2005
Alt. Reg		Vintage
Description		
Semidouble-double red frilled star/doi-ker fantasy, white edge. Medium green, plain, quilted.		
		
Alternate Photo		

E.B.#	Class	Exhibit
80	2	Ness' Crinkle Blue
81	2	Bogeyman
82	2	Ness' Dynamite
83	3	Ness' Satin Rose
84	3	Rob's Hot Chocolate
85	3	Rob's Little Pueblo
86	3	Rob's Hand Puppet
87	3	Rob's Swizzle Stick
88	31	Pissy Pink
89	28	Boo Man
90	27	Burgundy Kid
91	29	Rob's Hopscotch
92	30	Golden Child
93	27	Oksana
94	23	Optimara Little Moonstone
95	30	White Dew
96	28	Persian Dew
97	31	Audrey Buchanan
98	28	Rob's Monkeyshines
99	28	Rob's Boondoggle
100	29	Rob's Heat Wave
101	33	Rob's Outer Orbit
102	37	Rob's Bookaroo
103	38	Saintpaulia rupicola
104	11	Hot Summer Day

Exhibitor: 14 - Susan Andresen Total: 33

Pre-entries  Print entry tags as entered

Get Exhibitor Print Exhibitor Sheet Clear

FIGURE 4

## Entering Exhibits

First, you need to get an exhibitor. Click the [Get Exhibitor] button on the lower right of the Entries tab (FIGURE 4). A list of current exhibitors will be shown. (If you are just starting, the list will be blank.) Click on the exhibitor’s name (or type the exhibitor number) and click [OK]. If this exhibitor has exhibits entered, they will be listed on the right. The exhibitor’s number and name is displayed in the box below the list.

If this is a new exhibitor, click the [New Exhibitor] button. If you have already entered the names of members while setting up the show, you will be presented with a list of those names in alphabetical order. Select the name and click the [OK] button. The information then will be displayed in the text boxes at the right. If any information needs to be changed, do it now. (This information will become a record in the exhibitor file.) If the name is not on the list, type the

information in the text boxes. The AVSA membership number is required only if the exhibitor is entering an AVSA Collection. Click the [OK] button, and the exhibitor is registered.

Now you're ready to enter exhibits. Type in the class number, press <Enter>. If you are not sure of the class number, just press <Enter>, and the cursor will go to the Exhibit box. Here you can start typing the name, just as you would in First Class. Once you find the name, press the <down-arrow> key, then press <Enter>. If the Class box is empty, the cursor will go there, and you can type in the class number and press <Enter> again. At this time the exhibit is entered on the exhibitor's list at the right, and an entry tag is printed (assuming that the Print entry tags as entered check box is checked).

What if you don't find the name on the list? Try pressing the <F2> key. A search will be performed on the word(s) that have been typed. If the name is on the search results list, select it and press the <Esc> key to switch back to the main list. Then press <Enter>. If you still can't find the name, just type the name and press <Enter>. If you run across a name like 'Indigo Nights', and the program displays "Indigo 'ni" and won't let you change it, press the <Esc> key, then backspace and make the changes.

At this point you will be alerted if the plant size/type or variegation does not meet the requirements of the class (if you have chosen to use this feature). You will have the option to enter it anyway, but if you are alerted you should *re-check the description* and class.

If the class number you entered is a design class, the class title will be automatically entered in the Exhibit text box. Press <Enter> to complete the entry and add it to the list.

If the exhibit is an "other gesneriad," the name may or may not be on the list, but even if it's on the list, there will be no description displayed on the left.

If you want to make a correction to an exhibit on the list, double-click on the listing, and it will be transferred to the text boxes, where you can make the changes. If changes are made, a new entry tag will be printed.

If you need to reprint an entry tag because of smudging, paper jam, etc., highlight the entry on the list and press the <P> key on your keyboard, or right-click the name on the list and choose Print Entry Tag from the pop-up menu.

Continue entering exhibits in this manner until you are done with the current exhibitor. You can print a list of the exhibitor's entries by clicking the button labeled [Print Exhibitor Sheet]. (If you are using one printer, make sure you have plain paper in the printer.) Note that on the exhibitor's sheet, an asterisk (\*) is placed before the names of plants that are registered with AVSA. If the exhibitor changes his/her mind about an AVSA Collection, the registered plants can be identified more easily.

Now you can click the [Get Exhibitor] button and start all over again with a new exhibitor.

## **Pre-Entering Exhibits**

In order to speed up the entries process, some clubs encourage pre-entering of exhibits. To use this feature, check the Pre-entries check box at the bottom of the Entries tab. The process is the same as entering exhibits, except the listing will be in red letters, indicating that this is a pre-entry. Also, an entry tag won't be printed, even if you have the Print entry tags as entered option checked. At show time, the pre-entries will show up on the list. To change a pre-entry to an entry, click on the name and press <Enter> (or right-click on the exhibit and choose Change to Entry from the pop-up menu). The listing will change to black letters, and an entry tag will be printed. (To change it back to a pre-entry, press <Shift> + <Enter>, or right-click on the exhibit and choose Change to Pre-Entry from the pop-up menu.) Any pre-entries that didn't make it to the show can

be deleted by selecting the name and pressing the <Delete> key (or right-clicking on the exhibit and choosing Delete Exhibit from the pop-up menu). However they don't *need* to be deleted, as the program will ignore them.

### **Printing Entry Tags**

As noted above, if you choose the Print entry tags as entered option, an entry tag will be printed for each exhibit as it is entered. If not, you can choose Print » Entry Tags and print one entry tag or all those not yet printed. Another method is to go to the Lists tab. On the Exhibits list you can select one or more exhibits (hold down the <Ctrl> key while you select them), then right-click on any one of the selected exhibits and choose Print Entry Tag(s) from the pop-up menu. You might want to click on one of the column headings to sort the list before selecting the exhibits. For example, if you click on the Exh.# heading, it's easier to locate all of the exhibits for a particular exhibitor.

### **Counting Exhibits**

You cannot always use the highest entry book number as an indication of how many entries you have at any particular time. Choose Tools » Count Exhibits. A tally will be displayed.

### **Printing Collection Score Sheets**

Choose Print » Collection Score Sheets. A list will be displayed, showing each collection that has been entered. You can select one or more collections by clicking on their listings. Clicking on the listing again will de-select it. Click the [OK] button, and the sheets for the selected collections will be printed. (If you are using one printer, make sure you have plain paper in the printer at this time, instead of entry tags!) You can also print a collection score sheet while the exhibitor is entering plants by right-clicking on any one of the plants in the collection and choosing Print Collection Score Sheet from the pop-up menu. Once the score sheet is printed, fold the bottom up to the dotted line and secure it with a paper clip or tape (or better yet, a small removable label).

### **Printing Class Totals**

After all exhibits have been entered, choose Print » Class Totals. This report is a listing of the number of exhibits in each class. Use it to make a quick check of the classes before judging. While not an exact method, it will often find misplaced plants. When asked if you want to include pre-entries, answer Yes if you are using this function to give the placement committee an idea of how many plants to expect.

### **Printing Clerk's Sheets**

Now it's time to print clerk's sheets. Choose Print » Clerk's Sheets. Click the [OK] button. A sheet will be printed for each class, followed by a sheet with special awards. After each class is judged, the clerks will circle the appropriate ribbons and indicate Best in Class. If there is more than one plant with the same name in the class, it's important to compare the entry book numbers. If the judges make any changes, the changes must be entered in the computer, and a new entry tag and clerk's sheet(s) printed. For example, if they move a plant from class 10 to class 12, make the change in the computer and print a new entry tag. Then print clerk's sheets for classes 10 and 12 by typing "10,12" in the Range text box and clicking [OK]. Numbers should be separated by commas, or a range of numbers can be indicated by inserting a dash between two numbers. Note that you don't type spaces anywhere. For example, typing "2a,8-10" would print classes 2a, 8, 9, and 10. To print just the special awards sheet, enter "0" (zero).

## Viewing Exhibits, Exhibitors, & Show Schedule

At any time you can see a list of the exhibits, exhibitors, and the “show schedule” (a list of sections and classes) by clicking on the Lists tab (FIGURE 5). The Exhibits, Deleted Exhibits, and Exhibitors lists can be sorted by clicking on the column heading for the field by which you want to sort. On the Exhibits list you can select more than one exhibit before clicking the [Print List] button.

The screenshot shows a software interface with a top navigation bar containing 'Entries', 'Awards', 'Lists', 'Print Preview', and 'Plant Sales'. The 'Lists' tab is active. Below the navigation bar are four main panels:

- Exhibits:** A table with columns E.B.#, Class, Exh.#, and Exhibit. It lists 16 exhibits, including 'Saintpaulia orbicularis var. purpurea', 'Streptocarpus 'Electro'', and 'Ness' Mini Sota'.
- Show Schedule:** A list of sections and classes. Section I - AVSA Collections includes 'AVSA Collections (Standard)', 'AVSA Collections (Miniature/Semiminiature)', and 'AVSA Collections (Species)'. Section II - Standard African Violets, Green Foliage includes 'White, cream, blush, yellow, and green (solid color and two-tone)'. Section III - Standard African Violets, Variegated Foliage includes 'White, cream, blush, yellow, and green (solid color and two-tone)'.
- Deleted Exhibits:** A table with columns E.B.#, Class, Exh.#, and Exhibit. It lists 7 deleted exhibits, including 'Buffalo Hunt', 'Lights, Lights, and More Lights', and 'Streptocarpus 'Ako Lavender Dream''.
- Exhibitors:** A table with columns Exh.#, Last Name, First Name, and City. It lists 7 exhibitors, including 'Samuels, Morgan, Evanston, IL', 'Ensell, Micheline, Bensenville, IL', and 'Coronado, Stephen, Chicago, IL'.

Buttons for 'Save to File', 'Print Entire List', 'Print Selected Exhibits', 'Save to File', 'Print Schedule', 'Undelete', and 'Print List' are visible at the bottom of the respective panels.

FIGURE 5

Click on one exhibit, then hold down the <Shift> key while you click on another exhibit. Both exhibits and all exhibits between them will be selected. You can also hold down the <Ctrl> key and select non-contiguous exhibits in the same manner. This would be helpful if you had an award for (let’s say) the Best Rob’s Variety. Click on the Exhibit column header to sort the list alphabetically. Then go down and select all of the Rob’s varieties. Now click the Class column header, then click the [Print List] button. This will give you a list for the judges with all of the Rob’s plants, sorted by class.

To delete an exhibitor, select the name on the Exhibitors list and press your <Delete> key.

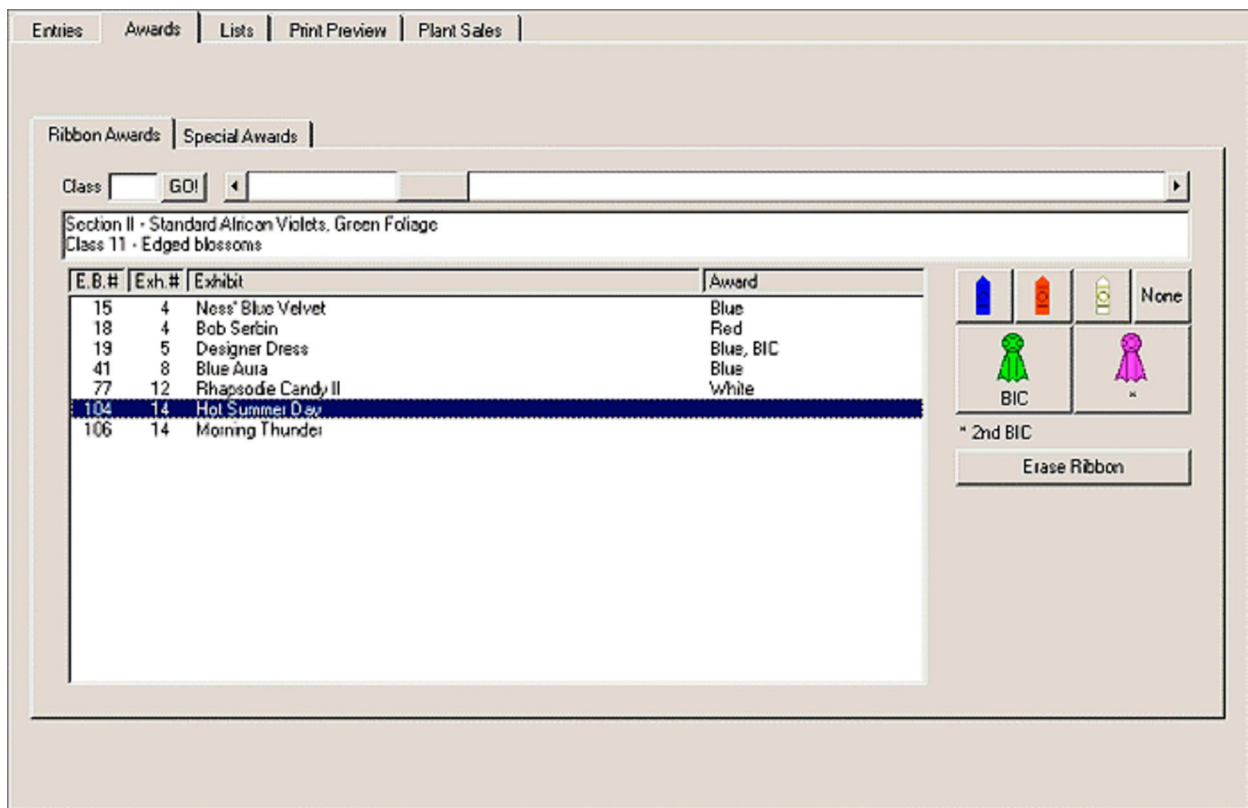
## Splitting Classes

Sometimes a particular class may get a lot of entries, and the club may decide (or the judges may request) that the class be split. In order to do that, first you need to designate another class into which some of the exhibits will be split. Click on Edit » Show Information. Edit the class in question by changing the class number. For example, you might change Class 7 to Class 7a. You might also need to change the description of the class. Then add a new class. (In our example it would be Class 7b.) Save the show file. Now click on Tools » Split Class. Choose the classes involved (7a and 7b in our example). Then choose the exhibits that you want to move to the other class. (Hold

down the <Ctrl> key while you make your selections.) The last step is to click the [-->] button to transfer the exhibits. You will probably need to print new entry tags and clerk's sheets at this time. (Hint: Go to the Lists tab and click on the Class column header. Select all of the plants in the two classes, then press the <P> key on your keyboard, or right-click on the selection and choose Print Entry Tags from the pop-up menu.)

## Entering Ribbon Awards

As the clerks return the marked clerk's sheets, ribbon awards can be entered into the computer. Click on the Awards tab and the Ribbon Awards sub-tab (FIGURE 6). You can change classes by typing in the class number and clicking the [GO!] button (or simply pressing <Enter>). Another way of changing classes is by clicking on the scroll bar at the top. Clicking on the arrows changes the classes by one number, while clicking on the scroll area changes by five numbers. You can also drag the scroll bar thumb button to the left or right. Still another method is to use the <right-arrow> and <left-arrow> keys on your keyboard to navigate.



(FIGURE 6)

Once you have the desired class on the screen, just click the button that corresponds to the award. The list is in the same order as on the clerk's sheet, so you can just go click, click, click down the list. If you make a mistake, click on the listing and click the proper button. For Best in Class and the Special rosette award, you don't need to click on the blue-ribbon button — a blue ribbon is assumed (and indicated).

Continue entering ribbon awards in this manner for each class. You don't need to indicate Best in Class awards for collections — that will be entered on the Special Awards sub-tab.

## Entering Special Awards

On the Special Awards clerk's sheet, the clerks should indicate the winners by writing down the entry book number for each winner. For collections, the entry book number of *any* of the plants in the collection can be entered, but it will look better on the printouts if the *lowest* entry book number is entered.

These awards are then entered in the computer on the Awards tab under the Special Awards sub-tab. The first award that has not yet been entered will be highlighted. Type in the entry book number and press <Enter>. Continue this way until you are done. If you make a mistake, click on the listing and type in the correct number (or the number "0" to delete).

## Performing a Final Check

After the awards have been entered, and before any reports are printed, you should choose Tools » Perform Final Check. This will let you know if there are any registered exhibitors who have no entries in the show. (Perhaps they pre-entered but did not enter exhibits.) They should be deleted, as they will otherwise count as an exhibitor when tallying for the AVSA Standard Show Award, and an exhibitor's sheet will be printed for them. The final check will also indicate if there are any exhibits that have not had a ribbon entered. They will be listed by class. (Note that if you have any Special Exhibit classes that aren't judged, you should enter 'None' as the ribbon award.) Lastly, below the lists, you will be informed if there are any special awards that have not been entered. (This does not necessarily indicate a problem, as some might not have been awarded.)

## Selling Show Plants

If you chose to use this feature, click on the Plant Sales tab. You will see a list of all of the exhibits. You can choose what will be displayed by checking or unchecking the check boxes below the list. If you want to mark an exhibit as sold, right-click on the listing and choose Mark Exhibit as Sold from the popup menu. If you click on an exhibit, it will be displayed at the right of the list, where you can change the price and/or mark it as sold. You can also display the exhibit by typing the entry book number and pressing <Enter>. After sales are completed, you can print reports — a separate sheet for each exhibitor, or a report of total sales for the treasurer. (see "Pricing Plant Sales Reports" in the next section.)

A quick way to mark exhibits as sold is to type the entry book number and press <Enter>, which will display the exhibit at the right. Then press <Enter> again to mark it as sold on the list. (There is no need to check the Sold check box.) Continue by typing another entry book number, or go to the next unsold exhibit by pressing the <down-arrow> key (or the <up-arrow> key to move upward on the list).

## AFTER THE SHOW — PRINTING REPORTS

After all the ribbons and special awards have been entered, it's time to print reports. If this portion of the menu is *grayed-out*, it means that *there are exhibits without ribbon awards entered — go back and perform a final check.*

### Print Preview

With some of the reports you are given the option of previewing the report on screen before printing (or *instead* of printing). When you are given the option of printing all pages or a range of pages, check the box marked Print Preview before clicking the [OK] button. When the report appears on the screen, to view each page use the navigation buttons at the top left of the page. (The status bar will tell you which page is being viewed.) Then you can scroll down to view the



whole page. When you are ready to print, click the print button (printer icon). If you want to print just one page, display that page and hold the <Shift> key down while you click anywhere on the page. You can also create an Adobe Acrobat PDF file by clicking on the [Create PDF] button.

Click on the magnifying glass icon to change zoom view, or on the arrow next to it for zoom options. You can also double-click on the page with the left mouse button to zoom in (magnify), and double-click with the right mouse button to zoom out.

### **Printing Judges' Standard Show Award Point Score Sheet**

Choose this option from the Print menu. If the sponsor is a council, state, or regional organization with over 100 members, you will be prompted to enter the number of members attending the show or convention. Make sure you have this information available. If the sponsor does not have over 100 members, the program will use the number of members indicated in the show information file. If your printer doesn't support duplex printing, print page one (hold down the <Shift> key while you click on the page), turn it over, put it back into the printer, and print page two. (Both pages should be on one sheet of paper.) The report is then given to the Show Chairman or Judges Chairman, who will give it to the judges to complete and sign. This should be the first report that you print. Judges who are not familiar with AVSA Show Entries will be impressed that you have the ribbon counts immediately after judging is completed, and that the numbers are filled in, and the math is done by the program.

### **Printing Award Winners**

Choose this option from the Print menu. Select whether you want special awards or best-in-class awards (or both) and click the [OK] button. The awards chairman will want a listing of all awards, so check both boxes. The show chairman will need only the special awards in order to fill out the reports that are sent to AVSA. You also have the option of saving the award winners in a text file (awards.txt), which can be found in your AVSA Show Entries folder (c:\Entries2 by default).

### **Printing Exhibitors' Award Sheets**

Choose this option from the Print menu. Each exhibitor will receive a listing of his or her exhibits, indicating the ribbons and awards won. As with the clerk's sheets, you can print all sheets or a range.

### **Printing the Entry Book**

Choose this option from the Print menu. The entry book consists of a class-by-class listing of all exhibits, indicating the ribbons and awards won. Listed at the end are the sweepstakes winners and the names of all exhibitors. The entry book is the official and permanent record of the show.



### **Printing Plant Sales Reports**

If you are using this feature, choose Sales by Exhibitor from the Print menu. This will print a report for each exhibitor who has exhibits for sale, showing total sales, club percentage, and net to the seller, followed by a list of all exhibits with their prices and whether or not they were sold. Choose Total Sales from the Print menu to generate a report for the treasurer, listing each exhibitor's gross sales, club percentage, and net to exhibitor, along with totals.

## MAKING CHANGES

During the course of the entries process, changes sometimes (often) need to be made. It is easy to edit or delete most items. Following is a summary of the processes.

### Show Information File

Choose Edit » Show Information. The General information can be edited in place. The information on the Sections, Classes, Special Awards, and Members can be edited by double-clicking on the corresponding list item, at which time the information will be transferred back to the edit boxes. To delete an item, click on it and press the <Delete> key. To change the position of a special award item on the list, click on it and then click on the  or  buttons to move it up or down in the list. Be aware that editing a record in the member file will *not* automatically make changes to an exhibitor record that was based on that member record. You must edit the record in the exhibitor file. (Choose Edit » Exhibitorō )

### Exhibits

If you are in the process of entering plants, double-click on the exhibit to transfer it to the edit boxes, where it can be edited. To delete the exhibit, click on it and press the <Delete> key. Otherwise choose Edit » Exhibitō Type in the entry book number and make the changes there. While entering exhibits, to change a pre-entry to an entry, click on it and press <Enter>.

### Exhibitors

Choose Edit » Exhibitorō Select the exhibitor from the list. Make changes and click the [OK] button. To delete an exhibitor, go to the Lists tab, select the exhibitor from the list, and click the [Delete] button. The program will *not* let you delete an exhibitor who has exhibits entered.

### Ribbon Awards

Choose Entries » Awards » Ribbon Awards. Go to the class where you want to make the change. Click on the exhibit to highlight it. Then click on the appropriate ribbon button.

### Special Awards

On the Special Awards sub-tab of the Awards tab, click on the award to highlight it. Then type in the correct entry book number and press <Enter>. To delete a winner, enter the number "0" for the entry book number.

### Entry Tag Printer Margins

Choose File » Printer Setupō Click on the Entry Tag Margins tab. Move the Top margin slider up or down. Move the Left margin slider left or right. Each notch changes the margin by 1/16" in the direction you move the slider. If you find that the entry tag is being printed too far to the left or not printed at all, try adjusting the Entry Tag Offset.

## HELPFUL HINTS

- The best way to do entries with this program is to have the classification and entries committees working together. Two or three people will be needed. One person checks each entry to see that it conforms to the show schedule (pot color, pests, suckers, etc.). Another works the computer, and the third checks the plant against the description, determining the correct class into which the plant will be entered.
- The fastest way to use the program to do entries: 1) The exhibitor presents the plant and states the cultivar name. 2) The computer operator presses <Enter> to put the cursor in the Exhibit box to look up the name. 3) The name is found and the correct class is determined, according to the description. 4) The computer operator presses <Enter>, types in the class number, then presses <Enter> again to enter the plant. 5) The entry tag is printed. 6) The name tag is separated from the entry tag, the exhibitor places it in the plant stake, then places the plant stake in the pot. 7) The entry tag is folded and sent with the plant to the placement committee. (Don't place the folded entry tag under the pot, or you might find yourself re-printing wet entry tags.)
- After all entries are made, go to the Lists tab and sort the exhibits alphabetically by clicking on the Exhibits column heading. You can then scroll through the list and check to see that all plants of a particular cultivar are in the same color class. (Example: If 'Irish Flirt' is entered in two different color classes, one might be mis-classified.)
- If the judges proclaim a special award as a tie, just edit the show information file to add a duplicate award. For example, change "Best in Show" to "Best in Show (tie)" and add another "Best in Show (tie)" to the list. (In this case you might also want to delete the "Second Best in Show" award.)

## PROGRAM UPDATES

Occasionally the program is revised to fix a problem or to add a feature. Connect to the Internet and Choose File » Check for New Version to find out if there is a new version. If there is, you will be prompted to download it. It's suggested that you do this before a show, to make sure you have the most stable version with the latest features available.

## TROUBLESHOOTING

Every effort has been taken to make this program stable and free of problems. However, if you do run into a problem, *try to find the answer in this manual*. If you still have a problem, go to the support page at [www.entries2.com](http://www.entries2.com), where we will post solutions to known problems that have cropped up since this manual was written. If you have an emergency at show time, call Joe Bruns at 640-837-1298.

# Command Summary

## MENU CONVENTIONS

File > New means click File on the top menu, then select New from the drop-down list.

## BEFORE THE SHOW – PREPARATIONS

**Setting Up Show Information** – Click on Edit > Show Information

Preparation	Make sure you have the most recent version of the program. (Select from menu File > Check for New Version.) Get most recent gesneriad list (Select from menu File > Update Gesneriad List.)
General	Enter pertinent information and check desired options.
Sections	Type section number, press <Tab> or <Enter>, type section description, press <Enter>. Try to keep length of description to fit text box. To correct a mistake, double-click on the section to return it to the top. To delete a section, highlight it and press the <Delete> key.
Classes	Type section number, press <Tab> or <Enter>, type class number, press <Tab> or <Enter>, type class description, press <Enter>, select division and section, click on [Add to List] button. Try to keep length of description to fit text box. Shortcut: in the Description box, type the number of a previously-entered class and press <Enter>. The description of that class will be entered for you.  To correct a mistake, double-click on the class to return it to the top. To delete a class, highlight it and press the <Delete> key.  To specify size/type for class, select class on list and press <Enter>. Check all that apply and click [OK] button.  To force printing of name tag for design or special exhibit (such as display only), select class and press <Enter>.
Special Awards	Type description of special award and press <Enter> key. Try to keep length of description to fit text box. To change position of award on list, select award and click on up-arrow or down-arrow button to right of Description box. To change color of either rosette, right-click rosette.
Members	Type Last Name, press <Tab> or <Enter>, type First Name, press <Tab> or <Enter>, type City and State, press <Tab> or <Enter>, type AVSA membership number (needed only if entering an AVSA collection), click [Add->] button. To edit member, double-click on name.

Plant Sales	If not using Show Plant Sales feature, leave everything blank. Otherwise check box at top and select other options.
Setting up printer(s)	Select from menu File > Printer Setup. Choose printers to be used for entry tags and 8½ x 11 paper. (If using only one printer, choose the same for both.)

## SHOW TIME – THE ENTRIES PROCESS

### Entering Exhibits

Preparation	Entries tab. If Pre-entries, check box on bottom. To print entry tag as soon as plant is entered, check box on bottom. Otherwise entry tags will be printed in batches as directed by computer operator.
Making multiple selections	On some lists you can select more than one entry. To select contiguous entries on list, click on top entry, hold down <Shift> key and click on bottom entry. To select non-contiguous entries on list, hold down <Ctrl> key as you select each entry.
Select exhibitor	Click [Get Exhibitor] button. If exhibitor is already registered, select name or type exhibitor number and click [OK] button. If not, click [New Exhibitor] button, select name from Members list, and click [OK] button. If name is not on Members list, type information and click [OK] button.
Enter plant exhibit	Select exhibitor as above. Look up name in First Class database. If found, press <Enter>. Otherwise type full name and press <Enter>. If program won't let you finish typing a name, press the <Esc> key, then continue to finish typing name and press <Enter>. Type class number and press <Enter> to place on Entries list.
Search for plant name	Type partial name and press <F2> key. If plant name is on list, select it and press <Esc> key.
Enter design or special exhibit	Press <Enter> to go to Class box. Type class number, press <Enter>. Name will be entered automatically. Press <Enter> once more to place on Entries list.
Edit exhibit	(1) While exhibitor's entries are listed, double-click on exhibit, or (2) select from menu Edit > Exhibit, type entry book number, and click [OK] button. Make changes and click [OK] button.

Print exhibitor sheet	(1) While exhibitor's entries are listed, click [Print Exhibitor Sheet] button, or (2) select from menu Print > Exhibitor's Sheets, select exhibitor, and click [OK] button.
Print entry tag	(1) While exhibitor's entries are listed, right-click on exhibit and choose Print Entry Tag from pop-up menu, or (2) select from menu Print >Entry Tag(s), select All unprinted tags or type entry book number and click [OK] button, or (3) on Lists tab, Exhibits list, select one or more entries, right-click on selection, and select Print entry tag(s) on pop-up menu.
Change pre-entry to entry	(1) While exhibitor's entries are listed, right-click on pre-entry (red) and select Change to Entry from pop-up menu, or (2) while exhibitor's entries are listed, select pre-entry and press <Enter> key.
Change entry back to pre-entry	(1) While exhibitor's entries are listed, right-click on entry and select Change to Pre-Entry from pop-up menu, or (2) while exhibitor's entries are listed, select entry and press <Shift>+<Enter> keys.
Delete an exhibit	(1) While exhibitor's entries are listed, right-click on exhibit and select Delete from pop-up menu, or (2) while exhibitor's entries are listed, select exhibit and press <Delete> key, or (3) on Lists tab, Exhibits list, select exhibit and press <Delete> key.
"Undelete" an exhibit	On Lists tab, Deleted Exhibits list, select exhibit and click [Undelete] button.
Count exhibits	Select Tools > Count Exhibits from the menu. (Hint: This is a good time to check for 2/3 horticulture and 1/3 design ratio.)
Delete an exhibitor	On Lists tab, Exhibitors list, select exhibitor and press <Delete> key. (Exhibitor cannot be deleted if she/he has exhibits entered.)
Print collection score sheets	Select from menu Print > Collection Score Sheets. Select collections to be printed and click [OK] button.
Print class totals	Select from menu Print > Class Totals. Generated list helps for quick check before judging.
Print clerk's sheets	Select from menu Print > Clerk's Sheets. Select options and click [OK] button. Enter 0 (zero) to print Special Awards clerk's sheet.

## During Judging

Printing special lists (for judges or other purposes)	On Lists tab, click on column heading to sort list on that column. (Ex. On Exhibits list, clicking on Exhibit column header will sort exhibits alphabetically. After sorting, make selection(s) before printing.)
Splitting a class	Select from menu Edit > Show Information. On Classes tab, change class number (e.g. 7 to 7a) and description. Add new class (e.g. 7b) and description. Click [Save] button. Select from menu Tools > Split Class. Choose relevant classes (e.g. 7a and 7b), choose exhibits to be moved, and click [-->] button. Don't forget to print new entry tags and new clerk's sheets for both classes. (Hint: Go to the Lists tab and click on the Class column header. Select all of the plants in the two classes, then press the <P> key on your keyboard, or right-click on the selection and choose Print Entry Tags from the pop-up menu.)
Entering ribbon awards	On Awards tab, Ribbon Awards sub-tab, go to relevant class. (Type class number in Class box and click [GO!] button or use <←> and <→> keys.) Click on desired ribbon button for highlighted exhibit. (Exhibits are listed in same order as on clerk's sheets.)
Entering special awards	On Awards tab, Special Awards sub-tab, highlight special award, type entry book number and press <Enter> key. (To delete, type 0 (zero) and press <Enter> key.)
Moving an exhibit	Select from menu Edit > Exhibit. Type the entry book number and click [OK] button. Change class number and click [OK] button. (Don't forget to print a new entry tag and new clerk's sheets for both classes.)

## After Judging

Perform a final check	If Print menu items are disabled (grayed-out), select from menu Tools > Perform Final Check to check for exhibitors without exhibits and exhibits without ribbon awards.
Print SSA score sheet	Select from menu Print > JudgesqSSA Point Score Sheet. (Print duplex or print page 1, turn page over, re-insert in printer, and print page 2.)
Print award winners, exhibitors' award sheets, and entry book	Select from menu Print > Award Winners Print > ExhibitorsqAward Sheets Print > Entry Book

## COMMON MISTAKES

<p>Not reading the instructions</p>	<p>This Command Summary section is intended to be a quick reference for those who have read the instructions. It is <i>not</i> intended for first-time users of the program. It takes time to read the instructions, time to learn the program, and time to set up the show information file. However, that time you spend will save you a <i>lot</i> of time on the day of the show.</p>
<p>Section, class, and special award descriptions are too long</p>	<p>When entering the descriptions, limit the description to no longer than the box in which you type the description. Example: You do not need to type “AVSA Collection of three different registered standard varieties, all of the same type.” Instead, type something like “AVSA Collections (Standard)” so that it will fit into the box. If the descriptions are too long, some printed reports will not format well.</p>
<p>Specifying special awards that are not “special awards”</p>	<p>Special awards are those that are awarded to <i>only one exhibit</i> (or collection). You should not list awards that can be awarded to more than one exhibit, such as Best in Section. (However, you can list Best in Section 1, Best in Section 2, etc.)</p>
<p>Not specifying size and type for horticulture classes.</p>	<p>Learn to use this feature and <i>use</i> it. It’s very helpful in catching errors such as entering a variegated plant in a class for green foliage, or entering a miniature in a class for semiminatures.</p>
<p>Not displaying the First Class description</p>	<p>When you are entering a plant with a short name, such as ‘Irish Flirt’, it’s easy to just type the name and press &lt;Enter&gt;, since you know the description and correct class number. However, you should still press the &lt;↓&gt; key to call up the description. Then First Class will transfer the size, type, and AVSA registration number. (See above.)</p>
<p>Too many designs</p>	<p>The show must have at least 2 horticulture exhibits for every 1 design – a 2/3 to 1/3 ratio. If you have too many designs, the show will not be judged for the SSA. Use the Tools &gt; Count Exhibits feature to check.</p>
<p>Clerks enter wrong ribbons</p>	<p>If there are two or more of the same cultivar in the same class, care must be taken to double-check the entry book numbers, to make sure the correct ribbon is entered.</p>
<p>Pre-entering exhibits</p>	<p>You may find that pre-entering exhibits takes more time than just entering them on the day of the show. It takes longer to sort out the exhibits that the exhibitor did <i>not</i> bring and deleting them than it does to just enter the ones that were brought. (This is a personal opinion.)</p>