

Instructions for electronic entry form submissions:

Open the entry form. If you can't type on it, download it to your computer then open it.

Place your cursor under Exhibitor Name. Tab to email address, then tab through the other fields (address, city, state, zip, phone #, quilt name, quilt size, dominant color, entry fees).

After you check ONE category box, SCROLL DOWN to the next page.

You'll see that your name and the quilt name have already been copied. Place your cursor after Quilted by: The "box" you type in begins approximately ½" inch after the : . Don't panic if you can't type right next to it. Just move your cursor over a little and try again. You'll see the box appear when you can type.

Tab to Designer, then tab through Pattern, Technique, and Inspiration. (You can skip 'Inspiration' and add it to your story card if you'd like).

After inspiration, place your cursor under 'Additional Information for Story Card'. Please keep in mind that there is only a 4" x 4" area on the story card for your story. We don't want the font to be so small that people can't read it.

Adding your name on the 'Signature' line indicates that you have read the Statement, and you agree to it. Please include the date of your entry.

Once you've completed your Entry Form. Click on your SAVE AS icon and save your form where you can find it in the next step. Close your form after you're sure you've saved it.

Open your email and click on NEW or COMPOSE (it depends on your email program).

Email to: QAC.Shawn@gmail.com (this isn't case sensitive).

Please make the subject line: Entry 1 (name) or Entry 1,2,3 (name) if you are attaching more than one entry form.

There's no need to add a message except for 'see attached' or 'three entries attached' would be sufficient.

Find your entry form(s) and double-click on each one to attach it to your email.

Hit SEND and you're all done.

****IMPORTANT** I WILL RESPOND TO YOUR EMAIL TO CONFIRM I'VE RECEIVED IT. IF YOU DON'T GET A RESPONSE WITHIN 24 HOURS TEXT ME AT 719-838-0421.** We will discuss your payment at that time.

Payment is due upon receipt of entry. I can accept payments by Venmo or Zelle. You can also mail a check to the address on the entry form. IF PAYMENT IS NOT RECEIVED BY JUNE 13TH WE WILL NOT ACCEPT YOUR ENTRY. Entries are not officially received until payment is received.

QAC IS NOT RESPONSIBLE FOR SLOW MAIL DELIVERY SO MAKE ARRANGEMENTS TO DROP OFF A CHECK IF YOU ARE ENTERING AT THE 11TH HOUR.