

OrchidShow©

Online Plant Registration System for
Orchid Shows

Manual

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Version 1.1

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ravenvision.ca

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Overview

Plant registration for an Orchid Show should not be an onerous task. This system was developed to ease this process and provide better tools for both exhibitors and judges.

With this system you can:

- Have exhibitors pre-register their own plants online
- Have multiple data entry stations during set-up. You only need an internet connection and a printer.
- Create plant tags and summaries of entries by display or by exhibitor.
- Create Judging sheets for the ribbon judges
- Track ribbon results and publish them in real time.
- Track Trophy results and publish them in real time.
- Create ribbon reports for each display or exhibitor to see what they won!

Basic parts of an Orchid Show (assumptions)

This system was developed to facilitate an AOS judged orchid show as we do it in central Canada. Here, we use the Mid-America Orchid Show schedule as a base for our schedule of classes. This is not required for your show, but please be aware that this system was optimized for this scenario.

Sequence of Events

The expected sequence of events are as follows:

Months before the show

- Schedule of classes and list of trophies are set
- Invitations to exhibitors are sent. The list of displays and exhibitors begins to take shape

Weeks before the show

- Confirmed exhibitors are invited to pre-register their plants through the online interface.
- Display locations are determined (this is a moving target and will continue to change even during set-up).

One week before the show

- Plant pre-registration begins. This could happen sooner, but growers usually don't know what is going to be in bloom much before this point.
- The head judge may have an idea of how many judging teams there are and who will be captain. Its good enter this data now. It is subject to change and that fine.

The Day of set-up

- At the show location, onsite plant registration begins. Many displays are unable to pre-register plants (like society displays who have not idea what is going to show up) and will rely on paper entry forms.
- As displays complete their registration, plant tags can be printed and distributed to the exhibitor to be affixed to the plants.
- Any last minute location changes for displays must be entered. Ideally, this would happen before plant tags are printed.
- When most of the plants are entered, the Head judge will determine which teams are judging which classes and trophies. That information can be entered into the system.

After Plant Registration is Closed

- Finalize which teams are judging which classes and Trophies.
- Start Printing judging sheets
- Organize judging sheets.

Judging

- As results come in, record them into the system.
- Once all results are entered (and checked), you can publish the ribbon reports and distribute them to the exhibitors.

Requirements:

Internet connection

A reliable internet connection at the show site is vital for this system to work. It is possible to run the system locally (without internet access), but it is a tedious process to set up.

Printer

A printer that can do 20 ppm would be great. The judging sheets are usually about 100 pages long. Depending on how many copies of the sheets you need, you could spend a long time printing.

Work station or stations.

If your show has more than 200 entries, it is best to have multiple computers to help with the data entry during set up. Its also great if your workstations have their own printer, or can access a networked one.

Information you need to set things up

1. Schedule of Classes
2. List of Trophies
3. List of displays (of course, subject to change)
4. List of exhibitors (also subject to change)

5. List of judging teams (usually decided during set-up day)
6. Hard and fast deadlines for online registration of plants and cut-off time for onsite registration. (give yourself enough time to print all the reports)

Registration Overview.

Plant registration can be divided into three main sections.

1. System Set-up

This includes entering the classes, trophies, exhibitors, displays and judging teams.

2. Plant Entry

This includes entering plants into the system and generating [plant tags](#) and summary sheets.

3. Judging sheet preparation

4. Record and disseminate results.

Initial set-up

Registrar account and show setup

To access the system, you will need a login. If you do not have an account set up yet, please contact max@ravenvision.ca. We will set up your account and set up your show on the system.

Once you have this, you can login at

<http://ravenvision.ca/orchidshow/ShowChairPages/registrarselectshow.php>

ORCHID SHOW REGISTRATION



Registrar Login

PLEASE SELECT WHICH SHOW YOU WANT TO ACCESS.

Total Active Shows: 5

Show Name	Registration Starts	Registration Closes	Registrar
A Sample Show	Wednesday, January 27, 2016 5:39 PM	Friday, April 17, 2020 12:00 AM	TestReg
Eastern Canada Orchid Society OrchidFête 2016	Saturday, October 1, 2016 12:00 AM	Friday, October 14, 2016 12:00 PM	Marilyn Frohlich
Southern Ontario Orchid Society: Valentine's Day Show 2016	Monday, February 1, 2016 12:00 AM	Saturday, February 13, 2016 12:00 PM	Max Wilson
Southern Ontario Orchid Society: Valentine's Day Show 2017	Saturday, January 28, 2017 12:00 AM	Friday, February 10, 2017 5:00 PM	Max Wilson
Your Show	Wednesday, September 6, 2017 12:00 AM	Friday, September 29, 2017 12:00 AM	TestReg

Input dates for show and special class instructions

Once you are logged in, you are taken to the Registrar's home page

SHOW INFORMATION	
Show Name	Southern Ontario Orchid Society: Valentine's Day Show 2017
Online Registration Start	January 28, 2017 12:00 AM
Online Registration End	February 10, 2017 05:00 PM
Basic Show Information	On-Line pre-registration Opens on January 29 and closes 8:00 pm Friday 10 Feb. Registration at the show closes at 9 pm on Friday 10 Feb. All displays must remain in place until 5:15pm on Sunday.
Special Class instructions	<p align="center">(Rule 16) The same exhibit cannot be entered in more than one class. Any individual plant or cut flower can be entered in one of classes 10 - 100 and in class 101 (Specimen).
<input type="button" value="Submit"/> <input type="button" value="Delete"/>	

Here you can change the name of your show, set the time for online registration to start and end. You can also set [Basic Show Information](#) and [Special Class Instructions](#).

Also on this page is the form that allows you to designate which classes are permitted for double entry

You must have entered your classes before the left box will be populated.

Input/upload classes

From the Data Entry tab, select 'Schedule of Classes'. This is a listing of all the classes in your show. To add one, click on ADD NEW at the bottom of the table. This will take you to the data input window where you can enter the Class Number, the Genera, Class Name (or description), and there is a field for notes. This is helpful if your class has a bit of explanation involved in it. For example: a list of Phrag. species that are in that class.

You can input all your classes this way, but if you have them in a spreadsheet, there is a way to upload the entire list. At the moment, this process is cumbersome. It will be streamlined in future versions. For the moment, please email your list to orchidshow@ravenvision.ca with your name and the show and we will try to input your classes for you.

Assign genera to classes

One of the fantastic features of this system is that it has the ability to suggest classes based on the genus of the plant being entered. As there are well over 3000 nature and manmade genera currently on the books, it requires some effort to determine which genus would go into which of your classes. If your show is based on the Mid America Orchid Congress Schedule and therefore the [Mid America Orchid Classification List](#), then it is a relatively simple matter for us to map your classes onto the list and therefore assign genera to classes. It is beyond the scope of this document to explain it. Please contact orchidshow@ravenvision.ca to see if this feature can be implemented for your show.

Input displays

From the Displays/Exhibitors tab, select DISPLAYS. This will give you a listing of the displays currently in your show. To add a new one, click ADD NEW at the bottom of the list. That will bring up a data entry window

ADD/EDIT DISPLAY	
Location	<input type="text"/>
Name	<input type="text"/>
Collaborative	<input type="checkbox"/>
Coordinator	<input type="text" value="Select Value"/> <small>Use this only if this is a collaborative effort.</small>
<input type="button" value="Add"/>	

From here you can enter the **Location** (where the display will be – can be letters or numbers), and the name of the display, usually the company or group that is doing it. This field is not mandatory as you will probably not know what it is when you are setting up the system. You can always change it later. Indeed, the “Edit Display Locations” menu item in the ‘Displays/Exhibitors’ tab gives an easy way to change several locations.

The Collaborative checkbox will help with society displays, or any display where several people will be contributing to it and will be registering online. By checking this box, this display will be included in a list of displays that anyone can add plants to.

The Coordinator list box will designate someone as the main coordinator or contact person for the displays. This person will have access to a list of plants for the entire display, where contributors can only see what they entered.

See also [How to Change a Display’s Location](#).

Input Exhibitors

Similar to entering Displays, the Exhibitors’ list can be maintained by clicking on Exhibitors from the Displays/Exhibitors tab.

LIST OF EXHIBITORS								
Num	Exhibitor Name	Edit Plants	Phone	email	Login	Password	Confirmed	
55	Charles Darwin	Edit Plants			CDarwin	12345	Yes	See Ribbons
57	Heinrich Gustav Reichenback	Edit Plants			heinrich	12345	Yes	See Ribbons
58	John Lindley	Edit Plants			jlindley	12345	Yes	See Ribbons
227	Marg Delehunty	Edit Plants	416-555-5555	marg@warriorprincess.net	marg	incharge	Yes	See Ribbons
53	Sample Exhibitor	Edit Plants		max@graceharbour.ca	guest	guest	Yes	See Ribbons
226	TestReg	Edit Plants			TestReg	TestReg	Yes	See Ribbons
Add New								

On this screen, you can see is currently registered as exhibitors. To add a new exhibitor, click “Add New” at the bottom of the table.

Columns on this page:

Num – or Exhibitor Number is generated by the system. You cannot edit it. This is a number that identifies the exhibitor NOT THE DISPLAY.

Exhibitor Name is the name of the exhibitor. Clicking on the name will take you to the a screen where you can edit their information.

Edit Plants – This is a link that will take you to a listing of the plants in that display. From there you can add, delete, or change the plants.

Phone and Email. These are optional fields, but it is helpful information to have if you need to contact them after the show.

Login and Password. These are necessary for the exhibitor to use the online system to enter their own plants. The Login field must be unique (i.e. not used by anyone else for this show or any show using this system). The password field is currently not encrypted. This will change in the next version of this system.

Confirmed – is the status of the exhibitor. If they are not confirmed, they will not be able to log into the system.

See Ribbons – Once ribbon judging is completed, this link will show you the ribbons awarded to that exhibitor. NOTE: if the exhibitor has entries in multiple displays (eg. Their own display plus the society display plus the photography display) then all of their ribbons would show up in this report. There is a separate report for Ribbons by Display.

Adding or Editing an Exhibitor.

ADD/EDIT EXHIBITORS	
Exhibitor number	227
Name	Marg Delehunty
Default Display	Home Society Display ▾ Add New Display
Phone	416-555-5555
Address	Optional
Email	marg@warriorprincess.net
Login	marg
Pass	incharge
Confirmed	<input checked="" type="checkbox"/>
Access Level	Exhibitor ▾
<input type="button" value="Submit"/> <input type="button" value="Delete"/>	

This window allows you to enter or edit the data listed on the previous screen.

You can set a default display. This will be the display that the exhibitor will see when they start entering plants. They can select a different display if they want to contribute to it.

You will notice the Confirmed checkbox. This needs to be checked before the exhibitor can login to the system. It is checked by default.

The Access Level list box will allow you to give another person access to the registrar's administrative pages. (NB as of this writing, this feature has not been fully debugged. As multiple workstations can use the same registrar's logging, fixing this is not a priority). Exhibitor level is the default.

Input Trophies

Before the show, it is very helpful to enter the trophies that are up for grabs. You won't have time to do it later. From the DATA ENTRY tab, select TROPHIES

TROPHIES	
Trophy Name	Trophy Desc
Best Cattleya Alliance	Classes 10 -26 Perpetual Cattleya Award by Albert & Juliette St. Pierre
Best Dendrobium Alliance	Classes 82 - 88
Best Display - Open	Class 1A
Best Display - Society	Class 2B
Best In Show	Best plant in the entire show.
Best Miscellaneous Genera	Classes 89 - 102
Best Oncidium/Cymbidium	Class 70a - 81
Best Paphiopedilum/Phragmipedium Alliance	Classes 27-42
Best Phaleanopsis Alliance	Classes 43-57
Best Vanda Alliance	Classes 58-69
COC - Best Orchid in Show	COC Award at the discretion of the Judges class 3C

ADD NEW

This brings up a list of trophies. You can click on the name of the trophy to edit it. If you are starting, this list will be blank. Click on ADD NEW to bring up a blank trophy input window.

ADD/EDIT TROPHIES	
Trophy Name	<input type="text"/>
Trophy Desc	<input type="text"/>
<input type="button" value="Add"/>	

Its best to keep the trophy name as short as possible (abbreviations are good). You can be more verbose in the description window.

Send email to exhibitor. Tell them about the show.

Once all the classes, displays and exhibitors are entered, you are almost ready to send an email to the exhibitors about how to pre-register their plants online. You should have determined your opening and closing dates for online registration and the cut-off time for plant registration on the set-up day. You will regret it if you do not spell out these deadlines clearly. We usually say 9:00pm is the cut-off time.

This feature allows to you send emails to one, some or all of your exhibitors. Usually, we send a blast (an email to everyone) before online registration starts, and then another one a day or two before set-up.

From the DISPLAYS/EXHIBITORS tab, select SEND EMAIL TO EXHIBITORS. This will bring up a list of exhibitors for your show.

SELECT EXHIBITORS FOR EMAIL				
Total Records: 6				
Num	Name	Email	Verified	Send Email
				<input type="checkbox"/> Check All <input type="checkbox"/> Uncheck All
55	Charles Darwin	cdarwin@evolution.org	Yes	<input type="checkbox"/>
57	Heinrich Gustav Reichenback	heinrich@Rchb.f	Yes	<input type="checkbox"/>
58	John Lindley	jlindley@rhs.org	Yes	<input type="checkbox"/>
227	Marg Delehunty	marg@warriorprincess.net	Yes	<input checked="" type="checkbox"/>
53	Sample Exhibitor	max@graceharbour.ca	Yes	<input type="checkbox"/>
226	TestReg	testreg@ravenvision.ca	Yes	<input checked="" type="checkbox"/>

Compose Email

Click the check box of the exhibitors you wish to email. Use the “Check All” button to select them all if you wish. Then click “Compose

The Body of you email is in three parts.

1. Introduction
 2. Login info (added automatically) - Optional
 3. Body or conclusion - Optional

Sending Email to:	
Exhibitor Name	Exhibitor Email
Marg Delehunty	marg@warriorprincess.net
TestReg	testreg@ravenvision.ca

BUILD EMAIL

Subject	<input style="width: 90%;" type="text"/>
Add a salutation ("Dear ")	<input type="checkbox"/> Include Salutation
Message Intro	<div style="border: 1px solid #ccc; height: 30px;"></div>
Login Info	<input type="checkbox"/> Include Username and Password
Message Body	<div style="border: 1px solid #ccc; height: 100px;"></div>

Email”

This window includes a list of to whom the email will be sent.

The email will be structured in 3 parts.

Subject: This is the subject line of the email

Introduction(optional): A paragraph about what the email is about

Body (Optional): The main part of the email where you can put the important information you wish to impart.

You also have the option of including a salutation: “Dear Marg Delehunty,”

And you can automatically include their login information by checking the Include User Name and Password checkbox. This is what will be inserted:

Please login at: <https://ravenvision.ca/orchidshow>

Your Login Information is:

Login: **TestReg**

Password: **TestReg**

For first time users of the system, it might be a good idea to include this link to some instructions (<http://ravenvision.ca/Orchidshow/Documentation/QuickInstructions.htm>) and an instructional video (<https://youtu.be/Q4pTY6FpDd8>) on how to enter your plants.

During pre-registration period. Monitor entries and be available for support. There will likely be people who have questions and they will email you. As registrar, your email address will be on the bottom of all of the exhibitors’ pages.

Day before set-up (or morning of)

Some data will arrive closer to set-up day. Ideally you can have all this entered before you arrive at the venue. It can be edited later, but getting the bulk done beforehand will keep you from getting too swamped when plant registration starts.

Locations:

By this time, the location of each display should be known. The person in charge of the layout should have given you a list (possibly a map) of where all the displays are going. Usually, each location is assigned a number. That number needs to be entered on the [Edit Display Location](#) screen

Judges and Judging Teams

The judging chair usually has all the judges and teams figured out, but will wait until the plant registration is almost done before assigning classes and trophies to teams. You can input the teams and their members early

Judging Teams

From the DATA ENTRY tab, select Judging

SEARCH

Team Desc		<input type="button" value="Search"/>
-----------	--	---------------------------------------

LIST OF JUDGING TEAMS

Team Num	Team Desc
1	Frank's Team
2	Walter's Team

Add New
Records per page
-
▼
of

Teams

You can edit the teams by clicking on the Team Description. To add a new team, click ADD NEW.

Add/Edit Judging Teams

Team Num	2	
Team Desc	Walter's Team	

Judges

From the DATA ENTRY tab, select LIST OF JUDGES

LIST OF JUDGES

Judges Name ▲	Rank ID
Frank	Captain
Jennifer	Judge
Joe	Judge
Kristen	Judge
Lisa	Clerk
Mike	Clerk
Walter	Captain

Add New
Records per page
-
▼
of

From here, you can Add New judges or click on their names to edit them.

Add/Edit Judges

Judges Name	Kristen	
Rank	Judge ▼	
Team	2 Walter's Team ▼	

RANKS: At the moment, only three ranks are available: Captain, Judge and Clerk. Future developments may allow this list to be edited.

There are three fields to complete.

1. Judges name
2. Rank (Team Captain, Judge or Clerk)
3. Team (which team they are on)

Prep trophy sheets

Trophy sheets are the sheets that the judges use to record the winners of trophies. To generate these, you first need to input the trophies and descriptions.

From the DATA ENTRY tab, select Trophies

TROPHIES	
Total Records: 4	
Trophy Name	Trophy Description
Best in Show	Awarded to the best plant in the show
Best Phalaenopsis	Awarded to the Best Phalaenopsis or related genera.
COC	Awarded at the discretion of the judges to the an exemplary display.
Irving G. Thalberg Memorial Award	Awarded to a plant whose body of blooms reflect a consistently high quality of flower production.
ADD NEW	

From here you can edit the trophy by clicking on it's name or click ADD NEW to add a new one.

The system is now set-up and running. You are ready for Set-up day.

Set-up/Registration day.

In Appendix II there is a packing list of things you will need for the show. Not everything will apply to every show, but it is quite likely you will need most of it (and maybe some other things besides.

Most importantly is to have paper forms for people to fill out.

In my experience, plant registration doesn't really need until 2 or 3 hours into the setup day. Typically, if set-up starts at 9:00am, then I am ready to start data entry at noon. That also gives me some time in the morning to get my terminals set-up, connected and the printer tested. This is also a good time to print out the plant tags for those who have pre-registered. Its nice to have the plant tags ready and waiting on the exhibitors' space when they arrive.

Plant Entry on the day

Exhibitors who have pre-registered their plants will be looking for their plant tags. Exhibitors who have not pre-registered will be looking for forms and probably the [Mid America list](#) if your show follows it.

Once you are set up and all your gear is working, you are ready to enter plants. As the sheets start coming in, it is wise to process them as quickly as you can. Depending on the number of people who do not pre-register, you will be swamped and have cranky people waiting for their tags.

Of course there will also be some exhibitors who need to make changes. Perhaps a flower didn't survive the trip to the venue or they discovered a little gem as they were packing up (or shopping at the grocery store !!?)

Add a Plant

From the DATA ENTRY tab, select ADD NEW PLANT

This is actually the bottom half of a page that includes a list of plants in the current exhibit.

From here you fill out the form.

Exhibitor name

This pull down has a list of all the exhibitors currently registered. Select the one you want

Display

This pull down has a list of all the displays currently registered. Select the one you want.

Genus

Start entering the genus of the plant. Suggestions will appear automatically so you shouldn't have to type out the entire name. Popular genera are at the top of the list, after that they are alphabetical

Name (of plant)

This is the species or hybrid name of the plant. If the plant is only known by its two parents, then this field can be left blank and the parentage can go in the next field.

Parentage (Optional)

If the Parentage of the hybrid plant is known, then enter it here.

Grower

If the grower of the plant is different from the exhibitor, then enter their name here. This will allow proper credit to be given should this plant win a ribbon or trophy. This is particularly useful for Society Exhibits where many people contribute. If a grower is contributing several plants, it might be better to set them up as a [separate exhibitor](#).

Not for AOS

At an AOS judged show, any plant in the show may be considered by the American Orchid Society judges for an AOS Award. Should your plant be granted an award, the grower will be charged a fee of about \$60 USD (plus AOS membership fee) payable to the AOS for the processing of the award. If you do not wish to pay this fee, then you may designate this plant as Not for AOS judging. **PLEASE NOTE:** Some shows have started to cover this cost for the grower. In future version of this system, an option to disable this checkbox will be added to the show information screen.

Classes assigned to plant

The left box is the List of Classes available. Select the appropriate class and click the “>>” button to move it into the Classed Assigned to Plant box. Note. Your show may allow a plant to be assigned into more than one class (perhaps “specimen” or “fragrance”). Your show rules should be clear on this.

Here is a video tutorial of the process:

<https://youtu.be/jP3E9J1spN4>

ADD Art

If your show has an art component (Photography, painting, other media), you can enter those items into the system in a very similar fashion.

By clicking the “Enter Art” button in the ADD/EDIT PLANT AND DISPLAY title bar.

The labels on some Fields will change:

- Genus becomes **Title**
- Name becomes **Medium**
- Parentage becomes **Price**

This will cover the relevant information.

Video Tutorial: <https://youtu.be/A6RR8UGVkcY>

See also [Art Tags](#)

Print Plant or Art Tags

Once the plants for a display are entered, you will need to generate the plant tags.

You can do this by Display or by Exhibitor. Why two different ways? It depends on your show. If you have Exhibitors that contribute plants to several displays (their own, their friends, the society display

List of Classes:

If your show is based on the Mid America show schedule and has had your schedule mapped on to it (Premium service), then this list will have automatically been edited down to the possible classes for that genus of plant. (way cool)

and maybe some art), then it might make sense to print out the Exhibitor's tags and have them attach them to the plants/art. Alternately, whoever is coordinating the display might want to have control of the tags. They are ultimately responsible for putting tags on the plants. NOTE: You can print tags for both Exhibitor and Display, but you will get duplicates. This is not a big problem as the plant tag number (the number judges use to identify the plant) will be the same. Each plant only really needs one tag.

Once printed, the exhibitor will need to cut them out and attach them to the plants in such a way that the judges can easily spot them.

[How to print Plant Tags](#)

[How to Print Art Tags](#)

[Print Display Summary](#)

Once you print the tags, it's a good idea to print a display summary which will give the person building the display a checklist to make sure everything was entered and everything has a tag. They can also spot data entry errors. Remember, Its easy to make changes (up until the deadline).

You can print an Exhibitor Summary, which is a list of entries by one exhibitor. This is useful if someone needs a list of things they have put in various displays.

[How to Print Display Summary](#)

HINT:

As you generate tags and summaries and distribute them, use the [Display Tracking Sheet](#) to see how registration is going. This is will you a sense of how much work is left to be done.

Judging Reports

[Plant Summary by Class](#)

[Assign Classes to Teams](#)

Confirm the make-up of judging teams has not changed since you set them up.

[Assign Trophies to Teams](#)

[Print Judging Sheets](#)

[Print Trophy Worksheets](#)

[Classes Checklist](#)

[Trophies Checklist](#)

Recording results

Publishing results.

Ribbon results to exhibitors

Trophy results to exhibitors

To others.

How to:

Edit, Delete a plant

Add a plant

From the DATA ENTRY tab, select ADD NEW PLANT.

You will be taken to the data entry section of the page. Fields to be completed

- Exhibitor
- Display
- Genus
- Name
- Parentage (optional)
- Grower (optional)
- Not for AOS checkbox

You will also need to select the appropriate class.

Video Tutorial: <https://youtu.be/jP3E9J1spN4>

Add an exhibitor

How to change a display's location.

The layout of your show will likely not be finalized until set-up day. Even then, it is common for some displays to be shifted around. It is important to keep the location of a display up to date in the system as this is used in the judging sheets. The judges find the displays by information in this field.

From the DISPLAYS/EXHIBITORS tab, select EDIT DISPLAY LOCATIONS

SEARCH EXHIBIT

Tag

Name

LIST OF EXHIBIT

Total Records: 3

Location	Name	Collaborative	Delete
<input style="width: 40px;" type="text" value="100"/>	Sample Exhibit #1	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 40px;" type="text" value="110"/>	Sample Society Exhibit	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input style="width: 40px;" type="text" value="200"/>	The Main Exhibit	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Edit the location field as you need. Please be careful to not enter the same location for more than one exhibit unless you really want to. You will not be prompted as an error. Also note, that you need to click "Submit" for the changes to take affect.

[How to move a plant to a different display.](#)

[How to record ribbon results](#)

[How to record trophy results](#)

[How to build judging teams](#)

[How to assign classes/ribbons to teams](#)

[How to assign trophies to teams](#)

[How to print a Ribbon Report by Display](#)

[How to print a Ribbon Report by Exhibitor](#)

[How to Print Plant Tags](#)

By Display:

From the TAGS/REPORTS tab, select PRINT PLANT TAGS BY DISPLAY.

Print Plant tags for:

LIST OF DISPLAYS		
Location	Name	Display Summary
100	Sample Exhibit #1 Plant Tags Art Tags	Display Summary
110	Sample Society Exhibit Plant Tags Art Tags	Display Summary
200	The Main Exhibit Plant Tags Art Tags	Display Summary

Click on "Print Tags" next to the name of the Display you wish.

Alphanumeric sorting.

The fields like "Location" and "Class Number" can contain letters and numbers and will be sorted alphabetically on the judging sheets – that means if you are using single digits you will need to use leading zeros to get them to sort properly for example the numbers 1,2,3,4,5,6,7,8,9,10,11,12 will sort alphabetically as 1,10,11,12,2,3,4,5,6,7,8,9. If you use leading zeros, then it will sort like this

01,02,03,04,05,06,07,08,09,10,11,

208	Location: 200	Class: 015	209	Location: 200	Class: 043	210	Location: 200	Class: 077a
Cattleya schroederiae			Phalaenopsis esmerelda			Odontoglossum harrayanum		
211	Location: 200	Class: 020	212	Location: 200	Class: 012			
Laelia purpurata			Brassavola subulifolia					

Please cut out each tag and affix them to the plant where they can be easily seen. Plants entered into two classes will have two tags.

Online Show Registration

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By Exhibitor

From the TAGS/REPORTS tab, select PRINT PLANT TAGS BY EXHIBITOR.

How to Print Art Tags

Art Tags are very similar to Plant Tags. From the TAGS/REPORTS tab, select PRINT PLANT TAGS BY DISPLAY.

How to register Art entries

On the Plant Entry Page, click the "Enter Art" button in the ADD/EDIT PLANT AND DISPLAY title bar.

The screenshot shows a web interface with three buttons at the top: "View Full List of Classes", "Genus Lookup", and "View Mid-America Schedule". Below these is a green header bar with the text "ADD/EDIT PLANT AND DISPLAY" and a button labeled "Enter Art". A pink arrow points to the "Enter Art" button. Below the header bar are three input fields: "Exhibitor Name" with a dropdown menu showing "Select Value", "Display" with a dropdown menu showing "Select Value", and "Genus" with an empty text box.

The labels on some Fields will change:

- Genus becomes **Title**
- Name becomes **Medium**
- Parentage becomes **Price**

If your art entries are put in a separate area, then you will need to create a separate display and assign the art to it.

Video Tutorial: <https://youtu.be/A6RR8UGVkcY>

See also [Art Tag](#)

How to register Displays

How to Fix Special Characters

When data is cut and pasted from MS Word or some other sources, it sometimes brings with it some special characters that OrchidShow doesn't cope with very well. You will see things like ~ where there should be a dash. Some "smart quotes" also tend to be translated as some odd string of characters. This is an ongoing issue and one that will be fixed in future versions. However there is a function that will catch many of these oddities from the plant name lists. From the DATA ENTRY tab, select Fix Special Characters. That runs a quick fix on the data and then bumps you back to the Show Information Page.

Glossary

Plant tag

The paper slip that identifies the plant tag number, name of the plant and the class in which it is entered. It is to be affixed to the plant to help it be found during judging. See also [Art Tag](#)

210	Location: 200	Class: 077a
Odontoglossum harryanum		

Art Tag

If your show has an art display, this function will generate the plant tags in a format that is better for Art judging and display.

Lepanthes Cleopatre 'Elven Queen' HCC/AOS Medium: photography Exhibitor: Jay Norris Price: \$100	50	Location: Hallway	Class: 107
	Lepanthes Cleopatre 'Elven Queen' HCC/AOS Medium: photography		

Plant tag number

The number assigned by the system to all entries – plants, displays, art etc. It is the largest number on the plant tag. This number will appear on the judging sheets and is used by judges to find the plants.

Display Summary

A list of plants in an Display and what classes they have been entered into.

Exhibitor

The person responsible for putting together a display

Display

A display of plants or educational exhibit (or art etc)

Judging Sheets

Judging Cover Sheet

Trophy

Ribbon

Ribbon Judging

Head Judge

Judging team

Team Captain

Ribbon Clerk

Display Worksheet

This is a check list that will allow you to track the progress of set-up and registration.

From the TAGS/REPORTS tab, select DISPLAY WORKSHEET. Print this out and keep it handy.

A Sample Show	Display Tracking Sheet				Page 1
Sample Exhibit #1	Arrived	Entered	Tags Printed	Delivered	
Sample Society Exhibit	Arrived	Entered	Tags Printed	Delivered	
The Main Exhibit	Arrived	Entered	Tags Printed	Delivered	

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As each task is completed, you can check it off the list.

- Arrived – the exhibitor has arrived at the venue and is starting to set up
- Entered – their plants have been entered into the system
- Tags Printed – Their tags and summary sheets have been printed
- Delivered – The exhibitor has either collected the tags, or they have been delivered to their display.

Basic Show Information

This is a place to put some basic information about the show like dates, cut off times and major rules like “All displays must be in place until 5:15 on the last day of the show”. Its best to keep this text to 3 or 4 lines and it can be formatted with HTML markup. It will appear on the users’ login page and can be edited from the [Registrar’s Home Page](#).

Special Class Instructions

This is a place to put some information about specific rules about entering plants that your show may have. Like if plants can be in more than one class. This will appear on the Plant Entry Page. Its best to

keep this text to 3 or 4 lines and it can be formatted with HTML markup. It can be edited from the [Registrar's Home Page](#).

Online Registration

Registration at the Venue

In addition to registering plants on line, exhibitors can do it the “old fashioned” way, of filling out a form and submitting it to the registrar who then inputs the data into the system for them. This requires you to create a form for them to fill out. Most shows already have something that fits their idiosyncracies, but Appendix 1 has a sample form.

APPENDIX II - Checklists

Here are some handy checklists that you may find useful

Information you will need to gather to complete the set up of your show in OrchidShow.

- Name of Show
- Name and email of Registrar
- Dates for online Registration
- Cut-off time for manual registration at the venue.
- Show Schedule
- Show Rules (when displays can be taken down, double entry rules etc.)
- Names and emails of exhibitors
- Names of Displays and who is in preparing each one (grower or society coordinator)

Tasks to do before Online Registration Starts

- Input basic show information
- Input Classes (maybe have someone proof read them after they are entered. Fixing this later can be very problematic)
- Input Exhibitors
- Input Displays
- Send out email to exhibitors announcing when Online Plant Registration starts and ends

Before Set-up day (a week before the show?)

- Monitor plant registration and provide support to exhibitors.

Packing List of things you will likely need for the show

- Paper plant entry forms
- Print of the show schedule (several copies)
- Print out of the [Mid America list of classifications](#) – if your show follows this list.
- Internet connection
- Paper (2 reams white, 1 ream coloured)
- printer
- toner
- power bar
- extension cords
- scissors (for exhibitors to cut out tags – several pair)
- tape (to attach tags to plants)
- pencils/pens
- highlighters
- computer(s)
- Power cables
- USB printer cables

- Ethernet Cables
- routers (or something to share internet or printers if using more than one computer)

APPENDIX III - Video tutorials

How to Enter a Plant (registrar)

<https://youtu.be/jP3E9J1spN4>

How to Enter a Plant (exhibitor)

<https://youtu.be/Q4pTY6FpDd8>