

Submitting Your Quilt Using the 2023 Registration Form

For the 2023 Quilt Show, *Quilts from the Village XVIII*, you must enter a photo to complete your registration. You may submit your photo at the time of registration if you wish, or at a later date.

To Submit a Photo at Registration Using a Computer or iPad

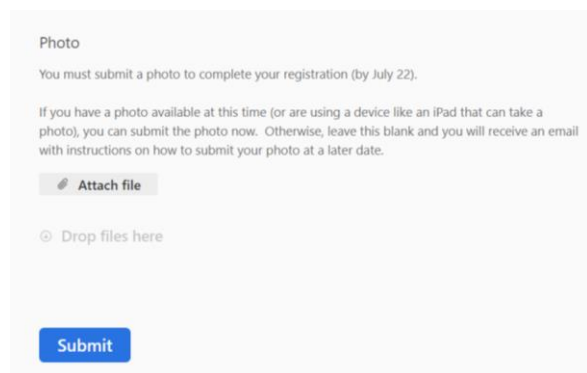
If you have already taken a picture of your quilt and you know where it is on your computer or iPad (that is, you can find it to attach it) you may choose to submit it via the registration form.

If you would like to take the picture so that it goes directly into the form *and you use an iPad*, you can make that choice as well.

We do not recommend using a smartphone to fill in the registration form due to the amount of typing required. If you want to use a smartphone to take and submit a picture directly, please fill in the registration form on your computer or iPad *and leave the Photo field blank*. You will receive an email within 7 days with a link and instructions for submitting your photo separately.

What you will see on your computer

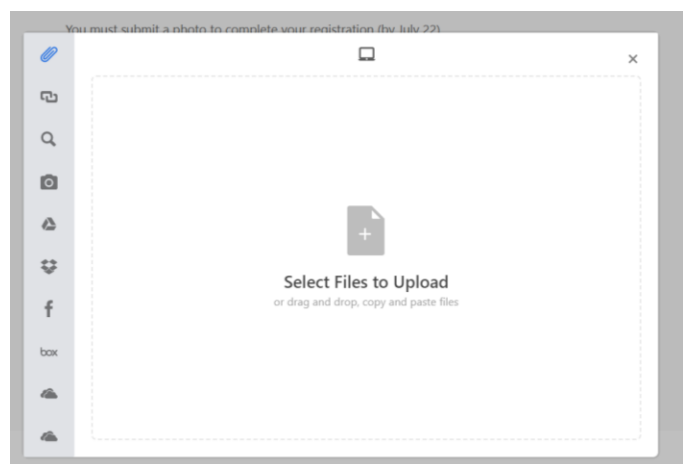
At the very end of the registration form, you will see the following:



The screenshot shows a form section titled "Photo". Below the title, it says "You must submit a photo to complete your registration (by July 22)". A paragraph of instructions follows: "If you have a photo available at this time (or are using a device like an iPad that can take a photo), you can submit the photo now. Otherwise, leave this blank and you will receive an email with instructions on how to submit your photo at a later date." There are two options: a button labeled "Attach file" and a text area labeled "Drop files here". At the bottom of the section is a blue "Submit" button.

If you do not have a photo ready, or you want to use your smartphone to submit the picture, please just Submit the registration form. You will receive further instruction via email in 5 to 7 days.

If you do have a photo, you can either locate it on your computer, resize the windows so you can see both the registration form and the photo (in separate windows), then drag and drop the photo into the form, **or**



You can click the Attach file button. This brings up a new screen that has icons along the left side.

Select the icon on the top (the paperclip) then click the **Select Files to Upload** icon in the middle of the screen. If you have difficulties locating your file this way, you can still drag and drop your file on this screen as well.

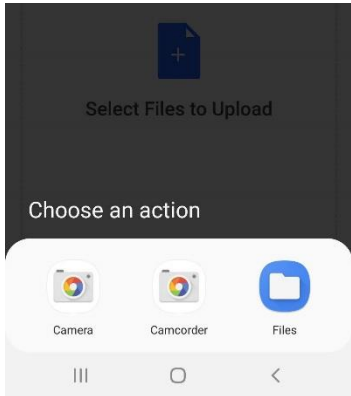
If you are unable to do find your photo, please click back in the form. You can then click Submit without losing any form data and submit the photo at a later date using your iPad or smartphone.

If you are comfortable typing on your iPad and want to use that to register your quilts, please feel free to do so. The link and the form will be the same as on your computer until you get to the Photo. You will then use the instructions for submitting a Photo on an iPad or Smartphone.

Submitting a Photo on an iPad or Smartphone.

Follow these directions if using the iPad at the time of registration.

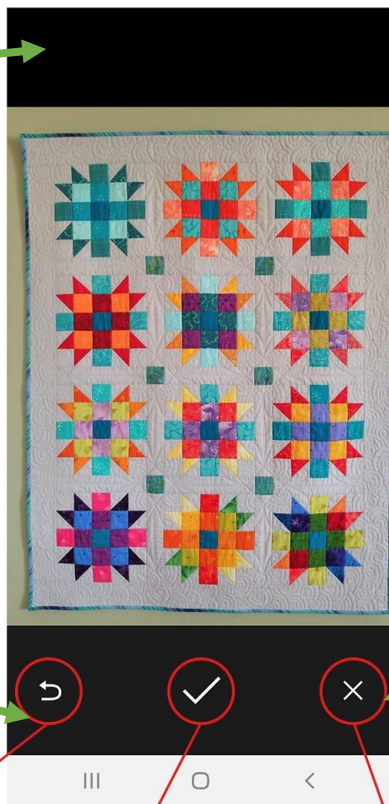
When you get to the Photo section, click the Attach file button. You will see a screen similar to the following:



(This picture is from my smartphone, but your iPad, iPhone, or smartphone should give you the **Camera** and the **Files** options. These are the only two you need. Please don't use Camcorder.)

If you have not already taken your photo, choose **Camera**. This will bring up your camera app. Take your picture as you normally would. This will bring up the following screen with three (3) options.

On an iPad, the **Cancel** option will be here.



Note: this photo is from a smartphone. On an iPad, the options will be spelled out instead of using icons, and will be in the locations marked by the green arrows.

On the iPad, the **Undo** option will be here.

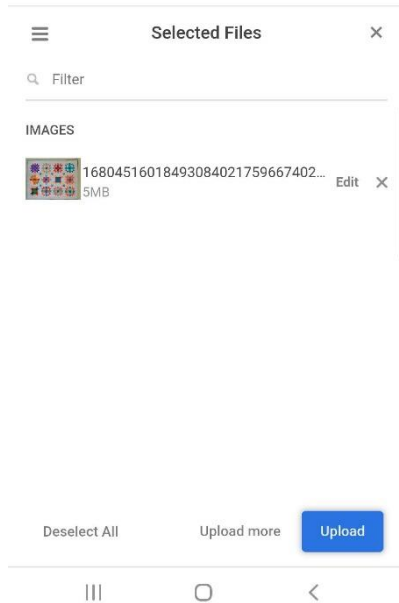
On the iPad, the **Accept** option will be here.

Undo
Deletes the photo you just took and keeps you in the camera app to try again.

Checkmark
Accepts the currently displayed photo and sends it to the form, ready to be uploaded.

Cancel
Takes no photo and returns to the quilt submission form. Choose this if you decide to submit the photo later.

Once you have accepted your photo it will appear to be in the form as in the photo below.



You must click the **Upload** button. This will upload the picture into the form.

You must then click the Submit button which will complete the process.

Congratulations! Your photo is submitted and your registration is complete!

If you have questions about this process, please email Kearstie (kb175@sbcglobal.net) with a description of the problem. I will contact you to help you finish the process.