

ELECTRONIC DATA ENTRY FORM PROCEDURE

The MASF Entry Form may be completed by paper method or electronic method. While both methods are acceptable, the electronic form is preferred. By completing the computer form, your artwork labels will be automatically and legibly pre-printed and ready for you to attach to your artworks and your information will be automatically transferred to the MASF database for the show labels and the show catalog.

The electronic form is provided at the MASF website (see below) on-line as well as on **page 6** of the MASF prospectus distributed via e-mail. If you have received the prospectus via e-mail, go to page 6 and follow the instructions below.

SYSTEM REQUIREMENTS

1. Computer with a Windows XP or later version operating system or a Mac OS 10 or later version operation system is required.
2. Acrobat Reader is required. Note: a free download of Acrobat Reader is available by clicking the Adobe Reader button near the top of the MASF website Annual Exhibition page.

OPEN THE FORM

1. Go to the MASF website at www.miniatureartsocietyofflorida.com
2. On the home page, select Annual Exhibition from the left side bar.
3. Click on the Show Entry Form. Allow time for the form to open.

COMPLETE THE FORM

1. Fill in the form on-line. You may correct any data entry by re-clicking on the field and re-entering the data.
2. The following 6 information fields are limited to drop-down menu choices. Click on arrows in each field to access the choices:
 - a. Honorary Member: blank (default), MAA, RMS, MAA & RMS
 - b. Media Letters: A, DP, MM, O, OW, PE, PM, SS, TW
 - c. Category Letters: AS, BA, C, EA, FB, HF, HM, IS, L, M, P
 - d. Entry Fee: \$40 (default), \$50, \$60
 - e. Credit Card Fee: blank (default), \$1
 - f. Dues: blank (default), up (to pay for multiple years) or down (to correct inadvertent entries) in \$25 increments
3. If you are between the ages of 18-35, click on the check box **Young Artist**.
4. If you have *never* entered a MASF show in the past, click on the check box **First Time Entrant**.
5. If you want to have your unsold works returned to an alternate address, click on the check box **Alternate Shipping Address** and enter your alternate address in the box that appears on the screen.
6. If you want to receive payments for awards and/or sales by PayPal, click on the check box **Pay Pal**.

PRINT THE FORM

1. After completing the form, click on the **PRINT** button at the bottom of the form.
2. Print one form to sign and include in the box with your artworks.
3. Print one (or more) form(s) to retain for your records.
4. Cut out the artwork labels at the bottom of one of the forms and attach them to your artwork.

SUBMIT YOUR ELECTRONIC FORM

1. After printing your forms, submit the information on the form to MASF electronically by clicking on the **SUBMIT** button at the bottom of the form. Do NOT click on the SUBMIT button more than once. Clicking on the SUBMIT button more than once will enter the information into the MASF database multiple times.