

COMPUTERIZED ENTRY FORM DATA SUBMITTAL

One of the most time consuming and error prone tasks that MASF has in the preparation and presentation of the annual Show is the manual entry of the data from the artist's Show Entry Forms. To reduce the time and mitigate the errors, MASF has developed a method for electronic submittal of Entry Form data.

The method is that a PDF file of the form is provided at the MASF website - www.miniatureartsocietyofflorida.com for download. The form is identical to the printed form provided with the prospectus. Once the PDF form is opened, the data can be entered exactly as it would be by hand on the paper form. When data entry is complete, copies can be printed for the artist's record and for attachment to the paper form to be included with the submitted works. This precludes the artist having to re-enter the data on the paper form. The paper form is still required for the contract signature and for the tags to be put on the backs of the works. Because the form is a PDF file the data cannot be saved to the artist's computer.

The procedure for using this electronic Entry Form is as follows:

1. Go to www.miniatureartsocietyofflorida.com - the MASF website.
2. Select the Annual Exhibition option from the list on the left side of the home page.
3. From the list of PDF file selections, select the Show Entry Form. The form will be downloaded to your computer and opened in Acrobat Reader.
4. Enter the data into the form, including the name, address, etc. at the top of the form just as you would for the paper form. Note that the Honorary Miniature Membership, Young Artist, First Time Entrant, Media Letters, Category Letters and Entry Fees data boxes have drop-down arrows at their left end. This is because there are limited choices for those data elements and clicking the drop-down arrows will provide the limited list from which to choose.
5. After all the data has been entered, press the PRINT button at the bottom of the form to print as many copies of the completed form as you like. Your printer dialog box should allow you to select the number of copies that you want.
6. When the printing is complete, press the SUBMIT button at the bottom of the form. In a few seconds a window will appear on your computer acknowledging that your form has been submitted.
7. Close the acknowledgement window and Acrobat Reader and smile smugly in celebration of the fact that you have significantly reduced the work required by MASF in the preparation of the annual Show.

This year this procedure will be a test of this technique, but any data received by this method will be the data used in the official database. We urge all who can use this method to use it so that the test will be comprehensive. This process will work with both Windows and MacIntosh computers with reasonably recent hardware and software.