

NE Region Online Model Contest Entry Form Instructions

Purpose: Our aim in developing the Model Contest Entry Forms is to allow those attending multiple regional shows to avoid having to repeatedly fill out registration and table form data for several of the NE Region contests. The participating clubs are:

Granite State Modelers

IPMS Patriot Scale Modelers

Bay Colony Modelers Club

PDF Reader: The forms should work in any PDF reader, but they will work best in Adobe Acrobat Reader, which is a free download. The files may not have full functionality with other PDF readers. The link below will bring you to the Adobe Acrobat page with download instructions.

<https://Get.Adobe.com/Reader/Otherversions>

Intended Use: The Master Registration Form and Additional Registration Form will allow you to pick the show you are attending and provide the required entry data. The forms can be filled out online and printed, or downloaded and filled out on your device. When downloaded, the user enters contact and entry data and saves the file. The form will retain the entered data until cleared, allowing the user to change the Show heading while keeping the registration and table data undisturbed.

All model data (Subject, Scale, Category ID) that is entered in the master registration page (first page) will automatically appear in the table entry forms. The user will need to enter into the table entry forms the optional Work Done/Handling Instruction information for each model, and the Contestant ID number.

The Master Registration Form has room for 15 model entries. If you are entering more than 15 models, you will need to also use the Additional Registration Form, which has room for 11 more model entries.

Instructions:

1. Open one of the listed club websites.
2. Download the Master Registration Form and the Additional Registration Form files and save them to your device.
3. Open the Master Registration Form file using Adobe Acrobat.
4. At the top center of the page, click on the arrow in the "Please choose event" box. This will open a list of participating clubs. Select the event you are registering for; the Show data will automatically fill into the Table Entry forms.
5. Press the Tab key; the cursor will move to the Name field. Type in the data and press the Tab key to move to the next field. Repeat until your personal information is entered.
6. Press the Tab key; the cursor will move to the Model Letter A Category Code field. Enter the code and it will auto-fill onto the Table Entry form. Be aware that this code may be different at each club event. If you don't know the Category Code, you can write it in at registration.

7. Press the Tab key; the cursor will move to the Model Letter A Entry Title field. Enter the model's name. Press the Tab key to move to the Manufacturer and then Scale fields, entering information in each.
8. Repeat this process for up to 15 model entries.
9. Before moving to page 2, verify your entry information. At the bottom of the page, use the Tab key; the cursor will move to the "How you heard about our show" fields. Please fill out the appropriate fields.
10. Proceed to page 2. Data fields will be automatically populated with the information entered on page 1. Depending on the PDF reader being used, the pull-down show titles may or may not automatically display on the table entry forms. If they do not, the user will have to choose the show title manually on each table entry form. Verify this information is correct.
11. Save the file and print.
12. Contestant ID Number must be entered manually by writing it on your printed copies of the Master Entry form and the Table Entry form.

If you have more than 15 model entries, you will need the Additional Registration Form. Entry Form Page 2 is a repeat of page 1, with some personal information omitted.

Instructions:

1. Open the Additional Registration Form file using Adobe Acrobat.
2. Repeat the process using Steps 4 thru 12 from the above list.

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