

RIFGC SYS Instruction

Hello Designers.

The RIFGC Standard Flower Show for 2025 will be using a RI Registration format to sign up for the design entries. Some of you are familiar with the process. Please read the directions below carefully. Be Patient do not 2nd guess yourself and do not try to register twice you may get locked out. No Worries. Don't Panic! Email: RIFGC.sfs@gmail.com (We will get back to you. Remember Erik and I both still work, and we try our best to assist in a timely fashion.)

1) **THE FIRST TIME REGISTRATION CHOOSE THE LINK BELOW TO REGISTER**

<http://rifgc.pythonanywhere.com/register/>

2) Follow the prompts to fulfill the requirements of registration. You will receive a confirmation email that you have registered.

Please write your username & password someplace for safe keeping. You will need this again.

3) **Once the administrator has approved your account (please allow 24hrs) you will receive a confirmation email and a link to log in.** Please log in.

- You will see your dashboard.
- To get back to this page click on the 'My Entries' button in the top ribbon bar. If you are on a small screen use the hamburger menu (3 horizontal lines)
- From this page you can edit your profile, change your password and add flower show entries.

IF YOU REGISTERED IN 2023/2024 CHOOSE THE LINK BELOW

<http://rifgc.pythonanywhere.com/>

a) Add a Flower Show Entry:

1. Click on the word **ADD(Select Add to create new entry)**
2. from the drop-down menu select the entry you would like. Entries that are no longer available are not visible.
3. Click on the **ADD/UPDATE.** You will be directed to the Entry Detail page.

b) To Add Plant Material

1. On your dashboard Click on the Entry Number(in blue i.e. 1.A.1.1) the entry edit page you will see your entry number & Class Name. Below your name choose the word **ADD**.
2. From the drop-down list choose the plant material you want to add.
Note: you can type the first letter of the plant material and it will go to that section of the list.
3. After each choice you will click on the word **ADD**.
4. Repeat for the remaining plant materials.
5. You will be able to change at any time. The day of entry please bring an updated list with any changes.

c) To add Statement of intent

1. Go to your Dashboard.
2. Click on the Entry Number (blue i.e. 1.A.1.1)
3. Click on **UPDATE** right of the Entry# and class description.
4. Scroll Down to Statement of Intent and or Statement of Sustainability (only if you are going for Blakely Szosz Award of Sustainability) Enter/Edit your statement of Intent
5. Select **ADD/UPDATE** at the bottom of the page. You will be returned to the Entry Detail page

d) Print entry form (optional for personal use)

All entries will be printed by the Flower Show Committee, but should you want to print a copy you can. The word document will be downloaded to your computer.

- 1) Click the **Generate Cert** button
 - click ok if prompted to allow download of the file
- 2) Open the downloaded file and print.

Note: From the dashboard (My Entries) page, click on the entry number in the My Entries table to go to the Entry Details page.

4) Housekeeping: If you do not see a specific plant listed in the drop-down menu or have other questions, please email the Flower Show Committee at the link below.

Thank You!

Judy Gray

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