

Laptop procedure:

1. Go to Quilt Fest NW site: <https://www.quiltfestnw.com>
2. Click Quilts menu item
3. Select Quilt Entry from drop down menu
4. Fill out form with your quilt information
5. Click "Submit Quilt Entry".
6. This takes you to the page where you add the quilt entry fee to your cart.
7. If your quilt is in a No Fee category (NF in category name), click "Back to Quilt Entry page!"
8. For all other quilts, click "Add to Cart" to add \$10 quilt fee to your cart. The Cart screen should display.
9. If you need to enter more quilts, click "Back to Quilt Entry page!"
 - a. You may have to click somewhere on the screen to close the cart screen
10. If you are finished entering all your quilts, click the shopping bag at the top of the screen.

Phone procedure

Follow steps 1-8 above.

9. If you need to enter more quilts, select Quilt Entry again from the menu.
10. If you are finished entering all your quilts, click the shopping bag at the top of the screen.

Paying for your quilts:

1. If the cart is not displayed, click the shopping bag at the top of the screen.
2. Verify the amount in your cart. It should be \$10 for EACH quilt that requires a fee. Any quilts that have (NF) in the category name do not require a fee. All others are \$10.
3. Click "Checkout"
4. Fill out customer information section
5. Click "Continue"
6. Click "Continue" again
7. Fill in credit card information
8. Click "Place Order & Pay"

Emails

You will receive an email for each quilt with the Subject "We have received your quilt entry". This will have some basic information that you entered about your quilt. Please keep for when you create your quilt label so your quilt names match what you entered.

It may take 1-10 minutes for the emails to hit your mailbox.