

### Instructions for Filling Out Tray Slips

1. Separate Tray Entry Form and Tray Slips at dotted line.
2. For Trophy or Special Award entries, write the award number as listed in the NCSBS Bulletin in the "Award #" box.
3. For Open Competition entries, ones that are not Trophy or Special Award entries, put an "X" in the "Open" box. "# Entries" and "Entrant #" will be completed at the time of tray check-in.
4. Circle "Yes" or "No" for permission to photograph.
5. Copy the Division, Section number(s), Class number(s), Size, and number of buttons EXACTLY AS WRITTEN, in the "Div.", "Sec.", "Class", "Size", and "# of Buttons" boxes.
6. Write the description in the "Description" box
7. DO NOT WRITE ANYTHING ELSE ON THE TRAY SLIP.

### Instruction for Filling Out Tray Entry Forms

1. First, list all Trophy or Special Award entries for the division on the Tray Entry Form, by Award #, in ascending numerical order. Copy the required information from the Tray Slips. Be sure to enter the Award # as listed in the Bulletin in the "Award #" column.
2. Second, list all Open Competition entries for the division on the Tray Entry Form AFTER any Trophy or Special Awards listing, by Section/Class in ascending numerical order. Copy the required information from the Tray Slips. Put an "X" in the "Open" column.
3. In the box provided at the bottom of the table, write the number of entries listed on the form.
4. Write your name and address in the spaces provided.
5. DO NOT WRITE ANYTHING ELSE ON THE TRAY ENTRY FORM.

### Instructions for Attaching Tray Slips

1. Fasten the section of the Tray Slip above the "Fold Line" to the upper right hand corner of the entry using masking tape (not transparent tape) to insure that tray slips do not become separated from the entries.
2. Everything below the "Fold Line" must show on the face of the entry. There should be no tape on the portion of the Tray Slip below the "Fold Line" or on the face of the tray or case.

