



Hints & Tips

Entering Information into the Online Submission Form

Patch Name - Please enter a title for your patch or square, for example 'Dog Rose' or 'Ophelia's Flowers'

Your Name - Please enter your name, you can add a friend or relatives name as well if you are working with someone else

Email - Please enter an email address so that we can keep you informed about progress with the project and also let you know about any exhibitions. This information will not be displayed publically and will not be passed to any third parties

Your Organisation (Optional) - If you work for, or are part of an organisation please feel free to enter the information here, for example 'Plantlife' or 'Embroiderers Guild South Wiltshire'

Project Name (Optional) - If you would like to participate with others please feel free to give your project a name and enter it here. Please make sure that you all enter the name in the same format to make it easier to find online. If you would like to take part in one of the themed parts of the Patchwork Meadow, such as the 'Shakespeare's Plants' or 'William Morris Meadow' or 'International Flowers of Scotland' please enter that information here. You can find out more about these themed projects in the relevant factsheets

County for Exhibition (UK only) - Please indicate which county you would like your square to be exhibited in at the end of the project. During the course of the project we will be looking to find permanent 'homes' for the exhibitions. These will be in public spaces which could be a museum or a library, or a hospital etc. We will try to find permanent homes at the county level but this will be depend on the participation in different areas and it may be that it will be at a larger area level than the county level. We will keep you updated on progress through the website.

Information - Please tell us about your square here - the story behind why you chose it, or the materials or techniques that you used.

Plants - please select your plant from the existing list or enter a new plant if your plant isn't on the list. If you know the scientific name please put it in brackets after the common name, but don't worry if you don't have this

information. You can add as many plants as you need if you have two or more plants depicted on your square. If your plant is not in the list, please add the information in the 'other' field.

Themes - Please select the theme or themes that best describe your square. You may select more than one theme. You can choose from Life, Love & Remembrance; Food, Medicine, Materials; Mythology, Fairies & Witches; Plants of Faith; Royalty, Names & Warfare; Plants of Place & Time; Literature, Poetry & Art.

Tag Words - Please choose from the list of tag words or keywords or enter a new one, that describe your square. You can add as many as you need to describe your square. Put in a comma after each tag word or phrase.

Image - if you are able to take a good quality image of your square please attach the file here. Don't worry if you are not able to do this, just leave this box blank and send your square to us to photograph. Please do not worry if you do not see your square in the online gallery immediately. There is a delay so that we can check the images before they are made public.

Audio/Video - you can upload audio or video files to accompany your square. Perhaps you could share the story behind your square, or demonstrate some of the techniques you used. You could also upload a file of yourself or a friend reading or performing the lines of a poem or a play or a song that relates to your square.

Permissions - we want as many people as possible to contribute but we want to make sure that everybody understands what they are agreeing to. If you contribute a square it will be publically available to view on the website and to be downloaded at 72 dpi, and will be exhibited in a public place. It will not be possible to return any of the squares. Your square might also be used to promote participation in the project or potentially used in a publication about the project.

If you have any queries or problems with filling in the online submission form please contact us at patchworkmeadow@plantlife.org.uk or on 01722 342730