

Step by step Instruction for Completing Inventory Forms, due October 31, 2025

TIPS: Have all your information for your items ready before you start. If you have more than 25 items, you will be able to take a break between pages, because items 26-50 are entered on a separate submission (page 2 of 2).

Consider printing these instructions to follow as you complete the form.

1. It might be helpful to make a draft of your inventory, because you will not be able to save the document until you have completed it.
2. Start on <https://www.weaversguildofrochester.org/vendors>
3. Go to the form by clicking on "Online Inventory Form".
4. Click on "Continue" at the bottom of the page to agree to Adobe's terms.
5. Click on "Start" near top left.
6. Fill in the form, clicking on "Next" or tab to the next field (blank to fill in). If you skip a required field, Adobe will ask you to complete it before you can continue. A red message may also mean you need to fix something.
7. When finished entering your data, click on "Click here to sign" at bottom of form.
8. Type in your signature as you would sign it.
9. Click on "Apply".
10. Enter your email address.
11. Finish by clicking on "Click to Sign" at bottom of screen.
12. "Just One More Step" appears, which requires you to check your email inbox.
13. Once you find the email from Adobe Sign, open the email and click on "Confirm my email address" in right middle of the email.
14. "Your e-signing of WGR_2025_Inventory_Form has been verified. A copy of the signed document is being sent to you" appears, which requires you to check your email inbox for an email from Janis Castrogiovanni via Adobe.
15. Open the email and click on "Open Agreement" in middle of email.
16. Your completed inventory appears, so save or download your inventory form.
17. Print two copies of the inventory form, one to bring to the sale check in, and your copy to bring to the sale check out.

You do NOT need to email a copy of inventory form to the sale committee. Adobe will do that automatically for you.

Problems? Contact Janis Castrogiovanni, web@weaversguildofrochester.org