

## Instructions: Using Art Call to Enter Exhibitions



#### UWS 2017 TWO-STAR/SIGNAUTRE MEMBER EXHIBITION

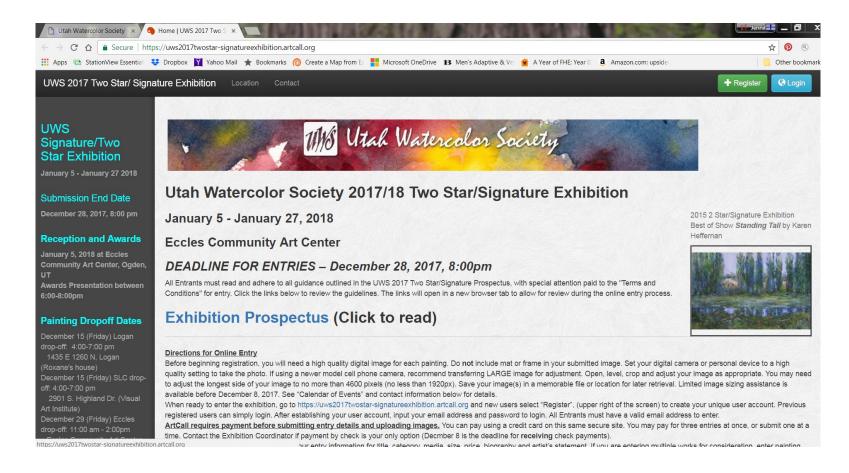


2015 Best of Show Standing Tall, Karen Heffernan

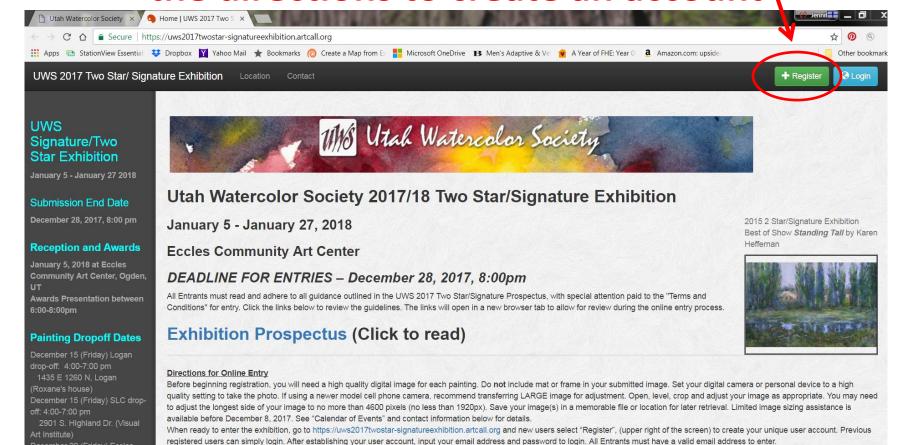
It's time again! Our bi-annual 2-Star/Signature Member Exhibition is coming soon. This exhibition will be held at the Eccles Community Art Center in Ogden beginning Friday, January 5th, 2018. Eligible members may enter up to 2 paintings. Online registration opens November 13th and ends December 28, 2017, 8pm. For more information, refer to the 2-Star/Signature Exhibition Prospectus (https://uws2017twostar-signatureexhibition.artcall.org)

# Click the link to the exhibition you are entering

### The link brings you to the Art Call exhibition "landing page" or "home page."



If you have never used ArtCall before, you can create a new account by clicking "+Register" and following the directions to create an account\



time. Contact the Exhibition Coordinator if payment by check is your only option (Decmber 8 is the deadline for receiving check payments).

ArtCall requires payment before submitting entry details and uploading images. You can pay using a credit card on this same secure site. You may pay for three entries at once, or submit one at a

December 29 (Friday) Eccles

https://uws2017twostar-signatureexhibition.artcall.org

# If you have previously used ArtCall, you can click "Login" to use your previous username and password ——



#### 1435 E 1260 N, Logan Directions for Online Entry

(Roxane's house)

Art Institute)

December 15 (Friday) SLC drop-

December 29 (Friday) Eccles

Before beginning registration, you will need a high quality digital image for each painting. Do **not** include mat or frame in your submitted image. Set your digital camera or personal device to a high quality setting to take the photo. If using a newer model cell phone camera, recommend transferring LARGE image for adjustment. Open, level, crop and adjust your image as appropriate. You may need to adjust the longest side of your image to no more than 4600 pixels (no less than 1920px). Save your image(s) in a memorable file or location for later retrieval. Limited image sizing assistance is available before December 8, 2017. See "Calendar of Events" and contact information below for details.

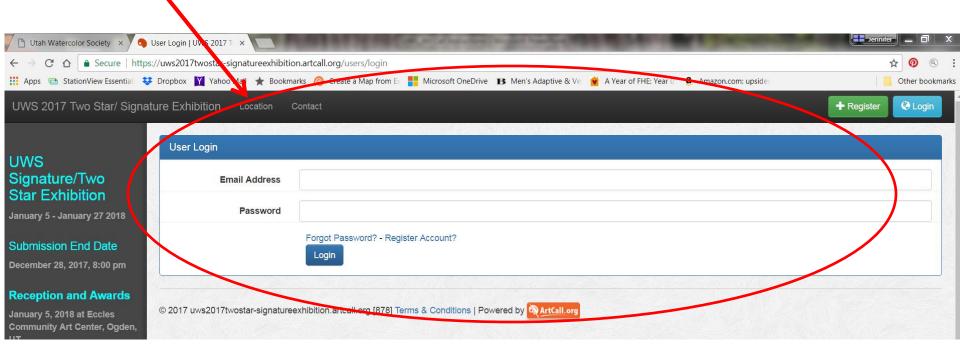
When ready to enter the exhibition, go to https://uws2017twostar-signatureexhibition.artcall.org and new users select "Register", (upper right of the screen) to create your unique user account. Previous registered users can simply login. After establishing your user account, input your email address and password to login. All Entrants must have a valid email address to enter.

ArtCall requires payment before submitting entry details and uploading images. You can pay using a credit card on this same secure site. You may pay for three entries at once, or submit one at a time. Contact the Exhibition Coordinator if payment by check is your only option (Decmber 8 is the deadline for receiving check payments).

https://uws2017twostar-signatureexhibition.artcall.org

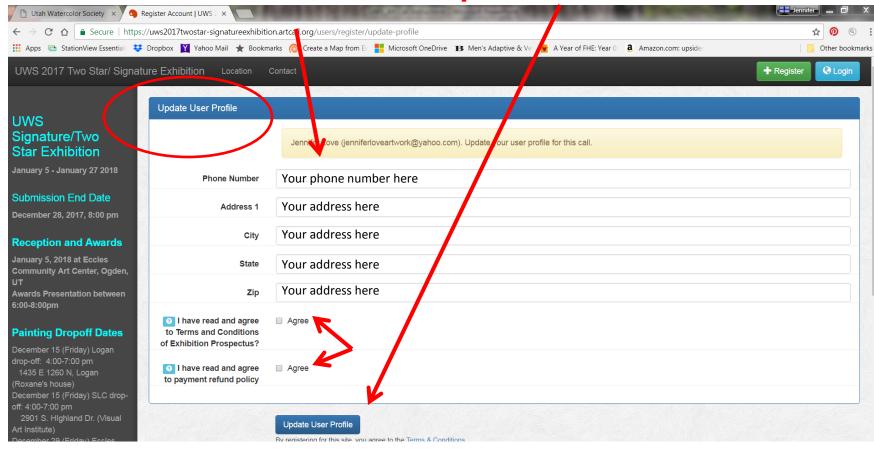
our entry information for title, category, media, size, price, biography and artist's statement. If you are entering multiple works for consideration, enter painti-

At the "User Login" screen, you can enter your previous user name and password. Click "Forgot Password?" if you can't remember your information.

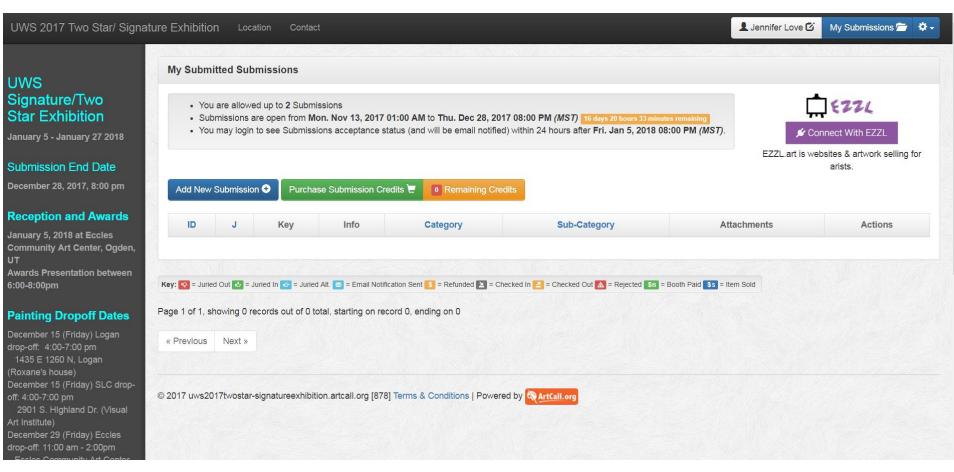


Logging into your existing account will take you to the "Update User Profile" page.

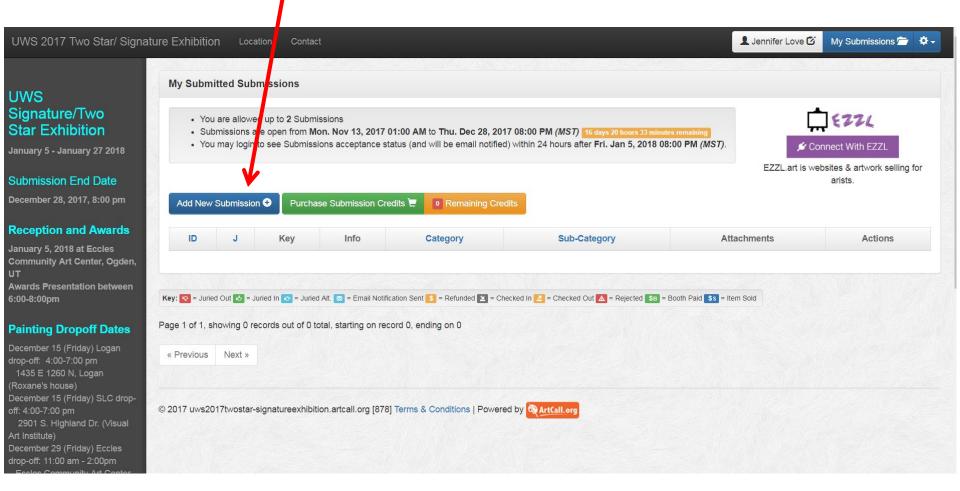
Check to make sure your info is correct. Click the "Agree" boxes at bottom. Then click "Update User Profile"



### After all your information has been updated, or your account created, you will be taken to the Submissions page.



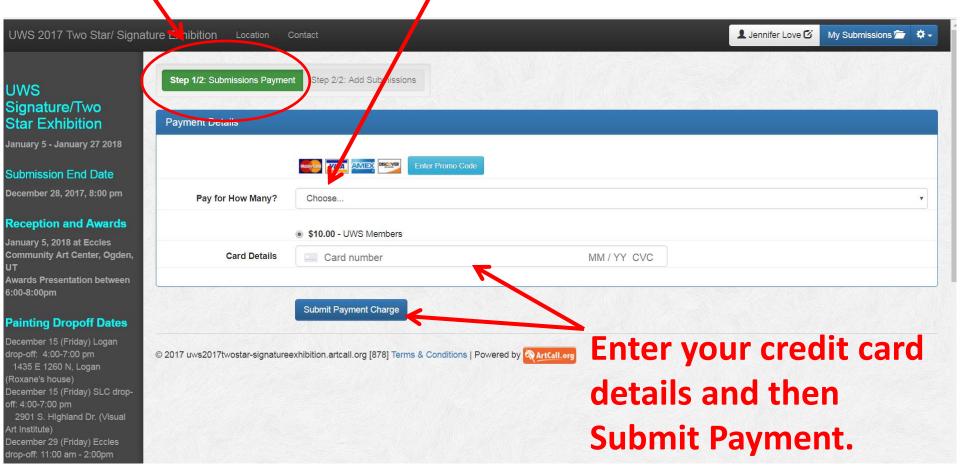
Click the "Add New Submission" button to add your first painting.





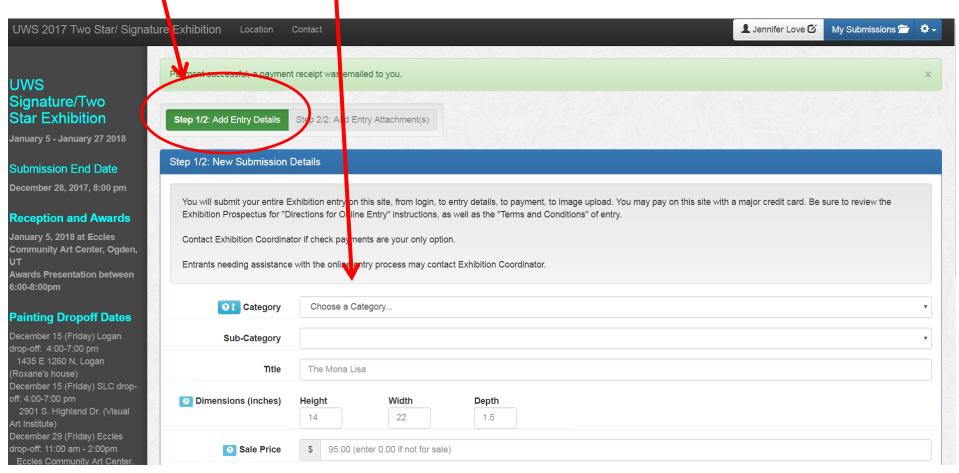
You will be taken to the Submission Payment page.

Choose how many paintings you want to pay for and enter.

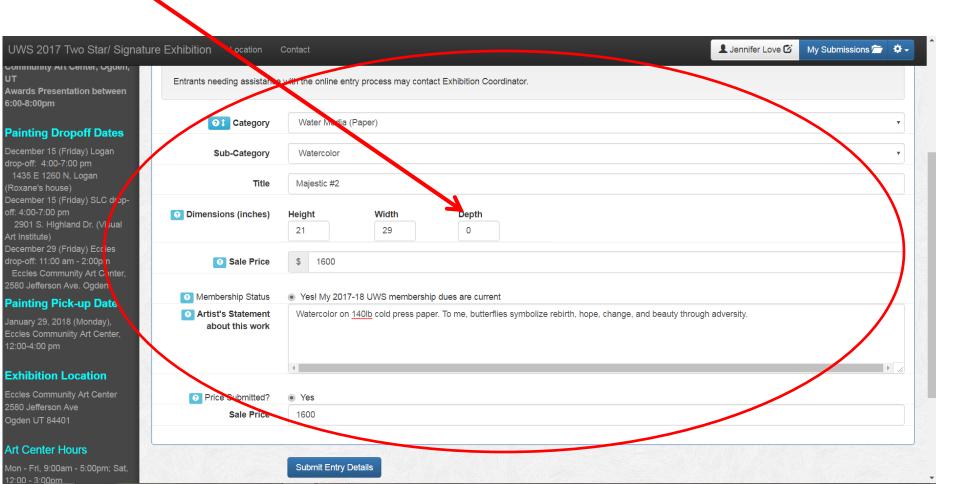


After payment is submitted, you will be taken to the "Add Entry Details page to enter your painting information.

Fill in the details. (Read the directions carefully)

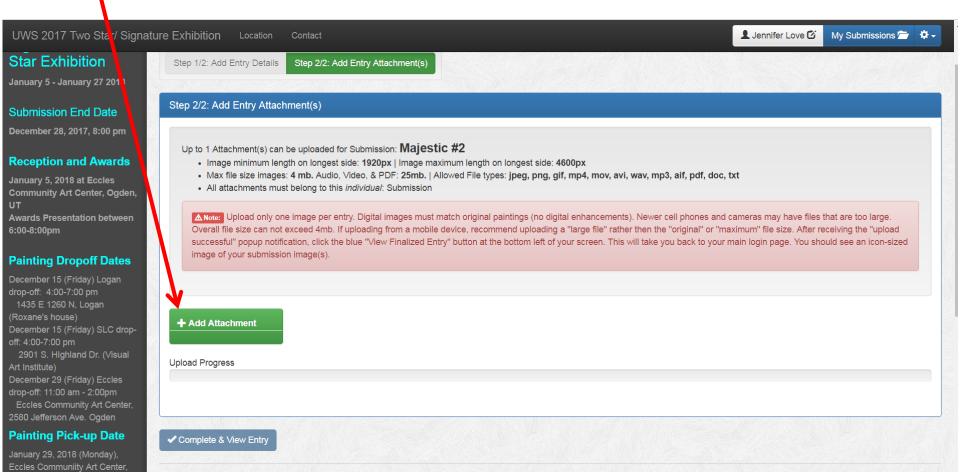


### Fill in your entry details. Make sure to put "0" in the Depth section.



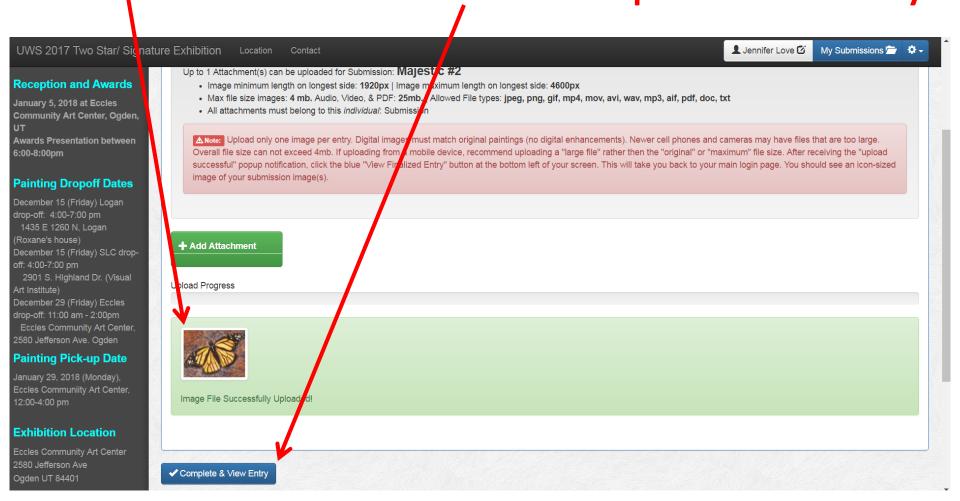
Next, you will upload your painting image.

Read the directions carefully, then click "Add Attachment"

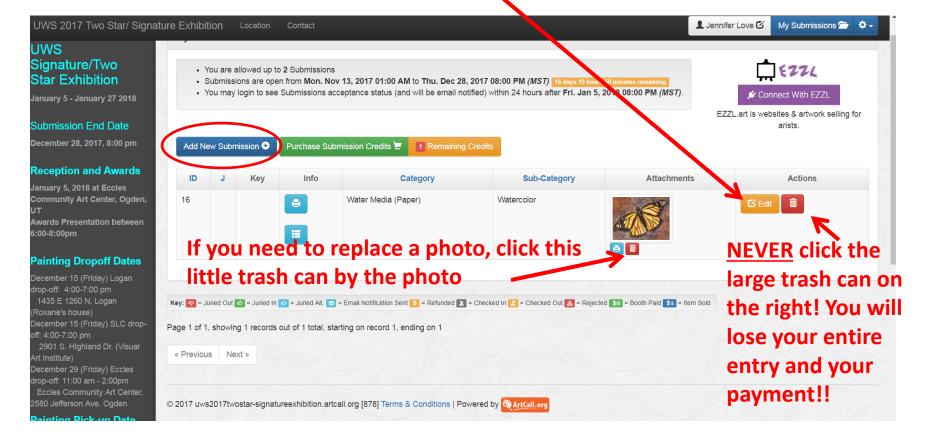


When your picture has uploaded, a small version of it will appear on the page.

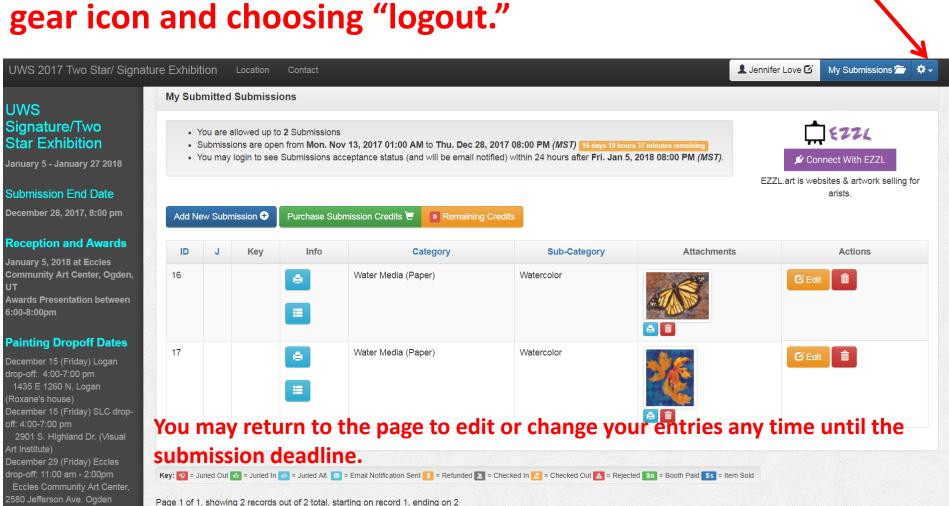
Click on "Complete & View Entry"



You will be returned to the Submissions page. You can then add another new submission, or close down the website if you are done. You can also <a href="edit">edit</a> your current submissions from this page.



When you are done with all your submissions, you may close down your browser or exit the page by clicking the gear icon and choosing "logout."





#### **Instructions End**