Step by Step Instructions for Juried Arts Galleries for the Edmonds Arts Festival

IMPORTANT:

- **If paying online**, submit all your unique works in one category, and then pay click **Pay Now** to pay for all entered works in that category before submitting to another category.

- **If entering Three Dimensional artwork**, you will only submit one image per artwork. We are no longer accepting multiple views of one piece of artwork.

The EntryThingy section of the Apply for Juried Arts Galleries page looks like this:

Email:

Password:

Login

Login with your email and password. Make sure to read or print our Visual Help for EntryThingy BEFORE logging in.

Don't have a login? Click here to signup.

Forgot your password? Click here.

- **If you are NEW to EntryThingy:**

  Select "Click here to signup" and then complete the form to create your account.

- **If you have PREVIOUSLY USED EntryThingy:**

  Type your email and password that you used to create your account.

Once you are logged into your EntryThingy account, the Juried Arts Galleries – Edmonds Arts Festival Call section appears:

Click the "Apply Now" button.

2017 Juried Gallery - Edmonds Arts Festival

Edmonds Arts Festival is now accepting entries for Juried Arts Gallery for their 2017 Festival on June 16-18, 2017.

Deadline for Entries *in 79 days on Mar 31 2017*   Deadline for Late Entries *in 79 days on Mar 31 2017 (see entry instructions for further details)*   Notification of Jury Results *in 4 months on May 12 2017*   Show Date *in 5 months on Jun 16 2017 thru Jun 18 2017*

Apply now

The Entry Instructions page is next:

1. Read the instructions.
2. Check the box.
3. Click "Continue to the Next Step".

Entry Instructions

IMPORTANT: This year, we have revised the entry process:

- **If paying online**, submit all your unique works in one category, and then pay click **Pay Now** to pay for all entered works in that category before submitting to another category.
- **If entering Three Dimensional artwork**, you will only submit one image per artwork. We are no longer accepting multiple views of one piece of artwork.

Before submitting any entry, please read our **prospectus** for participation requirements!

$20 per piece for the following categories:
Paintings, Prints, Drawings, Photography, 3-D Art.
Artists may enter up to 4 pieces in each of the above categories.

$18.00 for up to four miniatures.
Four miniatures are the maximum entry in this category.

Your EntryThingy registration and corresponding entry fee(s) (either online or mailed) must be received by midnight PST, March 31, 2017.

We require the following information for your entry:

- **Dimensions**: height x width
- **Medium\Material**: See eligibility list in **prospectus**
- **Price**: Type with "$"; no cents (ex. $600)

Your uploaded image must be:

- RGB jpegs (.jpg) only
- Sized at least 1920 px on the longest side
- 72 dpi
- Max. file size: 3 MB
- Min. file size: 100 KB

☐ I have read and understand the entry instructions   Continue to Next Step

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The General Entry Information page is next:

1. Select the category for your entry.
2. Check the "I agree with the terms of entry" box.
3. Click "Save and Continue to Next Step".

General Entry Information

To get started with your entry, please fill out the form below.

Category: Drawings ⌄

☑ I agree with the **terms of entry**.

Save and Continue to Next Step

Pieces for this Entry page appears:

Pieces for this Entry [Add piece] [reuse previous] [select from my artwork]

You haven't added any pieces yet. Click the Add piece button above to add the first piece.

You can also click [reuse previous] to reuse files that you've added to other calls for entries.

You can also click [select from my artwork] to use artwork from your EntryThingy Artwork Management account. Watch a short video to see how all that works and Login to EntryThingy's Artwork Management.

- Click "Add piece" to open the "Add piece to this entry" form.

Pieces for this Entry [Add piece] [reuse previous]

[select from my artwork]

This is your ART image, using the following file requirements:
- RGB jpegs (.jpg) only
- Sized 1920 px on the longest side
- 72 dpi
- Max. size 3 MB

Title: Title
Dimensions: Dimensions
Material: Material
Price: Price
Year: Date
File: ArtExample copy.jpg
[edit] [delete]

Entry Status: Not Submitted

When you're happy with the general information for this entry (see below), you've added your pieces and sorted them the way you want them presented to the jury, click the 'SUBMIT THIS ENTRY' button to finalize and submit this entry.

[SUBMIT THIS ENTRY]

General Entry Information [edit]

Entry Number: 2518.198345

Category: Drawings

1. Complete the form.
2. Browse for your image.
3. Click "Upload".

If you see this error message it means that your image does not match our requirements.

Ooops. Your upload has failed.

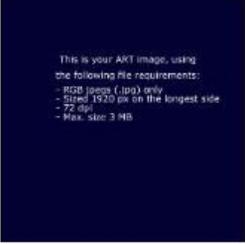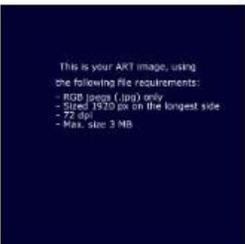Reason: image width (717px) too small. minimum width is 1920px.

[OK]

Click "OK", which will return you to the "Pieces for this Entry" page.

After you have corrected the digital problem with your file, click "Browse…" to select the file again, and then click "Upload".

When the image successfully uploads, your image is added to the 'Pieces for this Entry' page:

NOTE: At any time during the entry process (**BEFORE submission**), you can log out and then log in at a later time to complete your entry.

To do this, log in to EntryThingy on the "Apply for Juried Arts Galleries" page. When you see your entry, click "Complete entry."

Message from webpage ✕

❓ STOP!

Have you added all of your pieces for this entry?

Are the pieces in the order you want them to be shown to the jury?

Have you double checked your piece titles and other information?

Have you double checked your profile information (My Profile link above) and your General Entry Information below?

If not, please click 'Cancel' and click [add piece] to continue adding pieces to this entry. You can use [move up] and [move down] to change the order of your pieces for the jury. You can click [edit] for each piece to edit the title and other piece information.

Otherwise click 'Ok' to continue.

[OK]   [Cancel]

If you see the following message and are still ready to submit, click "OK".

If you click "Cancel", you are returned to your entry.

Message from webpage ✕

⚠ NEXT STEP:

* Read and follow the Final Instructions.

[OK]

This message reminds you to read and follow the instructions on the next page.

Click "OK".

The "Final Instructions" page appears:

Final Instructions Print entry

Entries will not be valid until payment is received.

To pay online with a credit card or PayPal account

Complete the online payment for this entry before submitting another entry.
Click the **Pay Now** button below.
Please select the category for this entry: Drawings

Pay Now

To pay by check or money order

Please include this Entry Number, 2518.198345 on your check/money order, made payable to *Juried Gallery*, and mail to:

Edmonds Arts Festival
Juried Gallery
P.O. Box 212
Edmonds, WA 98020

When you have completed your entry in this category:

- Make sure to click "Print entry" to print a copy for your records.

For check or money order, payment instructions are listed on your printed entry. Please note your entry I.D. number for your records OR when mailing a check.

To pay online, click "Pay Now".

You will be taken to PayPal.

Edmonds Arts Festival Association

Your order summary

Descriptions	Amount
Entry fee for 2017 Juried Gallery -... Item number: 3165.249311 Item price: $60.00 Quantity: 1	$60.00
Item total	$60.00
	Total $60.00 USD

Choose a way to pay

▸ **Pay with my PayPal account**
Log in to your account to complete the purchase

PayPal 🔒

▾ **Pay with a debit or credit card, or PayPal Credit**
(Optional) Join PayPal for faster future checkout

Country   United States

Debit or Credit Card	Prepaid Gift Card	PayPal Credit Special Offer

Debit or Credit card number

Payment types   VISA MasterCard DISCOVER

Expiration date   mm   yy   /

CSC
What is this?

Billing information
First name

Last name

Address line 1

Address line 2
(optional)

City/State

ZIP code

Contact information
Phone type   Mobile
Why is this needed?

Phone number   555-555-1234

Email

You can use either your PayPal account or a debit/credit card.

NOTE: This window will list the <u>total fee for ALL the pieces submitted for this category</u>.