

## GALLEY WEST ART GALLERY (GWAG) ONLINE ENTRY FORM TIPS (2022)

**BEFORE you complete your online show entry,  
we recommend you do the following preparation.....**

- Our online **Artist Entry Form** uses the software **EntryThingy**.
  - Create a free *EntryThingy* account from our website.  
[www.galleywestartgallery.com/call-for-art/artist-entry-form/](http://www.galleywestartgallery.com/call-for-art/artist-entry-form/)
  - You will use this account for all GWAG show entries. Your entries and information are only available to you and GWAG. Save your login credentials.

Review Gallery's **REQUIREMENTS AND RESPONSIBILITIES** and the following tips.

- Select up to 5 art items to enter; take a jpg/jpeg photo of each; save them to the computer you will use to complete your online *EntryThingy* entry form.
  - Edit (i.e. crop, enhance) your photos before you upload them to the online entry form.
  - Minimum photo size: 1 mb; Maximum photo size: 5 mb
  - Name each photo file as follows: YOUR Last Name:Art Name Example: SMITH:Sunset
  - More than one item can be included in an entry photo i.e., a collection of smaller related paintings, pottery, jewelry, etc.
- For each photo/item you are entering, you will provide the following information:
  - Title of the work - maximum 80 characters including spaces.
  - Material/Media
  - Dimensions (Maximum: 2-dimensional w/frame: 40" x 40"; 3-dimensional: 2'x 2' x 2')
  - Price
  - Example: Sunset, Oil on canvas, 24" x 36" with wood frame, \$450
- Create an **Artist's Statement** including information about yourself and your art. Enter this in the appropriate box on the online entry form. NO resume required.
  - If you are selected for a show, your Artists' Statement will be included on the website's Show Photo Gallery and the "Book of Show Artists" available at the gallery.

### **COMPLETE THE ONLINE ENTRY FORM BEFORE THE CALL DEADLINE!**

Once prepared/edited entry photos and other information are saved to your computer,  
**sign into your EntryThingy account.**

[www.galleywestartgallery.com/call-for-art/artist-entry-form/](http://www.galleywestartgallery.com/call-for-art/artist-entry-form/)

### **UPLOAD ALL PHOTO ENTRIES BEFORE YOU PAY THE SINGLE \$5 SHOW ENTRY FEE**

- Selecting an Art Category: The online form includes a drop down box of art categories.
  - Select the best category for your entry.
  - If the art categories listed do not "fit" your work or your entry includes multiple media, select **Other** and clarify the media of each item in your entry description.
- Your show entry is complete when the **SINGLE \$5 PER SHOW NON-REFUNDABLE** online processing fee is paid.

**NEED HELP? Before the Call Deadline SEND EMAIL to [CONTACT@GALLEYWESTARTGALLERY.COM](mailto:CONTACT@GALLEYWESTARTGALLERY.COM)**

- [CLICK HERE](#) to print a copy of *Entry Form Tips 2020*

EveryThingy's Website has tutorial videos on how to complete the online entry and answers to FAQ's.

<https://entrythingy/artists>