


## GALLEY WEST ART GALLERY 2023 ONLINE ENTRY FORM TIPS & INSTRUCTIONS

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

Step by Step instructions to upload photos for each item entered are at end of document

- **First time entrants:** Create a free *EntryThingy* account **from gallery's website**.
  - [www.galleywestartgallery.com/call-for-art/artist-entry-form/](http://www.galleywestartgallery.com/call-for-art/artist-entry-form/)
  - **SAVE your account login and PW** – you will use same for all shows you enter.
  - Your entry information is only available to you and the gallery
- **Before you begin your entry, review the *Requirements & Responsibilities* page**  
[www.galleywestartgallery.com/requirements-responsibilities/](http://www.galleywestartgallery.com/requirements-responsibilities/)
- **Your ENTRY is ALL your pieces entered** – up to 5 pieces allowed.
  - **Entry Fee** = a SINGLE \$5 fee for up to 5 pieces of art.
    - Use PayPal link on Entry Form **AFTER** all photos are uploaded (credit card ok too)
- **Create your Profile**
  - **Statement** – should reflect information about you and your art. This will appear on the Artist Gallery website page. **Returning artist?** you can edit your statement online.
  - **Resumé** – NOT required, but you can include one.
- **Select up to 5 art items to enter**
  - Take jpg/jpeg photo of each piece of art; you can submit multiple views of a piece.
  - Edit/crop photos, save to device you will use to complete online entry form.
  - **Check Photo size: Minimum 300 kb; Maximum: 5 mb**
    - Smaller or larger photos will be rejected in the online entry process
  - Name each photo file as follows: YOUR Last Name:Art Name; Example: SMITH:Sunset
  - Only 1 art item per photograph unless items are similar or sold as a set. Additional photo views of a piece of art are allowed.
- **For each photo/item you are entering, provide:**
  - Title of the work - maximum 80 characters including spaces.
  - Material/Media
  - Maximum Dimensions: 2D media 40" any dimension including frame; 3D media 2'x2'x2'
  - Price
- **Artists are notified via email from** [showadmin@gwagart.com](mailto:showadmin@gwagart.com)
  - **ADD this email to your contacts** and check your junk/spam folder on the **Notification Date** on the show calendar [www.galleywestartgallery.com/showcalendar/](http://www.galleywestartgallery.com/showcalendar/)

## STEP BY STEP INSTRUCTIONS

- Open <https://galleywestartgallery.com/call-for-art>
  - Read Overview Page and **Requirements & Responsibilities**
  - **Click on [Entry Form](#)**
  - First time entrant? Create your EntryThingy account
  - Returning Artist? Go to: **Have you used  before?** [Please click here to login.](#)
    - If you forgot your password, EntryThingy will issue a new one
- **First time entrants CREATE your Profile; Returning Artists review Profile; edit as needed.**
  - Statement – provide information about yourself and your art; this will appear on our website’s Artist Gallery when the show opens.
- **GENERAL ENTRY INFORMATION:**
  - Selecting Art Category: The online form includes a drop-down box of art categories. Select the best category for your entry.
  - If none “fit” your work or your entry includes multiple media, select **Other** and clarify the media of each item in your entry description.
- **Click on MAIN link**
  - Read the additional details about the show. Click on box **“COMPLETE ENTRY”**

**To Complete your entry:** click on **ADD PIECE**

- **Complete info boxes for each piece:**
    - TITLE; DESCRIPTION; DIMENSIONS (INCLUDING FRAME); MATERIAL; PRICE
  - Click **CHOOSE FILE**
    - Browse your saved entry photo files on your device.
    - Select the saved photo for the piece.
- Click **UPLOAD** – wait for photo to appear – confirm it’s the correct photo
- You can also upload additional photo views of the same item.**
- Repeat** these steps for each piece of art entered; maximum 5

**DONE?** Review your entries; make sure all info is complete and correct; Edit as needed

**When ready a SINGLE \$5 FEE IS PAID FOR UP TO 5 ITEMS ENTERED** **CLICK PAY NOW** button - Takes you to PayPal page. Use your PayPal account or pay as guest using your credit card.

### **NEED HELP?**

**BEFORE the Call Deadline SEND EMAIL to**  
[\*\*showadmin@gwagart.com\*\*](mailto:showadmin@gwagart.com)

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

EveryThingy’s Website has tutorial videos how to complete an online entry and answers to FAQ’s.

<https://entrythingy/artists>