***ONLINE ENTRY FORM TIPS & INSTRUCTIONS.***

(Step by Step Entry instructions on page 2)

**RECOMMEND you PRINT** these tips & instructions.

**BEFORE you complete your online show entry, prepare and gather your entry information as follows:**

* + - **First time entrants: Go to** [**www.galleywestartgallery.com/call-for-art/artist-entry-form/**](http://www.galleywestartgallery.com/call-for-art/artist-entry-form/)
    - Create a free *EntryThingy* account**. Do this one time – it will be used for all shows you enter.**
    - **SAVE your login in and PW**
    - Your information is only available to you and the gallery.
* **Review** [Requirements & Responsibilities - Gallery West Art Gallery (galleywestartgallery.com)](https://galleywestartgallery.com/requirements-responsibilities/)
* **Open** [**https://galleywestartgallery/call-for-art**](https://galleywestartgallery/call-for-art)
* **Click Entry Form**
* First time entrant? Create your FREE EntryThingy account
* Returning Artist? **Have you used  before?**  [click here to login](https://galleywestartgallery.com/artist-entry-form/).
  + 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. Does it adequately describe you and your work?
* **Click on MAIN -** Read additional details about the show and Call requirements.
* **GENERAL ENTRY INFORMATION:**
* Select Art Category from drop down box. Select best category for your entry.
* If you are a multimedia artist (i.e. paintings and pottery) select the media with most entries; then in description of each entry, clarify the media.
* If no listed media “fits” your work, select **Other** and clarify media of each item in your entry.
* Edit your General Entry Information on the Entry Form page near the PayPal/Payment button

Click box **“COMPLETE ENTRY”**

**COMPLETING YOUR ENTRY:**

* CLICK **ADD PIECE**
* Complete all boxes of information needed for the piece:
  + TITLE; DESCRIPTION; DIMENSIONS (INCLUDING FRAME); MATERIAL (Media); PRICE
* **The File: CHOOSE FILE i.e. photo you saved**
  + Browse photo files on your device where you saved the edited photo of the piece.
* **CLICK UPLOAD – select the photo, then click UPLOAD -** wait for photo to appear in box on screen.
  + Additional Views: If you have other views of front/back/side of 3-D work or close up of a section of a painting, upload those photos per instructions
* **REPEAT** these steps for the rest of the art you are entering (maximum 10 pieces)

**ONLY WHEN ENTRY IS COMPLETE AND ACCURATE - CLICK PAY NOW** button -

taken to PayPal page to pay the $10 entry fee **Use your PayPal account or pay as guest using credit card.**

***NEED HELP?***

***Before the Call Deadline SEND EMAIL to*** [***SHOWADMIN@GWAGART.COM***](mailto:SHOWADMIN@GWAGART.COM)

*EveryThingy’*s Website has tutorial videos on how to complete the online entry and answers to FAQ’s. [**https://entrythingy/artists**](https://www.entrythingy.com/artists)

**MORE DETAILED ENTRY INSTRUCTIONS:**

* **YOUR ENTRY** = **ALL** pieces you enter; Maximum 10\* (Preferred Minimum 2-3 pieces)

\*Juror will select items for the show in a blind review.

* **Fee** = single $10 for up to 10 pieces of art; **Paid when you complete your full online entry.**
  + Use PayPal link on Entry Form **AFTER** all photos of your works are uploaded and you have completed all the required information for each piece.
* **In your EntryThingy account, create your PROFILE and STATEMENT**
* **Profile =** Contact information. Must include an address in one of the 8 Lower/Outer Cape towns.
* **Statement:** your statement should adequately describe you and your art.  **If your are selected….** This will appear on the gallery’s website show artist photo gallery page.
* **RECOMMENDED FOR returning artists:**
  + Review/Update your Profile and Statement; edit as needed and save.
* **Resume –** NOT needed but you can include.
* **Select up to 10 art items to enter**
* Take jpg/jpeg photos of each; Can use smart phone cameras and edit features on phone.
* Include one art item per photograph unless items are sold as a set or are multiples of the same item with same price.
* Additional photo views of a piece of art are allowed. Good for 3-D items to show different sides.
* 2D art – lay item flat on floor; stand over it, zoom in; avoid shadows (turn off overhead lights).Crop to just include art image; if you include frame, straighten image and crop as needed
* 3D - use a light box or set items up with plain background so just the item appears in photo. Do not include background images not related to the entry.
* **Edit/crop photos using tools on your phone or camera;** Straighten, crop, enhance as needed
* **Minimum 300 kb; Maximum 5 mb** Smaller or larger photos will be rejected by EntryThingy
* Label each photo with Your Last Name & Name of art (i.e. Smith .Sunset on Cape Cod Bay)
* Recommend you use a tablet or laptop to complete your entry.
* **Save/upload edited photos**
* **Tip** – upload edited photos from phone to a folder you created in your Apple iCloud, Microsoft OneDrive, or equivalent storage option
* **Do NOT email photos from your phone as attachments**. can shrink photo size to <300kb
* **EntryThingy will prompt you for Each photo/item entered to include:**
* Title - max 80 characters (shorter Titles preferred)
* Material/Media
* Dimensions (2D Maximum w/frame: 40” x 40”; 3-D maximum 2’x 2’ x 2’)
* Price**After you have completed these steps for each art entry; review all, edit if needed.**

**NOTE: Editing or changing a photo may require you to re-enter all information for that piece.**

**When satisfied with all your entries –**

**pay the $10 single entry fee using the PayPal link.**

**(don’t need a PayPal account – can use your credit card)**