
Guide to Submitting an Entry for an OSA Call for Entry (ArtCall.org)

Version 1.1

Last Updated: August 10, 2020

This guide will show you the steps involved in submitting an entry using the platform **ArtCall.org**. As a case study, we will use the **2020 OSA Members Exhibition of Selected Works**.

What You Need Before You Begin

To prepare your entry, you should use a computer with a good internet connection. If you encounter difficulty paying by credit card, please check the details again. You may need to disable any browser extension (like AdBlocker) or security software (like Avast) that is preventing the launching of popup windows.

Have you used ArtCall.org for a previous OSA Call for Entry, or one for another organization? If so, you will already have created a user account with a **login name** and **password**. You will need to have that information handy.

Here is a list of additional details you will need to complete the application:

- **Your contact information:** name, email address, phone number, mailing address
- **Details about the artwork** you will be submitting:
 - Artwork Title
 - Artwork Dimensions in inches
 - Description – especially the medium (i.e., oil on panel)
 - Sale Price, if the work is for sale. You will enter 0.00 if it is not.
- **Payment Details:** card number, month, year, CVC

Re: artwork images:

The final step in the application requires you to upload at least one artwork image. (Note: video artists may also upload a video instead, up to 25MB in size.)

Our case study, the 2020 OSA Members Exhibition of Selected Works, enables you to submit only **1 image for 2 dimensional artworks**, or to submit up to **3 images for 3-dimensional artworks**.

Other specifications:

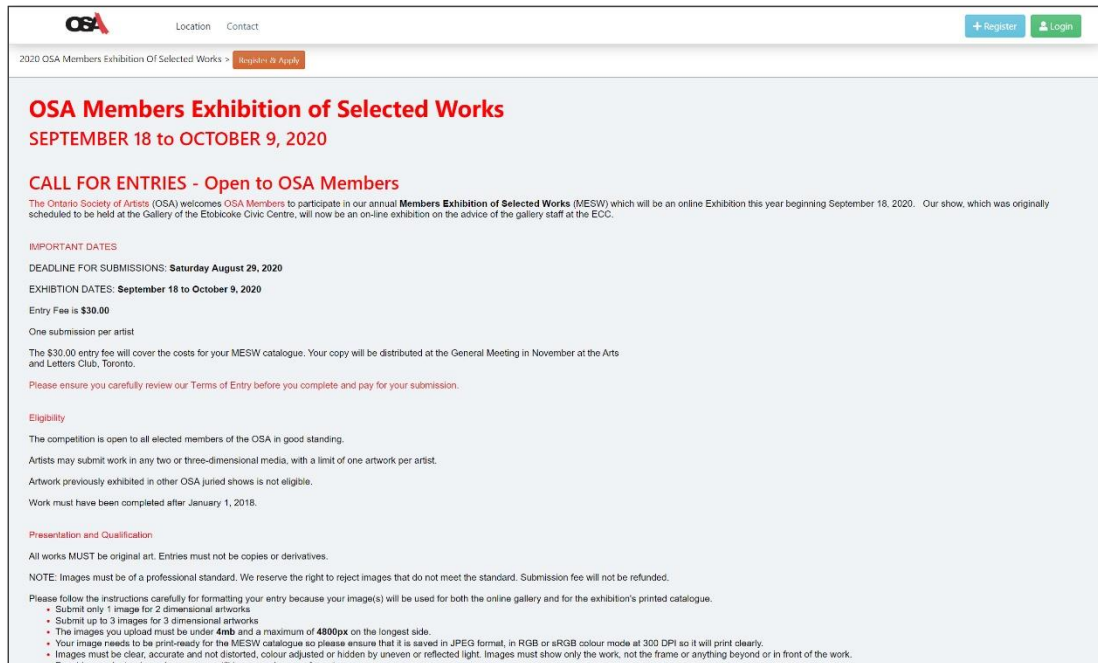
- Your images must be in JPEG format
- In terms of image dimensions, the longest side should be between 540 px and 4600 px
- The maximum file size for an image is 4 MB
- For the MESW show, we produce a printed catalogue so please ensure your artwork images are saved at 300 DPI so they will print clearly.

ArtCall.org renames the images once they are uploaded with your name and entry ID so the original filename does not matter.

Getting Started

1. Go to the OSA Call for Entry page provided by the OSA.

In our case, that webpage is: <https://2020osamembersexhibitionofselectedworks.artcall.org/>



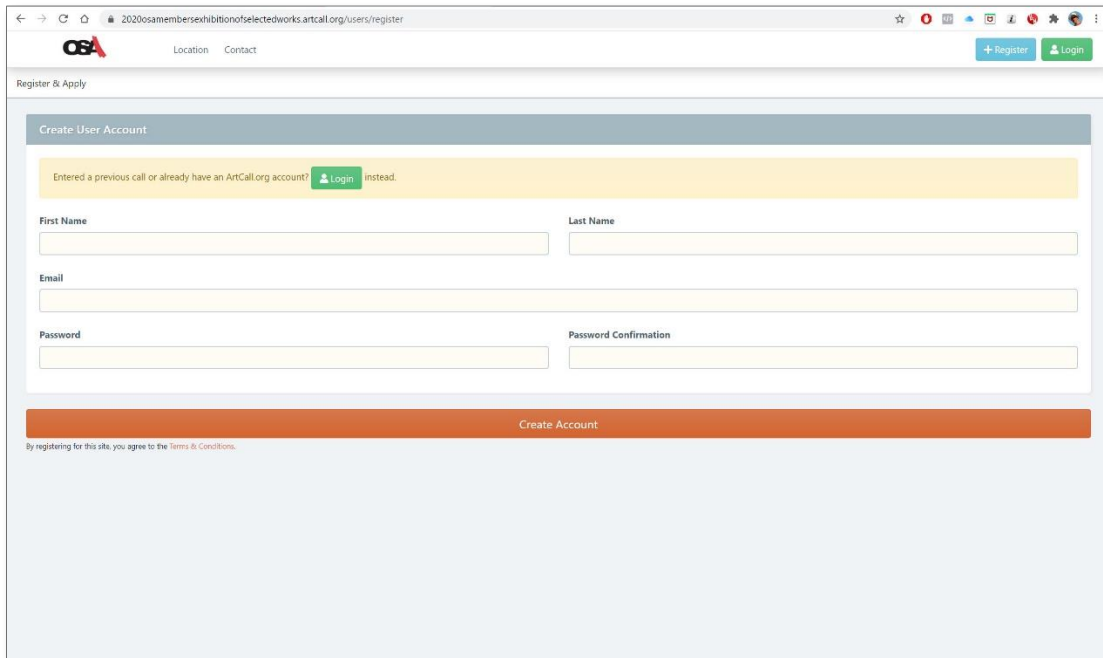
The screenshot shows the website for the 2020 OSA Members Exhibition of Selected Works. The page features a navigation bar with 'OSA', 'Location', 'Contact', 'Register', and 'Login' buttons. The main heading is 'OSA Members Exhibition of Selected Works' with dates 'SEPTEMBER 18 to OCTOBER 9, 2020'. Below this is a 'CALL FOR ENTRIES - Open to OSA Members' section. The text describes the exhibition, provides important dates (deadline for submissions: Saturday August 29, 2020; exhibition dates: September 18 to October 9, 2020), and an entry fee of \$30.00. It also includes eligibility criteria and presentation/qualification requirements. A list of instructions for formatting the entry is provided at the bottom of the page.

If you already have an ArtCall.org user account, click **Login** in the top right-hand corner. Log in with your credentials and proceed to **Step 2: Submit an Application**.

If you do not have an ArtCall.org user account, you will need to create one. This is a one-time step. Follow **Step 1: Create a User Account and Register**.

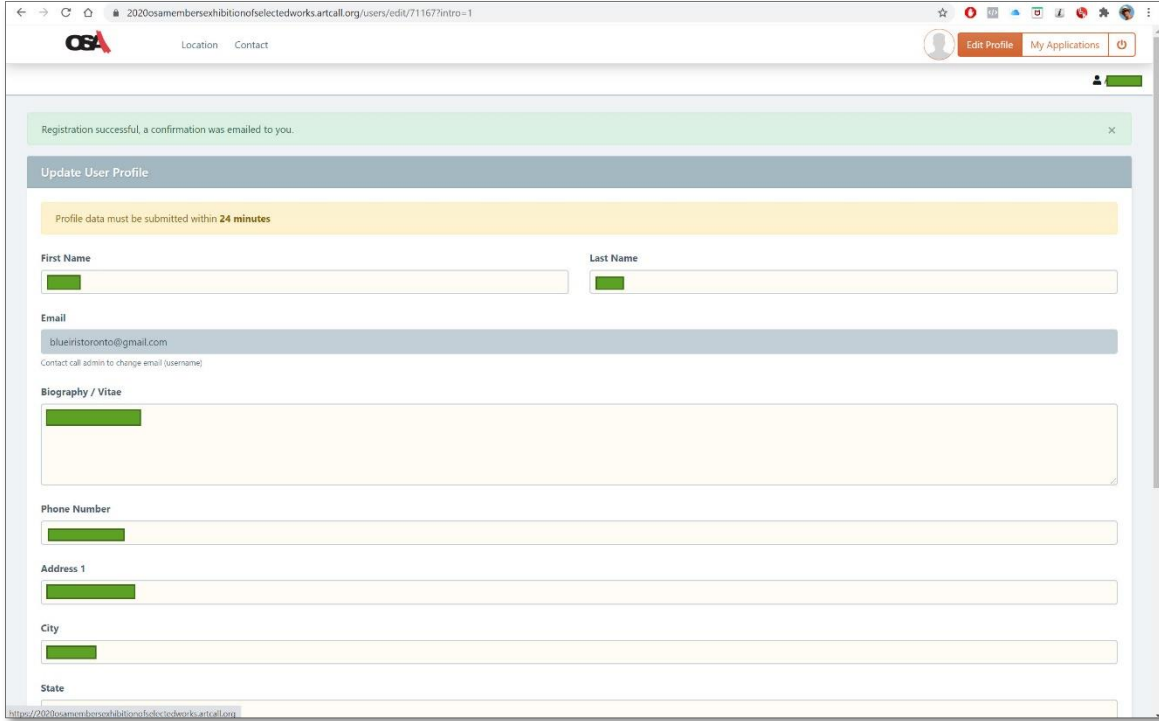
Step 1: Create a User Account and Register

1. Click **Register** in the top right-hand corner of the Call for Entry page.
2. In the Registration form, provide your first name, last name, email address, and a password. Your email address will be used in the future as your login name. Make sure you make a note of that email address and password for the future.



The screenshot shows a web browser window with the URL 2020osamembersexhibitionofselectedworks.artcall.org/users/register. The page title is "Register & Apply". At the top right, there are buttons for "+ Register" and "Login". The main content area is titled "Create User Account". It features a yellow banner with the text "Entered a previous call or already have an ArtCall.org account? [Login](#) instead." Below this are four input fields: "First Name", "Last Name", "Email", and "Password". The "Password" field is followed by a "Password Confirmation" field. At the bottom of the form is a large orange button labeled "Create Account". Below the button, there is a small line of text: "By registering for this site, you agree to the [Terms & Conditions](#)."

3. When you are finished, click **Create Account**. You will be sent a notification at the email address you specified.
4. Next, you will be prompted to update your profile. Take this opportunity to add your address and phone number. See the screen captures on the next page.



2020osamemberexhibitionofselectedworks.artcall.org/users/edit/71167?intro=1

OSA Location Contact Edit Profile My Applications

Registration successful, a confirmation was emailed to you.

Update User Profile

Profile data must be submitted within 24 minutes

First Name

Last Name

Email
Contact call admin to change email (username)

Biography / Vitae

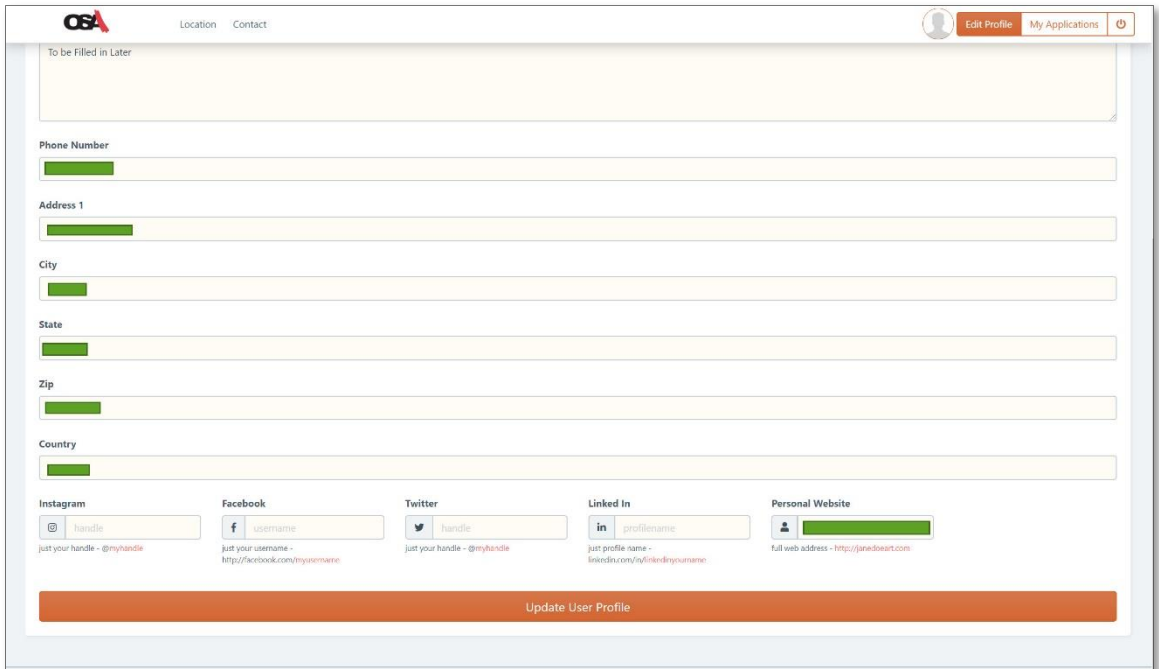
Phone Number

Address 1

City

State

<https://2020osamemberexhibitionofselectedworks.artcall.org>



OSA Location Contact Edit Profile My Applications

To be Filled in Later

Phone Number

Address 1

City

State

Zip

Country

Instagram
just your handle - @myhandle

Facebook
just your username - http://facebook.com/myusername

Twitter
just your handle - @myhandle

LinkedIn
just profile name - linkedin.com/in/linkidmyusername

Personal Website
full web address - http://janedoeart.com

Update User Profile

Note: You do not need to complete your profile now with your biography or your website and social media details. You may do that later if you wish. It has no impact on the jurying process. (See **Step 4: Managing Your Application and Profile** at the end of this guide).

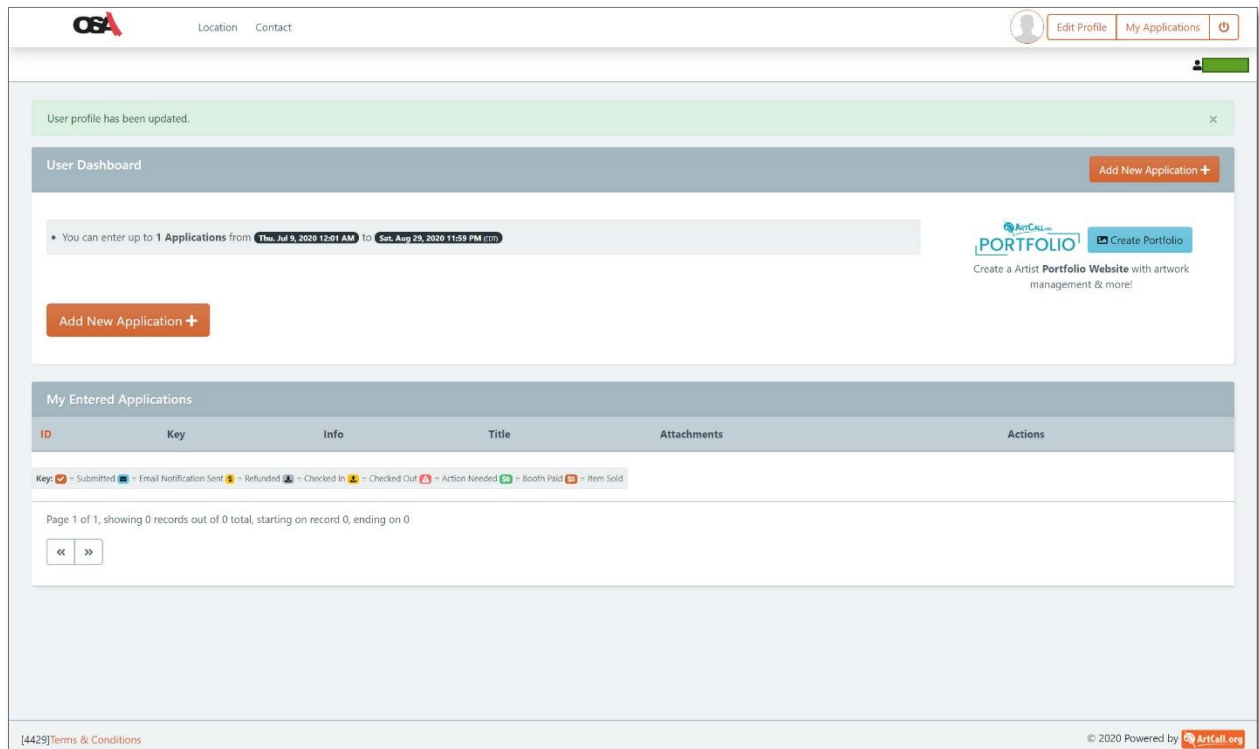
When you are finished, click **Update User Profile**.

Step 2: Submit an Application

In ArtCall.org, once you register, you then apply to a call for entry. An “application” in ArtCall.org means the submission of one piece of artwork.

In our case study, 2020 OSA Members Exhibition of Selected Works, only one artwork may be entered and so you just need to submit one application.

Whenever you log in or when you register and update your profile, you will be taken to your dashboard, shown below. In the dashboard, you can add and edit applications, and update your profile as well.

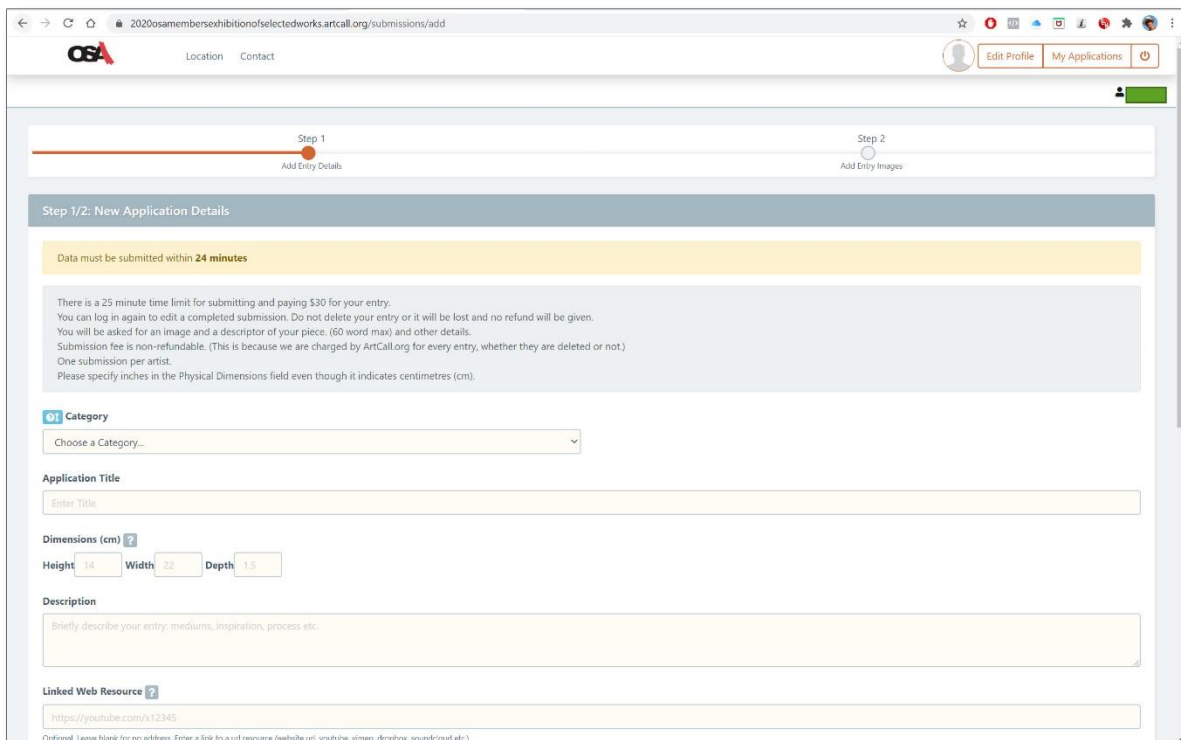
A screenshot of the ArtCall.org user dashboard. At the top left is the OSA logo and navigation links for 'Location' and 'Contact'. At the top right are user profile options: 'Edit Profile', 'My Applications', and a power icon. A green notification bar at the top states 'User profile has been updated.' Below this is the 'User Dashboard' section with an 'Add New Application +' button. A central banner indicates 'You can enter up to 1 Applications from Thu, Jul 9, 2020 12:01 AM to Sat, Aug 29, 2020 11:59 PM (GMT)'. To the right of the banner is a 'PORTFOLIO' section with a 'Create Portfolio' button and the text 'Create a Artist Portfolio Website with artwork management & more!'. Below the dashboard is a 'My Entered Applications' section with a table header: ID, Key, Info, Title, Attachments, and Actions. A key legend is provided below the table: Submitted (blue square), Email Notification Sent (yellow square), Refunded (red square), Checked In (green square), Checked Out (red square), Action Needed (red square), Booth Paid (green square), Item Sold (red square). The table shows 'Page 1 of 1, showing 0 records out of 0 total, starting on record 0, ending on 0' with navigation arrows. At the bottom left is a '[4429] Terms & Conditions' link, and at the bottom right is '© 2020 Powered by ArtCall.org'.

1. To begin a new application, click **Add New Application**.

A long screen called “Step 1 / 2: New Application Details” appears.

2. In the top half, provide the following details about the artwork:

- **Category (Required)** – From the drop-down list, pick the category that best describes your artwork, e.g., classical fine art or mixed media
- **Application Title (Required)** – enter the title you have given your artwork
- **Dimensions (cm) (Required)** – we would like you to enter the dimensions of your artwork in inches, even though the label indicates centimetres.
- **Description (Required)** – at a minimum, please enter the medium you used, e.g., Oil on Panel. If you wish, you may say something about the artwork, but it will have no impact on jurying and will not be used in the show catalogue or the online exhibition.
- **Linked Web Resource** – you may leave this blank
- **Sale Price** – Just the amount with two decimals like 950.00. No dollar sign is needed. Enter 0.00 if the work is not for sale.
- **Original Artwork Dimension (unframed) height" x width" x depth" – please repeat the dimensions again, specified in inches.**

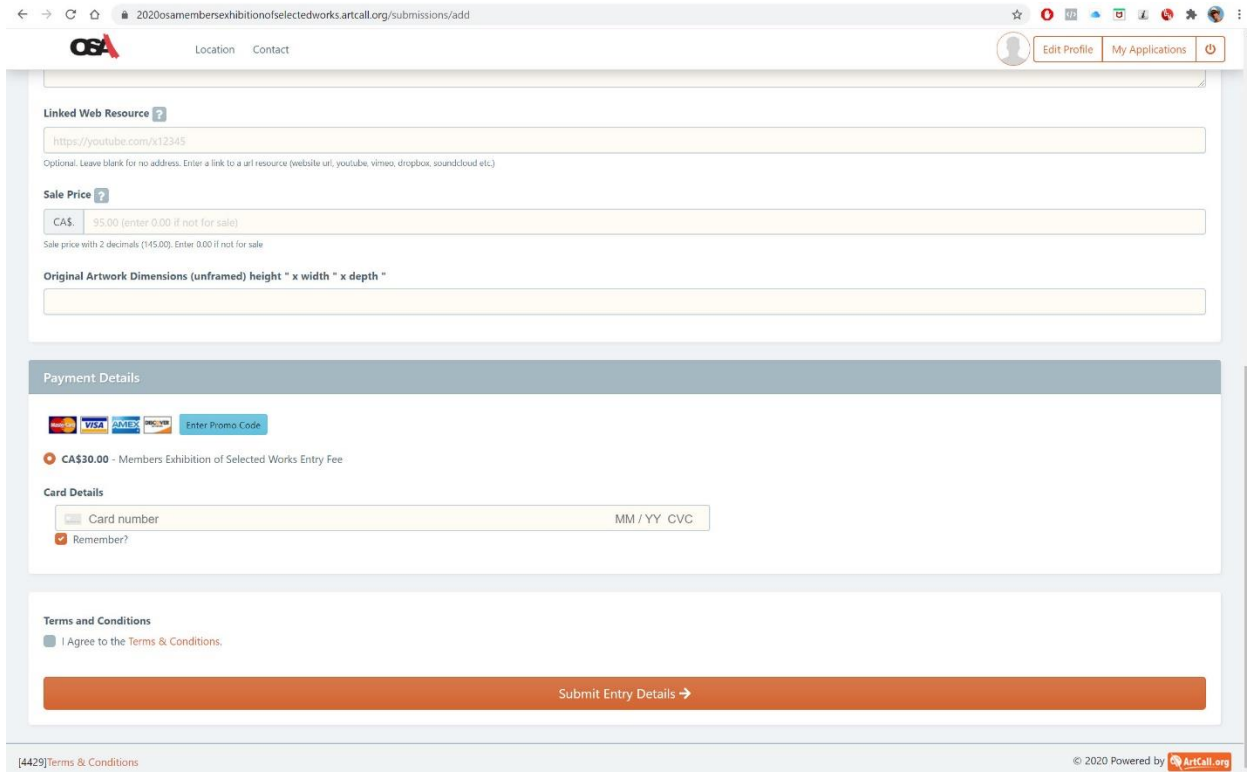


The screenshot shows a web browser window with the URL 2020osamembersexhibitionofselectedworks.artcall.org/submissions/add. The page is titled "Step 1/2: New Application Details" and features a progress bar with "Step 1: Add Entry Details" (active) and "Step 2: Add Entry Images". A yellow warning banner states: "Data must be submitted within 24 minutes". Below this, a grey box contains submission rules: "There is a 25 minute time limit for submitting and paying \$30 for your entry. You can log in again to edit a completed submission. Do not delete your entry or it will be lost and no refund will be given. You will be asked for an image and a descriptor of your piece. (60 word max) and other details. Submission fee is non-refundable. (This is because we are charged by ArtCall.org for every entry, whether they are deleted or not.) One submission per artist. Please specify inches in the Physical Dimensions field even though it indicates centimetres (cm)."

The form fields are as follows:

- Category:** A dropdown menu with the text "Choose a Category..."
- Application Title:** A text input field with the placeholder "Enter Title"
- Dimensions (cm):** Three input fields for Height (14), Width (22), and Depth (1.5)
- Description:** A large text area with the placeholder "Briefly describe your entry; mediums, inspiration, process etc."
- Linked Web Resource:** A text input field containing the URL "https://youtube.com/x12345"

At the bottom, a small note reads: "Optional. Leave blank for no address. Enter a link to a url resource (website url, youtube, vimeo, dropbox, soundcloud etc)."



The screenshot shows a web browser window with the URL 2020osamemberexhibitionofselectedworks.artcall.org/submissions/add. The page features the OSA logo and navigation links for 'Location' and 'Contact'. A user profile menu is visible with 'Edit Profile' and 'My Applications' options. The form is divided into several sections: 'Linked Web Resource' with a text input field containing 'https://youtube.com/x12345' and a small help icon; 'Sale Price' with a text input field containing '95.00' and a small help icon; 'Original Artwork Dimensions (unframed) height " x width " x depth "' with a text input field; 'Payment Details' which includes a card payment section with logos for Mastercard, VISA, AMEX, and Discover, an 'Enter Promo Code' button, and a selected option for 'CA\$30.00 - Members Exhibition of Selected Works Entry Fee'; 'Card Details' with a text input for 'Card number' and a dropdown for 'MM / YY CVC', and a checked 'Remember?' checkbox; and 'Terms and Conditions' with a checked checkbox for 'I Agree to the Terms & Conditions'. At the bottom of the form is a large orange button labeled 'Submit Entry Details →'. The footer of the page includes a link '[4429]Terms & Conditions' and a copyright notice '© 2020 Powered by ArtCall.org'.

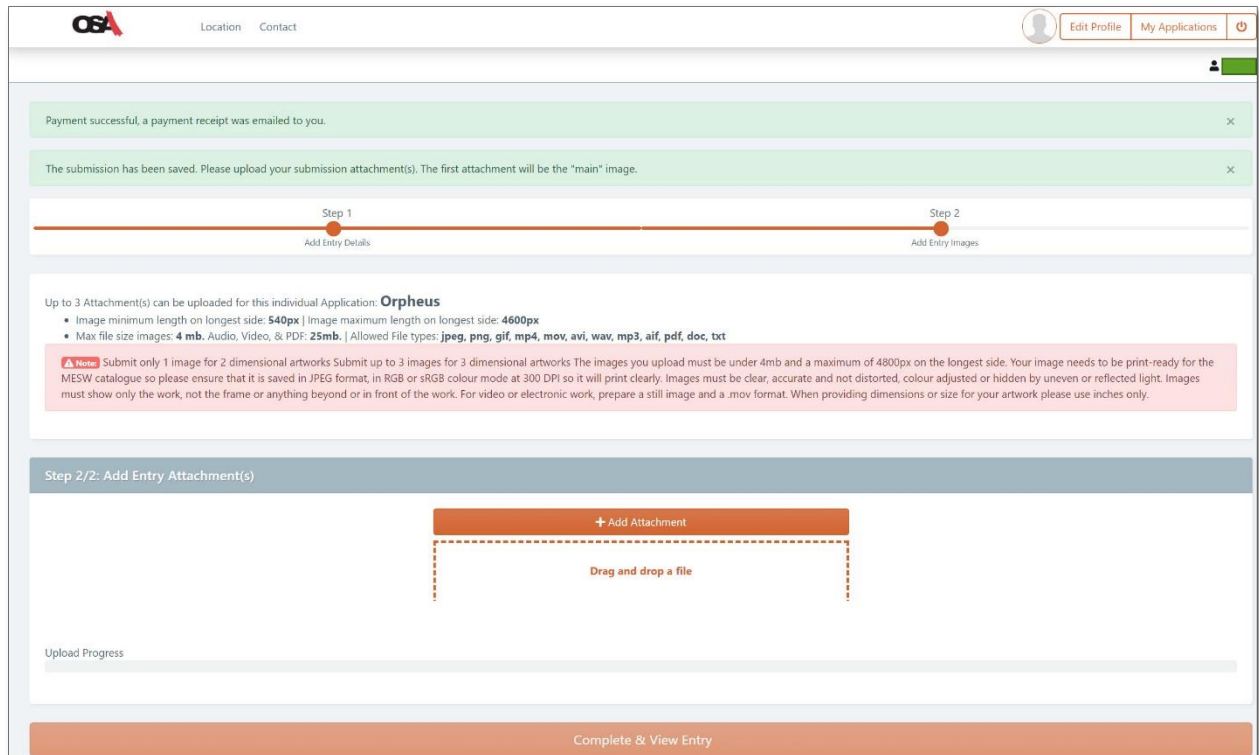
3. Enter your Credit Card Payment Details in the space provided at the bottom of the page.
4. Check the box for Terms and Conditions. (You can click the link first to read them).
5. Click **Submit Entry Details**.

Note: if your credit card is declined and you are sure that you entered the details correctly, then please check that you have not disabled pop-up windows on your computer. You may have security software installed like **Avast** that is not allowing pop-up windows or you may have a browser extension installed like **Ad-Blocker** that does not allow pop-up windows.

Some pages specify a 24-minute time-limit to complete the fields. If you run out of time, simply log in again and complete the page once more.

Step 3: Upload your Artwork Image(s) to Complete the Entry

If the processing of your credit card payment is successful, you will be taken to a second page in the application where you will be prompted to upload an image of your artwork.

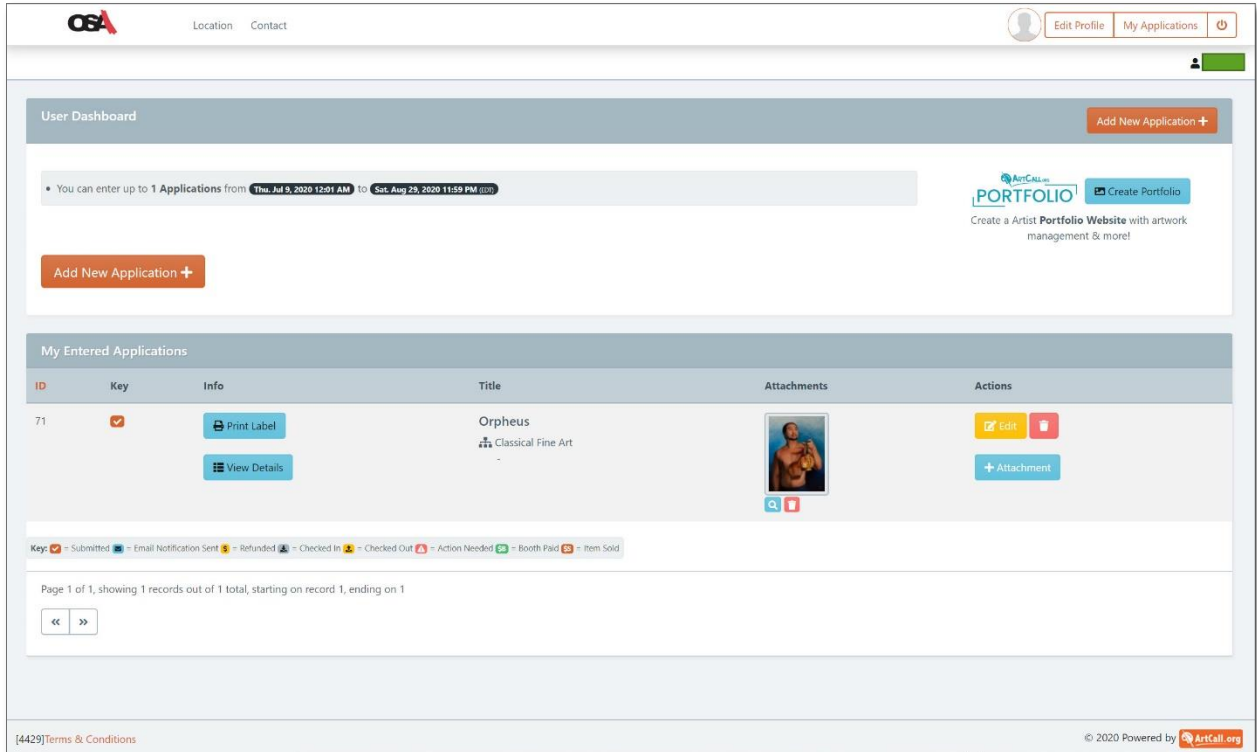


1. To upload your image, either click “Add Attachment” and follow the instructions or drag and drop your image file into the area shown.

Once the file uploads completely, you will see a small thumbnail of it and a message indicating that your file was successfully uploaded.

2. Click **Complete & View Entry**.



You will be returned to the Dashboard.



The screenshot shows the OSA user dashboard. At the top, there are navigation links for 'Location' and 'Contact', and user options for 'Edit Profile', 'My Applications', and a power icon. The main content area is divided into two sections: 'User Dashboard' and 'My Entered Applications'.

User Dashboard: This section includes a notification: "You can enter up to 1 Applications from **Thu, Jul 9, 2020 12:01 AM** to **Sat, Aug 29, 2020 11:59 PM (EST)**". There are two "Add New Application +" buttons. A "Create Portfolio" button is also visible, with the text "Create a Artist Portfolio Website with artwork management & more!".

My Entered Applications: This section contains a table with the following columns: ID, Key, Info, Title, Attachments, and Actions.

ID	Key	Info	Title	Attachments	Actions
71	✓	Print Label View Details	Orpheus Classical Fine Art		Edit  + Attachment

Below the table is a legend for application keys: Submitted (✓), Email Notification Sent (✉), Refunded (💰), Checked In (👤), Checked Out (👋), Action Needed (⚠), Booth Paid (💰), Item Sold (🏪). The page footer includes "[4429]Terms & Conditions" and "© 2020 Powered by ArtCall.org".

Once in your Dashboard, you can:

- Add Another Attachment (i.e., image) by clicking the **+ Attachment** button
- Delete and Replace an Attachment by clicking the **Trashcan** icon under the image of your artwork
- Edit the Submission Details (title, dimensions, description, etc.) by clicking the **Edit** button
- View the Details of your Application by clicking the blue **View Details** button on the left side of the table.

At this point, your entry to OSA's Call for Entry is considered complete and you may log out. There is a Log Out button in the top right-hand corner.

Step 4: Managing Your Application and Profile

If you want to make changes to an application or to update your profile, then do the following:

1. Return to the specific Call for Entry page you need. For example:
<https://2020osamembersexhibitionofselectedworks.artcall.org/>
2. Log in with your ArtCall.org credentials,

3. To update your profile, click **Edit Profile** in top right-hand corner and make your changes.
4. You can update your application for this specific call for entry as long as the deadline has not been reached.
5. To see all your applications for all Call for Entries you have responded to, click **My Applications** in the top right corner.