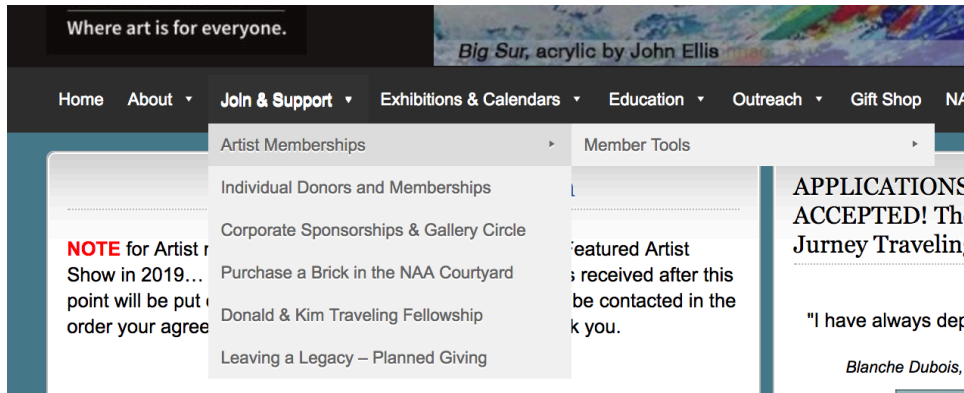


## WHY YOU SHOULD ENTER ONLINE

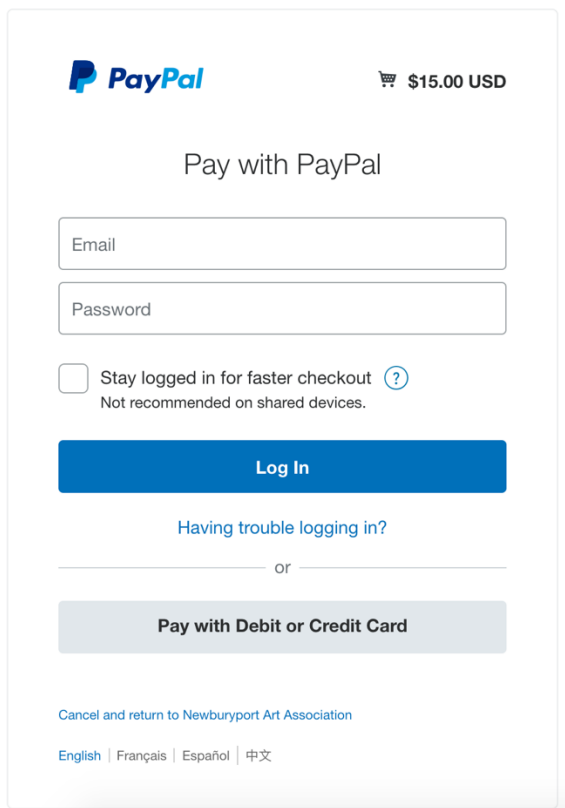
If you enter your information **online before noon on the Thursday** before receiving, your tags will be pre-printed and any owed entry fees paid, expediting the drop off process for you. All images of accepted works submitted online will be seen in the show's online gallery, which may increase your visibility and potential sales.

## WHAT YOU'LL NEED BEFORE YOU START

Please check the Exhibition and Framing Guidelines on the NAA website. These documents (and more) are found on the Member Tools page, located under Join & Support/Artist Memberships tab. These documents describe the different types of NAA exhibitions, acceptable framing, and other details worth noting. ([www.newburyportart.org](http://www.newburyportart.org))



Confirm allowed number of entries, accepted media, size restriction and other details for specific shows on Call For Entry. Have your credit card or PayPal account information ready to pay at the end. Entry fees are paid per work, unless you are an Artist-Plus member. Note: PayPal processes our online payments. You do not need to have a PayPal account. If paying by credit or debit card, locate the gray Pay with Debit or Credit Card button at the bottom of the screen (see below).



## INSTRUCTIONS TO ENTER SHOW ONLINE

Open your internet browser, go to the NAA homepage, [newburyportart.org](http://newburyportart.org) For members, log into the website with your username and password. *Note Internet Explorer is not compatible with our website. We have been most successful with Google, Google Chrome, Safari, and Firefox.*

In the menu bar near the top, hover your cursor over 'Exhibitions' and click 'Enter A Show' from the drop-down list. This will take you to the Enter A Show page. Scroll down and find the show you are entering and click the blue 'Enter Show' button.

## ENTER INFORMATION ABOUT YOUR ARTWORK

You are now on the Submit Your Entries page. Choose the show you're entering from the drop-down list located next to **Select a Show** and click the orange NEXT button.

Complete the form with information for your first submission. *Note: the counter at the top of the page will keep track of how many entries you have entered, how many you have left to enter, and any fees owed. Example below shows what you will see before you have entered any works/.*

The screenshot shows the 'Submit Your Entries' page. At the top, there is a header 'Submit Your Entries' with a dotted line below it. Below the header is a progress bar with three steps: 1 (highlighted in black), 2 (grey), and 3 (grey). Below the progress bar is a paragraph of instructions: 'Please fill in the fields below to enter your artwork. Required fields are denoted by a \*. You will be given the opportunity to review your entry before it is submitted. If there are errors, use the Clear button to start again or complete the forms thru payment and email the NAA at [naa@newburyportart.org](mailto:naa@newburyportart.org) with the necessary edit(s) .'. Below this is a dotted line. At the bottom, there is a summary row with the following items: 'Show Entries', 'Works Entered: 0', 'Remaining: 2', 'Total entry fee: 0', 'Review Cart' (orange button), and 'Clear' (orange button).

Enter the information for your first entry:

**Artwork Title:** Your work's title, e.g. "Peaceful River", "Woman at Work", or "Abstract #23"

**Medium:** Choose one of the standard NAA media from the drop-down list. Allowable media vary by exhibit, so check the Call for Entry for the current show.

**Additional Medium Descriptor:** Optional. Use this field only if there is additional information about the media used that viewers should know... i.e. "oil on gold leaf", "encaustic" or "woven with silk and cashmere yarns".

**Framed Size:** Size of work including the frame (if applicable) Format: height x width (i.e. 10" x 8"). Use " symbol to indicate inches. Use decimal point for fraction of an inch, i.e. 11.5" for eleven and a half inches.

**Dimensions of 3d artwork:** This applies only to fine crafts and sculpture

**Price:** All work must be for sale.

**Description:** Optional. Use this field only if there is an interesting story or fact about your work that helps a viewer understand the work. You do not need to re-enter media information or a description that is obvious when the viewer sees the work.

## IMAGES

Uploading image files from your computer is optional. You can enter your work without an image. However, if you do upload images of works that are included in a show, they will be seen in both the online gallery and the slideshow that runs in the gallery. Our website online gallery has proven to be an additional sales tool for our artists who utilize it.

#### Uploading Images:

At the bottom of the form where you enter your work information you will see a , move down to the 'Images' section. Images are small photos of your art, stored on your computer, which are cropped and straightened to eliminate all distortions, distracting backgrounds, and borders. You can now add one image file for the piece which you are currently entering.

Note: Your image size must be less than 5120 kb (5.12 mb)

Click '[Add Image](#)' (if this does not work, click the link for '[browser uploader](#)' instead.)

Click 'Browse...'

A window will appear which shows folders on your computer. Go to the folder where your images are stored. Double-click your image and click 'Add to Cart'. WAIT – the loading may take a couple of minutes.

If you get the following error message, you must make your image file smaller on your computer.

**Error: *image.jpg* exceeds the 5,120 KB limit. Please go back and upload a smaller image.**

### **SUBMIT ENTRY**

When you are satisfied with the image & the information is correct click the orange **ADD TO CART** button at the bottom of the form. You will now see a new screen with a blank form. The top of the screen will have the counter showing you have entered 1 work, you may still enter 1 work, and the \$15 entry fee owed. **If you are only entering one work, click the orange REVIEW CART button. Do not scroll to the bottom and click the orange Add to Cart button again.**

The screenshot shows a web form titled "Submit Your Entries". At the top, there is a progress bar with three steps: 1 (highlighted in black), 2 (grey), and 3 (grey). Below the progress bar, there is a paragraph of instructions: "Please fill in the fields below to enter your artwork. Required fields are denoted by a \*. You will be given the opportunity to review your entry before it is submitted. If there are errors, use the Clear button to start again or complete the forms thru payment and email the NAA at naa@newburyportart.org with the necessary edit(s) .". At the bottom of the form, there is a summary section with the following text: "Show Entries", "Works Entered: 1", "Remaining: 1", and "Total entry fee: 15". To the right of this summary are two orange buttons: "Review Cart" and "Clear".

### **REPEAT AS NEEDED**

If you are entering two works, repeat the process for the second work and click the **ADD TO CART** button at the bottom of the form. The counter will now reflect you have entered 2 works and the new total of your fees.

**Important Note:** clicking the orange "ADD TO CART" triggers the system to add a work to the cart and charge the entry fee. If you leave the form blank but click this button in order to proceed to the

next step you will still be charged. When you are finished entering your work use the orange Review Cart button to proceed to the payment step.

## **FINISH**

ONCE YOU HAVE COMPLETED ENTERING WORKS AND CLICKED THE REVIEW CART BUTTON YOU WILL SEE A SUMMARY OF YOUR WORK AND THE FEES OWED. IF YOU ARE AN ARTIST PLUS, YOU WONT HAVE ANY FEES.