

WATERCOLOR SOCIETY OF ALABAMA (WSA) ALABAMA MEMBERS' SHOWCASE (AMS)

ENTRY TIPS and TUTORIAL

for

ONLINE ENTRY

For those who are not experienced in entering competitions online, we are providing tips to help guide you through the process. Please download and print the prospectus [click on PROSPECTUS at www.watercolorsofala.org Home page], along with this tutorial. If you follow the steps in this tutorial, it will probably save you time and lead to a successful entry.

ENTRY PROCESS: *NO LOGIN, MEMBER ID# OR PASSWORD IS USED*****

IMAGE: First make sure your artwork image(s) has(have) been sized following the prospectus requirements, and **labeled** with artist Last name, Entry number (A,B), Title of painting; i.e., JonesARock.jpg (no spaces), JonesBScissors.jpg, etc. Save **labeled file(s)** on your computer where you can locate the image(s) to upload when completing **step 3 (below)** of the Entry Form online.

See *How to Prepare Your Images, How to Photograph Your Art* and other tips at Resources/Tips on WSA website.

COMPLETE THE ONLINE AMS ENTRY FORM: You will find a link to **ENTER ONLINE** at www.watercolorsofala.org Home page. This link will take you to the AMS Entry Form. These are the steps you will take to fill out the Entry Form online.

- 1. Enter your information:** First and Last Name, Address, City, State, ZIP Code, Email, Phone
- 2. MEMBERSHIP is Required:** Join or renew AT THIS POINT if your membership is not current. Simply check the circle of one of the following choices on the online entry form:

My WSA membership is current I'd like to renew my WSA membership I'd like to join WSA

- 3. Entries:** Enter artwork information below and upload image. One or two images may be submitted **one at a time** as exemplified in this table:

Title A (1st Entry)	Image Size (H x W)	Framed Size (H x W)	Year Painted	Price (if For Sale)	Value (if Not For Sale) Insured Value	*UPLOAD IMAGE (See Instructions below)
JonesARock	36x30	40x34	2016	(blank)	5000	JonesARock.jpg
Title B (2d Entry)	Image Size (H x W)	Framed Size (H x W)	Year Painted	Price (if For Sale)	Value (if Not For Sale) Insured Value	*UPLOAD IMAGE (See Instructions below)
JonesBScissors	10x14	14x20	2017	750	(leave blank)	JonesBScissors.jpg

Some prospectus requirements are printed on the form to assist you. See prospectus for “date painted” requirement then enter **Year Painted** in example above. In **price and size boxes, use only whole numbers**; e.g, 10 x 14, **not** 10 1/2 x 14. Don’t use symbols, i.e., comma (,), or quotation marks for inches (“); enter as exemplified in the table above. **Be sure to enter the HEIGHT FIRST and WIDTH SECOND as this is how your image will appear on the website and the exhibition catalogue.**

Fill in all boxes for each entry. **EXCEPTION: If For Sale Price** is entered, the **If Not For Sale Value** is left blank, as example **Title B** in the table above. **Title A** is an example of a painting Not For Sale.

* **UPLOAD IMAGE for each entry:** Click on **Choose File** and your computer files will be listed, find and select the file you have **labeled** and saved for each entry; e.g., JonesARock.jpg for entry Title A, click on **Choose**.

4. Sign artist AGREEMENT: After your artwork entries are completed, you must sign the AGREEMENT. Use the cursor to sign in the **Signature** block.

5. PayPal: After the **AMS Entry Form** is completed with your **signature**, you are directed to PayPal to pay the Entry fee of \$40 (up to two images). If you chose to renew membership or join WSA, the membership dues of \$40 will be added. PayPal payment options are Debit, Credit Card, or your personal PayPal account.

YOUR ENTRY IS NOT COMPLETE UNTIL YOU HAVE SUCCESSFULLY PAID

6. After Successfully Completing the Online Entry Form and PayPal Payment

An **automated** confirmation of your entry data is emailed to you and to the WSA Exhibition Director. This confirmation will contain all the information you entered. **Please save for your records.**

After payment has been successful, an automated PayPal receipt is emailed to you and to the WSA Treasurer. **Please save these for your records.**

We wish you the best in this year’s competition and we look forward to another outstanding Showcase.

WSA Board of Directors

COMPUTER HARDWARE: Artists should be able to enter successfully and complete their entries from **Mac and PC desktop and laptop computers, iPads and iPhones.**

INTERNET BROWSERS: Safari and Chrome internet browsers work best. Older versions of Explorer may not work, but you can download a free version of Google Chrome at www.google.com/chrome.