

# 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.watercolorsofAlabama.org](http://www.watercolorsofAlabama.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:** You are entering an image of your painting. First make sure your artwork image(s) has(have) been sized following the **DIGITAL IMAGE REQUIREMENTS** in the prospectus. Make sure each **image file** is **named** with your **Last Name**, **Entry number** (A or B), **Title of painting**. Examples of **file names** for image A and image B are: **JonesARock.jpg** (no spaces), **JonesBScissors.jpg**. Save **named file(s)** on your computer where you can locate the image(s) to upload when completing **step 3 (below)** of the Entry Form online. **The image file name you upload must match your Entry Title when completing step 3 (below).**

See *How to Prepare Your Images*, *How to Photograph Your Art* and other tips at Resources/Tips on WSA website. Note: If you do not have photo editing software on your computer, a free online editing tool is available at: [www.resizeimage.net](http://www.resizeimage.net)

**COMPLETE THE ONLINE AMS ENTRY FORM:** You will find a link to **ENTER ONLINE** at [www.watercolorsofAlabama.org](http://www.watercolorsofAlabama.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 the image. One or two images may be submitted **one at a time** as exemplified in this table. The table examples are explained below:

Entry Title A Image File Name	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
Entry Title B Image File Name	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.** For example, in reverse order, your image will appear on it’s side.

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 **Entry B** in the table above. **Entry A** is an example of a painting Not For Sale.

**\* UPLOAD IMAGE for each entry: IMPORTANT: The UPLOADED IMAGE must have the same Name as the Entry Title.** Click on **Choose File** and your computer files will be listed, find and select the **image file** you have **named** and saved for each entry; e.g., JonesARock.jpg for Entry A, click on **Choose** to upload. If you have another entry, repeat the steps to upload **image file** for Entry B; e.g., JonesBScissors.jpg. The **Image name** must match your **Entry Title**.

**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](http://www.google.com/chrome).