

WATERCOLOR SOCIETY OF ALABAMA (WSA)

ENTRY TIPS and TUTORIAL for WSA EXHIBITIONS

The Online Showcase is a WSA National Exhibition. 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], 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 **DIGITAL IMAGE REQUIREMENTS** and Named: artist Last name, Entry number (A or B), Title of painting; i.e., JonesARock.jpg (no spaces), JonesBScissors.jpg. Save 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 SHOWCASE ENTRY FORM: You will find a link to **Enter Online** at www.watercolorsofAlabama.org Home page. This link will take you to the Online Showcase Entry form. **These are the steps you will take to fill out the Showcase Entry Form.**

- 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. Fill in all boxes for each entry. Up to two images may be submitted **one at a time** as exemplified in this table:

Title A (1st Entry)	Year Painted	Price (if For Sale)	*UPLOAD IMAGE (See Instructions below)
JonesARock	2017		JonesARock.jpg
Title B (2d Entry)	Year Painted	Price (if For Sale)	*UPLOAD IMAGE (See Instructions below)
JonesBScissors	2018	750	JonesBScissors.jpg

Some prospectus requirements are printed on the form to assist you. See prospectus for “date painted” requirement. If your painting meets that requirement, enter the year you painted it, in **Year Painted** as in examples above. In **price boxes**, if painting is **for sale**, enter **only whole numbers** as exemplified in **Title B** entry. If your painting is **not for sale**, leave **blank** as exemplified in **Title A**.

*** UPLOAD IMAGE for each entry:** Please make sure your images are 300 dpi resolution and have been saved in jpg (jpeg) format not to exceed 3MB. Click on **Choose File** and your computer files will be listed, find and select the file you have saved for each entry; e.g., JonesARock.jpg for entry Title A, click on **Choose**. Use same procedure for entry Title B.

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 **Exhibition 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 WSA Showcase Director. An **automated PayPay receipt** is emailed to you and WSA Treasurer. Please save the entry confirmation and the PayPay receipt for your records.

We wish you the best in the WSA National Online Showcase competition and we look forward to a successful exhibition.

CONTACTS: If you have a problem concerning your entry or submitting your digital entry online, contact Lyn Gill lyn.gill1@gmail.com or Sondra Gullledge sonlynn33@gmail.com for help.

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.