

# ARC Gallery | Calls for Entry Artist Instructions

**This application is not always intuitive. Please read the instructions below:**

## STEP 1: Upload your images

- Decide which images you will submit. Ideally, the art should have been completed in the last 5 years.
- Label each image with: Last name, Item # of the image, Title of work, Medium, size and date. Separate with a dash. Example: *daVinci-1-Mona Lisa-30x21x2"-1503*. Number the images consecutively.
- Images must be submitted in JPG /JPEG format
- Limit the number of images to the amount you chose to pay for. ARC will only review the number of images you pay for. (standard fee is \$40 for 3 images. \$10 for each additional image. Students pay \$25 for 3 images, with \$10 for each additional)
- If you are a student, also upload a photo of your student ID along with your images.
- Please note that images of accepted work will become the property of ARC Gallery and may be used for publicity.
- Upload your images. They will go to a Dropbox file for juror's review.
- When you are finished uploading files, **go to the top of the screen and close this window**. It will take you back to the original application form
- Complete the 1<sup>st</sup> dropdown box: Click on either "standard" or "student" application
- Complete the 2<sup>nd</sup> dropdown box: Highlight the number of images you are submitting
- **Make sure there is a "1" in the Quantity box.** (If you click another # it will multiply your fee by that #)

## STEP 2: Fill out the application

- Now, click on "**Pay Fees**". This will take you to a page where you can enter your application information.
- Check the small box at the top indicating which show you are applying to. (this is easy to miss, but your application will not go forward if you don't check it).
- Complete: name, email, phone, website (if you have one) and address (be sure to enter your country or it won't go forward)
- Enter your artist statement. Write a brief statement addressing your work and/or your images. Please limit your statement to under 125 words. Do not include your name (jury is anonymous) and do not try to make it a resume—ie don't include education details or a history of past shows.
- Click on the box "I uploaded my images"
- Now enter the label info for each of your images. Each should include: (a) item number; (b) title, (c) dimensions: height x width x depth, (d) mediums / materials, (e) date produced, and (f) price. **Make sure you itemize your list to correlate to the #s on the images you submitted.**
- Click on the black "pay fees" button at the bottom.

### **STEP 3: Pay fees**

- Click: "sign in"
- Click either: "Apple pay" or "credit card"
- Enter requested information
- Click "continue"
- Review information and click "Purchase"
- Your application will not go through until you have clicked purchase.
- If you have any payment issues, send an email message to the gallery: [info@arcgallery.org](mailto:info@arcgallery.org). We will sort it out for you. (Also we can refund payments that have gone awry, so don't panic!).
- An email receipt will be sent by ARC Gallery after application and payment is completed
- Submissions will not be reviewed until payments are received

**QUESTIONS: Please feel free to email the gallery with any questions. We are here to help. Our email address is: [info@arcgallery.org](mailto:info@arcgallery.org).**