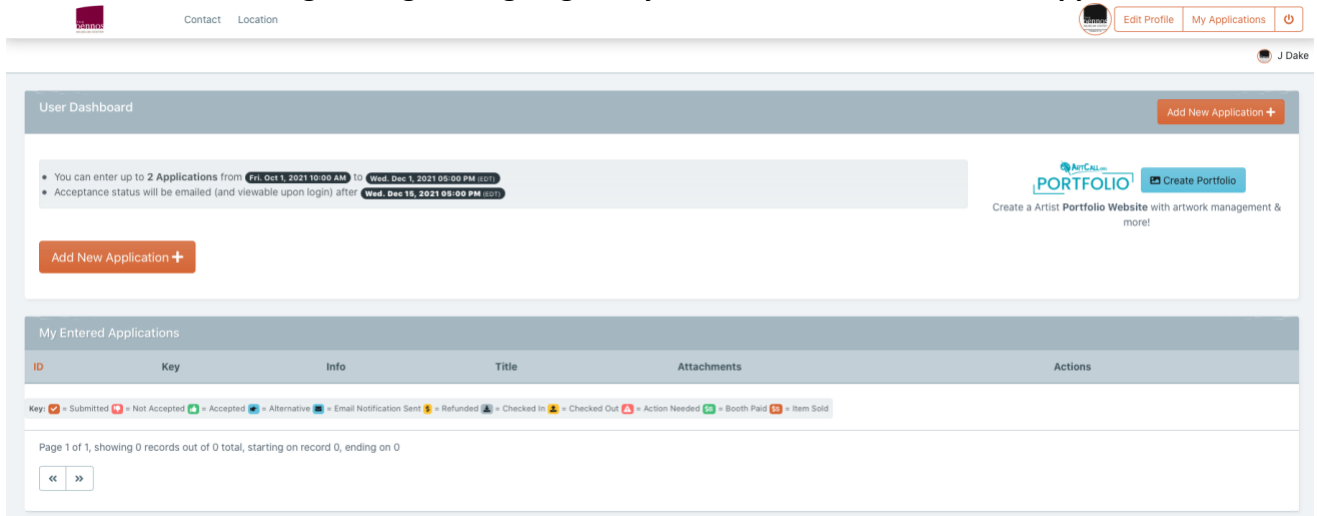
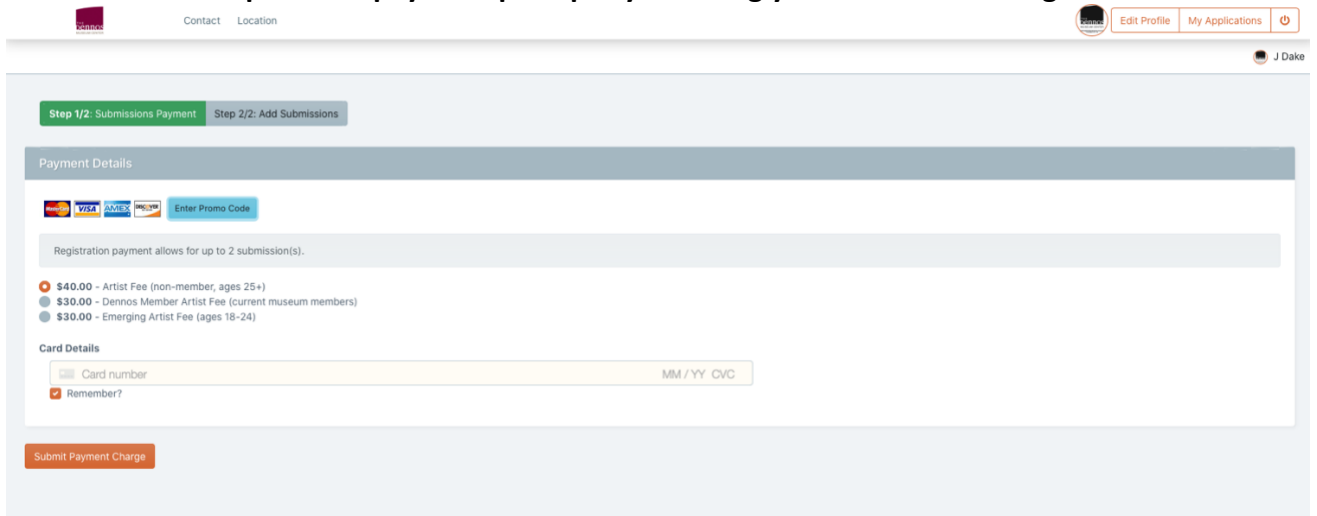


1. After registering and signing into your account, click "Add New Application"



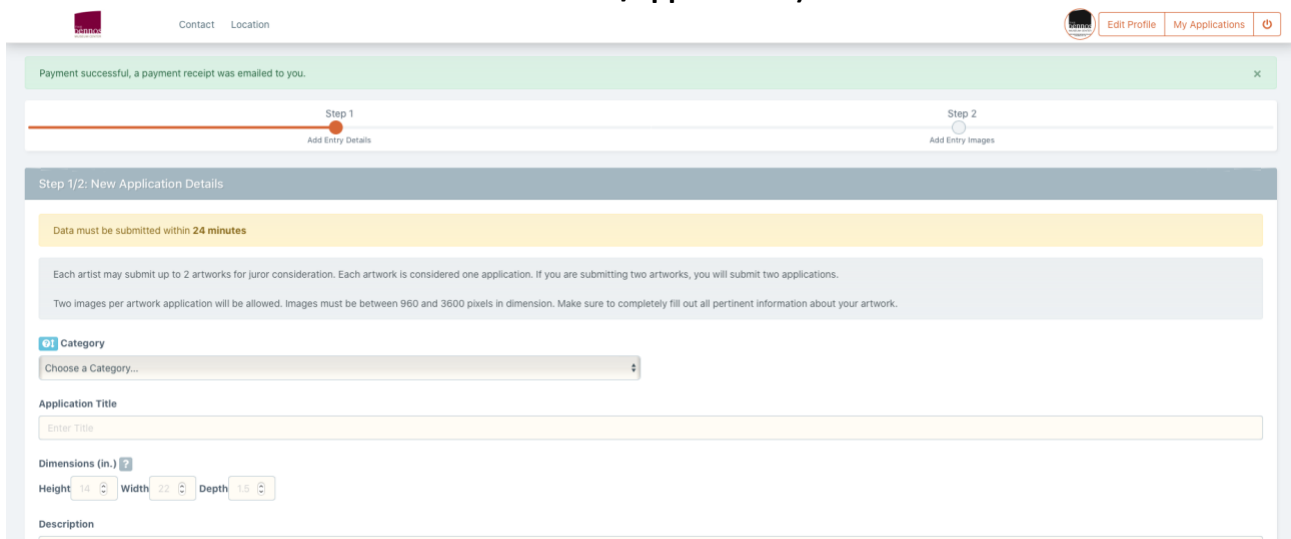
The screenshot shows the user dashboard for 'J Dake'. At the top right, there are links for 'Edit Profile', 'My Applications', and a power icon. The main content area is titled 'User Dashboard' and features an 'Add New Application +' button. Below this, there is a notification box stating: 'You can enter up to 2 Applications from Fri, Oct 1, 2021 10:00 AM to Wed, Dec 1, 2021 05:00 PM (EST). Acceptance status will be emailed (and viewable upon login) after Wed, Dec 15, 2021 05:00 PM (EST)'. To the right, there is a 'Create Portfolio' button and a link to 'ARTCALL PORTFOLIO'. Below the notification, there is another 'Add New Application +' button. The bottom section is titled 'My Entered Applications' and contains a table with columns: ID, Key, Info, Title, Attachments, and Actions. A legend below the table explains various status icons: Submitted (red check), Not Accepted (red X), Accepted (green check), Alternative (blue check), Email Notification Sent (yellow envelope), Refunded (yellow X), Checked In (yellow check), Checked Out (red X), Action Needed (green check), Booth Paid (orange check), and Item Sold (orange check). The table currently shows 0 records.

2. Complete the payment prompt by selecting your fee and entering card details



The screenshot shows the 'Payment Details' form. At the top, there are two steps: 'Step 1/2: Submissions Payment' (active) and 'Step 2/2: Add Submissions'. Below the steps, there are logos for payment methods: American Express, VISA, AVISA, and MC. There is an 'Enter Promo Code' field. A message states: 'Registration payment allows for up to 2 submission(s)'. Below this, there are three radio button options for fees: '\$40.00 - Artist Fee (non-member, ages 25+)', '\$30.00 - Dennis Member Artist Fee (current museum members)', and '\$30.00 - Emerging Artist Fee (ages 18-24)'. The 'Card Details' section includes a 'Card number' field with a 'MM / YY CVC' label and a checked 'Remember?' checkbox. At the bottom, there is a 'Submit Payment Charge' button.

3. Enter the information for your first artwork (You can submit up to 2 artworks/applications)



The screenshot shows the 'Step 1/2: New Application Details' form. At the top, there is a green notification: 'Payment successful, a payment receipt was emailed to you.' Below this is a progress bar with two steps: 'Step 1: Add Entry Details' (active) and 'Step 2: Add Entry Images'. A yellow warning box states: 'Data must be submitted within 24 minutes'. Below the warning, there is explanatory text: 'Each artist may submit up to 2 artworks for juror consideration. Each artwork is considered one application. If you are submitting two artworks, you will submit two applications. Two images per artwork application will be allowed. Images must be between 960 and 3600 pixels in dimension. Make sure to completely fill out all pertinent information about your artwork.' The form includes a 'Category' dropdown menu, an 'Application Title' text field, and 'Dimensions (in.)' fields for Height (14), Width (22), and Depth (1.5). At the bottom, there is a 'Description' text area.

4. Once finished, click “Submit Entry Data”

The screenshot shows a web form for submitting application details. At the top, there are navigation links for 'Contact' and 'Location', and user options for 'Edit Profile' and 'My Applications'. The form fields include: 'Application Title' (Test 1), 'Dimensions (in.)' (Height: 10, Width: 10, Depth: 10), 'Description' (Test 1), 'Sale Price' (\$ 0.00), 'Weight' (4.0 lbs.), and 'Insurance Value' (100). A 'Terms and Conditions' section is checked. A large orange button at the bottom is labeled 'Submit Entry Details →'.

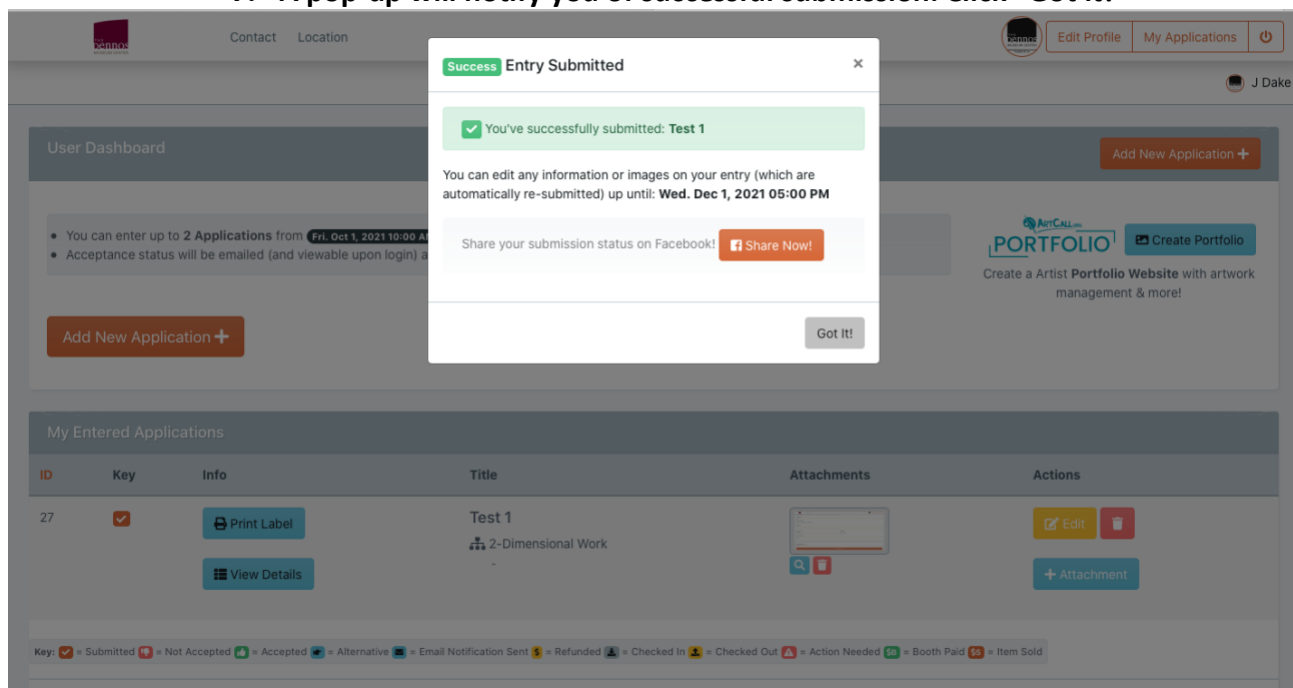
5. Upload up to two images for your first artwork by clicking “+Add Attachment” or dragging and dropping the image into the box. Pay attention to the requirements for the images.

This screenshot shows the 'Add Entry Images' step. A progress bar at the top indicates 'Step 1: Add Entry Details' is complete and 'Step 2: Add Entry Images' is the current step. A green notification box at the top states: 'The submission has been saved. Please upload your submission attachment(s). The first attachment will be the "main" image.' Below this, instructions specify: 'Up to 2 Attachment(s) can be uploaded for this individual Application: Test 1'. Requirements listed are: 'Image minimum length on longest side: 960px | Image maximum length on longest side: 4600px' and 'Max file size images: 4 mb. Audio, Video, & PDF: 25mb. | Allowed File types: jpeg, png, gif, mp4, mov, avi, wav, mp3, aif, pdf, doc, txt'. The main area features a '+ Add Attachment' button and a dashed box with the text 'Drag and drop a file'. An 'Upload Progress' bar is visible below. At the bottom, a large orange button reads 'Complete & View Entry'.

6. Once uploaded, a green box at the bottom will say “Image file successfully uploaded!”

This screenshot is identical to the previous one, but with a green notification box at the bottom that reads 'Image File Successfully Uploaded!'. The progress bar and other UI elements remain the same.

7. A pop-up will notify you of successful submission. Click “Got it!”

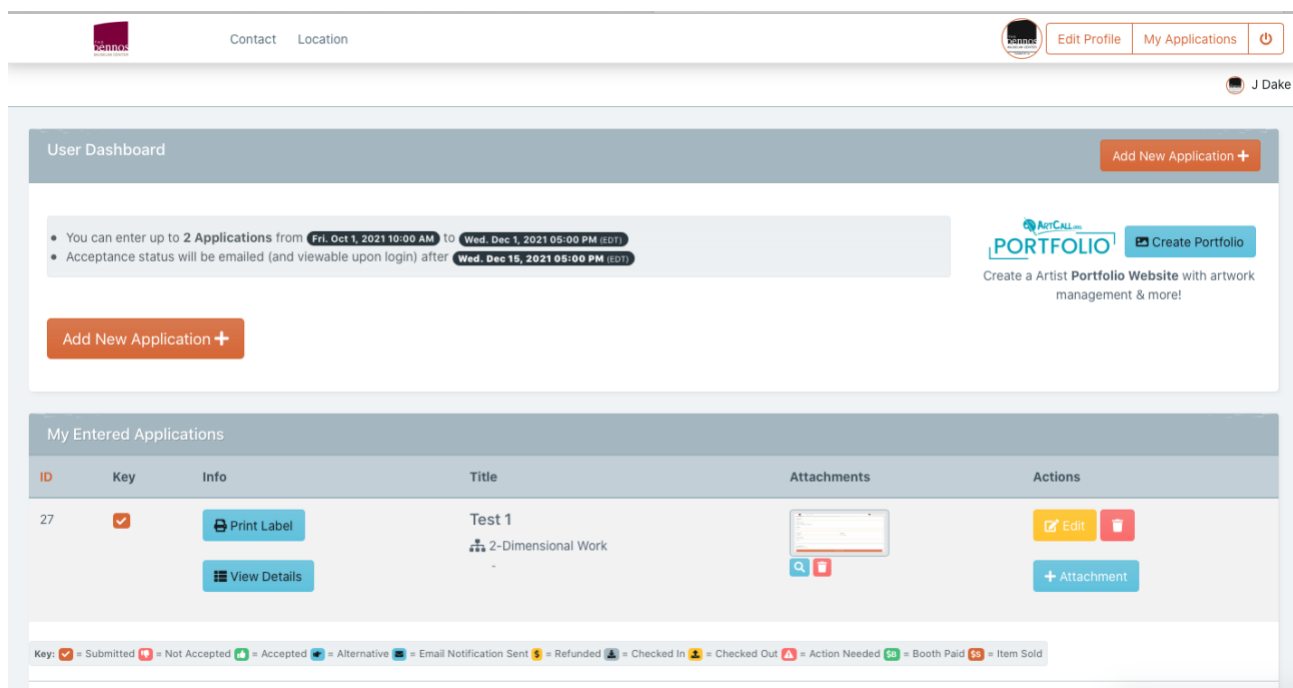


The screenshot shows a user dashboard with a central pop-up window. The pop-up is titled "Success Entry Submitted" and contains a green checkmark icon followed by the text "You've successfully submitted: Test 1". Below this, it states: "You can edit any information or images on your entry (which are automatically re-submitted) up until: **Wed. Dec 1, 2021 05:00 PM**". There is a "Share Now!" button with a Facebook icon and a "Got It!" button at the bottom right of the pop-up. The background dashboard shows a "User Dashboard" section with an "Add New Application +" button and a "My Entered Applications" table.

ID	Key	Info	Title	Attachments	Actions
27	✓	Print Label View Details	Test 1 2-Dimensional Work		Edit Delete Attachment

Key: ✓ = Submitted ✗ = Not Accepted ✓ = Accepted 🔄 = Alternative 📧 = Email Notification Sent 💰 = Refunded 🧑 = Checked In 🚪 = Checked Out 🚨 = Action Needed 💰 = Booth Paid 📦 = Item Sold

8. You will now see your submitted artwork. Repeat the process if you are submitting two artworks, by clicking “Add New Application+”



The screenshot shows the same user dashboard as in step 7, but the pop-up is gone. The "My Entered Applications" table now displays the submitted artwork. The "Key" column shows a red checkmark, indicating the application is submitted. The "Info" column contains "Print Label" and "View Details" buttons. The "Title" column shows "Test 1" and "2-Dimensional Work". The "Attachments" column shows a thumbnail of the artwork. The "Actions" column contains "Edit", "Delete", and "Attachment" buttons.

ID	Key	Info	Title	Attachments	Actions
27	✓	Print Label View Details	Test 1 2-Dimensional Work		Edit Delete Attachment

Key: ✓ = Submitted ✗ = Not Accepted ✓ = Accepted 🔄 = Alternative 📧 = Email Notification Sent 💰 = Refunded 🧑 = Checked In 🚪 = Checked Out 🚨 = Action Needed 💰 = Booth Paid 📦 = Item Sold

Questions? There is a video here: <https://www.youtube.com/watch?v=T7QnOh5WBhM>

Still more questions? Contact the museum at (231)995-1029

Technical / Website problems? Contact artcall.org here: <https://artcall.org/pages/contact>