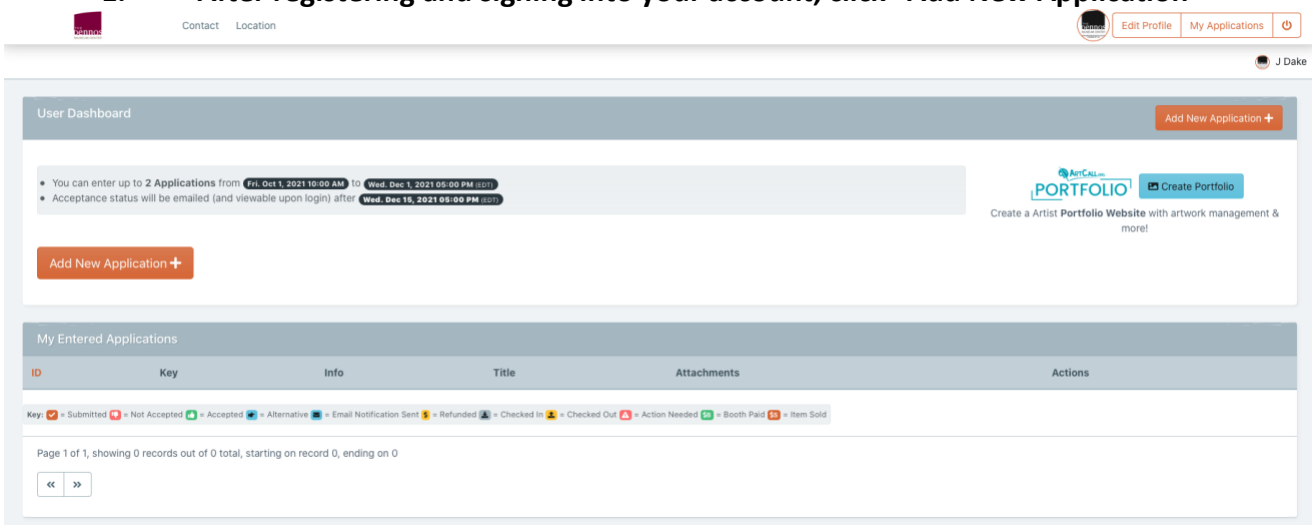
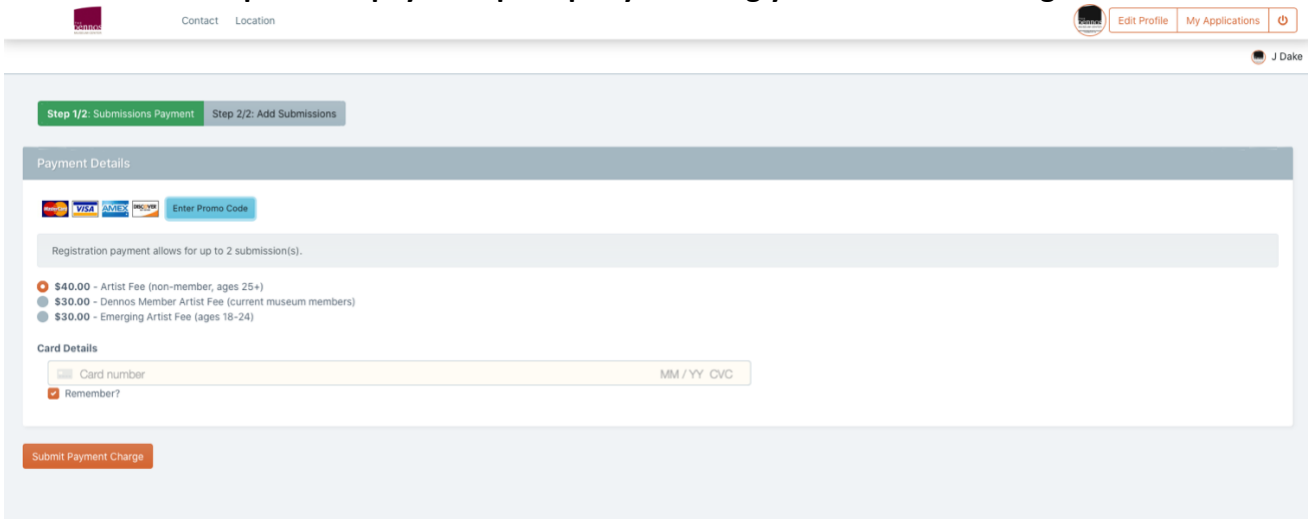
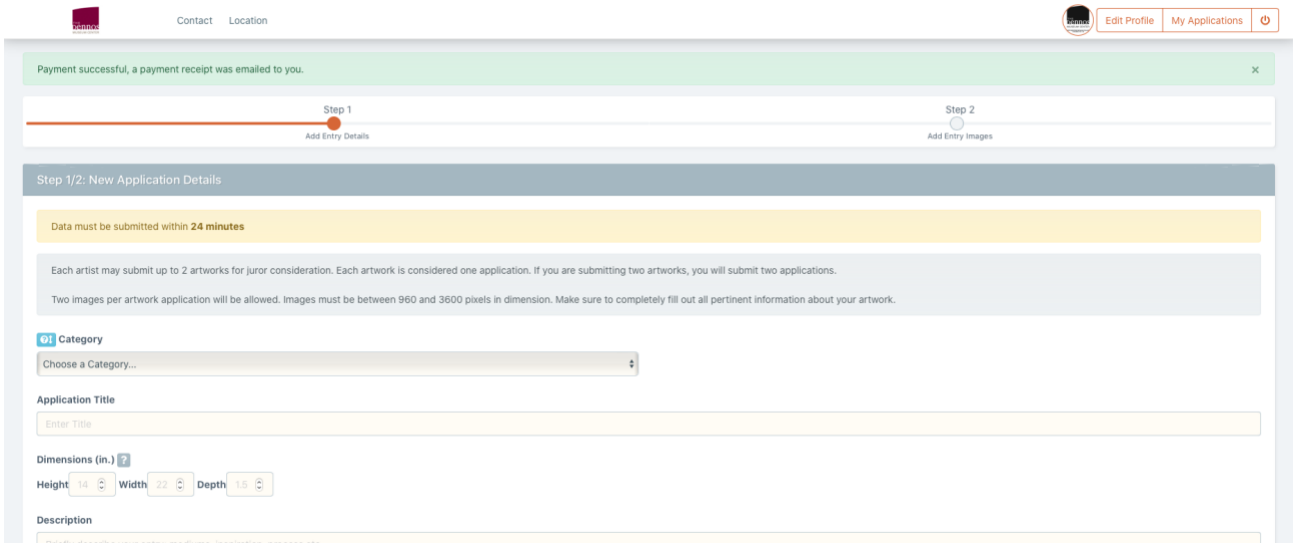
1. **After registering and signing into your account, click “Add New Application”**



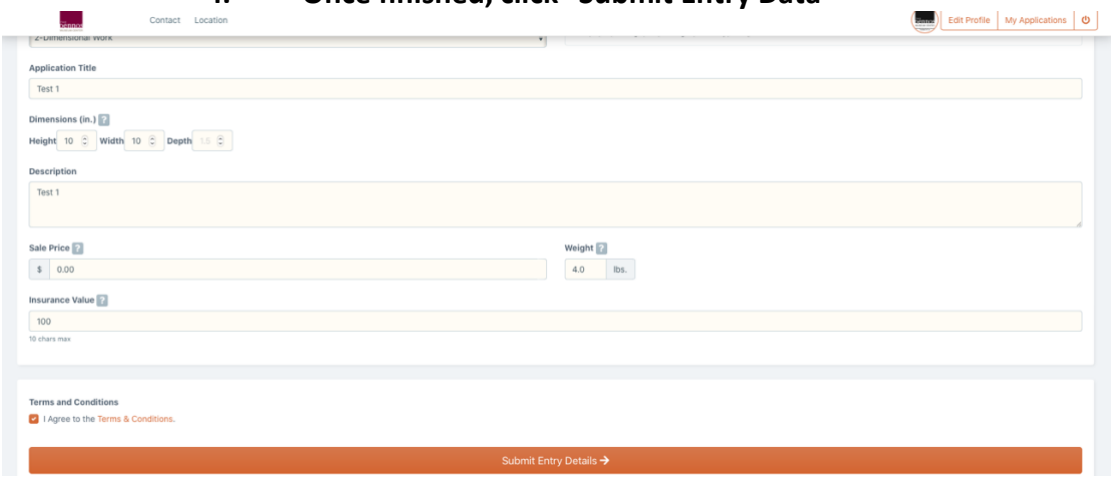
2. **Complete the payment prompt by selecting your fee and entering card details**



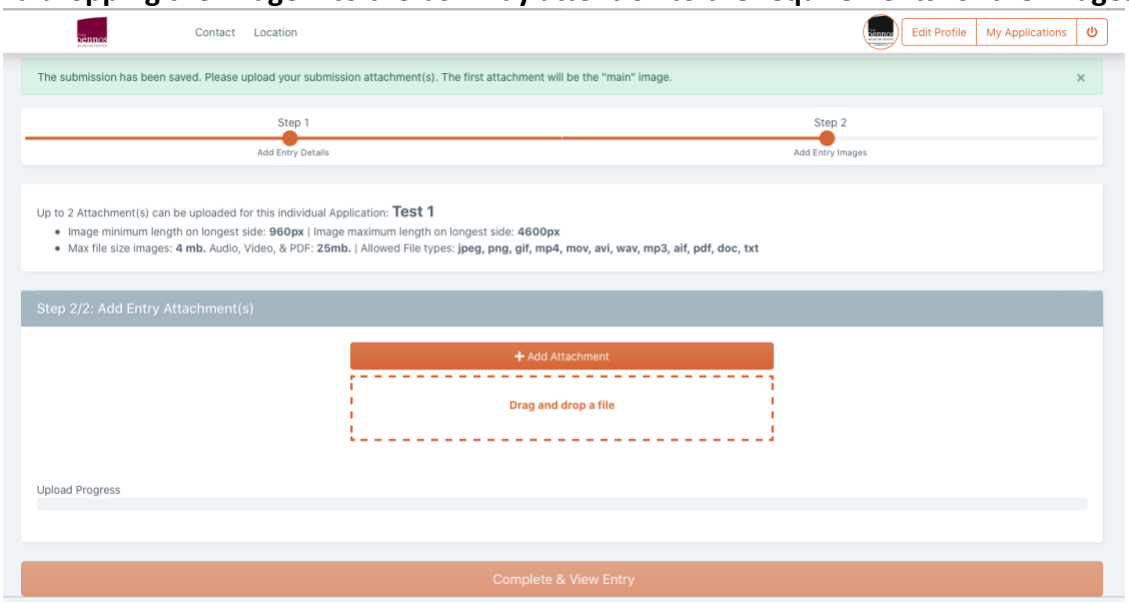
3. **Enter the information for your first artwork (You can submit up to 2 artworks/applications)**



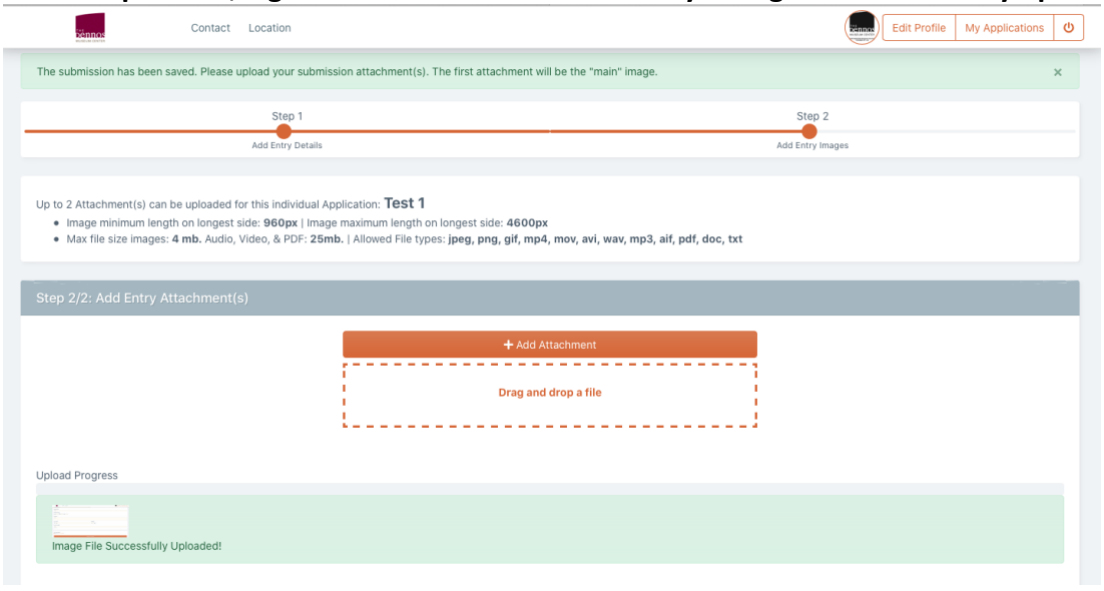
4. **Once finished, click “Submit Entry Data”**



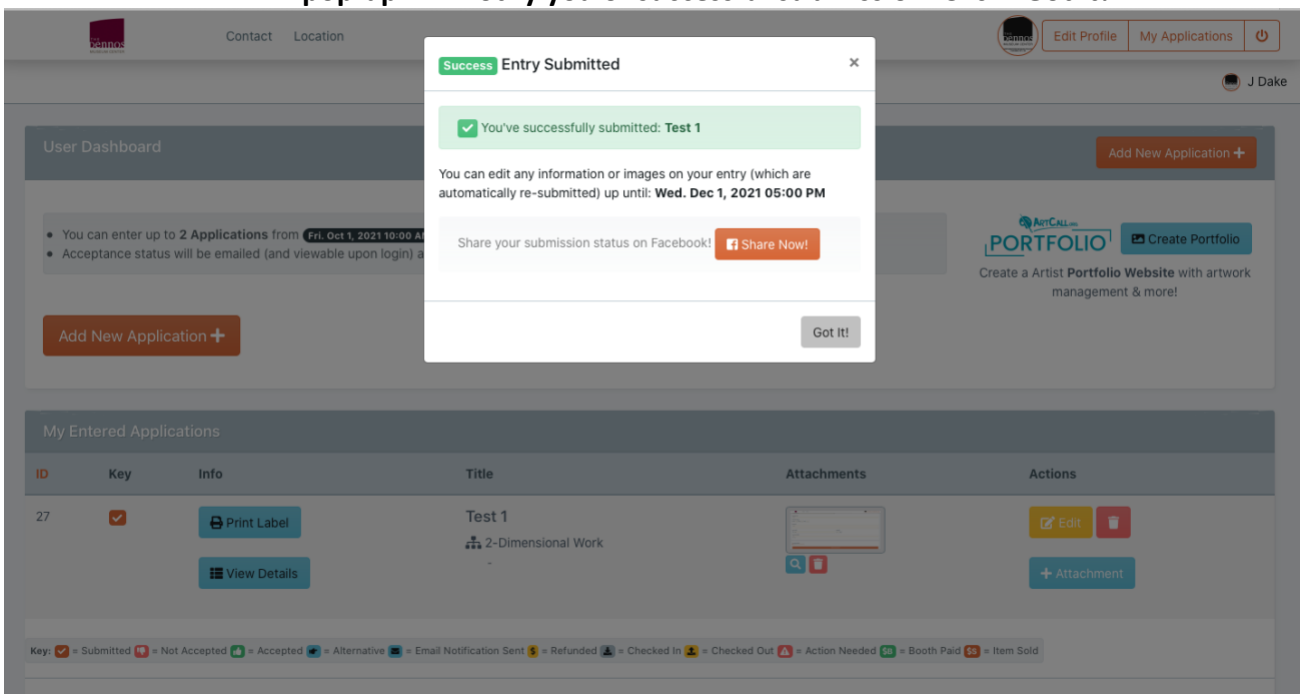
5. **Upload up to two images for your first artwork by clicking “+Add Attachment” or dragging and dropping the image into the box. Pay attention to the requirements for the images.**



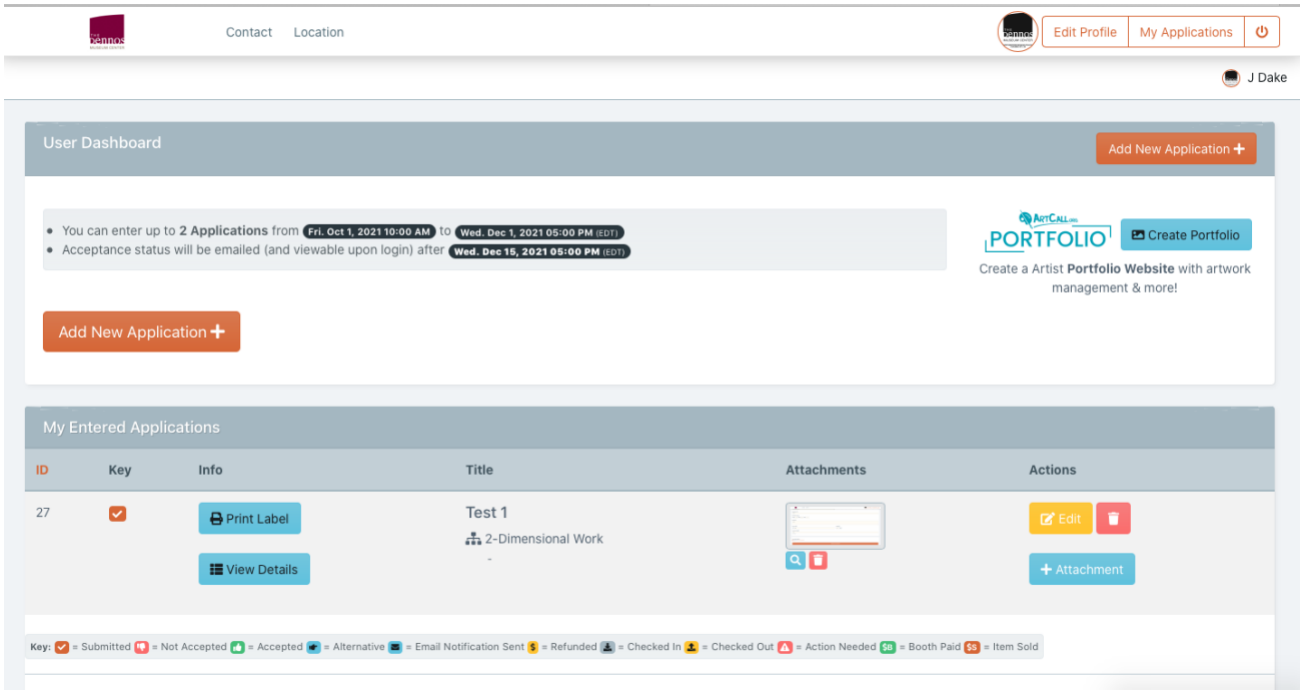
6. **Once uploaded, a green box at the bottom will say “Image file successfully uploaded!”**



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



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



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