

## “Completing a Submission” Help Document (Jan 7, 2020)

### CREATING A SUBMISSION

This document walks you through creating a submission to an Artists' Network show.

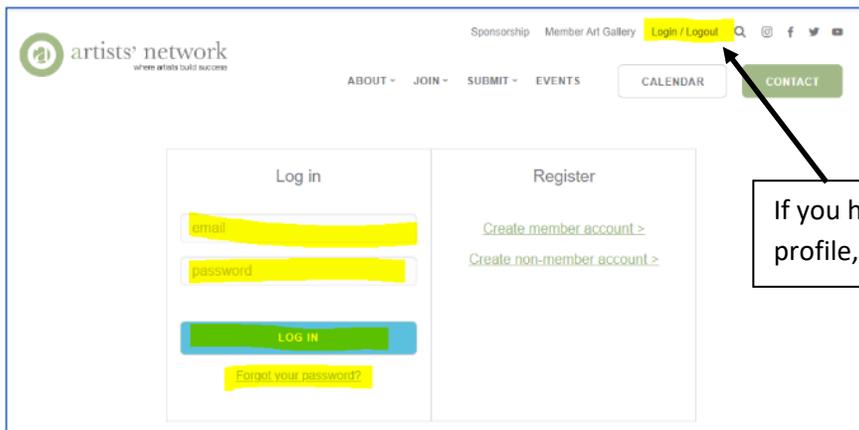
A few important things to note:

- **You MUST set up a profile/register as a Member or Non-Member in order to submit to Artists' Network shows or events.**
- **Need help to create a profile, please see our “Step-by-Step Building a Profile Process” how to document.**
- Memberships expire at the end of every calendar year. *If you are attempting to Log in and the system takes you to the Dashboard to create/edit a profile, it is because you have not renewed your membership as of January 1.*
- Your email address is your USER NAME.
- **Questions: reach out to the Artists' Network at [info@artistsnetwork.ca](mailto:info@artistsnetwork.ca).**

#### STEPS TO CREATE A SUBMISSION:

##### A) Log In

Click “LOGIN/LOGOUT” (top navigation bar – see *Image 1*) and Log in using your email. If you forgot your password, click “Forgot your password?” and follow instructions to reset your password.



If you have a previous account/  
profile, please Log in using your email.

Image 1

##### B) FIND THE SUBMISSION PAGE

To find the Submission page, click “SUBMIT” in the top navigation bar and select the appropriate show in the pull-down menu or scroll down the home page and click on the shows submission bar (see *Image 2*).

In the next page, click “SUBMIT” (see *Image 3*).

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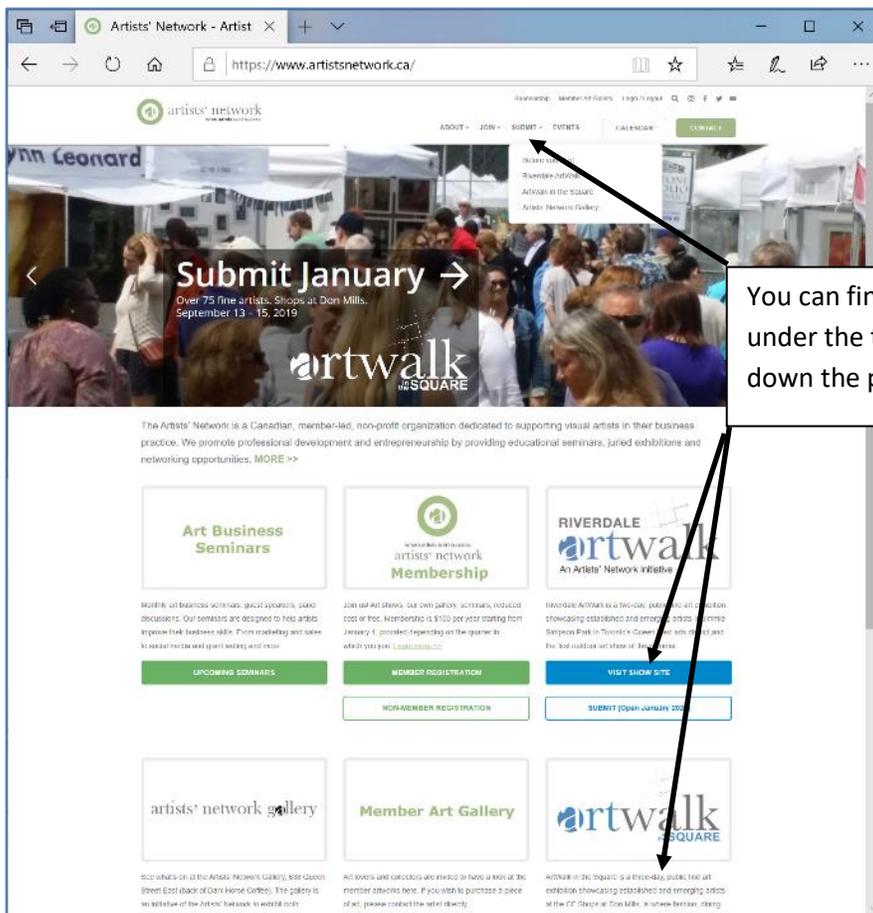


Image 2

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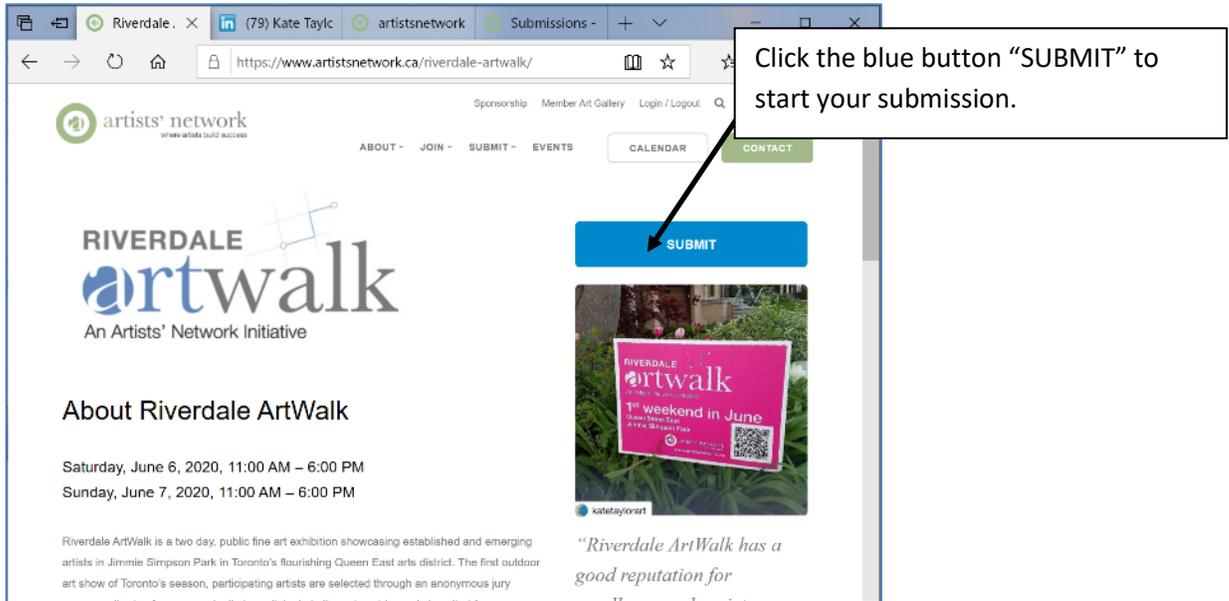


Image 3

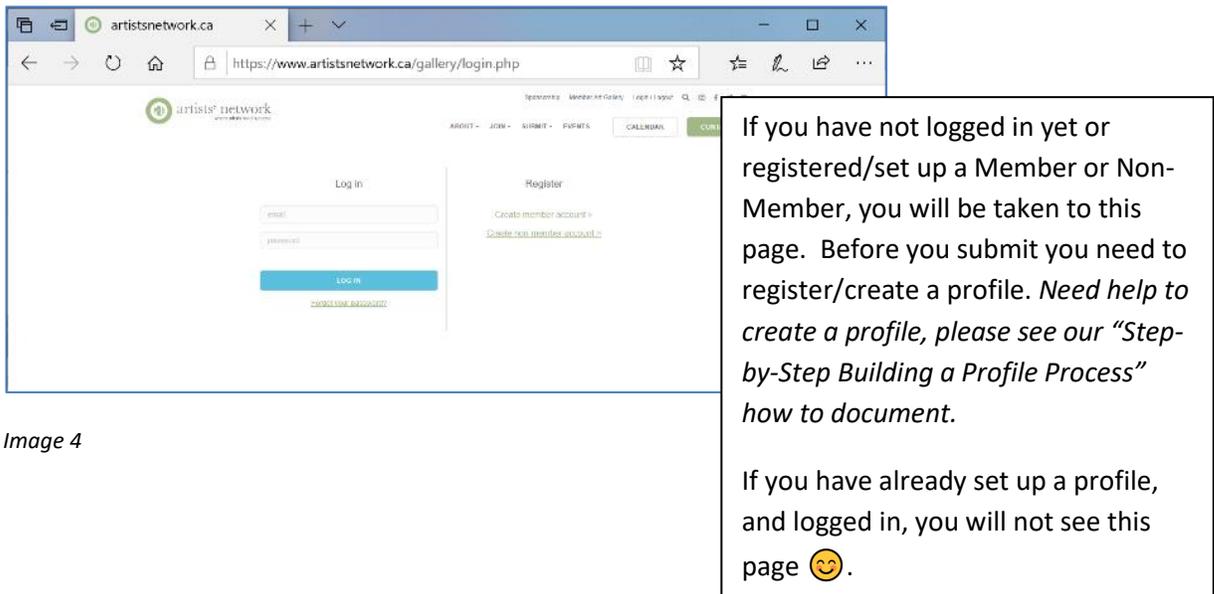


Image 4

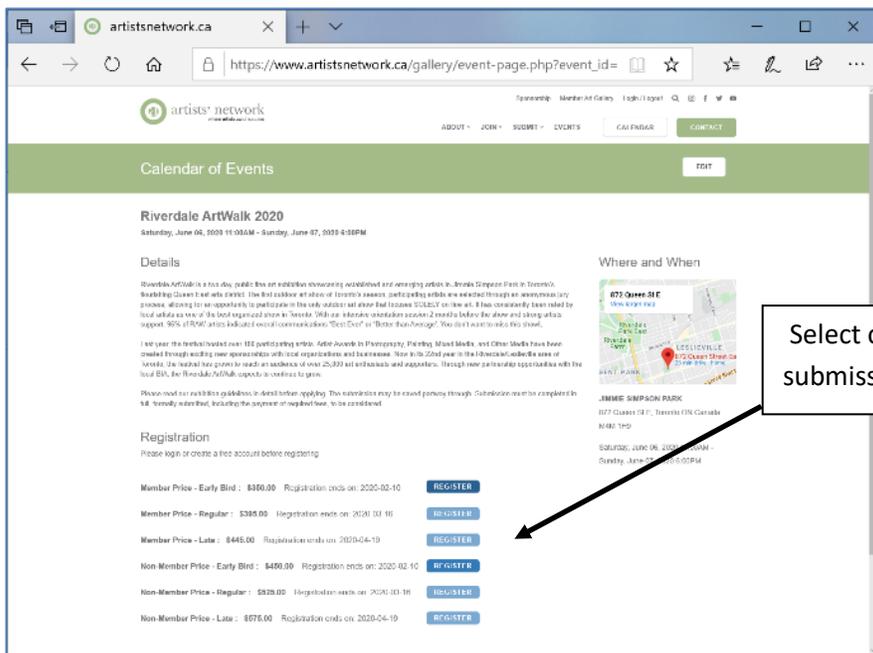
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### B) CHOOSE SUBMISSION

Choose either Member or Non-member submission and click “REGISTER” (see Image 5).

Notes:

- Screened out buttons mean that this date has either passed, is not open yet or is not available to you (Non-members can not access Member rates).
- Membership must be paid in full before you can access member benefits including member rates. To learn more about Member benefits, click on “JOIN” in the top navigation bar.



Select correct pricing to begin submission.

Image 5

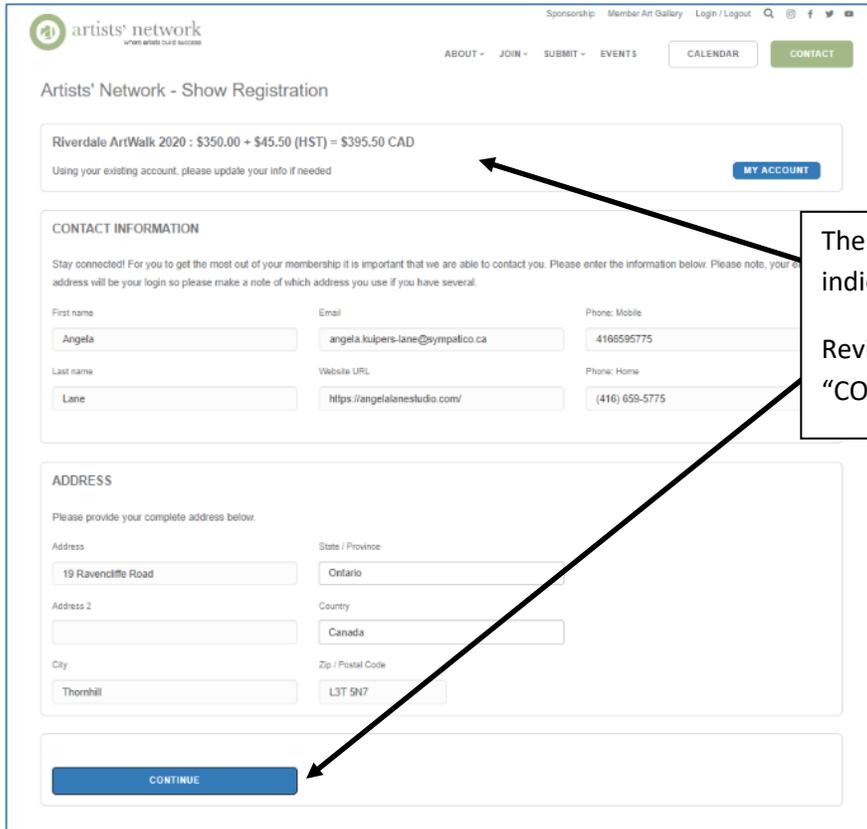
### C) COMPLETE CONTACT INFORMATION

Review all contact information and edit as needed. Click “CONTINUE”. Your information from your Artists’ Network profile should already populate this page. If not, please enter all relevant information and correct if needed (see Image 6).

Notes:

- Any changes in your show submission information will not change your Artists’ Network Profile. You would need to change that in your profile settings.
- Please ensure you are submitting to the appropriate show! The Artists’ Network has many open submissions at any one time and takes no responsibility for inaccurate or incomplete submissions. We don’t want you to miss out on deadlines and jury process.

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Artists' Network - Show Registration

Riverdale ArtWalk 2020 : \$350.00 + \$45.50 (HST) = \$395.50 CAD

Using your existing account, please update your info if needed [MY ACCOUNT](#)

**CONTACT INFORMATION**

Stay connected! For you to get the most out of your membership it is important that we are able to contact you. Please enter the information below. Please note, your address will be your login so please make a note of which address you use if you have several.

First name:  Email:  Phone: Mobile:

Last name:  Website URL:  Phone: Home:

**ADDRESS**

Please provide your complete address below.

Address:  State / Province:

Address 2:  Country:

City:  Zip / Postal Code:

[CONTINUE](#)

The show you are submitting to is indicated at the top of the page.

Review information and click “CONTINUE”

Image 6

### D) COMPLETE PAYMENT

Click the PayPal link and continue as prompted. This will enable you to pay via Credit Card OR your PayPal account (see Image 7 & 8).

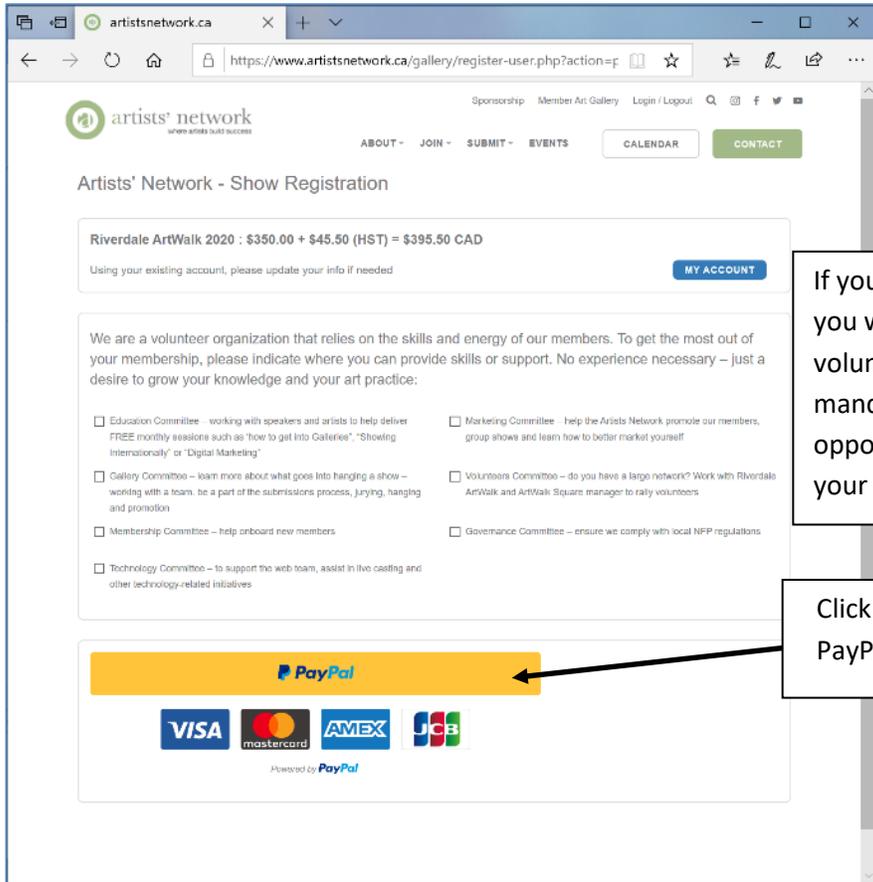
Complete/Check off any Volunteer Opportunities you have an interest in.

On payment completion, you will receive an email receipt to the email you used to set up your Artists' Network profile.

Note:

- We do not accept cash or cheques.
- If your credit card or PayPal information does NOT match your submission information, please send an email to Barb ([barb@artistsnetwork.ca](mailto:barb@artistsnetwork.ca)) for clarity.

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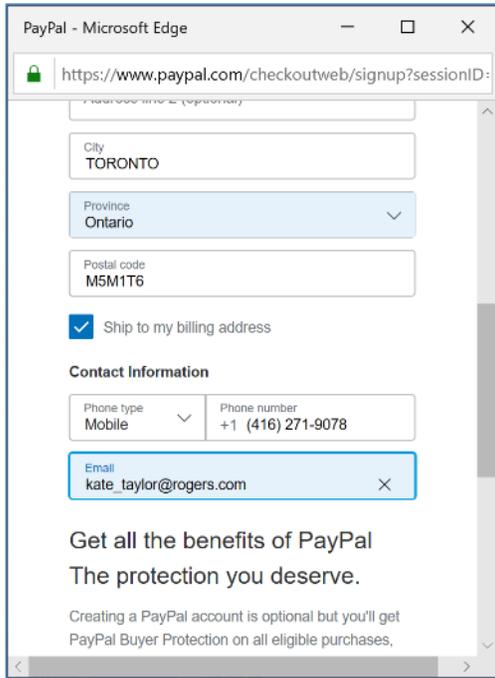


If you have just joined as a member, you will have already completed the volunteer options. It is not mandatory to volunteer – just an opportunity to get more engaged in your community.

Click to pay via Credit Card OR your PayPal account.

Image 7

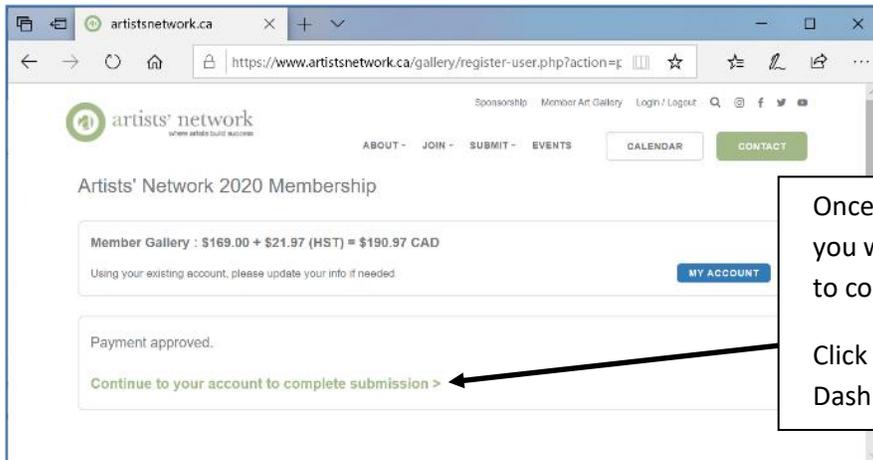
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Complete as required.

**NOTE:** if your credit card or PayPal information does NOT match your submission information, please send an email to Barb ([barb@artistsnetwork.ca](mailto:barb@artistsnetwork.ca)) for clarity.

Image 8



Once payment has been processed, you will be taken to this page – time to complete your submission.

Click to be taken to your Submission Dashboard.

Image 9

### D) COMPLETE SUBMISSION DETAILS

Go to your submission page to upload your images, complete your location requests and enter your show profile details.

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You can access your show submission in a few ways:

- After payment click “Continue to your account to complete submission” (see Image 9). You will be taken to your Submission Dashboard (See Image 11).
- Click your show icon in your Profile Dashboard (See Image 10) and you will be taken directly to your show submission page. (Click “Login/Logout - top navigation bar and your Profile Dashboard will show up)
- Click “My Submissions” left and you will be taken to your Submission Dashboard (See Image 11).

If you are on your Submission Dashboard (See Image 11). Click the green button “EDIT ARTWORK & PROFILE” of the show you want to complete.

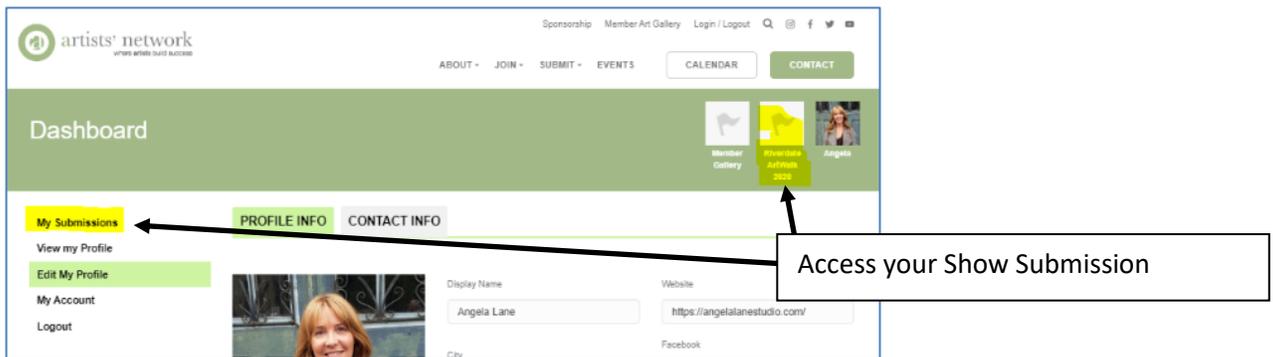


Image 10

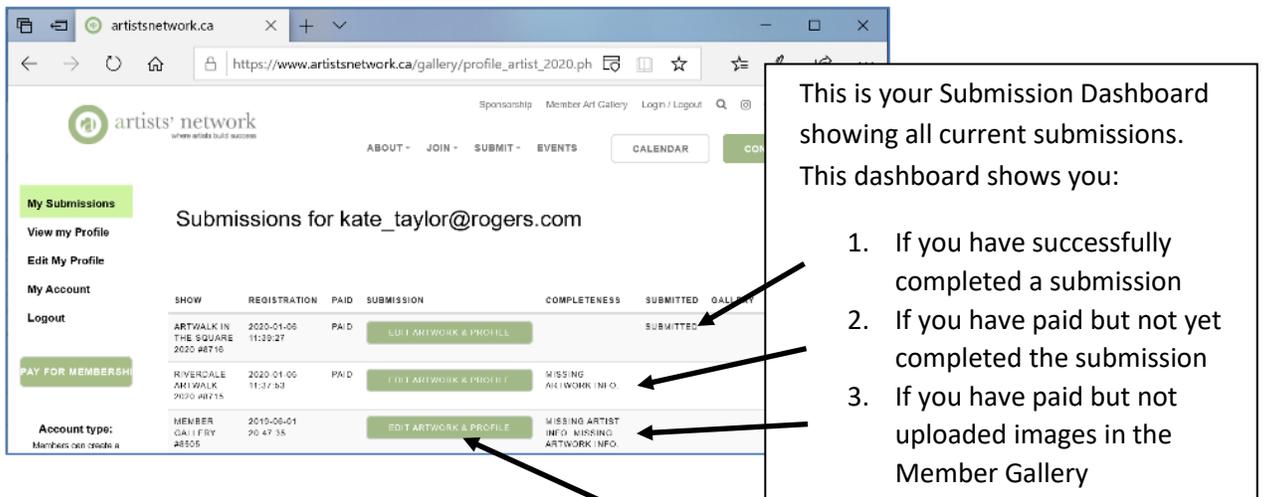


Image 11

Click “EDIT ARTWORK & PROFILE” of the show you want to edit



## **“Completing a Submission” Help Document (Jan 7, 2020)**

**Once in your show submission, scroll down to see the section that need to be completed:**

*(See image 12)*

- Di. Upload Submission Art Work**
- Dii. My Booth Settings**
- Diii. Profile Info**

### **Notes:**

- Please “SAVE” your submission through out editing your submission or you may lose data you entered or incorporate defaults you may not intend. *(See Image 15).*
- You may go back multiple times to edit and “SAVE” your submission until you hit the final “SUBMIT NOW” button on a second screen. *(See Image 16).*
- Please ensure you proof your full submission and double check you choose the correct “Location” before you click the final “SUBMIT” button.

### **Di) UPLOAD SUBMISSION ARTWORK**

7 images required. 1 close-up can be used if this will help the jury better understand your work.

Prepare your images prior to upload.

- The file format is jpg
- Title must be “Firstname\_Lastname\_title.jpg” and must not have any spaces or special characters.
- Maximum size is 10MB

Complete all information for each image upload and click “SAVE INFOR FOR THIS ART” before uploading a new image *(See Image 12).*

- Title of the artwork
- Size in inches
- Year
- Price – this will NOT show in the gallery

### **Notes:**

- Your first image will be the one that shows up in the gallery page.
- If you want to replace an image, click the RED X and upload a new image *(See Image 13).* You can log in and update these images and any information in anytime before you hit the final “SUBMIT” button.

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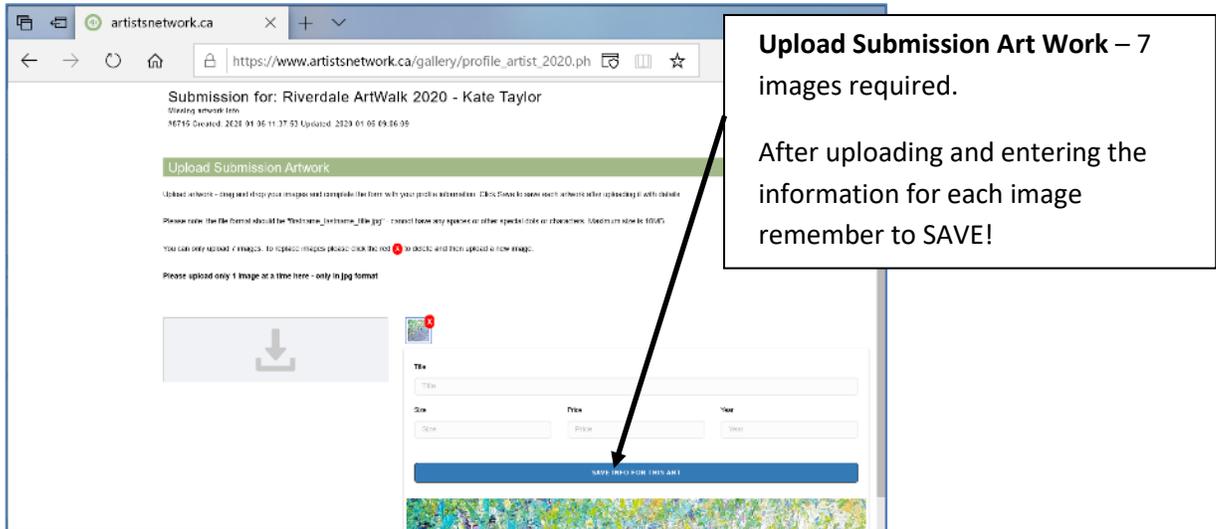


Image 12

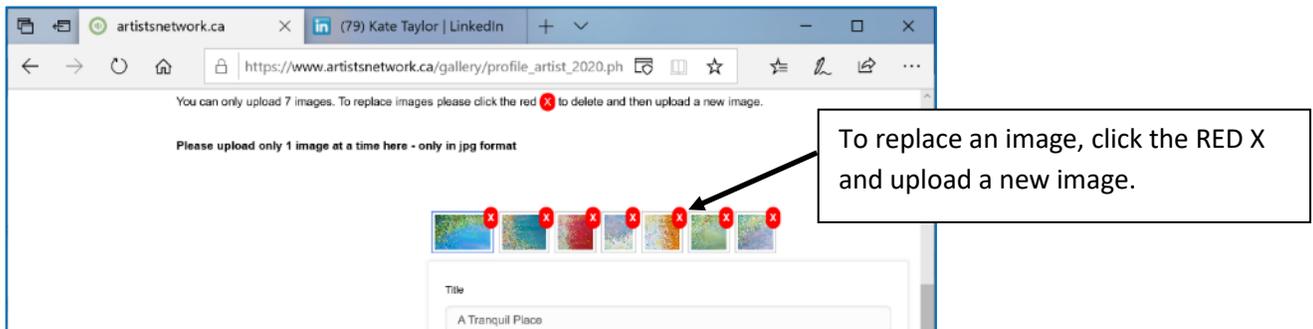


Image 13

### Dii) MY BOOTH SETTINGS (See Image 14)

You have the option of providing your preferences on location.

For Riverdale ArtWalk, it is mandatory to indicate if you are applying for an **indoor** or **outdoor** location. Ensure you “Save” your submission at the bottom of the page at this time and the appropriate location was saved!

#### Notes:

- Booth allocation is done in 3 tiers – early bird, regular and late submissions. Names in each tier are given a number and a random number generator is used to place artists based on the closest available location to any preferences indicated. We do our best to manage booth request but there is never any guarantee on location. Locations can also change due to park conditions on weekend or changes to city requirements.
- Be specific with your requests to help us position you as best as we can.

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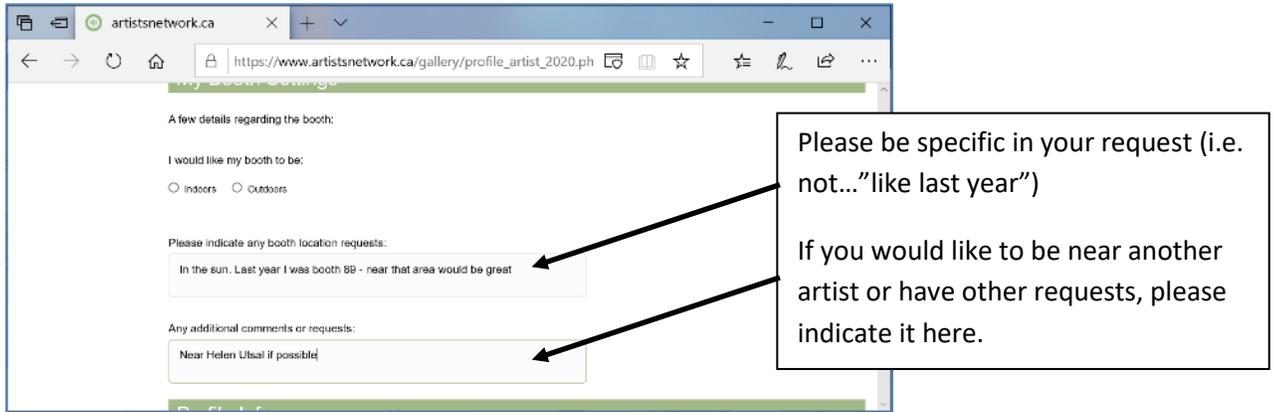


Image 14

### Dii) PROFILE INFO

Scroll down to “Profile Info” and complete all information (See Image 15).

Make sure you click “**SAVE SUBMISSION**”

#### Notes:

- This is your Profile information that will show up in your show gallery.
- This information can be different from your Member Gallery Profile.
- If you have previously submitted to a show, you can use the drop-down to populate the content.
- Your bio and Artists statement are limited to 500 Character. Do a character count (including spaces) in Word to ensure nothing gets cut off.

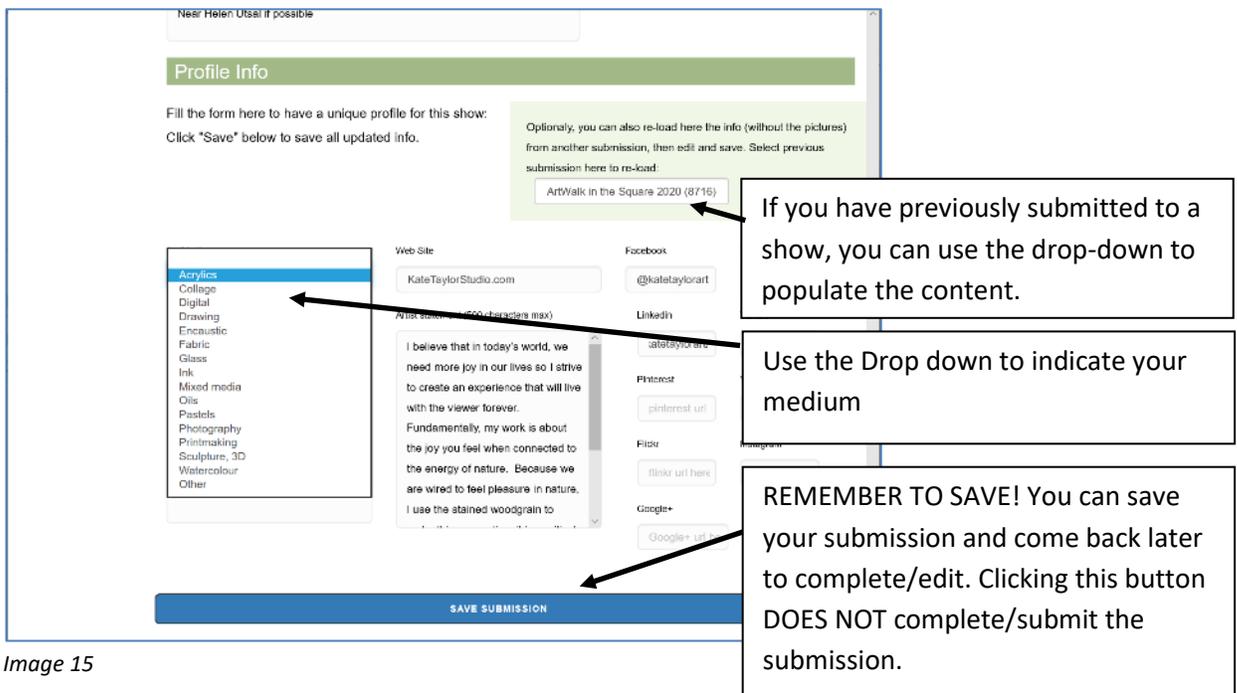


Image 15

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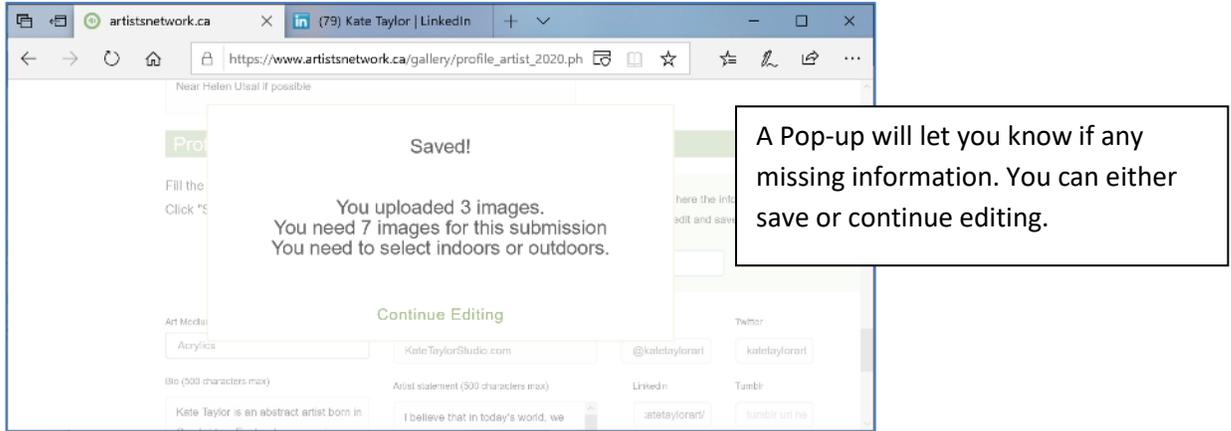


Image 16

### E) SUBMIT NOW!

Once you have double checked your submission, you can click **“Submit Now – once submitted you cannot edit”**. (See Image 17)

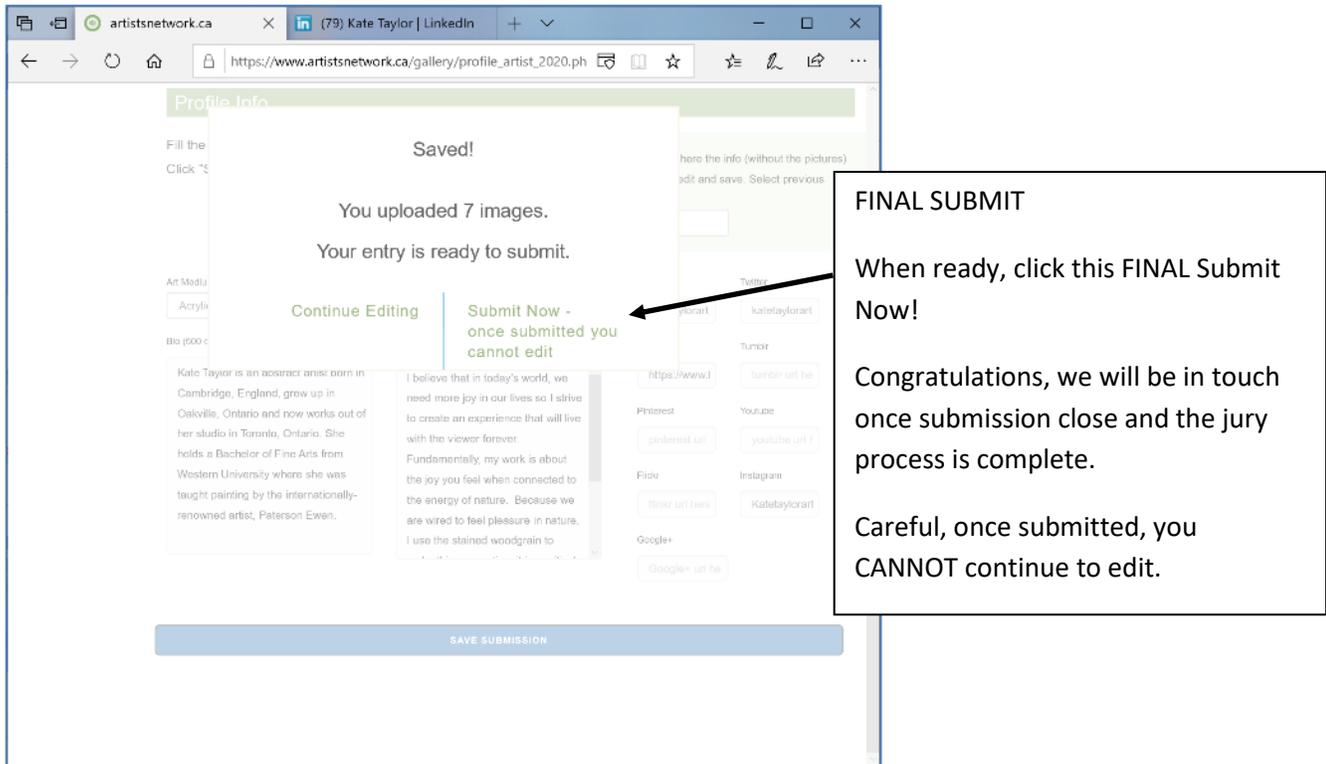


Image 17