



## **Step By Step Guide on How to Enter Our International Open Art Competition Using the Competition Website**

Here is a step by step guide on how to enter our International Open Art Competition using the Competition Entries Website.

### **Step 1:**

Complete the Artists registration section on our website to create a user account. To do this click on 'Artists Registration' at the top of the home page.

When you have clicked on the 'Artists Registration' button you will be taken to a form that needs to be filled in to create your account.

**Please note** that if you are **entering** the **under 18's** class in the competition, you need to click on the heading for Junior Artists, as you will need to complete a different registration form. This form is like the over 18's except it asks for the contact details of your Parent or Guardian, and you will not be asked for your address.

### **Step 2:**

Fill out the relevant registration form for your age. The top of the form is about you creating your log in details for your user account. So, you need to create a username, enter actual your name, email address and create a password.

The next section of the form is about your contact details. You need to enter your contact phone number and address.

After this, you can upload your Artists Biography and any other relevant information that you would like us to know. This information WILL NOT be used in the judging process but may be used for promotional purposes with your agreement below.

Lastly, you need to complete the Age Declaration and accept our Terms and Conditions. Please read through the Terms and Conditions before accepting to ensure you are happy with them.

Click on the 'register' button at the bottom of the form to create your account. Once this is done, you will be taken to the 'My Profile' section of our website where you can submit your artwork to enter the competition. Also, on 'My Profile' you can update your contact information and view & check the progress of your entries in the competition.



### **Step 3:**

Submit your artwork to the competition, using the 'Submit Artwork' button on the 'My Profile' Page.

Once you have clicked on 'Submit Artwork', you will be taken to the 'Competition Entry Submission Form'.

Remember you are only able to enter a maximum of 5 artworks into the competition. You will have a reminder of how many artworks left you are able to enter at the top of the submission form. You do not have to enter all your Artwork at once.

You could enter two artworks in one sitting and come back again a few days later to enter another one, for example.

Click on 'Add New Artwork', to open the section to upload the details of your first artwork.

You need to upload a picture of your artwork, by clicking on the 'Choose File' button and finding the picture of your artwork on your device.

Please note the file size needs to be under 4MB. If it is over, you will need to compress the file to make it smaller so it can be uploaded. More details on compressing picture files can be found on your chosen online search engine.

Now fill out the rest of the section adding in the artworks name, dimensions, type of artwork and the sale price.

If you are wanting to enter another artwork, click 'add new artwork' and repeat the process for the next artwork you wish to enter.

Continue to do this until you have entered all the pieces you would like to enter.

Please confirm again that you accept our terms and conditions and now you are ready to click 'submit and pay'.

### **Step 4:**

Submit and Pay for Entry.

Once you have clicked 'submit and pay' you will be taken to PayPal to pay for your entry. You can pay using your PayPal account or your credit or debit card. There might be a slight delay while you are taken to the PayPal page as your pictures are uploaded to our website.

Cost of entry is £15 per artwork entered for adults and £10 per artwork entered for under 18s.

If there is a problem with the payment being taken, your artwork details that you have already entered on the submissions form, will be saved on 'Your Profile' and you will be able to try again paying for the entry at another time.



**Please note** we need to have **received payment** for your **entry** for it to be **accepted** into the **competition**.

When you have paid through PayPal, you will be taken to a summary page confirming your entry into the competition, and you will be prompted to click the link to be taken back to 'My Profile'.

On 'My Profile' you will be able to see the artwork that you have submitted and the status of it in the competition.

You can come back and check your profile at anytime simply by logging back onto the 'My Profile' section of the website.