



The Updated Step By Step Guide on How to Enter Our International Open Art Competition Using the Competition Website

Here is the updated 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.

If you have already set up a user account, please move straight to step 3.

Step 2:

Fill out the registration form.

The top of the form is about you creating your log in details for your user account and collecting your contact details. So, you need to enter your name, email address, phone number, create a username and password. You also need to add in your 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. You will also be asked how you heard about the Competition.

The next section gives you the **opportunity to indicate** if you are a **Dorset Based Artist** or if you wish to enter the **Adaptive Class category**.

To do this select either of these boxes if applicable to you. **If not just move on to the social media channels section of the form.**

When clicking on the 'Adaptive Class Artist' box you will be asked to select which of the two defined methods from the Adaptive Class definition that describes how you create your artwork. There is also the Enhanced Declaration where you can briefly describe the process on how you create your art. This declaration is optional, and it is assumed that the Artist in selecting to enter this category is acknowledging they are eligible to enter the Adaptive Class.

After this section, you have the chance to include your **social media handles**. Just select which you would like to add and then type in your handle into the box that comes up.



Penultimately, you need to add in your date of birth and accept the age declaration. **If you are under 18 you will be asked for your parent/guardian's name, email, phone number and they will need to accept the terms of the Competition.**

Finally, unselect the subscribe box if you do not wish to receive our newsletter and accept the terms and conditions.

Click on the 'submit' 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:

Pay for entries into the Competition, using the 'Pay and Submit Artwork' button on the 'My Profile Page'.

Once you have clicked 'Pay and Submit Artwork' you will be taken to the Artwork Payment Form.

Here you can select how many artworks you would like to submit with 5 pieces being the maximum number you are able to enter.

Once you have put in the number of artworks you wish to enter, you then select the consent box and the cost of your entries will appear, click 'next' to be taken to the payment page.

The cost of entry for under 18s is £10 per piece entered and over 18s is £20 for the first piece entered then £15 thereafter. The discounted subsequent entry rate is only available when entries are purchased at the same time.

From the payment page select your payment method, either PayPal Checkout or credit card. Then follow the on-screen instructions for your payment method and submit the payment.

Step 4:

Submit your artwork to the competition after you have paid for your entries.

Once you have submitted your payment you will be taken to 'Artwork Submission After Payment Page'.

For each artwork you have paid to enter, you will need to fill in the form on the page asking for each artwork's details.

First you will need to enter the name of the artwork then, 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 5MB. 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 artwork's dimensions in centimetres, the type of artwork, the sale price and give a brief description of the artwork.

When you have completed the page and are happy click 'submit',

Now your artwork has been entered into the Competition, and you can view your submitted artworks on the 'My Profile' section on the website.