

How to apply to calls for entry on CaFE™

To complete and submit entries on CaFE™, follow these steps:

First, go to <http://www.callforentry.org>

First time users must register in order to login.

If you're already registered, then log in with your username and password.

Use the menu at the top of the page to navigate between options: **Manage Images, Apply To Calls, Checkout**

Step 1 Manage Images

To upload image files click on Manage Images.

- ▶ Click Browse (or Choose File) and navigate to the location where you saved the jpeg images formatted according to [CaFE Image Prep](#) specifications. Open the folder and highlight the individual jpeg file, click Open.
- o Add the Artwork Title
- o Leave NO next to Proposal Image. (if required, you will be able to come back to change this option later)
- o Add the Medium, Height, Width and Depth of your artwork.
- o Add the Price/Value of your artwork.
- o Add the Year Completed.
- o Include a Short Description, if applicable.
- ▶ Click ADD IMAGE to upload and save image changes.
- o Wait for the progress window to load the file (depending on your connection it will take a few seconds or minutes to upload).
- o Once the upload is complete the page will display a thumbnail image sample.
- o Repeat the upload steps for each image. You will be able to re-order images later in the entry process, not now.

Step 2 Apply to Calls

To apply to a call for entry click on Apply to Calls.

- ▶ Search for a call by alpha name or deadline date and click View More Info.
 - ▶ The full view displays detailed info and submission guidelines, read it thoroughly.
 - ▶ After reading the details click Apply to this Call.
 - ▶ The next page displays the sponsor's agreement. After reading the agreement, click Yes, I Agree.
 - ▶ The next page displays the entry form.
 - ▶ Complete all required fields and checkoff/select the artwork images to assign to that entry. If you've uploaded images, those images will appear at the bottom of the page. If you have not yet loaded images, go ahead and complete the entry form, click update and then return to My Images for uploading.
 - ▶ When your entry is complete click Update. This will save your entry form's information. Continue on to re-order images or checkout. It is very important that you save your entry by clicking Update.
- To return to the welcome page at any time, click My CaFÉ™ Entries.

Step 3 Checkout

To checkout and finalize your submission entry, click on Checkout.

- ▶ Enter a checkmark in the box next to the application name and fee.
- ▶ Not all call for entries have an entry fee, check with the calls information page.
- ▶ Choose payment method and click Re-Calculate
- ▶ Click Proceed to Checkout.
- o If a dialogue box appears notifying you of non-secured items, click Yes.
- o If there is no fee (\$0.00) related to the entry, you still need to checkout.
- o If you wish to change any information on the entry form, do so at this time, click My CaFÉ Entries or go back to My Images to revise or review.
- ▶ Submit the required payment information for either check or credit card payment (Visa/MC only).
- o Click Finalize Entry or Submit Payment
- o Print or save the transaction receipt. A receipt will also be emailed to.

If you do not complete Step 3 in the application process then you are not done and your application cannot be submitted and received by the sponsoring organization.