VIEWPOINT

PHOTOGRAPHIC ART CENTER

HOW TO USE ENTRYTHINGY

FOR

Art from Art

Before you go to EntryThingy through the Viewpoint website, review the submission requirements in the Prospectus and prepare your thumbnail images for the pieces you are submitting. Three is the maximum. These thumbnails must be no larger than 2 MB. EntryThingy will not upload larger image files for *Art from Art*.

1. Create a folder on your computer for the thumbnail images to speed access during the upload process.

2. Give each piece a descriptive title that does not include your name. Titles for vertical images should not be longer than 29 characters.

3. Size the image to 1200 pixels on the longer side.

4. Choose the sRGB color space.

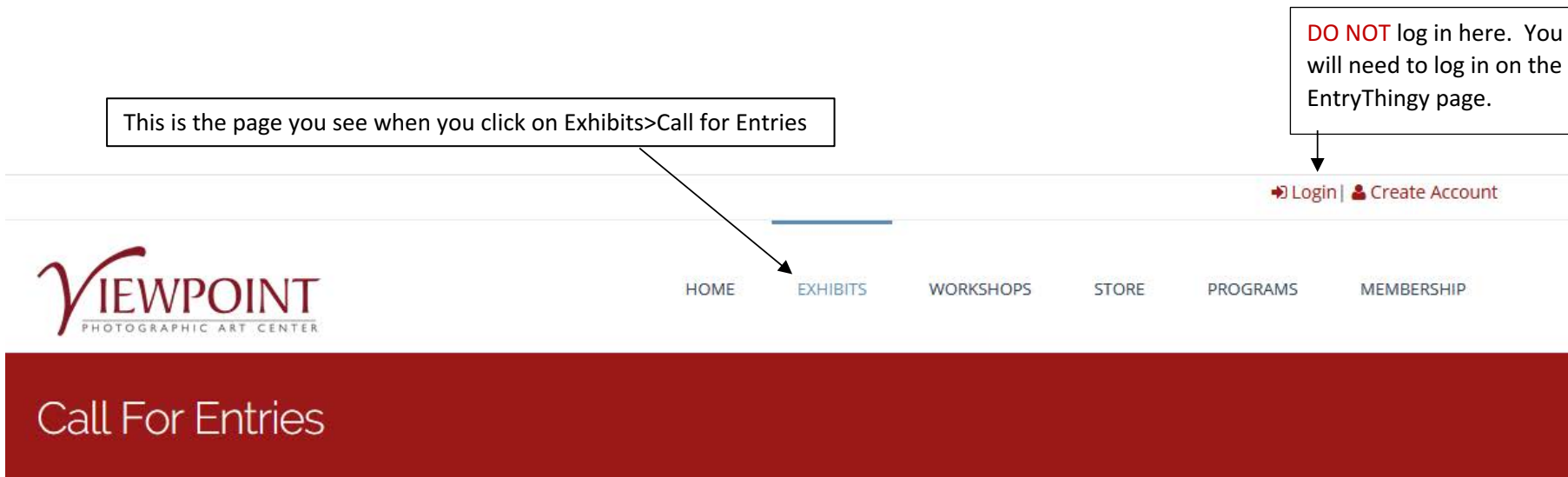5. Save as jpg files, no larger than 2 MB each.

> **Note:** Even though EntryThingy allows .pdf, .doc, and .xls file types to be uploaded, Viewpoint requires jpg files.
>
> Do not upload the other file types.

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HOME   EXHIBITS   WORKSHOPS   STORE   PROGRAMS   MEMBERSHIP

DO NOT log in here. You will need to log in on the EntryThingy page.

Start on Viewpoint's website HOME page. Under EXHIBITS, go to Call for Entries on the dropdown menu. You will be taken to the Call for Entries page describing *Art for Art.*

This is the page you see when you click on Exhibits>Call for Entries

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Call For Entries

Art from Art

General description of *Art from Art* theme.

Read more

Click Read More to go to the page with the entry information

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Art from Art

Continuing description of *Art from Art* including link to EntryThingy. Prepare your submission following the instructions from the Prospectus before going to EntryThingy.

5.

To Apply, go to ENTRYTHINGY ◀—————— | Go to **ENTRYTHINGY** for the EntryThingy login page. |

Questions?
Direct any questions to exhibit@viewpointgallery.org

EntryThingy

Create your EntryThingy account (it's free) or log in to your existing EntryThingy account to begin the on-line submission process.

First Name

Last Name

Email

Create a Password

Confirm Password

Signup

Is this your first time using EntryThingy? Then enter your name, email address and create a password to signup and submit your entry.

You will use your email and password to login when you return. You can use this login wherever you see the symbol.

Click here to watch a short video that will show you how to signup and submit an entry.

Have you used before? Please click here to login.

NOTE: *The login process is the same for any Viewpoint call using EntryThingy.*

You are required to have an EntryThingy account in order to submit to the call. If you do NOT have an EntryThingy account, this is where you will create your account.

Once you have entered your name, email and have created a password, click Signup. This will take you to a second page where you will enter additional contact info. (Note: Do not use your Viewpoint password. Create a new one just for EntryThingy.)

If you already have an EntryThingy account, click Please click here to login.

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EntryThingy

Create your EntryThingy account (it's free) or log in to your existing EntryThingy account to begin the on-line submission process.

Hello Ron Smith. Please fill in the following information and click 'Submit' to continue. Required fields are marked with an asterisk (*). You can edit this and your other registration information later by clicking 'My Profile'.

Business Name

Partner

Address *

City *

State/Province *

ZIP/Postal Code *

Country *

United States

Main Phone * (example: 555-555-5555)

Alternate Phone

Web site (example: www.mysite.com)

Submit

NEW ENTRYTHINGY ACCOUNT SET UP

If you are creating a new EntryThingy account, you will be taken to this page.

Fill in additional contact information in the required fields then click Submit. Viewpoint does not need Partner information.

You now have an EntryThingy account.

Many organizations, venues and galleries list their calls on EntryThingy. Your account/login can be used for entering any of them.

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EntryThingy

Create your EntryThingy account (it's free) or log in to your existing EntryThingy account to begin the on-line submission process.

Please verify your information below. Click 'Submit' to continue or 'Back' to edit.

Business Name: R Smith

Address: 72 Niles St

City: Fremont

State/Province: California

ZIP/Postal Code: 94536

Country: United States

Main Phone: 555-204-8026

Alternate Phone:

Web site:

Submit   Back

NEW ENTRYTHINGY ACCOUNT SET UP (cont.)

When you click Submit on the previous page, you will be taken here to verify your information. If everything is correct, click Submit. If not, click Back and make your corrections.

Clicking Submit on this page will take you directly to the Viewpoint Call for *Art from Art*.

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EntryThingy

Create your EntryThingy account (it's free) or log in to your existing EntryThingy account to begin the on-line submission process.

Email

Password

Login

Login with your ⬤ email and password.

Not sure how this works? Click here to watch a short video that'll show you.

Don't have a login? Click here to signup.

Forgot your password? Click here.

EXISTING ENTRYTHINGY ACCOUNT   Have you used ⬤ before? Please click here to login.

If you already have an EntryThingy account, click "Used EntryThingy Before", which will take you to this page.

Enter your Email and EntryThingy password. (Do not enter your Viewpoint password. It won't work.) Click Login.

You will be taken to the page where you can apply to the call.

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EntryThingy

Main   My Profile   Help   Logout   *EntryThingy For Artists »*   Hello Judy   Your Name

Apply now

Art from Art

Before starting the EntryThingy submission process, prepare your submission following the directions in the Prospectus for naming, file size, color space and file type.

You can now begin the entry process by clicking on Apply now.

HOME   EXHIBITS   WORKSHOPS   STORE   PROGRAMS   MEMBERSHIP

EntryThingy

Create your EntryThingy account (it's free) or log in to your existing EntryThingy account to begin the on-line submission process.

Main   My Profile   Help   Logout   EntryThingy For Artists »

Hello   Your Name

My Entry for Art from Art

Entry Instructions

Submissions

All proposals must be made using EntryThingy online submissions (the page you are currently viewing).

Submissions must be in digital format. The Curatorial Committee will not accept slides, prints, or other formats during its initial review, but may request samples of such work during the selection process.

Submissions should include a representative selection of 10-25 images from a finished, cohesive body of work, as well as the other information requested below.

Viewpoint Gallery will accept up to two exhibit proposals by any artist; please differentiate by title.

Image Specifications

Images submitted must consist of JPG images, sRGB color mode (even for black & white images). The files should be a minimum of 1 megabyte and a maximum of 2 megabytes. The entrant should use the dimensions that create an acceptable file size. The maximum uploadable file size is 2 megabytes. (If 2000 pixels exceeds 2 megabytes, then reduce pixel dimensions.) If your proposal is accepted, 1) JPG thumbnails of all prints in your show are required for labeling and sales and 2) a few higher resolution images may be requested for use in printed publicity.

File Names

File names MAY contain lower-case letters, numerals, underscores and hyphens. File names should contain NO capitals, spaces, or any of these special characters: !#$%'^@+.,;:=(). Please note the final titles for exhibit prints will not be restricted; this naming convention applies to file names only.

File names should contain the following information: last name of artist, title of image, and image number. Example: smith_waterfall_01.jpg

Other Information

Under 'My Profile' please submit:

1. Artist's name, contact info and email address;
2. A brief description of the images, including final print medium/type (i.e. gelatin silver; pigment ink, platinum-palladium, etc.) the size of the printed image and matted or framed size.
3. Biography or resume, including artist's name, address, phone number, email address and other contact information or feeds; and
4. Proposed exhibit title and artist's statement.

Deadline for Proposal Submission

To be considered, proposals for solo or group exhibits must be submitted online by midnight August 25, 2018.

The Viewpoint Photographic Art Center Curatorial Committee will review all eligible entries and determine its selection by October 1, 2018.

Questions?

Direct any questions to exhibit@viewpointgallery.org

☐ I have read and understand the entry instructions   Continue to Next Step

Read the Entry Instructions and check the box at the bottom of the page. Click Continue to Next Step.

EntryThingy

Create your EntryThingy account (it's free) or log in to your existing EntryThingy account to begin the on-line submission process.

Main   My Profile   Help   Logout   EntryThingy For Artists »

Hello **Your Name**

My Entry for Art from Art

[entry instructions]

General Entry Information

To get started with your entry, please fill out the form below.

Category:

Description of Work (media, technique, etc):

260 characters remaining.

Statement specific to entry:

530 characters remaining.

☐ I agree with the **terms of entry**.

How did you find out about this call for entries?

☐ My files may be used for publicity.

Save and Continue to Next Step

Enter the media, such as inkjet print, gelatin silver print, alternative process, canvas, metal, etc.

Give the dimensions of the image in inches: Width x Height.
List overall dimensions of the matted, metal or canvas image in inches: Width x Height

If your print is purchased and you want to offer additional prints, state the number of total prints that you will provide.

Include a brief statement about your entry. You might discuss your intent, relation to the theme, some background on your entry, the process, or the location. This statement is limited to 530 characters.

Complete the form by checking both boxes. When finished, click Save and Continue to Next Step.

EntryThingy

Create your EntryThingy account (it's free) or log in to your existing EntryThingy account to begin the on-line submission process.

[entry instructions] [see jury view] [delete entry]
[how does this work?]

My Entry for Art from Art

Files for this Entry   Add file   [reuse previous] [select from my artwork]

You haven't added any files yet. Click the Add file button above to add the first file.

You can also click [reuse previous] to reuse files that you've added to other calls for entries.

You can also click [select from my artwork] to use artwork from your EntryThingy Artwork Management account. Watch a short video to see how all that works and Login to EntryThingy's Artwork Management.

You are now ready to begin adding images to your entry. Remember, these thumbnails must be no larger than 2 MB.

Click Add File to go to the next page where you will upload your images.

EntryThingy

Create your EntryThingy account (it's free) or log in to your existing EntryThingy account to begin the on-line submission process.

Main   My Profile   Help   Logout   EntryThingy For Artists »

Hello **Your Name**   Ron Smith

[entry instructions] [see jury view] [delete entry]
[how does this work?]

My Entry for Art from Art

Enter the print file name.. Vertical image limit is 29 characters.

Files for this Entry   Add file   [reuse previous] [select from my artwork]

EntryThingy does not distinguish between image/print size and overall mat size.
Enter the dimensions by width and height, like this:
Image: Width by Height (in inches)
Overall Size: Width by Height (in inches)

Add file to this entry:

Title: (80 chars)

Dimensions/Word Count: (50 chars)

Enter the price

Price: (20 chars)

The file: (permitted types: .jpg, .pdf, .doc, .xls)

Browse...   No file selected.

Upload   Cancel

Click Browse to locate the jpg file of your image on your computer.

After selecting the image, click Upload to load the image file into EntryThingy.

[entry instructions] [see jury view] [delete entry]

[how does this work?]

Files for this Entry   Add file   [reuse previous] [select from my artwork]

Title: purple artichokes

Dimensions/Word Count: Image: 14 20 x 14 Mat: 24 x 18

Price: $450

File: Purple Artichokes_JYemma.jpg

[edit] [delete]

To add additional files, click Add File.   Enter the information for your next image and upload it to EntryThingy

You will see this page when your image has uploaded. If you wish to change any information about this image or delete it, click [edit] or [delete].

Files for this Entry   Add file   [reuse previous] [select from my artwork]

Title: (80 chars)

Purple Artichokes

Dimensions/Word Count: (50 chars)

Image: 14   20 x 14 Mat: 24 x 18

Price: (20 chars)

$450

Save   Cancel

Clicking [edit] on the page shown above takes you to this page where you can change any information about your image.

After the changes have been made, click Save. You will be taken back to the page shown above where you can add another image.

[entry instructions] [see jury view] [delete entry]
[how does this work?]

Files for this Entry   Add file   [reuse previous] [select from my artwork]

Entry Status: Not Submitted

When you're happy with the general information for this entry (see below), you've added your files and sorted them the way you want them presented to the jury, click the 'SUBMIT THIS ENTRY' button to finalize and submit this entry.

SUBMIT THIS ENTRY

Title: Purple Artichokes
Dimensions/Word Count: Image: 20 x 14 Mat: 24 x 18
Price: $450
File: Purple Artichokes_JYemma.jpg
[move down] [edit] [delete]

General Entry Information [edit]

Entry Number: 4826.318112

Category:

Description of Work (media, technique, etc):

Statement specific to entry:

How I found out about this call for entries:
email

Title: Leaping Onions
Dimensions/Word Count: Image: 20 x 14 Mat: 24 x 18
Price: $450
File: Leaping Onions_JYemma.jpg
[move down] [move up] [edit] [delete]

If you are interrupted or wish to wait to complete your entry, you may. You will not lose the information you entered. When you login to EntryThingy again, you can pick up where you left off. Your entry status will be **Not Submitted** until you complete your entry and click on SUBMIT THIS ENTRY.

When you are satisfied with your entry, click on SUBMIT THIS ENTRY. Your entry will be marked as Submitted and will be visible to the jury.

Clicking SUBMIT THIS ENTRY brings you to this warning. Click OK if everything you have entered is correct.
Otherwise click Cancel to go back and make further adjustments.

STOP!

Have you added all of your pieces for this entry?

Are the pieces in the order you want them to be shown to the jury?

Have you double checked your piece titles and other information?

Have you double checked your profile information (My Profile link above) and your General Entry Information below?

If not, please click 'Cancel' and click [add piece] to continue adding pieces to this entry. You can use [move up] and [move down] to change the order of your pieces for the jury. You can click [edit] for each piece to edit the title and other piece information.

Otherwise click 'OK' to continue.

| OK | Cancel |

My Entry

[entry instructions] [add another entry] [see jury view]

[how does this work?]

Final Instructions   Print entry

When your entry has been submitted, click Print entry to print a copy of your entry.

If your image is selected for Art from Art, include the **Print Identification Sheet** from the last page of the Prospectus (not this EntryThingy page) when you deliver your print to Viewpoint.

Questions?
Direct any questions to exhibit@viewpointgallery.org

Files for this Entry

Title: Purple Artichokes
Dimensions/Word Count: Image: 20 x 14 Mat: 24 x 18
Price: $450
File: Purple Artichokes_JYemma.jpg

Entry Status: Submitted

If you need to edit your submitted entry, please ask the organization hosting the call to set your entry status back to 'Not Submitted'.

General Entry Information

Entry Number: **4826.318112**

Category: **Main Gallery**

Description of Work (media, technique, etc):

nice

Statement specific to entry:

https://www.viewpointgallery.org/content/entrythingy#item=318112

Entry (Number) in Call for Art from Art

[print this page]

Name: **Publicity:** Yes
Address: **How I found this call:** email
City:
State/Province:
ZIP/Postal Code:
Country:
Main Phone:
Alternate Phone:
Email:
Web site:

Category: Main Gallery
Description of Work (media, technique, etc): nice
Statement specific to entry: wonderful

Purple Artichokes   Leaping Onions   Jicama
Price: $450   Price: $450   Price: $450

Questions?
Direct any questions to exhibit@viewpointgallery.org

Print preview page for Print entry. Click on [print this page] to print.

Reminder: Logout when you have completed your entry or if you plan to complete your entry at a later time.

To finish your entry later, just log in to EntryThingy again.