

# HOW TO USE ENTRYTHINGY

FOR

Members' Exhibit 2022

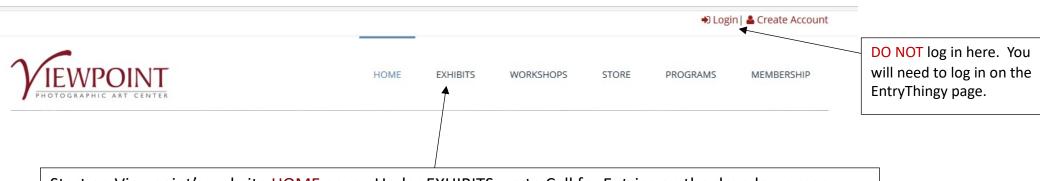


Before you go to EntryThingy through the Viewpoint website, review the submission requirements in the Prospectus and prepare your thumbnail image for the piece you are submitting. The thumbnail must be no larger than 2 MB. EntryThingy will not upload larger image files for the Members' Exhibit.

- 1. Create a folder on your computer for the Prospectus and thumbnail image.
- 2. Give your entry a descriptive title that includes your name. Titles for vertical images should not be longer than 29 characters including spaces.
- 3. Size the image to 1200 pixels on the longer side.
- 4. Choose the sRGB color space.
- 5. Save as jpg file, no larger than 2 MB.

**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.



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 *Members' Exhibit 2022*.



# Call For Entries

# Members' Exhibit 2022

General description of Members' Exhibit.





Continuing description of Members' Exhibit including link to EntryThingy. Prepare your submission following the instructions from the Prospectus before going to EntryThingy.

5.



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

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

Last Name

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

Email

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

Create a Password

Have you used here? 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.



HOM

EXHIBIT

WORKSHOP

STORE

PROGRAMS

MEMBERSHIP

### EntryThingy

**Business Name** 

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'.

Address *  City *  State/Province *	Address *  City *  State/Province *  ZIP/Postal Code *	Address *  City *  State/Province *  ZIP/Postal Code *	ZIP/Postal Code * Country *	Address *  City *  State/Province *  ZIP/Postal Code *  Country *  United States  Main Phone * (example: 555-5555)	Address *  City *  State/Province *  ZIP/Postal Code *  Country *  United States	
City * State/Province *	City *  State/Province *  ZIP/Postal Code *	City *  State/Province *  ZIP/Postal Code *  Country *	City *  State/Province *  ZIP/Postal Code *  Country *  United States	City *  State/Province *  ZIP/Postal Code *  Country *  United States  Main Phone * (example: 555-5555)	City *  State/Province *  ZIP/Postal Code *  Country *  United States  Main Phone * (example: 555-5555)	tner
City * State/Province *	City *  State/Province *  ZIP/Postal Code *	City *  State/Province *  ZIP/Postal Code *  Country *	City *  State/Province *  ZIP/Postal Code *  Country *  United States	City *  State/Province *  ZIP/Postal Code *  Country *  United States  Main Phone * (example: 555-555)	City *  State/Province *  ZIP/Postal Code *  Country *  United States  Main Phone * (example: 555-555)	drace *
State/Province *	State/Province *  V  ZIP/Postal Code *	State/Province *  ZIP/Postal Code *  Country *	State/Province *  ZIP/Postal Code *  Country *  United States	State/Province *  ZIP/Postal Code *  Country *  United States  Main Phone * (example: 555-5555)	State/Province *  ZIP/Postal Code *  Country *  United States  Main Phone * (example: 555-5555)	11 622
V	ZIP/Postal Code *	ZIP/Postal Code * Country *	ZIP/Postal Code *  Country *  United States	ZIP/Postal Code *  Country *  United States  Main Phone * (example: 555-555-5555)	ZIP/Postal Code *  Country *  United States  Main Phone * (example: 555-555-5555)	y *
	ZIP/Postal Code *	ZIP/Postal Code * Country *	ZIP/Postal Code *  Country *  United States	ZIP/Postal Code *  Country *  United States  Main Phone * (example: 555-5555)	ZIP/Postal Code *  Country *  United States  Main Phone * (example: 555-5555)	te/Province *
		Country *	Country * United States	Country * United States  Main Phone * (example: 555-555-5555)	Country * United States  Main Phone * (example: 555-5555)  Alternate Phone	

### **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.

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:

Subm

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 Members' Exhibit.

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

Email	Login with your 🔼 email and password.
	Not sure how this works? Click here to watch a short video that'll show you.
Password	
	Don't have a login? Click here to signup.
Login	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.

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

# Members' Exhibit 2022

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

Apply now

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



HOME

EXHIBITS

WORKSHOPS

NDE.

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 Members' Exhibit 2022

#### **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 w. k, 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 blad a white mag.). The fine of should be a minimum of 1 megabyte and a maximum of 2 megabytes. The entrant should use the dimensions that create an acceptable as use. 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 is a phaalls of an arints a 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, underscore of hypoens. File names should contain NO capitals, spaces, or any of these special characters:

File names should contain the wing informa as the past 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?

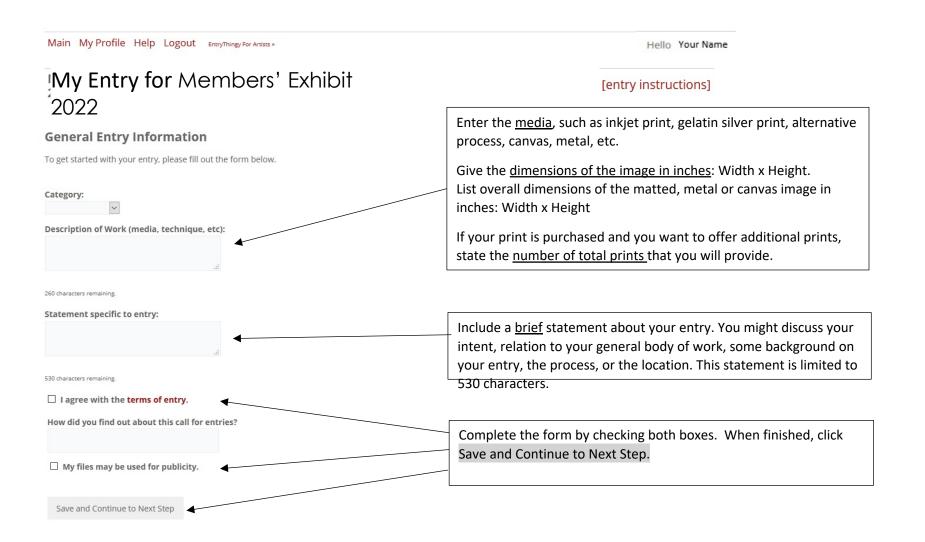
Direct any questions to exhibit@viewpointgallery.org

☐ I have read and understand the entry instructions Co

Continue to Next Step

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

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



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 »

# My Entry for Members' Exhibit 2022

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.

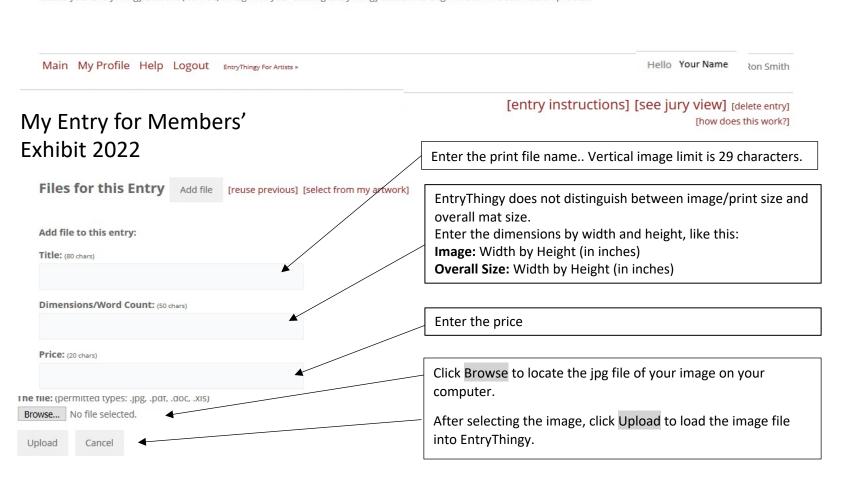
# [entry instructions] [see jury view] [delete entry] [how does this work?]

You are now ready to begin adding the thumbnail image to your entry. Remember, the thumbnail must be no larger than 2 MB.

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



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



Hello Your Name

[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: 1420 x 14 Mat: 24 x 18

Price: \$450

File: Purple Artichokes\_JYemma.jpg

[edit] [delete]

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: populary Purple Artichokes mensions/Word Count: (SOchard Price: (20 chard) \$450

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



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]



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]



Description of Work (media, technique, etc):

Statement specific to entry:

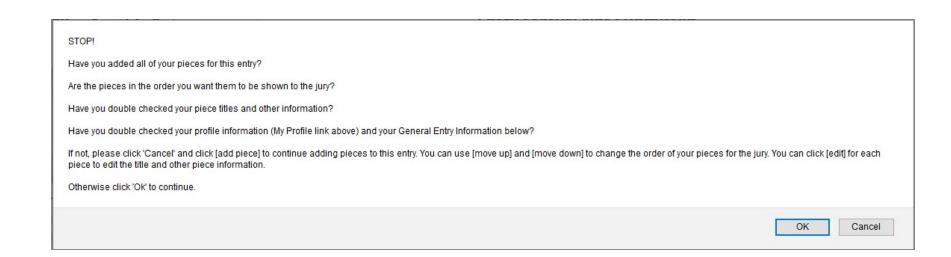
email

How I found out about this call for entries:

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.

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.



HOME

**EXHIBITS** 

WORKSHOPS

STORE

**PROGRAMS** 

MEMBERSHIP

### My Entry

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

[how does this work?]

Final Instructions Print entry

Questions?

Direct any questions to exhibit@viewpointgallery.org

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

If your image is among the first 100 registered, include the **Print Identification Sheet** from the last page of the Prospectus (not this EntryThingy page) when you deliver your print to Viewpoint.

### 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

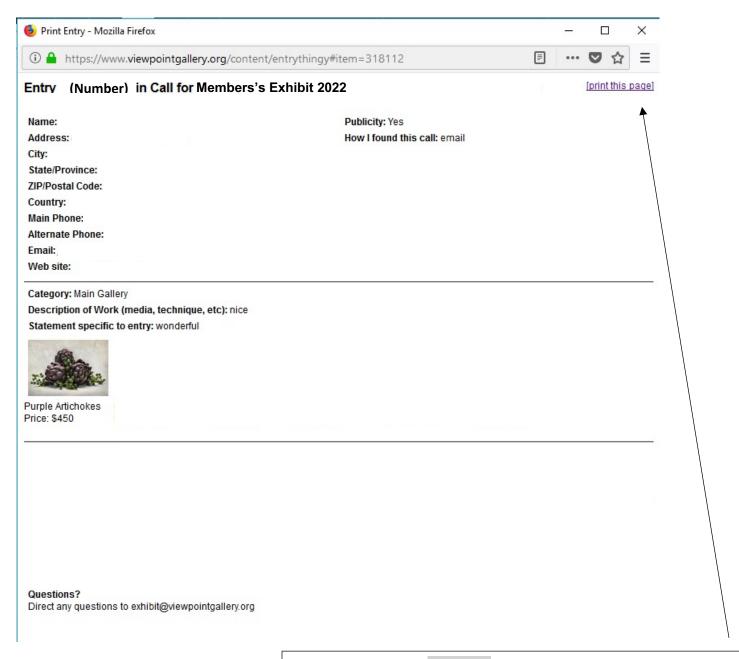
Category:

Description of Work (media, technique,

etc):

nice

Statement specific to entry:



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

HOME

# 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 Admin Help Logout

Hello Your Name

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.