

HOW TO APPLY TO A CALL FOR ENTRY USING CaFE™

First time users must [register](#) first before they can log in and apply to a call for entry. Existing users may proceed to [log in](#) and apply to a call for entry.

After registration and log in, you will use the web page navigation menu to get around the site and apply to various calls.

Before beginning, make sure to read the information about the supported file types and size options for all media located on the [Media Prep](https://www.callforentry.org/image_prep.phtml) page, https://www.callforentry.org/image_prep.phtml. More FAQ topics are available on [CaFE Help](#).

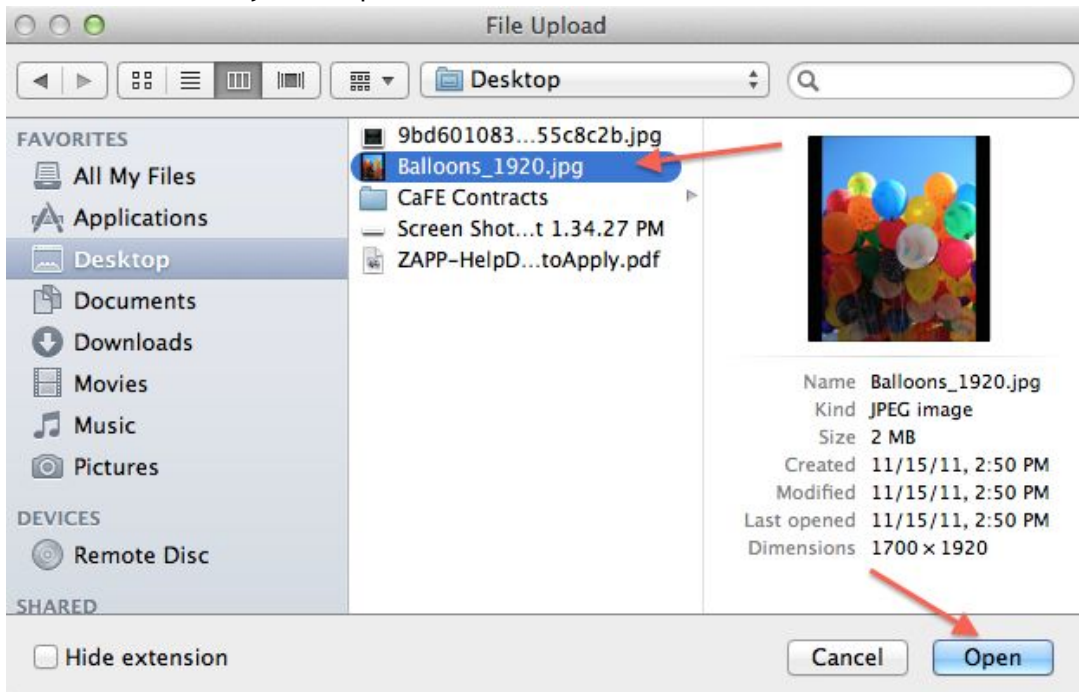
STEP 1 UPLOAD IMAGES TO MY PORTFOLIO

- Upload artwork samples on the **My Portfolio** page.
- Click **Upload Media**. Select a file type to upload: Image | Audio | Video

What are you uploading? Image Audio Video

Not all calls accept every media type, make sure to read each call for entry description carefully to know what kinds of media you can apply with before spending the time uploading.

- Choose a file from your computer.



- Fill-out the description form for each artwork. All bold fields are required.

Fields in bold are required.

Artwork Title

Medium
(60 character limit)

Height /

Width /

Depth / (enter a zero for 2D work)

Price/Value \$

Year Completed

Primary Discipline

Art in Public Places

Description
(optional) Character count:0/300

[Add to My Portfolio](#)

- Click **Add to My Portfolio**
 - Wait for the progress window to load the file. (It may take a couple seconds depending on the Internet speed.)

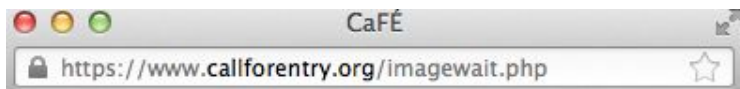


Image upload in progress!

Depending on the speed of your internet connection, this could take up to several minutes per image upload. This page will go away automatically when the upload is complete.

Please be patient!



- Once the upload is complete the page will display a thumbnail image sample.
 - *Depending on the call, you will be able to re-order images later in the application process, not now.*

Your image was successfully added.

[Modify](#) | [Duplicate](#) | [Remove](#) | [My Portfolio](#) | [Add Media](#)



(click to enlarge)

CaFE Image

Medium:

Photography

Dimensions:

10" x 12" x 0"

Price:

\$300.00

Year Completed:

2015

Primary Discipline:

Art in Public Places:

No

Description:

- Choose **Add Media** to add additional artwork samples.
 - *Your portfolio artwork samples will be available for you to use for other calls. The My Portfolio section will act as library to store your samples for use later.*

[Modify](#) | [Duplicate](#) | [Remove](#) | [My Portfolio](#) | [Add Media](#)

STEP 2 APPLY TO CALLS

- To find a call to apply to and to start an entry, choose **Apply to Calls**.



- When you have located a call from the list, click **View More Info**.

CaFÉ Test Event - DO NOT APPLY

 Favorite

[VIEW MORE INFO](#) 
[APPLY TO THIS CALL](#)

Call Type: **Photography**

Eligibility: **Regional**

City: **Denver**

State: **Colorado**

Entry Deadline: **12/24/18**

Days remaining to deadline: **1370**

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- Read the full description thoroughly. Each call for entry is sponsored by a different organization and therefore each call for entry requirement and eligibility is unique.

[♥ Favorite](#)

CaFE Test Event - DO NOT APPLY

[APPLY TO THIS CALL](#)

[BACK TO PARTICIPATING CALLS](#)
[CONTACT EVENT](#)

Entry Deadline: **12/24/18**
Days remaining to deadline: **1370**

REQUIREMENTS:

Media
Images - Minimum: **1**, Maximum: **3**
Total Media - Minimum: **1**, Maximum: **3**

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Where do ideas for fillers come from? Be very attentive to conversations you are having. Did you just toss off a comment about a new kitchen toy you have? Maybe you rattled off one of your dozens of fruity salad dressings. If anyone says to you, "That's wonderful. I never knew that," take it as a hint that your little tidbit would make a great filler for a magazine.

Why do editors love filler pieces? 25- to 500-word pieces are great for filling gaps in the pages. Editorial policy at some publications include a certain amount of easy games, funny stories or quickly scanned lists of information.

Readers love fillers. Fillers pack a lot of information in a small space. Think of sitting at the dentist's office, nervously passing the time with a magazine. You may not be able to read 12-page articles on political matters, but you will probably retain the zippy list of how to tell produce is fresh.

Successful writers of fillers say that paying close attention to the calendar brings in more sales. Assume a magazine is running at least 6 months ahead of the actual publishing date. Send your Christmas and New Year's fillers in by May.

[Print this Page](#)

[View Legal Agreement](#)

- Next, click on **Apply to this Call**.

[APPLY TO THIS CALL](#) ←

[BACK TO PARTICIPATING CALLS](#)
[CONTACT EVENT](#)

- Read the sponsor's agreement and terms to apply, then click **Yes, I Agree**. If you don't agree, you will not be able to start the application.

CaFE Test Event - DO NOT APPLY Agreement

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Yes, I Agree

No, I do not agree

Print this Agreement

- On the next page, complete the entry form requirements. All bold questions are required.

Fields in bold are required.

Artist's Statement

Please provide a brief statement (1000 character limit).

Character count: 0/1000

- At the bottom of the entry form, you will choose your artwork samples, by selecting the check-box under the images. Be sure that the number of samples, you select match the requirements of the call.

Note: the images will appear gray on this page so you know these have been selected.

Please choose 1-3 samples.

Please choose 1-3 images.

 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>
hehen ---	balloons	car	crop	balloons	balloons	CaFE Image
 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>
cab	balloons	cab	balloons	fwef	test	test
 <input checked="" type="checkbox"/>	 <input checked="" type="checkbox"/>	 <input checked="" type="checkbox"/>				
CaFE Image	Test of dimension	Car Image				

- Click **Save Application** to save your work and continue to Checkout.

Click **SAVE APPLICATION** to save your entry and continue. You will be able to select categories on the next page prior to checkout. If you need to add artwork samples, save first before returning to **MY PORTFOLIO**. You may come back to your saved application from **MY CAFÉ ENTRIES** to complete or review the application prior to checkout.

Save Application

(press only once)

It is Important that you save your application even if you're entry is incomplete or you are not ready to checkout, as CaFE doesn't save your work automatically. You may return to complete and checkout your entry from the MY CaFE ENTRIES page by or before the deadline.

- Some calls may require you to select the category of each image you are submitting. Be sure to select the appropriate category and hit “Save Category Choices.”

Please select a category for each item:



CaFE Image

2D



Test of dimension

2D



CaFE Image

2D

Save Category Choices

STEP 3 CHECKOUT

- When your entry is ready for submission, go to **Checkout** to finalize and submit your entry.

Your entry is ready to **CHECKOUT** and submit.

This is your chance to preview or go back to entry to make corrections prior to checkout.



- Select the check-box next to the application(s) you wish to checkout and select **Re-Calculate**.

CaFE Test Event - DO NOT APPLY



\$10.00 Test Fee

Re-Calculate

- Select a Payment Preference and Click Proceed to Checkout
 - *Note: If there is no entry fee, you must still proceed to checkout to finalize your submission.*

CaFE Test Event - DO NOT APPLY

\$10.00 Test Fee Coupon Code

Total \$10.00

Payment Preference
Visa or Mastercard

*If you have a coupon, you will enter it in the **coupon code box** and hit **Re-Calculate**. You should now see the discount has been applied.*


Note: If you don't have a fee, you will still need to complete your check-out to finalize your entry.

- Submit payment information, if applicable.
 - If you are paying with a check, your page will look similar to this. Enter your check number and select **“Click to Complete.”**

Checkout with Check


Show	Description	Cost	Total
CaFE Test Event - DO NOT APPLY	Test Fee	1 x \$10.00	\$10.00

Purchase with Check

Enter Check # 

Total Charge \$10.00

Terms You have indicated that you would like to pay by check. Your check must be **post marked** by **12/24/18**. The CaFE Test Event - DO NOT APPLY mailing address will be provided on the next screen. If your check is not received in time your entry will not be valid.



You will receive an email letting you know where to mail your check to. You can also find this on the call's prospectus page.



www.callforentry.org

- If you are paying with Visa/MasterCard, your page will look similar to this. Enter the **name on the card, card number, expiration date and zip code where you statement is billed** and hit **“Submit Payment.”**

Call for Entry	Description	Cost	Tota
CaFE Test Event - DO NOT APPLY	Test Fee	1 x \$10.00	\$10.00

Purchase with Credit Card (Visa or Master Card Only)

Total Charge \$10.00

Name On Card ←

Card Number ←

Expiration / (month/year) ←

Enter the ZIP code at which your credit card is billed. ←

→

This charge will display as "The Western States Arts Fed" on your credit card statement.

- A confirmation receipt will also be sent to your email address and on the My CaFE Entries, your application will now be in the “Received” status.

04 DEMO Call for Artworks All Media	\$10.00 04 DEMO Call for Artworks All Media 4 x \$5.00 Additional Image Fee
• heheh ----	Jury Round 1 in progress. • Review
• balloons	Jury Round 1 in progress. • Review
• cab	Jury Round 1 in progress. • Review
• balloons	Jury Round 1 in progress. • Review
• CaFE Image	Jury Round 1 in progress. • Review

Further Technical Support Questions? Contact: cafe@westaf.org