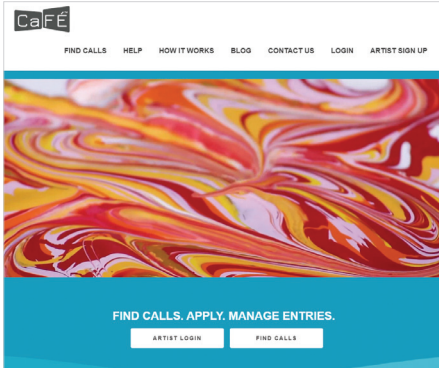# CPSA Exhibition Entry Tips for CaFÉ

Anda Chance, CPSA, CPX • Exhibitions Director

You may already have noticed that the CaFÉ (Call For Entries) website (www.callforentries.org), where all CPSA exhibition entries are made, has a new look and feel. But, if you are like me, you were comfortable with the "old" look. Once I am familiar with a program, I don't want it adjusted, tweaked, or messed with.

However, after working with the new layout, I found the changes were for the better. While the most notable change is its appearance, improved navigation and portfolio uploads make the site more efficient for preparing submissions.

Whether you are new to CaFÉ or a long-time user, we want to offer a few tips and suggestions that pertain to entering CPSA exhibitions.

Your CaFÉ Account Profile

When setting up your account profile, please be mindful of the following things:

- **Your Name:** Enter your name as you wish it to appear in CPSA literature (if you are fortunate enough to be juried in). If you have a double first or last name, enter both names in the appropriate field. The last name is used for alphabetization purposes.

- **Capitalization:** Unless you are the famous poet, e e cummings, *please* type a capital letter for the first letter of each name (first, middle, and last). If you don't do this, we have to correct them manually every time your name appears in CPSA publications.

- **Signature Status:** Remember to enter any earned signature designations to your last name. For example, "Smith, CPSA, CPX" would go in that field. You earned those initials and we want to make sure you are recognized for your hard work!

- **Update Your Profile:** Once you create a CaFÉ account, only you can make changes to your profile. If you earn a new signature status, move, or change your name, phone numbers, or website, please update that information in your account profile.

- **CaFÉ User Name and Password:** You can also change your user name and password here. Your browser may give you the option of remembering your password, but if you choose not to use that option, be sure to write it down.

- **Notifications:** Getting too many emails from CaFÉ? Under Notification Settings, you can choose the types of emails you want to receive. If you opt out entirely, you won't receive notices for upcoming CPSA exhibitions and deadlines.

Be sure to save your changes ("Update My Profile" button) before leaving this page.

Your CaFÉ Portfolio

You have the option to upload (and store) 100 images to submit to any call on the CaFÉ website. Each image can be used multiple times, but for only one show at a time (although you can just make a duplicate image if you want to enter it in more than one show). The images need to be in acceptable "upload-ready" files.

- **File Types:** JPEG or JPG only.

- **File Dimensions:** 1,200 pixels or greater on the longest side.

- **File size:** Under 5 MB.

- Note: Images should show artwork only and NOT include a black background, or your mat or frame.

Navigating the CaFÉ "Upload Media" form

- **Artwork Title:** Double-check spelling, punctuation, and grammar. You are the only one who knows what is correct. We cannot assume that you have made a typo or misspelled a word. Errors in the show program and other CPSA publications are embarrassing for everyone.

- **Medium:** This is where you're asked to list the art media used for the work you're uploading.

  For your entries to **Explore This!**, list colored pencil first (as the predominant medium), followed by other products in their order of importance. Use generic terms (oil paint, acrylic, pastel, ink, marker pen, etc.), rather than specific brand names.

  Note: While some pencils might be referred to as "crayons" in the European market, if the product is actually a pencil, list it as colored pencil, not crayon.

  For the **International Exhibition**, remember, only 100% colored pencil work is allowed. Be sure to enter "colored pencil" or better yet, "100% colored pencil" to save us from having to contact you if we're unsure.

- **Measurements:** Please enter in inches, giving the height, then width, in the

proper fields. Unless your entry is a 3D item, enter "0" for depth. Be sure the **outside** dimensions of your **framed** artwork do **not** exceed the 32 x 40 inch maximum (in either orientation).

- **Price:** Whatever price you put here is the price your work will be listed for at the gallery, should it be selected. If it is not for sale, enter "0."

- **Art in Public Places:** This item is only applicable if your artwork was commissioned for a site-specific location open to the public through an official Art In Public Places program. You can most likely ignore this item.

- **Need Help?** For more help in creating your portfolio, go to the CaFÉ "Help" tab and click on "Uploading Media."

Applying to CPSA calls

You've signed up on CaFÉ. You've read the prospectus carefully. You've uploaded images of your artwork to your portfolio.

Now you are ready to apply!

Searching for CPSA exhibitions is easy. Click on "Find Calls," then, in the Call Listings search box, just type in "**colored pencil**." A brief description of the open CPSA exhibition will pop up.

Call Listings
Search by call name, organization, or city

colored pencil

From there, you can see further details by clicking on MORE INFO, or start your application by clicking on APPLY NOW.

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+		MORE INFO
+		APPLY NOW

The entry form has more questions for you to complete. Here are some tips about a few items on the entry form itself:

- **Artist's Statement:** Please enter a very brief artist's statement. CPSA does not need a long thesis on why you chose a career in art! A few words describing the

artwork or its inspiration are enough.

- **For Sale or Not for Sale:** The choices are straightforward, but remember that the price you entered when you uploaded your image is what will be captured. Check to make sure the price is correct in your portfolio.

- **Reference Certification:** As you learned in Deborah Maklowski's article on page 13, we've added a statement you must accept in order to complete your submission. It reads:

> **"I certify that the references I've used for the artwork I'm submitting are substantially my own. I further certify that any reference materials I may have used which were provided by someone else (for example, photographs taken by another person, derived from another's artwork, downloaded from an online image source, etc.) were used only for minor details incidental to the overall content and NOT the main focus of the artwork."**

Choose Work Samples: Once you've completed the top part of the form, skip the first "Save" button and scroll down to the thumbnails of all the images in your portfolio at the bottom of the screen. Check to select the image(s) you are entering. Click "Save application."

Before you check out, it is a good idea to "View Preview" to make sure all information is correct. Problems or typos? Select "Back to Entry" to make changes to your application. Everything looks good? Great! Select **I'm Ready to Check Out**.

Your entry is ready for submission.

I'm ready to checkout

You may preview or go back to entry to make corrections prior to chec

| Back to Entry | View Preview |

Checking Out

You may pay the entry fee with PayPal or by credit card. If you are paying by check or money order, CPSA must receive your payment before the entries are to be juried. Please allow enough time for mail delivery from your location.

Member Discount: If your CPSA annual

membership dues are paid for the year in which the CPSA exhibition occurs, you may enter the discount code (given in the prospectus) to pay the lower member entry fee. BUT, you must click on "Apply Coupon" next to the "Coupon Code" box to apply and receive the $5 discount as a CPSA member. **Note:** Sorry, but due to processing and postage costs, **we are unable to refund the member discount** if you fail to enter and/or apply the code during checkout, so be sure to watch for that step during checkout.

Deadlines

Please, please, please, do not wait until the last minute to apply to a show. Murphy's Law may snag your computer, network connectivity, electronic equipment, or software. And don't forget, there are always personal or professional timing conflicts. Remember, you can opt-in (at your account profile) to receive the CaFÉ bi-weekly email to hear about approaching deadlines.

No matter where you live, the entry deadline used by CaFÉ is 11:59 p.m. Mountain Time [Denver, Colorado, United States] on the day specified. You can find your current local time equivalent at TimeandDate.com.

Deadlines for the two annual CPSA exhibitions are always:

- **November 15 for Explore This!**
- **March 31 for the International Exhibition**

CaFÉ Website Questions?

If their Help section doesn't answer your question, contact CaFÉ at cafe@westaf.org or call (303) 629-1166. Support staff is available Monday–Friday, 8:30 a.m. to 5:00 p.m., Mountain Time. Limited email support is available on weekends.

CPSA Exhibition Questions?

Contact Anda Chance by email at exhibitions@cpsa.org, or call 386-330-2424 (9 a.m. to 6 p.m. Eastern Time).

No collect calls.