

# How to



Revised 3/16/21

Using CaFÉ ([www.callforentry.org](http://www.callforentry.org)) to Enter FWS Exhibitions

Greetings, Members!

CaFÉ has updated their entry screens and they're actually much easier to use. Following is the updated information you will need to enter the FWS 50th Annual Exhibition via CaFÉ.

## Timeline for help with entering:

- Entries will be accepted beginning on April 3rd, 2021.
- The deadline to enter is Saturday, June 5th at precisely 11:59pm Mountain Time, when CaFÉ will cut the call off, so if you miss the deadline, that's it.
- DO NOT WAIT UNTIL THE LAST MINUTE TO START THIS PROCESS! I will be available to help until 5pm Eastern Time on Deadline Day and not a minute longer. All the steps follow.
- **AGAIN** - DO NOT WAIT UNTIL THE LAST MINUTE TO START THIS PROCESS! Set up your CaFÉ account NOW, even if your painting won't be done until close to the deadline!
- DO NOT BEGIN THE APPLICATION PROCESS UNTIL ALL OF YOUR ENTRIES ARE DONE AND UPLOADED! You can't go back and add entries, so don't start anything until your painting(s) are done and uploaded to your CaFÉ portfolio.

## To enter calls to artists for FWS shows, Members will need to:

1. Go to [www.callforentry.org](http://www.callforentry.org) and create a CaFÉ account. It's free and really easy to use – illustrated instructions follow.
2. Create **your own** user name and password. The Invitational Passcode we sent out is NOT your personal password to open CaFÉ. You will have to make up your own password for your own account. Write it down! Even CaFÉ can't access it if you lose it.
3. Upload your images into your CaFÉ portfolio BEFORE you begin the entry process. If your digital image (must be a jpeg) is between 2-5 megabytes, just upload it to your CaFÉ portfolio and they will size it correctly for you. If it's larger than 5 megs, make it smaller: if it's 26" by 72 dpi and it's still over 5 megs, just make it 20" by 72 dpi. If that doesn't do it, make it 19" until it's under 5 megs. If it's within the 2-5 meg area, just upload it. If there's an issue with it, CaFÉ will tell you. If it's too small, you will have to reshoot a larger file. I shoot mine with my iPhone X!
4. If you need help sizing or resizing your image, go onto the FWS website and under Exhibitions you will find a button for file resizing for \$5. Once you have paid, email your image(s) to [fws.show.entry@gmail.com](mailto:fws.show.entry@gmail.com) and I will get them right back to you.
5. If you need any other help with setting up an account, let me know.
6. If you are trying and trying and can't get it to work, ASK FOR HELP! If it takes you more than an hour to figure it out, don't waste your time and get frustrated. We can figure it out in minutes. And if you're having issues, it's most likely YOU-ser error!
7. Now you're ready to enter!

## Step 1

### Login to CaFÉ

Use your own user name and password to login to your CaFÉ account.

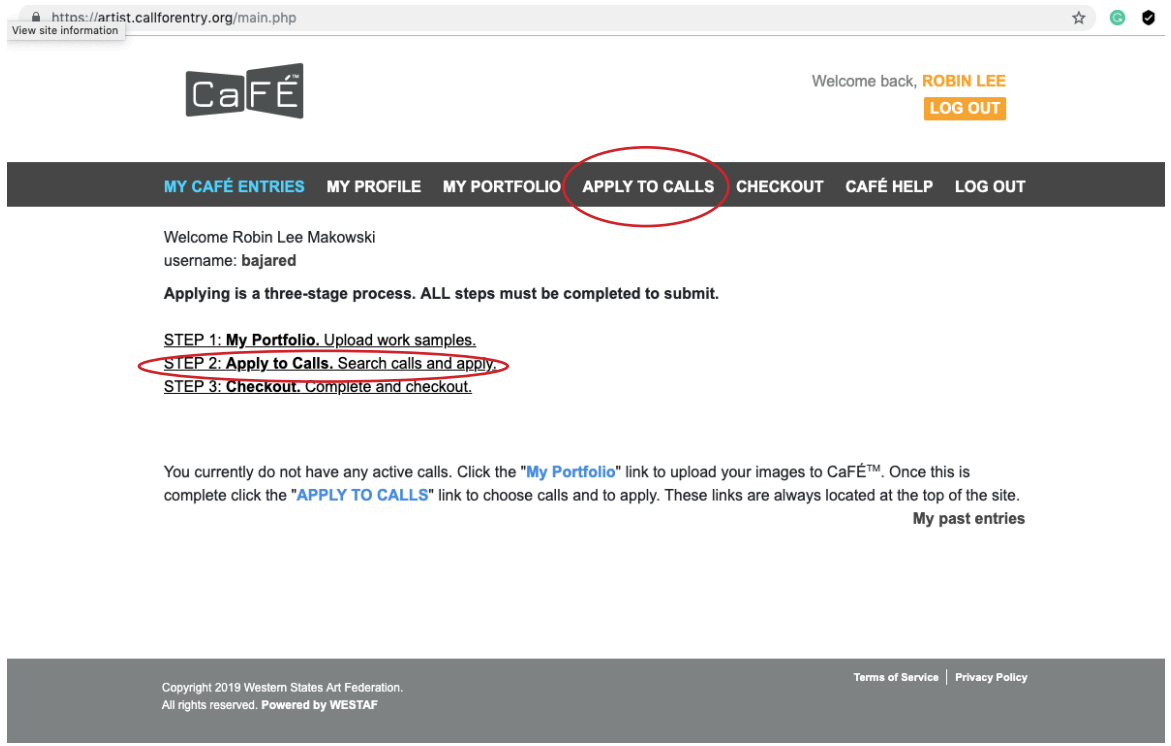
A screenshot of the CaFÉ login page. The browser address bar shows "https://artist.callforentry.org/login.php". The page features the CaFÉ logo at the top, followed by a navigation menu with links for FIND CALLS, HELP, HOW IT WORKS, BLOG, CONTACT US, LOGIN, and ARTIST SIGN UP. The main heading is "CaFÉ Login". Below this, there are input fields for "Username" (containing "bajared") and "Password" (masked with dots). A green "LOG IN" button is positioned below the password field. At the bottom of the login section, there are links for "Forgot your username or password?" and "Need an account? Sign up for free." The footer contains copyright information for 2019 Western States Art Federation, powered by WESTAF, and additional links for Terms of Service and Privacy Policy.

## Step 2

### Welcome Page

This page will show you any pending or past entries you made and their status. You can archive old entries here. This is where you can click to upload images into your Portfolio, Apply to Calls, or finish a saved application and check out.

To enter, click Apply to Calls in either place.



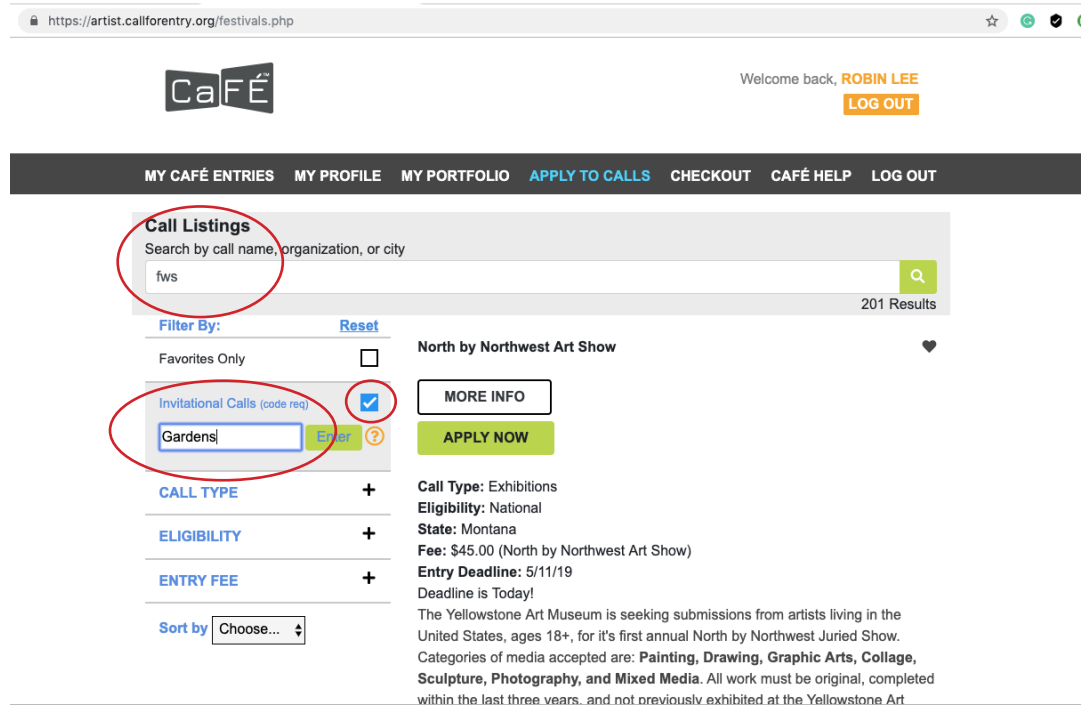
The screenshot shows the CaFÉ website's welcome page for Robin Lee. The browser address bar shows <https://artist.callforentry.org/main.php>. The CaFÉ logo is at the top left, and the user is logged in as ROBIN LEE with a LOG OUT button. A navigation bar contains links: MY CAFÉ ENTRIES, MY PROFILE, MY PORTFOLIO, APPLY TO CALLS (circled in red), CHECKOUT, CAFÉ HELP, and LOG OUT. The main content area says: "Welcome Robin Lee Makowski, username: bajared. Applying is a three-stage process. ALL steps must be completed to submit." The steps are: STEP 1: My Portfolio. Upload work samples. STEP 2: Apply to Calls. Search calls and apply. (circled in red) STEP 3: Checkout. Complete and checkout. A message states: "You currently do not have any active calls. Click the 'My Portfolio' link to upload your images to CaFÉ™. Once this is complete click the 'APPLY TO CALLS' link to choose calls and to apply. These links are always located at the top of the site." A link for "My past entries" is at the bottom right. The footer contains copyright information for the Western States Art Federation and links to Terms of Service and Privacy Policy.

## Step 3

### Locate the Call

This call is Invitational to FWS Members only!

1. In the Call Listings box, type fws.
2. Check the box next to Invitational Calls.
3. Enter the Passcode and click Enter.
4. NOTE: 2021 Passcode is **Golden21**. If you are not an FWS member and enter anyway, you will be disqualified and there are no refunds of fees.



The screenshot shows the CaFÉ website's call listings page. The browser address bar shows <https://artist.callforentry.org/festivals.php>. The CaFÉ logo is at the top left, and the user is logged in as ROBIN LEE with a LOG OUT button. A navigation bar contains links: MY CAFÉ ENTRIES, MY PROFILE, MY PORTFOLIO, APPLY TO CALLS (circled in red), CHECKOUT, CAFÉ HELP, and LOG OUT. The main content area is titled "Call Listings" and has a search bar with "fws" entered. Below the search bar are filter options: "Filter By: Reset" and "Favorites Only" (unchecked). The "Invitational Calls (code req)" filter is checked (circled in red), and the passcode "Gardens" is entered in the adjacent field. A "MORE INFO" button and an "APPLY NOW" button are visible. The call details for "North by Northwest Art Show" are displayed, including: Call Type: Exhibitions, Eligibility: National, State: Montana, Fee: \$45.00 (North by Northwest Art Show), and Entry Deadline: 5/11/19. A description of the show is provided at the bottom.

## Step 4

### Enter the Call

This call is unlocked!

### Please READ the entire prospectus!

All the information pertinent to entering is in there. If you have any questions, stop and email me. You can delay entering at this stage, or save your application and check out later. It's not a done deal until you check out, then it's in stone.



Welcome back, **ROBIN LEE**

**LOG OUT**

MY CAFÉ ENTRIES MY PROFILE MY PORTFOLIO **APPLY TO CALLS** CHECKOUT CAFÉ HELP LOG OUT

#### Call Listings

Search by call name, organization, or city

1 Results

## Step 5

### Select your Images

When you click Apply to Calls, you will get a screen with a lot of your information already filled in. Follow the steps to complete your application, including selecting your one or two entries from your Portfolio. Scroll down and SAVE your application!

**VERY IMPORTANT: You MUST enter all of your images at the same time! You CANNOT go back and add an image once you have entered! If you're entering two but one is not done yet, WAIT until it is to complete this process! We get disappointed artists every year who are unaware of this. Once you enter, it's in stone.**

Note: this is my CaFE portfolio. I have been with CaFE for a long time. Notice the first few images have black filled in on the short sides. CaFE used to require images to be 1920 pixels square. They have not required that for several years, so when we get images with the black filled in, it sends up a big, fat red flag that your image is more than the required two years old and an inquisition ensues. We vet every artist and every entry for eligibility before we send the show to the judge!

*NOTE: Once your images are "committed" to any call on CaFE, that's it. No changes can be made. A few artists who entered images have since sold or otherwise committed them to patrons. Your price is not in stone! If the entry is accepted to show, and the price or status had changed, it will not affect anything in this show. If something happens and one of your pieces is no longer available, please let me know BEFORE the show goes to the judge and I'll take it out of the running. Unfortunately, no – you can't replace it with another entry at this point.*

*The great thing about CaFE is that it's fool-proof. Once you get the hang of it, you will wonder where it's been all your show career! The days of mailing slides are long-gone and mail-in submissions are no longer accepted under any circumstances.. But with that comes the fact that once you've submitted, that's it. Your image is committed until you are notified of the judge's decisions. There is no longer any way to swap out images if you paint something better, and absolutely no leeway on missed deadlines, even if it's a minute. The computer shuts down the entries promptly at the time posted. You can only submit your own work through your account - you can't submit work for other artists. They must have a separate account in their name with their own email address. **Good luck!***

### My Portfolio

Uploaded work samples will be stored in your portfolio so you can submit them to calls. You will pick and choose which works to submit on the application form section.

**Upload Media**

My Portfolio Uploads:  
Images: 34 out of 100  
Audio: 0 out of 6  
Video: 0 out of 6  
Images (34)


## Step 6

### Checking Out

When you check out, PLEASE, PLEASE, PLEASE answer the five questions! We need to know your preferences on these issues and to make sure you read the prospectus and that your work is 100% original. This year I set it up so if we will know if you skip the questions, because when we get your application, this is what it looks like. You must choose Yes or No for each of the five questions.

#### CUSTOM ANSWERS

I read and understand the responsibilities of being selected as an Alternate, and I opt-in.

• Select Option 2 (Yes) or Option 3 (No)

I verify that my work is completely original in concept and execution, and in no way violates the rules in the Prospectus.

• Select Option 2 (Yes) or Option 3 (No)

Did you read and understand the Prospectus?

• Select Option 2 (Yes) or Option 3 (No)

I will make my work available for the \$1500 Purchase Awards

• Select Option 2 (Yes) or Option 3 (No)

I opt-in to the Traveling Show and will provide a reusable shipping container and the required return label(s) at Take-In or include it/them with my shipped artwork.

• Select Option 2 (Yes) or Option 3 (No)

### This GOOD artist gets an A+!

We realize that not everyone does his or her own entries. It's your responsibility to inform whoever is helping you how you want to answer the questions.

Thanks in advance for not skipping this very important step!

If you've already entered and you're one of the THREE people (so far) who skipped the questions, you will be hearing from me... (insert stern third-grade school teacher face here). 😊

#### CUSTOM ANSWERS

I read and understand the responsibilities of being selected as an Alternate, and I opt-in.

• Yes

I verify that my work is completely original in concept and execution, and in no way violates the rules in the Prospectus.

• Yes

Did you read and understand the Prospectus?

• Yes

I will make my work available for the \$1500 Purchase Awards

• No

I opt-in to the Traveling Show and will provide a reusable shipping container and the required return label(s) at Take-In or include it/them with my shipped artwork.

• No

If all else fails, your Digital Director is here to help. If you're one of those skeptics, after you've entered, I can check to make sure that the images appear in the CaFE judge's queue if you ask me to. I do not contact people to let them know their images were received unless asked, but you will receive a confirmation from CaFE once you have successfully entered.

Let me know if you have any other questions. My services will be available until 5pm on Deadline Day.

GOOD LUCK and see you in September!

Creatively yours,

Robin Lee Makowski  
FWS Digital Director  
fws.show.entry@gmail.com