

How to



Revised 10/1/21

Using CaFÉ (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 2022 Non-Signature Member Online Show via CaFÉ.

Timeline for help with entering:

- Entries will be accepted beginning on October 1st, 2021.
- The deadline to enter is Saturday, November 27th, 2021 at precisely 11:59pm MT, when CaFÉ cuts the call off, so if you miss the deadline, that's it.
- DO NOT WAIT UNTIL THE LAST MINUTE TO START THIS PROCESS! Help will be available until 5pm Eastern Time on Deadline Day and not a minute longer. You will be on your own - just follow the steps.
- **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 once you check out, 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, Non-Signature FWS Members will need to:

1. Go to 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 send 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. 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 there's an issue with it, CaFÉ will tell you. If it's too small, you will have to reshoot a larger file.
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 FWS4shows@gmail.com and we will get them right back to you.
5. If you need any other help with setting up an account, let us 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" (containing "*****"). 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 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. If you started the application but did not finish, it's in My CaFE Entries. You can only open the call ONCE.

To enter, click Apply to Calls in either place.

https://artist.callforentry.org/main.php

Welcome back, **ROBIN LEE**
[LOG OUT](#)

[MY CAFÉ ENTRIES](#) [MY PROFILE](#) [MY PORTFOLIO](#) [APPLY TO CALLS](#) [CHECKOUT](#) [CAFÉ HELP](#) [LOG OUT](#)

Welcome Robin Lee Makowski
username: bajared

Applying is a three-stage process. ALL steps must be completed to submit.

[STEP 1: My Portfolio. Upload work samples.](#)
[STEP 2: Apply to Calls. Search calls and apply.](#)
[STEP 3: Checkout. Complete and checkout.](#)

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.
[My past entries](#)

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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: 2022 Online Show Passcode is **Online22**. If you are not an FWS member and enter anyway, you will be disqualified and there are no refunds of fees.

https://artist.callforentry.org/festivals.php

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

fws 201 Results

Filter By: [Reset](#)

Favorites Only

Invitational Calls (code req)

CALL TYPE +

ELIGIBILITY +

ENTRY FEE +

Sort by

North by Northwest Art Show

Call Type: Exhibitions
Eligibility: National
State: Montana
Fee: \$45.00 (North by Northwest Art Show)
Entry Deadline: 5/11/19
Deadline is Today!

The Yellowstone Art Museum is seeking submissions from artists living in the United States, ages 18+, for its first annual North by Northwest Juried Show. Categories of media accepted are: **Painting, Drawing, Graphic Arts, Collage, Sculpture, Photography, and Mixed Media**. All work must be original, completed within the last three years, and not previously exhibited at the Yellowstone Art

Note: The Online Show is for FWS members who are NOT Signature Members of AWS, NWS, or FWS (those who have gotten into three FWS Annual Exhibitions). Signature members of local, regional, or other state organizations are eligible if all other eligibility requirements have been met. See the website Membership page for details.

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 us. 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

Call Listings
Search by call name, organization, or city
FWS 1 Results

Filter By: [Reset](#)

Favorites Only

Invitational Calls (code req)

CALL TYPE +

ELIGIBILITY +

ENTRY FEE +

Sort by Choose...

FWS 48th Annual Exhibition

Call Type: Exhibitions
Eligibility: Regional
State: Florida
Fee: \$25.00 (Annual Exhibition- Florida Watercolor Society)
Entry Deadline: 6/8/19
Days remaining to deadline: 35
Event Dates: 9/10/19 - 11/30/19

The Florida Watercolor Society invites our members in good standing whose 2019 dues are paid to enter one or two original paintings to be juried for participation in the 48th Annual Exhibition, September 10th through November 8th, 2019.

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, two, or three 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 three but one is not done yet, WAIT until it's done 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 Robin's CaFE portfolio. She has 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 age 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. There is no obligation with this show to be in possession of the original and the work is not offered for sale, so no worries there, as long as the painting was created after January 1st, 2019.

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.

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.

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 questions! We need to make sure you read the prospectus and that your work is 100% original. This year we set it up so we will know if you skip the questions. You must choose Yes or No for each of the questions. There are only two questions for the 2022 Online Show. This list is from the Annual.

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!

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 Directors are here to help. If you're one of those skeptics, after you've entered, we can check to make sure that the images appear in the CaFE judge's queue if you ask. We 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 us know if you have any other questions. Our services will be available until 5pm on Deadline Day.

GOOD LUCK!

Creatively yours,

Robin Lee Makowski & Ginny Weber
FWS Digital Directors

fws.show.entry@gmail.com or FWS4shows@gmail.com