

# How to



Revised 3/15/22

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 51st Annual Exhibition via CaFÉ.

## Timeline for help with entering:

- Entries will be accepted beginning on Sunday, April 3rd, 2022.
- The deadline to enter is Tuesday, June 7th 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! Help will be available 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 after 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, 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 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. 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 re-shoot 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 [exhibitiondirectorFWS@gmail.com](mailto:exhibitiondirectorFWS@gmail.com) and we will get them right back to you.
5. If you need any other help with setting up an account, follow the directions on CaFÉ.
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.

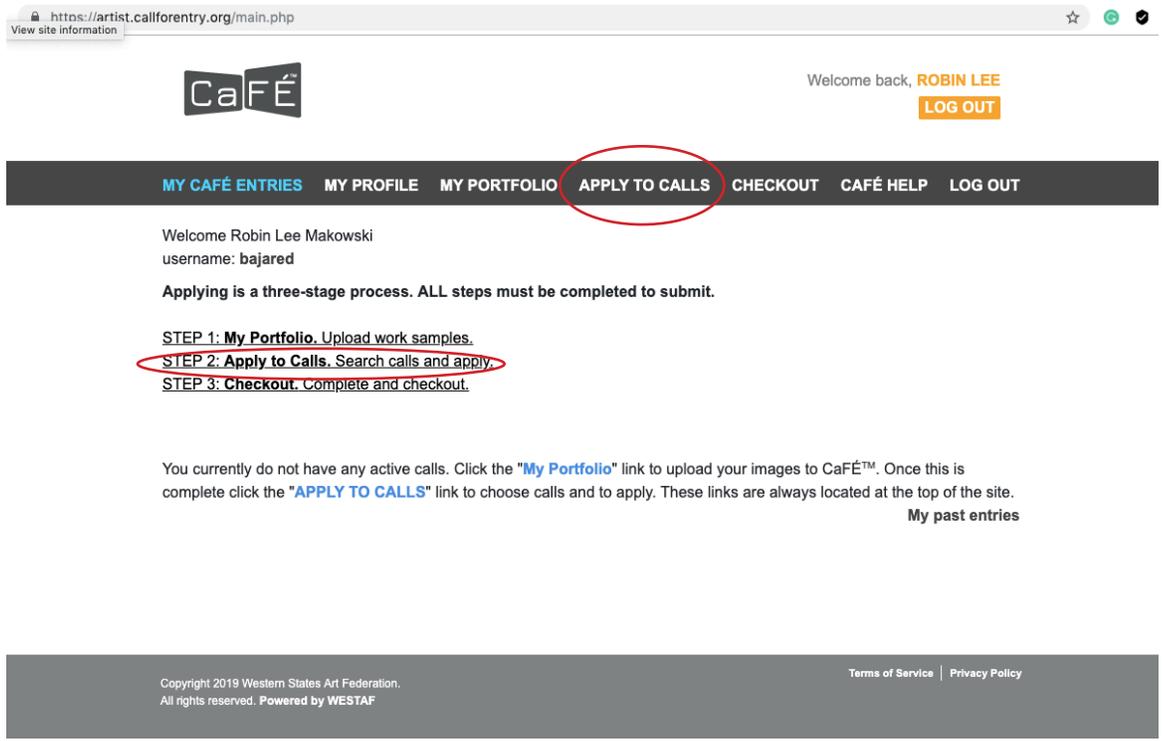
A screenshot of the CaFÉ login page. The browser address bar shows "https://artist.callforentry.org/login.php". The page features the CaFÉ logo at the top, followed by a navigation menu with links for "FIND CALLS", "HELP", "HOW IT WORKS", "BLOG", "CONTACT US", "LOGIN", and "ARTIST SIGN UP". The main content area is titled "CaFÉ Login" and contains a form with fields for "Username" (containing "bajared") and "Password" (containing "\*\*\*\*\*"). Below the fields is a green "LOG IN" button. At the bottom of the form, there are links for "Forgot your username or password?" and "Need an account? Sign up for free." The footer of the page includes copyright information for the Western States Art Federation 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.

To enter, click Apply to Calls in either place.



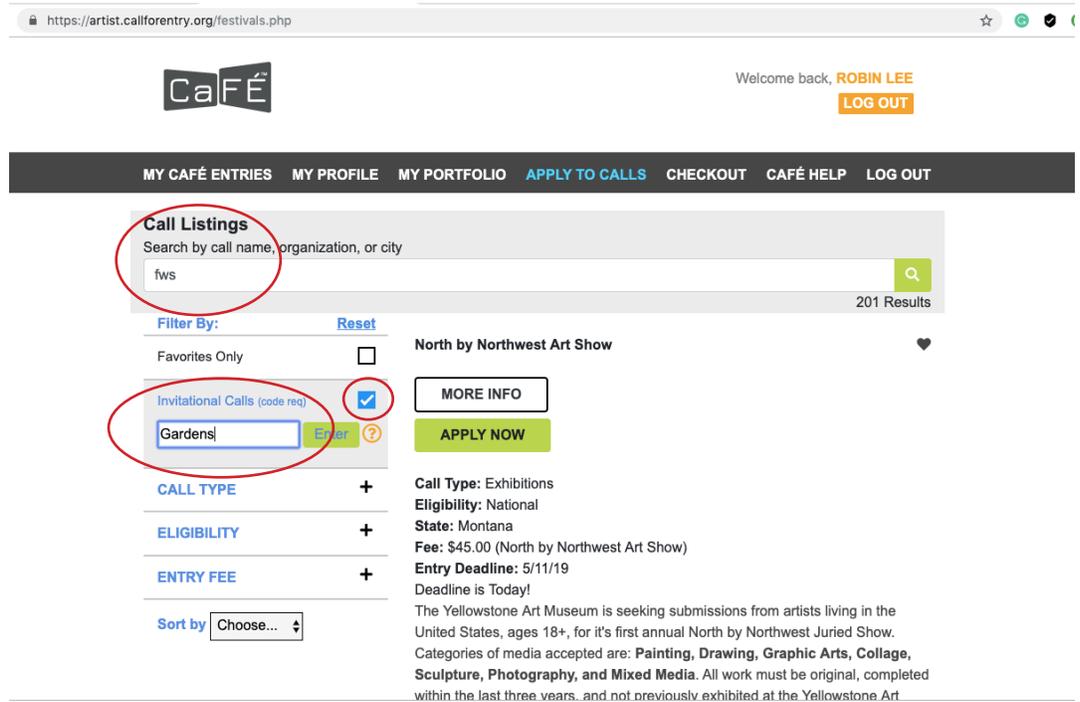
The screenshot shows the CaFÉ website's welcome page for user Robin Lee. The navigation bar includes links for MY CAFÉ ENTRIES, MY PROFILE, MY PORTFOLIO, APPLY TO CALLS (circled in red), CHECKOUT, CAFÉ HELP, and LOG OUT. The main content area displays a welcome message, the user's username (bajared), and a three-stage application process: STEP 1: My Portfolio, STEP 2: Apply to Calls (circled in red), and STEP 3: Checkout. A message indicates that the user currently has no active calls and provides instructions on how to use the 'Apply to Calls' link. 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: 2022 Passcode is **22Annual**. 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 search bar contains 'fws' and shows 201 results. The 'Filter By' section has 'Invitational Calls (code req)' checked. The search results show a call titled 'North by Northwest Art Show' with a 'Gardens' passcode entered. The call details include: Call Type: Exhibitions, Eligibility: National, State: Montana, Fee: \$45.00, and Entry Deadline: 5/11/19. The call description mentions that 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. The categories of media accepted are Painting, Drawing, Graphic Arts, Collage, Sculpture, Photography, and Mixed Media.

## 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 ask. 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 your images at the same time! You CANNOT go back and add an image once you have checked out! If you're entering two 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.**

Please remember: 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 CaFÉ, that's it. No changes are allowed. A few artists who entered images have since sold or otherwise committed them to patrons. If something happens and one of your pieces is no longer available, please let us know **BEFORE** the show goes to the judge and we'll take it out of the running. Unfortunately, no – you can't replace it with another entry at this point.*

*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 CAFÉ ENTRIES MY PROFILE **MY PORTFOLIO** APPLY TO CALLS CALENDAR CHECKOUT CAFÉ HELP

### My Portfolio

Your media was successfully deleted

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

**Upload Media**

My Portfolio Uploads:

Images: 35 out of 100

Audio: 0 out of 6

Video: 0 out of 6

Images (35)



A Weekend In Port



Key Largo Sea Grapes



Eleven Boobs



Exuberant



Bodacious



Bougainvillea Ballet



Tanqued!



Another Round of Primaries



A Complementary Cocktail



Jalapeño Olives



Sandy's Extra Dirty



Tee Many Martoonies



Shooters!



Chasing the Blues

## 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. It's set 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 answer for each of the five questions. Skipped questions are considered a No.

#### 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!

Accepted artists will receive a follow-up survey to confirm their options. This must be completed expediently and before the acceptance paperwork is sent out.

#### 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 Exhibition Director is here to help. We do not contact people to let them know their images were received, but you will receive a confirmation from CaFE once you have successfully entered, and you can always sign in to your account and check the status.

Let us know if you have any other questions. Help will be available until 5pm on Deadline Day.

GOOD LUCK and see you in September!

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