

INSTRUCTIONS FOR ENTERING THE SOUTHEASTERN PASTEL SOCIETY SHOW

PLEASE READ ALL OF THE INSTRUCTIONS BEFORE BEGINNING

FOR OUR MEMBERS:

IF YOU HAVE NOT PAID YOUR SPS DUES AND RECEIVED YOUR PASSWORD, YOU WILL NOT BE ABLE TO LOG IN AND ENTER THE SHOW. GO TO THE SPS WEBSITE AND CHOOSE MEMBERSHIP IF YOU WISH TO JOIN.

Member Information

1. Log into the SPS website (<http://www.southeasternpastel.org>).
2. Click on "Member Login."
3. The Member Login screen will appear.
4. Your username is your email address. Enter that.
5. Enter your password. See Step 6 if you have lost or forgotten your password.
6. To get a new password:
 - (a) Click on the link "Forgot Password."
 - (b) Once your new password is received, you can continue. Save your new password; you will need it for all future applications.
7. After you have logged in, you will get a Personal Information screen. This is the information SPS has about you. A correct email address is crucial. You must use the email address that SPS has on file. If your email address is not up-to-date, please contact Ron Pircio at rpircio@charter.net to have it changed.
8. Click on Join International Exhibition.
9. Once you select "Join International Exhibition" you will be transferred to a PayPal screen to pay your \$25.00 entry fee. Select whether you want to pay through PayPal or with your credit card. This will trigger the charge to you as well as an emailed confirmation that you have paid the entry fee. After you have made your payment, you will receive a screen that says "Your payment has been accepted. You can begin uploading images by clicking here."
10. After "clicking here", you will receive a screen where you will log back in. Once logged in, click on the upload button on the left menu. A blank form where you may begin uploading your images will appear.
11. To add images click on Choose File or Browse. (MAC users may see Choose File. PC users will see Browse.) Browse your personal directory for the painting you wish to select.

Non-Member Information

1. Go to <http://www.southeasternpastel.org>.
2. Choose Enter the International Exhibit – Non Member from either the main screen or Juried Shows at the left of the screen.
3. The next screen is the Application for Show Entry. Enter your personal information, being sure you fill in all of the blocks.
4. The next screen will advise you to check your email where you will receive a username, password, and instructions for completing your entry.
5. Follow the instructions in the email, which are:
To register for a show you need to :

Log in to SPS Website at <http://www.southeasternpastel.org> with the username and password received in the email.

6. Once you select "Join International Exhibition" you will be transferred to a PayPal screen to pay your \$35.00 entry fee. Select whether you want to pay through PayPal or with your credit card. This will trigger the charge to you as well as an emailed confirmation that you have paid the entry fee. After you have made your payment you will receive a screen that says "Your payment has been accepted. You can begin uploading images by clicking here."
7. After "clicking here", you will receive a screen where you will log back in. Once logged in, click on the upload button on the left menu. A blank form comes up where you may begin uploading your images.
8. To add images click on Choose File or Browse. (MAC users may see Choose File. PC users will see Browse.) Browse your personal directory for the painting you wish to select. Fill in the blocks for each painting you are entering. Be sure your images are sized correctly before attempting to upload them. Only .jpg files can be uploaded. Each image can be no larger than 300 kb in total size. Each image should be 900 pixels or less on the longest side but this is not crucial as long as the file does not exceed 300 kb..

Member Information Continued

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If you attempt to upload an image greater than 300 kb, you will receive an error message. You will then need to re-size your image or replace it with a different image. Click Upload Images again once you are ready to upload the replacement image. You may click Upload Images as often as necessary as long as you have not already entered three paintings.

You may name your painting anything you choose. Include only the name of the painting.

The painting size you enter should be the dimensions of the actual painting – not the framed size.
You must fill in all of the blanks.

12. After you have completed all of the information for each painting and selected "Choose Your Images and Upload" at the bottom of the screen, you will go to a screen that contains thumbnails of each image. Choose either Accept or Decline.

If you wish to change an image, click on Decline. This will allow you to substitute a different image by choosing Upload Images again. If you are happy with your selections and ready to submit them, click Submit at the bottom of the screen. **YOU WILL NOT BE ABLE TO MAKE ANY CHANGES AFTER CLICKING SUBMIT. CLICKING SUBMIT MEANS YOU HAVE JUST ENTERED THE SHOW.**

13. You will receive a confirmation that your images have been accepted.

14. Log Out.

If you need assistance, contact: Sally Arnold at sallyarnoldmail@gmail.com or Ron Pircio @ rpircio@charter.net .

Non-Member Information Continued

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