



HOW TO SUBMIT YOUR IMAGES TO A CALL FOR ENTRY AT THE CENTER

1. PREPARE YOUR IMAGES FOR UPLOAD

Images must be sized properly or they will not upload. If you are not a Photoshop user, please have a digital lab help you with resizing or call the Center at 970-224-1010 for help. Here are the guidelines.

- a) All layers must be flattened.
- b) Images must be sized to 1280 pixels long on the longest side. Avoid making images smaller than 1280.
- c) Image resolution is 72 pixels per inch to match native screen resolution. The images will be viewed on a monitor.
- d) Image color profile must be in RGB (We recommend Adobe 1998) or Grayscale.
- e) Files must be 8 bit, which is a normal default setting.
- f) Save images as a .jpg using the highest quality that keeps the file size under 2mb. Larger files will not upload. File size can be previewed in the corner of the .jpg dialog box window. Photoshop often does not correctly preview the file size. Check the file size by saving and using your computer browser. Do not include special characters in the name. Letters, numbers and _ (underscores) are okay.
- g) An image title is required upon upload. The description box is for an artist statement or important information regarding the medium.

2. FILE NAMING IS AS FOLLOWS

lastname_firstinitial_show_imagenumber.jpg

For example divis_s_blackwhite_3.jpg

DO NOT USE SYMBOLS OR SPACES IN THE FILE NAME

3. CREATE AN ACCOUNT or LOGIN TO AN EXISTING ACCOUNT

Please create an account or login by clicking the *Login* Link at the top right on the Homepage, <http://c4fap.org>. Below the login box click the link that says *create an account*. Your account does not expire and is free of charge. You do

Account continued...

not need to be a member to create an account. If you have a current account but have forgotten your login information call 970-2245-1010 and we can help.

3. MEMBERSHIP NOT REQUIRED

You do not need to be a member to submit to a show, however members do receive discounts on show entries for the entire year of membership. We are a non-profit organization for fine art photographic artists, partially funded by memberships. All memberships are tax deductible. We appreciate your support.

4. CHOOSE THE SHOW YOU WANT TO ENTER

After you have logged into your account (see step 3) please click the *REGISTER FOR SHOWS* button in the Available Shows Box. From here check the box next to the show you would like to enter and click *SELECT*.

5. FILL IN YOUR BILLING AND PAYMENT INFORMATION

Please pay for your entry into the show before loading the images by filling in your billing address and credit card information. We use a secure server for all transactions. Additional images can be purchased and uploaded at anytime until the deadline. Alternative payment type can be arranged by calling 970-224-1010, or emailing coordinator@c4fap.org the Center.

6. UPLOAD THE IMAGES

Browse Files from your computer and upload the prepared images. When you have chosen the image click *ADD IMAGE* Please click the *FINISH* button when you have completed your uploads or finished adding. Images can be deleted, re-uploaded, and switched up to the submission deadline. Additional image uploads can be purchased at any time up until the deadline. There is no minimum or maximum number of images you can submit.

7. TITLES AND DESCRIPTIONS

Titles are required at the time of upload. The description area is for a brief statement, description of an alternative process, unusual size or installation etc.

7. REVIEW IMAGES THAT HAVE BEEN UPLOADED

Images that have been uploaded correctly can be seen as thumbnails under *YOUR REGISTERED SHOWS > UPLOAD/REVIEW IMAGES*. Images can be deleted and reloaded until the submission deadline. To make sure your images were loaded correctly, log into your account, if the thumbnails are viewable in the review images area, they are loaded correctly.

8. QUESTIONS? HERE ARE THE HOURS.

Please contact us for any questions or confusion at coordinator@c4fap.org or 970-224-1010, Tuesday-Friday 10-6 and Saturday 11-5. We are closed Sunday and Monday.