



HOW TO SUBMIT YOUR IMAGES TO A CALL FOR ENTRY AT C4FAP

*PLEASE DO NOT USE THE CHROME BROWSER FOR UPLOADS

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 image layers must be flattened.
- b) Images must be sized at 1280 pixels on the longest side. Avoid making images smaller than 1280. Larger images will not upload.
- c) Image color profile must be in RGB (We recommend Adobe 1998) or Grayscale.
- d) Files must be 8 bit, which is a default setting.
- e) Save images as a .jpg using the highest quality that keeps the file size under 2mb. Larger files will not upload. Tiff or .psd files will not upload. File size can be previewed in the corner of the .jpg dialog box window. However, Photoshop often does not correctly preview the file size. Check the actual file size by saving the image and using your computer browser.

2. NAME YOUR FILE AS FOLLOWS

Always have your last name on your files, it's what makes your file name different from everyone else's. Do not include any punctuation, hashtags, accents, symbols or spaces in the file name or your entry information will be corrupted. Only letters, numbers and underscores are acceptable in file names. Here is an example.

File Naming: `lastname_firstinitial_show_imagenumber.jpg`

For example: `Smith_M_blackwhite_3.jpg`

3. CREATE AN IMAGE TITLE (NAME OF WORK) AND DESCRIPTION BOX CONTENT

An image title is required upon upload for each image. This is the name of your piece, for example, 'The Mona Lisa'. The description area is for a brief statement, description of an alternative process, unusual size or installation notes, etc. and is optional. These boxes cannot be edited after upload so proof the writing and have it ready. We do not have access to your submission for editing.

4. CREATE A C4FAP ACCOUNT or LOGIN TO AN EXISTING ACCOUNT TO UPLOAD

Please create an account or login by either clicking the '[Create an Account](#)' or '[Login](#)' link here or at the top right on our Homepage, <http://www.c4fap.org>. To create an account, fill in your information. Your account does not expire and is free of charge. If you have a current account but have forgotten your login information call 970-2245-1010 and we can help.

5. C4FAP MEMBERSHIP FOR UPLOAD DISCOUNTS

To purchase a membership and receive the upload discount for the call for entry, please select '[Renew/Extend/Become a Member](#)' here or from the menu at the left of the Account Summary Page. Members receive discounts on all show entries for the entire year of membership. We are a non-profit 501(C)(3) organization supported by memberships and grants, we truly appreciate your support. Membership is not required.

6. CHOOSE THE SHOW YOU WANT TO ENTER ON THE 'ACCOUNT SUMMARY' PAGE

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 tiny box to the left of the show you would like to enter and click *SELECT*.

7. FILL IN YOUR BILLING AND PAYMENT INFORMATION

Payment is submitted before you upload your images. Please select the number of images you wish to upload and complete your payment information. There is no limit to the number of uploads. Additional images can be purchased and uploaded at anytime until the deadline. We use a secure server for all card transactions. Alternative payment types such as Paypal invoice or payment by phone can be arranged by calling 970-224-1010, or emailing coordinator@c4fap.org.

8. YOU WILL SEE A PAYMENT CONFIRMATION PAGE WITH ORDER DETAILS

After submitting your payment, you will see a payment confirmation page with your order details. To begin your upload please click the 'Return to Account Services Page' link under the order details box.

9. UPLOAD THE IMAGES IN REVERSE ORDER

You will upload your images starting with the last image first. The last image you upload will be the first image seen by the juror.

10. UPLOAD PROCESS

- a). The call for entry is accessed in the 'Your Registered Shows' area on the Account Summary Page.
- b) Click the 'Upload/Review Images' button.
- c) In the Submit Images Area, click browse to locate your file for upload.
- d) Enter the required Title/Name of Your Image (ex. Mona Lisa)
- e) Complete the Comments or Short Statement box if needed. This is optional.
- f) Click the 'Upload' button to the lower left of the submit images box, wait for the image file to complete upload. Repeat these steps for remaining images.
- g) Click the Finish button once all images are uploaded.

EDITING YOUR SUBMISSION

Images can be deleted, re-uploaded, and switched up until the submission deadline. Additional image uploads can be purchased at any time up until the deadline. The Image Title and Comments boxes cannot be edited after upload unless you delete the accompanying image and re-upload it with the new text. There is no minimum or maximum number of images you can submit. We do not have access to your submission for editing.

TO VERIFY & REVIEW IMAGES THAT HAVE BEEN UPLOADED

Images that have been uploaded correctly can be seen as thumbnails under *YOUR REGISTERED SHOWS > UPLOAD/REVIEW IMAGES* in your C4FAP account. 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 have been received.

QUESTIONS? WE ARE HERE TO HELP

Please contact us for any questions at coordinator@c4fap.org or 970-224-1010, Tuesday-Friday from 10-6 and Saturdays from 11-5. We are closed on Sundays and Mondays.