

TIPS FOR ONLINE ENTRY ON CALLFORENTRY.ORG (café)

If you are an artist applying online on CafE for the first time, here are a few things to remember.

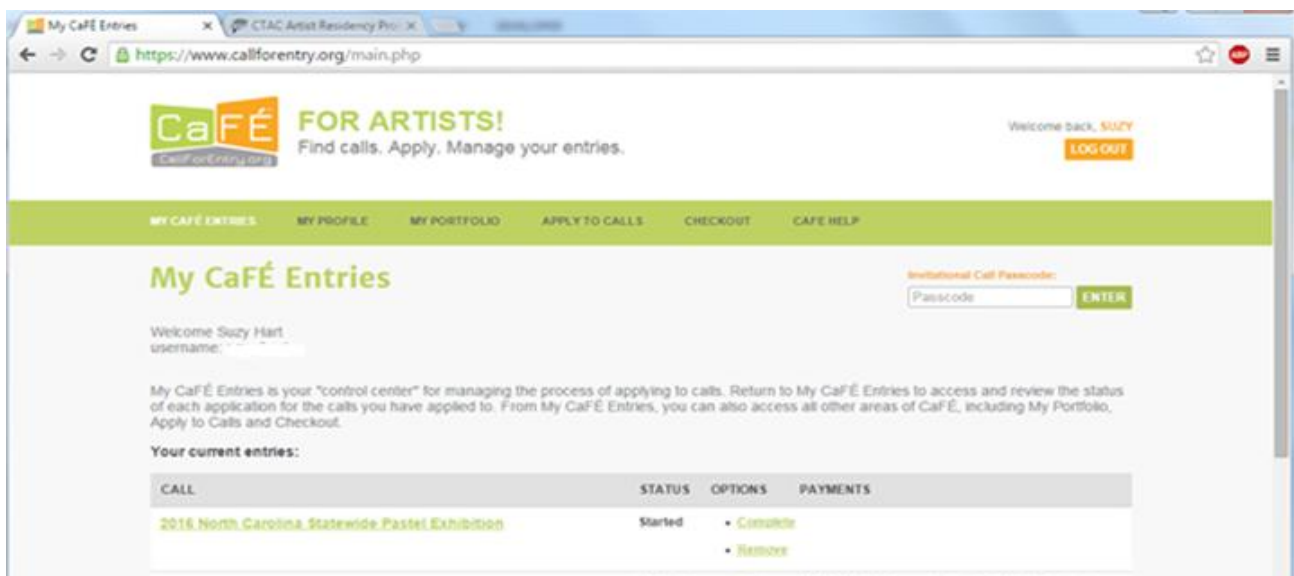


A login form with two input fields: 'username' and 'password'. To the right of the password field is a green 'LOG IN' button. Below the fields, there are two links: 'Forgot Password?' and 'Need an account? Register here.'.

- You must first set up a user account and password. Click on **Register Here** in orange type at top right of the homepage of the Callforentry.org site
- Fill out your profile information, address, etc. This will then always be entered automatically when you choose a new show to apply to in the future.
- Upload your sized images to MyPortfolio. When applying to a show, you will be prompted to select the images you want. You can edit information at any time by returning to your account, but once you have paid for your application at the end, you can no longer edit an image or personal information. Café will also retain in your portfolio, sizes and titles, so that is available for other shows without re-entering.

You can find our show on the calendar by Deadline date, by scrolling down the list of current exhibition calls by title or by using the search option (try “statewide”). You can walk away at any time, but click “save application” at bottom first, even if you plan to edit later.

When you return, the show will now be easily found AFTER you log in, in MyCafeEntries on the green task bar at top. Click on **Complete** to continue.



The CAFÉ HELP link on the green task bar has answers to most questions. As always, please feel free to call 845 986 3653 if you need more help. The Café staff is always helpful and their number is on the Help page.

These tips are based on what people reported problems last time, when once they started their application, it no longer showed on the main lists. That's because once you have saved your work in an application, it's archived in your user account.

Also, please note that when you are entering your artist's statement in the box provided, you can drag the bottom right corner of the box down and out to see more of your text. But it's easiest to just write your statement in Word, then copy and then paste it into the statement box. You can review everything before paying and finalizing your entry.

Good luck and paint lots!

LOG IN

Forgot Password?

Need an account? [Register here.](#)
