

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.

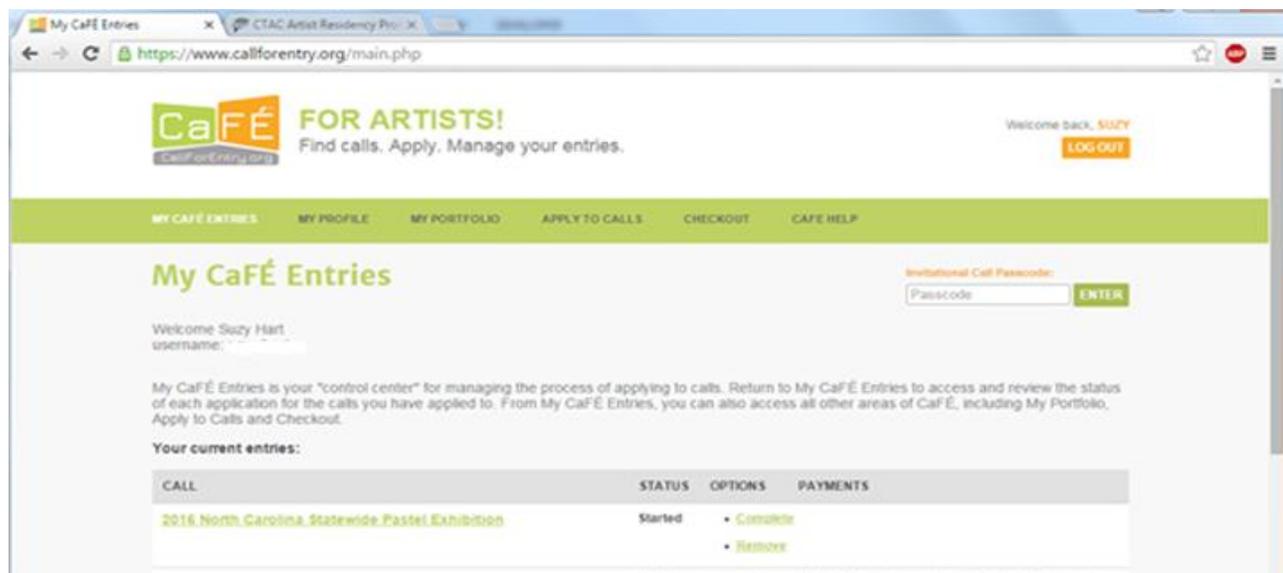


username
password **LOG IN**
Forgot Password?
Need an account? [Register here.](#)

- 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. CafE 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.



My CaFÉ Entries

FOR ARTISTS!
Find calls. Apply. Manage your entries.

Welcome back, SUZY
[LOG OUT](#)

MY CAFE ENTRIES MY PROFILE MY PORTFOLIO APPLY TO CALLS CHECKOUT CAFE HELP

My CaFÉ Entries

Invitational Call Passcode:
Passcode [ENTER](#)

Welcome Suzy Hart,
username: _____

My CaFÉ Entries is your “control center” for managing the process of applying to calls. Return to My CaFÉ Entries to access and review the status of each application for the calls you have applied to. From My CaFÉ Entries, you can also access all other areas of CaFÉ, including My Portfolio, Apply to Calls and Checkout.

Your current entries:

CALL	STATUS	OPTIONS	PAYMENTS
2016 North Carolina Statewide Pastel Exhibition	Started	Complete Remove	

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!

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