

# How to Apply for Call for Entries on CaFÉ™

## Step 1 Register

Go to at <https://www.callforentry.org> to register

- ▶ Click on **First Time Users Click Here to Register**
  - If you have already registered, login and skip to Step 2 My Images
- ▶ Select **Click Here to register with CaFÉ**.
- ▶ After reading the Terms and Conditions, click **Yes, I Agree** to accept the agreement and proceed with registration.
- ▶ The registration page requires that you **complete all the required fields**.
  - Select a username & password. Use only letters and/or numbers (do not use spaces, dashes or special characters).
  - Provide your complete contact information
  - Choose **Individual** or **Team**. You can include up to three partners if registering as a team.
  - Click on **Register Now** or **Update Now** if editing.
- ▶ Print *Thank You! You have successfully registered with CaFÉ™* or **Continue**.
- ▶ The next page displays the CaFÉ welcome page, continue to Step 2 My Images.
- ▶ **Only those who have been assigned an Invitational Passcode** can enter it now at the bottom left corner field called *Invitational Call Passcode*. After unlocking your call continue to Step 2 My Images. If you don't have an invitational passcode, then this part does not apply to you.

**Registration is the first step.**  
**You still need to complete the entry submission process.**

Use the three tabs at the top of the page to navigate between options: My Images, Apply to Calls, and Checkout.

## Step 2 My Images

To upload image files click on **My Images**.

- Click **Browse** and navigate to the location where you saved your properly formatted images for CaFÉ™. Open the folder and highlight the individual image file, click **Open**.
- Add the **Title** of your artwork (not jpeg title)
- Leave **NO** next to **Proposal Image**. (if required, you will be able to come back to change this option later)
- Add the **Medium, Height, Width** and **Depth** of your artwork.
- Add the **Price/Value** of your artwork.
- Add the **Year Completed**.
- Include a **Short Description** if applicable.
- Click **ADD IMAGE** to save image changes.
- Wait for the progress window to load the file (depending on your connection it will take a few seconds or minutes to upload).
- ▶ Once the upload is complete the page will display the thumbnail sample.
- ▶ Repeat the upload steps for each image you need to upload.

**You will be able to re-order images later in the entry process, not now.**

### Step 3 Apply to Calls

To select or apply to a call for entry click on **Apply to Calls**.

- ▶ Search for a call by alpha name or deadline date and click **View More Info**.
- ▶ The full view displays detailed info and submission guidelines, read it thoroughly.
- ▶ After reading the details click **Apply to this Call**.
- ▶ The next page displays the sponsor's agreement. After reading the agreement, click **Yes, I Agree**.
- ▶ The next page displays **the entry form**.
- ▶ **Complete all required fields and checkoff/select the artwork images** to assign to that entry. If you've uploaded images, those images will appear at the bottom of the page. **If you have not yet loaded images, go ahead and complete the entry form, click update and then return to My Images for uploading.**
- ▶ When your entry is complete click **Update**. This will save your entry form's information. **Continue on to re-order images or checkout**. It is very important that you save your entry by clicking Update.

To return to the welcome page at any time, click **My CaFÉ™ Entries**.

### Step 4 Checkout

To checkout and finalize your submission entry, click on **Checkout**.

- ▶ Enter a **checkmark in the box** next to the application name and fee.
- ▶ Not all call for entries have an entry fee, check with the calls information page.
- ▶ Choose payment method and click **Re-Calculate**
- ▶ Click **Proceed to Checkout**.
  - If a dialogue box appears notifying you of non-secured items, click Yes.
  - If there is no fee (\$0.00) related to the entry, you still need to checkout.
  - **If you wish to change any information on the entry form, NOW IS THE TIME.** Click *My CaFÉ Entries* or go back to *My Images* to revise or review.
- ▶ Submit the required payment information for either check or credit card payment (Visa/MC only).
  - Click **Finalize Entry or Submit Payment**
  - Print or save the transaction receipt. A receipt will also be emailed to.

**If you do not get to Step 4 in the application process then you are not done. Your application will not be received by the sponsoring organization if you do not complete the submission process and checkout.**