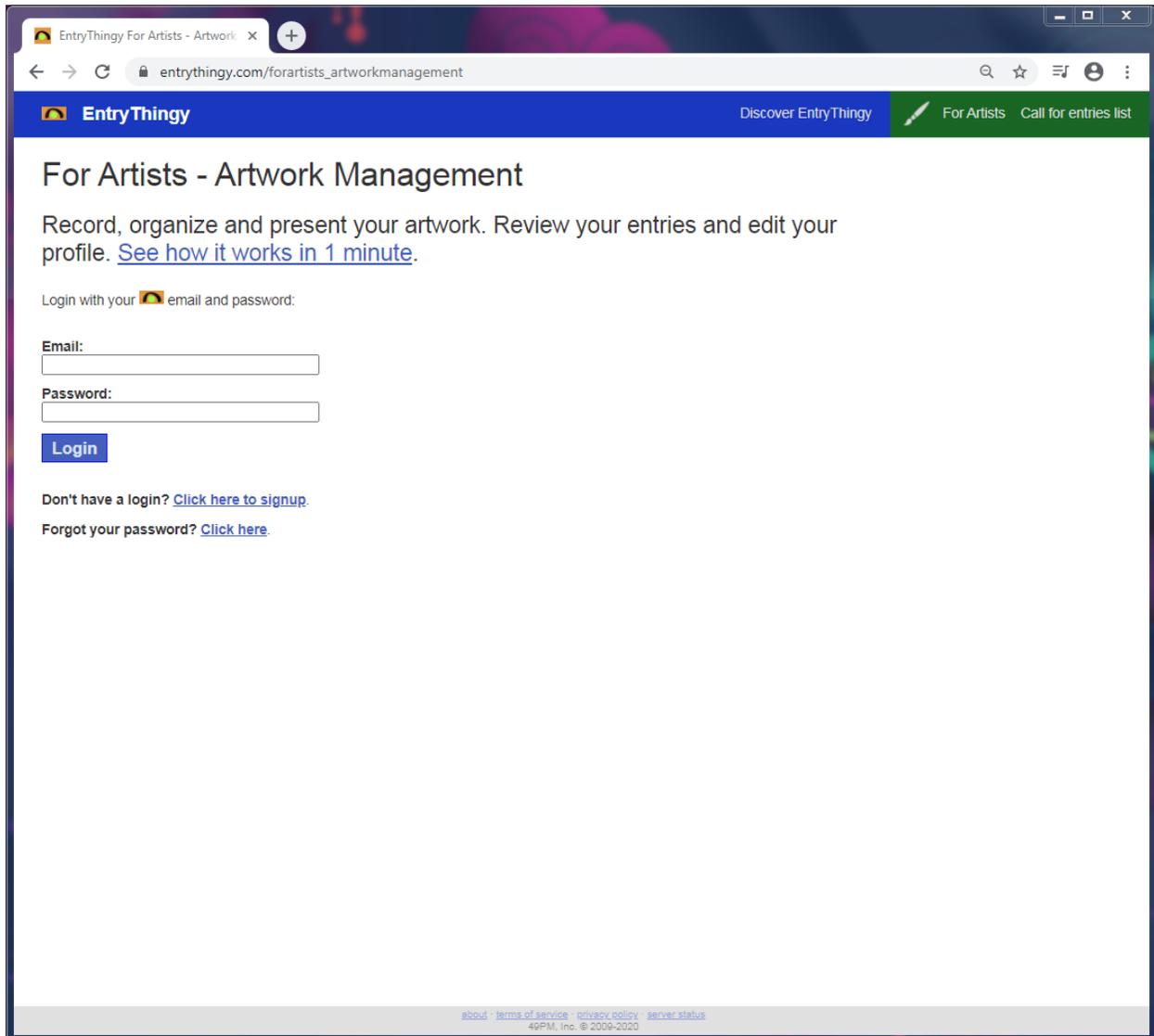


# EntryThingy Submission Guide

## Step 1:

Visit [www.entrythingy.com](http://www.entrythingy.com) and create an account. Login using your email and password you created.



The screenshot shows a web browser window with the URL [entrythingy.com/forartists\\_artworkmanagement](http://entrythingy.com/forartists_artworkmanagement). The page title is "For Artists - Artwork Management". The main content area contains the following text and form elements:

Record, organize and present your artwork. Review your entries and edit your profile. [See how it works in 1 minute.](#)

Login with your  email and password:

Email:

Password:

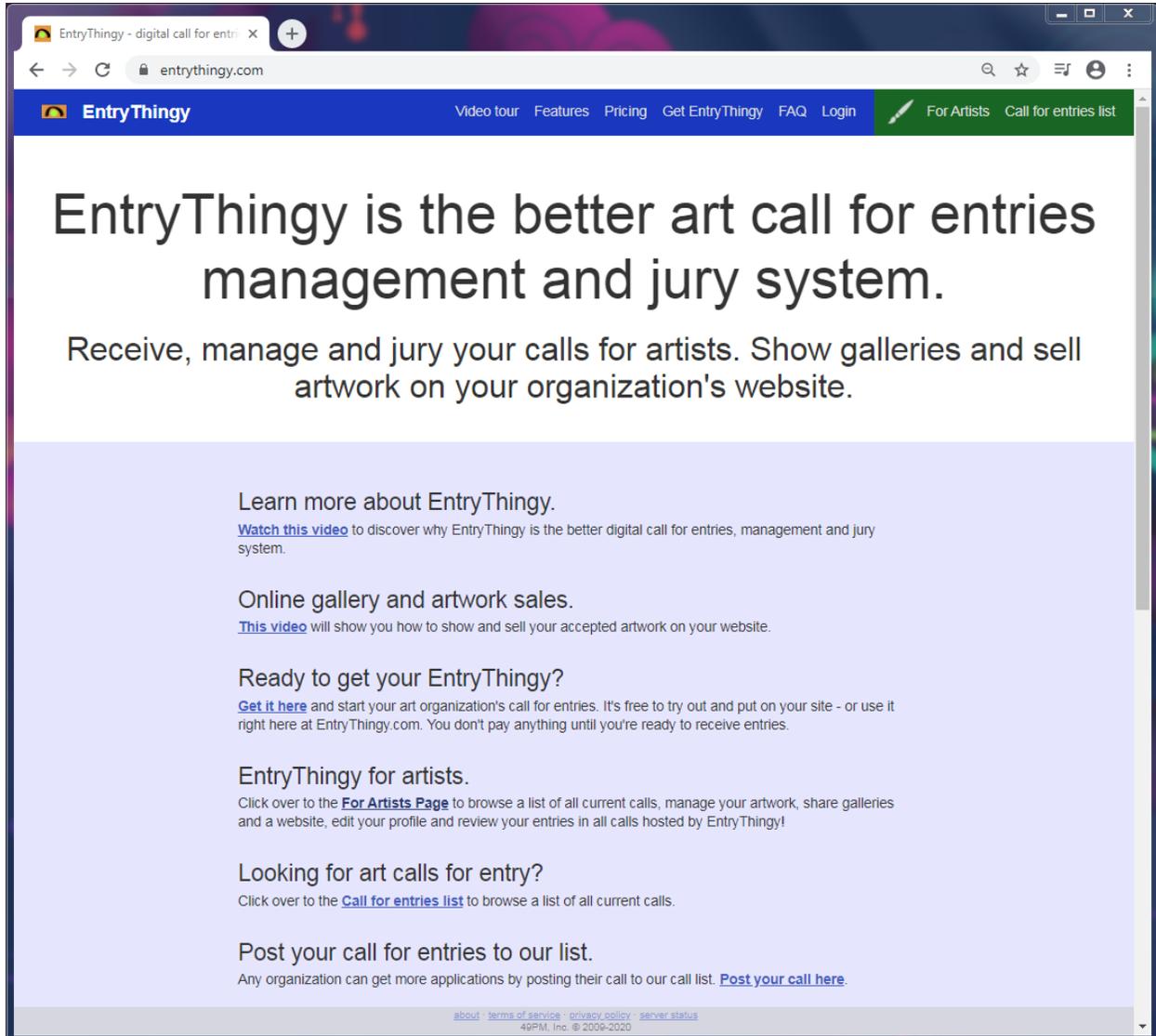
Don't have a login? [Click here to signup.](#)

Forgot your password? [Click here.](#)

At the bottom of the page, there are links for [about](#), [terms of service](#), [privacy policy](#), and [server status](#), along with the copyright notice "49PM, Inc. © 2009-2020".

## Step 2:

Once you are logged in, go to the call for entries list at the top right corner.



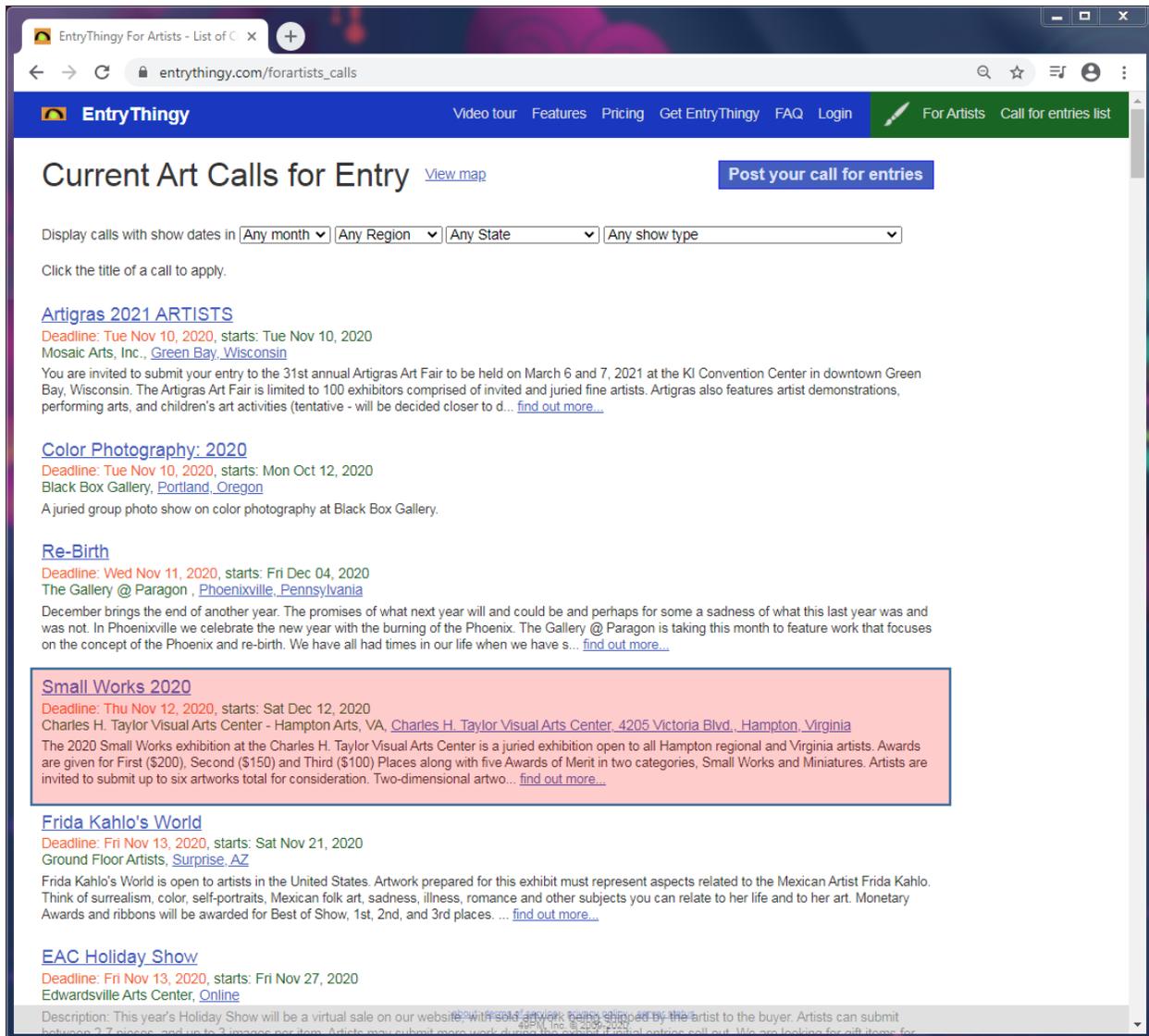
The screenshot shows the EntryThingy website homepage. The browser address bar displays 'entrythingy.com'. The navigation menu includes 'Video tour', 'Features', 'Pricing', 'Get EntryThingy', 'FAQ', 'Login', 'For Artists', and 'Call for entries list'. The main content area features a large heading: 'EntryThingy is the better art call for entries management and jury system.' Below this is a sub-heading: 'Receive, manage and jury your calls for artists. Show galleries and sell artwork on your organization's website.' The page is divided into several sections with blue backgrounds, each containing a heading and a link:

- Learn more about EntryThingy.** [Watch this video](#) to discover why EntryThingy is the better digital call for entries, management and jury system.
- Online gallery and artwork sales.** [This video](#) will show you how to show and sell your accepted artwork on your website.
- Ready to get your EntryThingy?** [Get it here](#) and start your art organization's call for entries. It's free to try out and put on your site - or use it right here at EntryThingy.com. You don't pay anything until you're ready to receive entries.
- EntryThingy for artists.** Click over to the [For Artists Page](#) to browse a list of all current calls, manage your artwork, share galleries and a website, edit your profile and review your entries in all calls hosted by EntryThingy!
- Looking for art calls for entry?** Click over to the [Call for entries list](#) to browse a list of all current calls.
- Post your call for entries to our list.** Any organization can get more applications by posting their call to our call list. [Post your call here](#).

At the bottom of the page, there are links for 'about', 'terms of service', 'privacy policy', and 'server status', along with the text '49PM, Inc. © 2009-2020'.

## Step 3:

Once here, you can search through listings of open calls. Here, we have Small Works for submission.



The screenshot shows a web browser window displaying the 'EntryThingy For Artists - List of C...' page. The URL is 'entrythingy.com/forartists\_calls'. The page features a navigation bar with 'EntryThingy' logo, 'Video tour', 'Features', 'Pricing', 'Get EntryThingy', 'FAQ', 'Login', and 'For Artists Call for entries list'. The main content area is titled 'Current Art Calls for Entry' with a 'View map' link and a 'Post your call for entries' button. Below the title, there are filters for 'Display calls with show dates in' (Any month), 'Any Region', 'Any State', and 'Any show type'. A note says 'Click the title of a call to apply.' The page lists several art calls, with 'Small Works 2020' highlighted in a pink box. The 'Small Works 2020' call has a deadline of 'Thu Nov 12, 2020' and starts on 'Sat Dec 12, 2020' at the Charles H. Taylor Visual Arts Center in Hampton, Virginia. Other calls include 'Artigras 2021 ARTISTS', 'Color Photography: 2020', 'Re-Birth', 'Frida Kahlo's World', and 'EAC Holiday Show'. A footer description mentions a virtual sale on the website.

EntryThingy For Artists - List of C x +

entrythingy.com/forartists\_calls

EntryThingy Video tour Features Pricing Get EntryThingy FAQ Login For Artists Call for entries list

### Current Art Calls for Entry [View map](#) [Post your call for entries](#)

Display calls with show dates in

Click the title of a call to apply.

[Artigras 2021 ARTISTS](#)  
Deadline: Tue Nov 10, 2020, starts: Tue Nov 10, 2020  
Mosaic Arts, Inc., [Green Bay, Wisconsin](#)  
You are invited to submit your entry to the 31st annual Artigras Art Fair to be held on March 6 and 7, 2021 at the KI Convention Center in downtown Green Bay, Wisconsin. The Artigras Art Fair is limited to 100 exhibitors comprised of invited and juried fine artists. Artigras also features artist demonstrations, performing arts, and children's art activities (tentative - will be decided closer to d... [find out more...](#)

[Color Photography: 2020](#)  
Deadline: Tue Nov 10, 2020, starts: Mon Oct 12, 2020  
Black Box Gallery, [Portland, Oregon](#)  
A juried group photo show on color photography at Black Box Gallery.

[Re-Birth](#)  
Deadline: Wed Nov 11, 2020, starts: Fri Dec 04, 2020  
The Gallery @ Paragon, [Phoenixville, Pennsylvania](#)  
December brings the end of another year. The promises of what next year will and could be and perhaps for some a sadness of what this last year was and was not. In Phoenixville we celebrate the new year with the burning of the Phoenix. The Gallery @ Paragon is taking this month to feature work that focuses on the concept of the Phoenix and re-birth. We have all had times in our life when we have s... [find out more...](#)

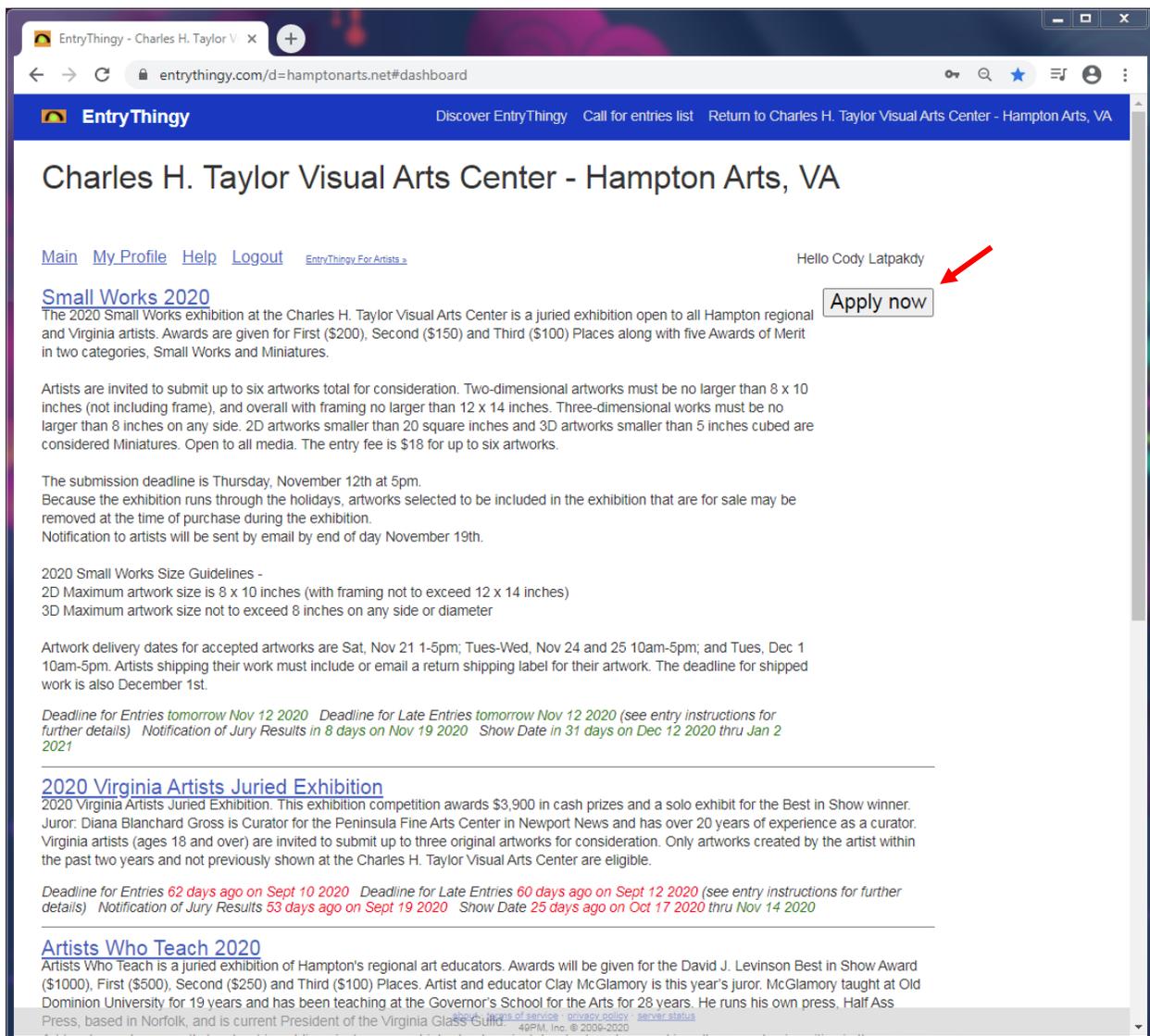
[Small Works 2020](#)  
Deadline: Thu Nov 12, 2020, starts: Sat Dec 12, 2020  
Charles H. Taylor Visual Arts Center - Hampton Arts, VA, [Charles H. Taylor Visual Arts Center, 4205 Victoria Blvd., Hampton, Virginia](#)  
The 2020 Small Works exhibition at the Charles H. Taylor Visual Arts Center is a juried exhibition open to all Hampton regional and Virginia artists. Awards are given for First (\$200), Second (\$150) and Third (\$100) Places along with five Awards of Merit in two categories, Small Works and Miniatures. Artists are invited to submit up to six artworks total for consideration. Two-dimensional artwo... [find out more...](#)

[Frida Kahlo's World](#)  
Deadline: Fri Nov 13, 2020, starts: Sat Nov 21, 2020  
Ground Floor Artists, [Surprise, AZ](#)  
Frida Kahlo's World is open to artists in the United States. Artwork prepared for this exhibit must represent aspects related to the Mexican Artist Frida Kahlo. Think of surrealism, color, self-portraits, Mexican folk art, sadness, illness, romance and other subjects you can relate to her life and to her art. Monetary Awards and ribbons will be awarded for Best of Show, 1st, 2nd, and 3rd places. ... [find out more...](#)

[EAC Holiday Show](#)  
Deadline: Fri Nov 13, 2020, starts: Fri Nov 27, 2020  
Edwardsville Arts Center, [Online](#)  
Description: This year's Holiday Show will be a virtual sale on our website with sold artwork being shipped by the artist to the buyer. Artists can submit between 2-7 pieces, and up to 3 images per item. Artists may submit more work during the event. Final notice call out. We are looking for all items for

## Step 4:

This is the Charles H. Taylor Visual Arts Center dashboard where all our calls are listed. To apply, click the “Apply Now” button to get started.



EntryThingy - Charles H. Taylor V x +

entrythingy.com/d=hamptonarts.net#dashboard

EntryThingy Discover EntryThingy Call for entries list Return to Charles H. Taylor Visual Arts Center - Hampton Arts, VA

### Charles H. Taylor Visual Arts Center - Hampton Arts, VA

[Main](#) [My Profile](#) [Help](#) [Logout](#) [EntryThingy For Artists »](#)

Hello Cody Latpakdy 

**Apply now**

#### Small Works 2020

The 2020 Small Works exhibition at the Charles H. Taylor Visual Arts Center is a juried exhibition open to all Hampton regional and Virginia artists. Awards are given for First (\$200), Second (\$150) and Third (\$100) Places along with five Awards of Merit in two categories, Small Works and Miniatures.

Artists are invited to submit up to six artworks total for consideration. Two-dimensional artworks must be no larger than 8 x 10 inches (not including frame), and overall with framing no larger than 12 x 14 inches. Three-dimensional works must be no larger than 8 inches on any side. 2D artworks smaller than 20 square inches and 3D artworks smaller than 5 inches cubed are considered Miniatures. Open to all media. The entry fee is \$18 for up to six artworks.

The submission deadline is Thursday, November 12th at 5pm.  
Because the exhibition runs through the holidays, artworks selected to be included in the exhibition that are for sale may be removed at the time of purchase during the exhibition.  
Notification to artists will be sent by email by end of day November 19th.

2020 Small Works Size Guidelines -  
2D Maximum artwork size is 8 x 10 inches (with framing not to exceed 12 x 14 inches)  
3D Maximum artwork size not to exceed 8 inches on any side or diameter

Artwork delivery dates for accepted artworks are Sat, Nov 21 1-5pm; Tues-Wed, Nov 24 and 25 10am-5pm; and Tues, Dec 1 10am-5pm. Artists shipping their work must include or email a return shipping label for their artwork. The deadline for shipped work is also December 1st.

*Deadline for Entries tomorrow Nov 12 2020 Deadline for Late Entries tomorrow Nov 12 2020 (see entry instructions for further details) Notification of Jury Results in 8 days on Nov 19 2020 Show Date in 31 days on Dec 12 2020 thru Jan 2 2021*

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#### 2020 Virginia Artists Juried Exhibition

2020 Virginia Artists Juried Exhibition. This exhibition competition awards \$3,900 in cash prizes and a solo exhibit for the Best in Show winner. Juror: Diana Blanchard Gross is Curator for the Peninsula Fine Arts Center in Newport News and has over 20 years of experience as a curator. Virginia artists (ages 18 and over) are invited to submit up to three original artworks for consideration. Only artworks created by the artist within the past two years and not previously shown at the Charles H. Taylor Visual Arts Center are eligible.

*Deadline for Entries 62 days ago on Sept 10 2020 Deadline for Late Entries 60 days ago on Sept 12 2020 (see entry instructions for further details) Notification of Jury Results 53 days ago on Sept 19 2020 Show Date 25 days ago on Oct 17 2020 thru Nov 14 2020*

---

#### Artists Who Teach 2020

Artists Who Teach is a juried exhibition of Hampton's regional art educators. Awards will be given for the David J. Levinson Best in Show Award (\$1000), First (\$500), Second (\$250) and Third (\$100) Places. Artist and educator Clay McGlamory is this year's juror. McGlamory taught at Old Dominion University for 19 years and has been teaching at the Governor's School for the Arts for 28 years. He runs his own press, Half Ass Press, based in Norfolk, and is current President of the Virginia Glass Guild.

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## Step 5:

Read the instructions and check the box that verifies that you have read through it. Click "continue to next step" when the box is checked.

EntryThingy - Charles H. Taylor V x +

entrythingy.com/d=hamptonarts.net#dashboard

EntryThingy Discover EntryThingy Call for entries list Return to Charles H. Taylor Visual Arts Center - Hampton Arts, VA

### Charles H. Taylor Visual Arts Center - Hampton Arts, VA

[Main](#) [My Profile](#) [Help](#) [Logout](#) [EntryThingy For Artists >](#) Hello Cody Latpakdy

#### My Entry in Small Works 2020

#### Entry Instructions

Thank you for entering your artworks to the Charles H. Taylor Visual Arts Center's Small Works exhibition in Hampton, VA. Please do not enter if you are not a Hampton regional or Virginia artist.

ONLY click the 'Submit Entry' button when you have finished entering ALL of the artworks you will be submitting for entry. Artists can submit up to six artworks for consideration. Please upload no more than two images per artwork submitted (a main image and one detail image). Images should be no smaller than 700kb and no larger than 10mb.

Artist submissions are not complete until we receive payment of your \$18 entry fee. After you enter and upload ALL your artworks, ONLY then click the 'Submit Entry' button. Then you will be able to pay with a credit card using the payment button where you will be taken to a secure Hampton Arts banking site.

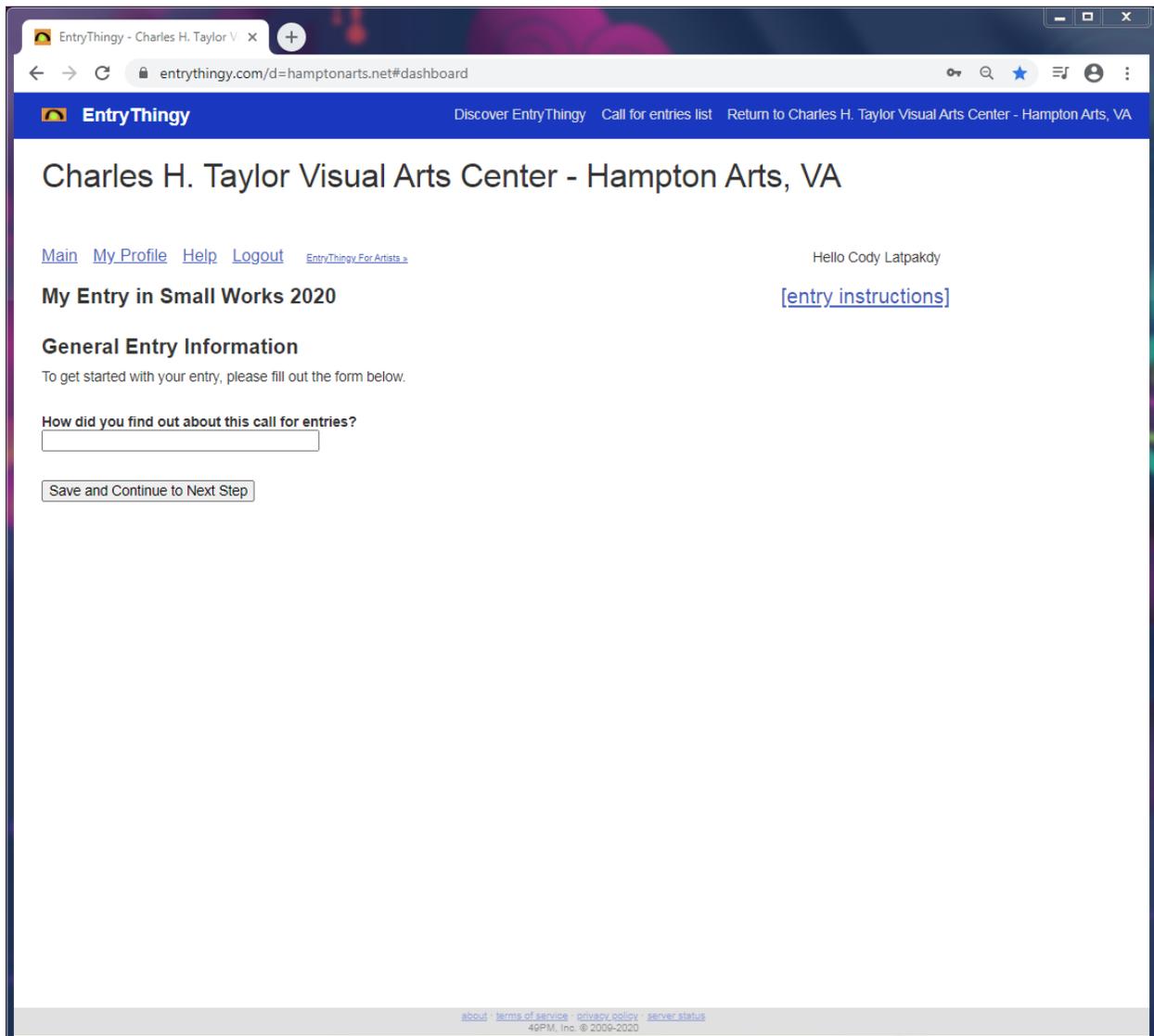
Please make checks payable to Hampton Arts.

I have read and understand the entry instructions

[about](#) [terms of service](#) [privacy policy](#) [server status](#)  
49PM, Inc. © 2009-2020

## Step 6:

Input where you found out about our entry. (email, friends, Hampton Art League, brochure, school, etc.)  
Once finished, click the “save and continue to next step” button to move forward.



EntryThingy - Charles H. Taylor V x +

entrythingy.com/d=hamptonarts.net#dashboard

EntryThingy Discover EntryThingy Call for entries list Return to Charles H. Taylor Visual Arts Center - Hampton Arts, VA

### Charles H. Taylor Visual Arts Center - Hampton Arts, VA

[Main](#) [My Profile](#) [Help](#) [Logout](#) [EntryThingy For Artists](#)

Hello Cody Latpakdy

#### My Entry in Small Works 2020

[\[entry instructions\]](#)

#### General Entry Information

To get started with your entry, please fill out the form below.

**How did you find out about this call for entries?**

[Save and Continue to Next Step](#)

[about](#) [terms of service](#) [privacy policy](#) [server status](#)  
49PM, Inc. © 2009-2020

## Step 7:

This is where all your information about your artwork(s) will go for the show that you are entering.

The screenshot shows a web browser window with the URL `entrythingy.com/d=hamptonarts.net#item=411058`. The page title is "Charles H. Taylor Visual Arts Center - Hampton Arts, VA". The navigation bar includes "EntryThingy", "Discover EntryThingy", "Call for entries list", and "Return to Charles H. Taylor Visual Arts Center - Hampton Arts, VA". The user is logged in as "Cody Latpakdy".

The main content area is titled "My Entry in Small Works 2020" and includes links for "[entry instructions]", "[see jury view]", "[delete entry]", and "[how does this work?]".

Under "Files for this Entry", there is an "Add file" button and a "[reuse previous]" link. A "[select from my artwork]" link is also present.

The "Add file to this entry:" section contains several text input fields:

- Title:** (80 chars)
- Description:** (400 chars)
- Dimensions/Word Count/Running Time:** (60 chars)
- Material:** (100 chars)
- Price:** (20 chars)
- Year:** (20 chars)

The "The file:" section (permitted types: .jpg, .png, .gif, .pdf, .doc, .mov) includes a "Choose File" button and the text "No file chosen".

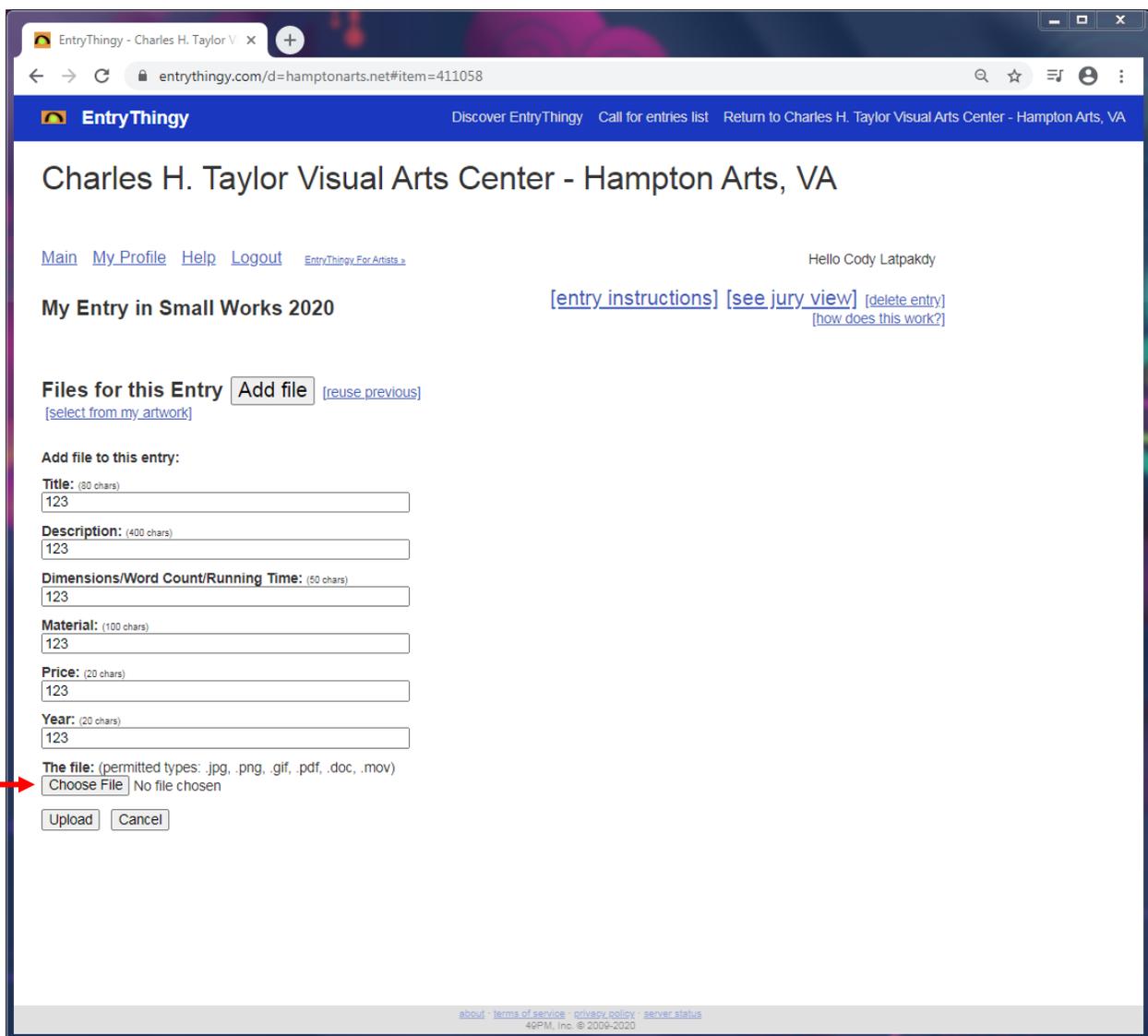
At the bottom of the form are "Upload" and "Cancel" buttons.

The footer contains links for "about", "terms of service", "privacy policy", and "server status", along with the text "4QPM, Inc. © 2009-2020".

## Step 8:

Fill in the fields with the information about the artwork. Once you finish filling in the fields, you will need to provide an image of your work.

Press the "choose file" button and locate your image for submission.



EntryThingy - Charles H. Taylor V x +

entrythingy.com/d=hamptonarts.net#item=411058

EntryThingy Discover EntryThingy Call for entries list Return to Charles H. Taylor Visual Arts Center - Hampton Arts, VA

### Charles H. Taylor Visual Arts Center - Hampton Arts, VA

[Main](#) [My Profile](#) [Help](#) [Logout](#) [EntryThingy For Artists >](#)

Hello Cody Latpakdy

**My Entry in Small Works 2020** [\[entry instructions\]](#) [\[see jury view\]](#) [\[delete entry\]](#)  
[\[how does this work?\]](#)

**Files for this Entry** [Add file](#) [\[reuse previous\]](#)  
[\[select from my artwork\]](#)

**Add file to this entry:**

**Title:** (80 chars)  
123

**Description:** (400 chars)  
123

**Dimensions/Word Count/Running Time:** (50 chars)  
123

**Material:** (100 chars)  
123

**Price:** (20 chars)  
123

**Year:** (20 chars)  
123

**The file:** (permitted types: .jpg, .png, .gif, .pdf, .doc, .mov)  
[Choose File](#) No file chosen

[Upload](#) [Cancel](#)

[about](#) [terms of service](#) [privacy policy](#) [server status](#)  
49PM, Inc. © 2009-2020

## Step 9:

Once all the information is in and your image has been inserted, click the “upload” button to place your first entry.

**IMPORTANT NOTICE:** If you are only submitting ONE artwork, you may click “SUBMIT THIS ENTRY”. Otherwise DO NOT submit the entry!

The screenshot shows a web browser window with the URL [entrythingy.com/d=hamptonarts.net#item=411058](http://entrythingy.com/d=hamptonarts.net#item=411058). The page title is "Charles H. Taylor Visual Arts Center - Hampton Arts, VA". The user is logged in as "Cody Latpakdy". The page displays the user's entry information for "My Entry in Small Works 2020". The entry status is "Not Submitted". The user has added a file named "VAcenter\_Logo\_Full\_Black\_small.jpg". The entry details include: Title: 123, Description: 123, Dimensions/Word Count/Running Time: 123, Material: 123, Price: 123, Year: 123. The page also features a "SUBMIT THIS ENTRY" button and a "General Entry Information" section.

EntryThingy Discover EntryThingy Call for entries list Return to Charles H. Taylor Visual Arts Center - Hampton Arts, VA

### Charles H. Taylor Visual Arts Center - Hampton Arts, VA

[Main](#) [My Profile](#) [Help](#) [Logout](#) [EntryThingy For Artists](#) Hello Cody Latpakdy

**My Entry in Small Works 2020** [\[entry instructions\]](#) [\[see jury view\]](#) [\[delete entry\]](#)  
[\[how does this work?\]](#)

**Files for this Entry** [Add file](#) [\[reuse previous\]](#)  
[\[select from my artwork\]](#)



**Entry Status: Not Submitted**  
When you're happy with the general information for this entry (see below), you've added your files and sorted them the way you want them presented to the jury, click the 'SUBMIT THIS ENTRY' button to finalize and submit this entry.

**SUBMIT THIS ENTRY**

**General Entry Information** [\[edit\]](#)  
Entry Number: 7388.411058  
How I found out about this call for entries:  
5

**Title:** 123  
**Description:** 123  
**Dimensions/Word Count/Running Time:** 123  
**Material:** 123  
**Price:** 123  
**Year:** 123  
**File:** VAcenter\_Logo\_Full\_Black\_small.jpg

[Add view/detail](#) [\[edit\]](#) [\[delete\]](#)

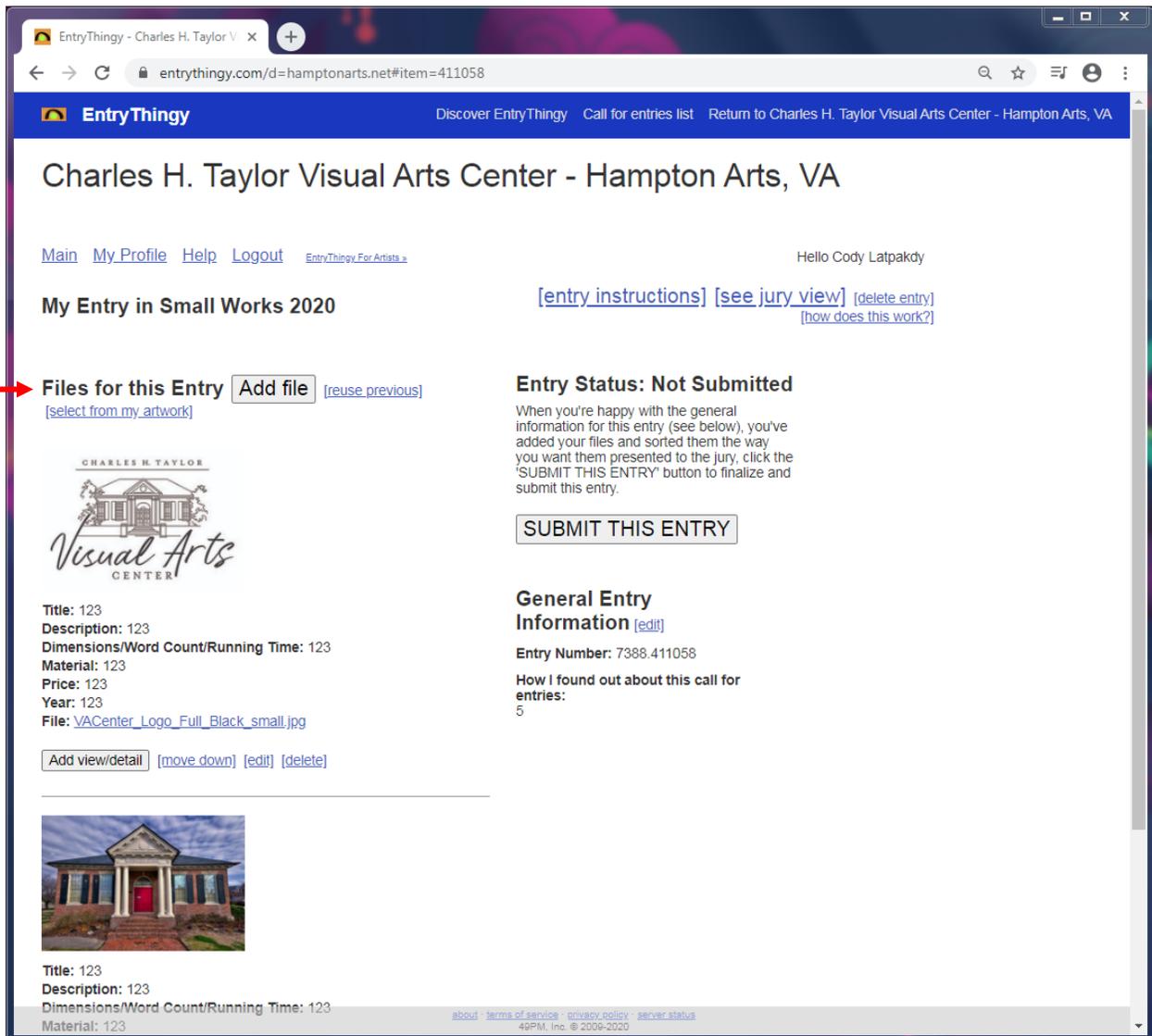
[about](#) [terms of service](#) [privacy policy](#) [server status](#)  
49PM, Inc. © 2009-2020

## Step 10:

If you have more than one work to submit, click the

“Add file” button and repeat Step 8.

Once you’ve put in the information and the image of your work, click the “upload” button to place your entry.



The screenshot shows a web browser window with the URL [entrythingy.com/d=hamptonarts.net#item=411058](http://entrythingy.com/d=hamptonarts.net#item=411058). The page title is "Charles H. Taylor Visual Arts Center - Hampton Arts, VA". The user is logged in as "Cody Latpakdy". The page displays the "My Entry in Small Works 2020" section, which includes a list of "Files for this Entry" with an "Add file" button. The "Entry Status" is "Not Submitted". The "General Entry Information" section shows the entry number 7388.411058 and the number of entries found (5). A red arrow points to the "Add file" button in the "Files for this Entry" section.

EntryThingy - Charles H. Taylor V x +

entrythingy.com/d=hamptonarts.net#item=411058

EntryThingy Discover EntryThingy Call for entries list Return to Charles H. Taylor Visual Arts Center - Hampton Arts, VA

### Charles H. Taylor Visual Arts Center - Hampton Arts, VA

[Main](#) [My Profile](#) [Help](#) [Logout](#) [EntryThingy For Artists >](#) Hello Cody Latpakdy

**My Entry in Small Works 2020** [\[entry instructions\]](#) [\[see jury view\]](#) [\[delete entry\]](#)  
[\[how does this work?\]](#)

**Files for this Entry** [Add file](#) [\[reuse previous\]](#)  
[\[select from my artwork\]](#)



**Entry Status: Not Submitted**  
When you're happy with the general information for this entry (see below), you've added your files and sorted them the way you want them presented to the jury, click the 'SUBMIT THIS ENTRY' button to finalize and submit this entry.

**SUBMIT THIS ENTRY**

**General Entry Information** [\[edit\]](#)  
Entry Number: 7388.411058  
How I found out about this call for entries:  
5

[Add view/detail](#) [\[move down\]](#) [\[edit\]](#) [\[delete\]](#)



**Title:** 123  
**Description:** 123  
**Dimensions/Word Count/Running Time:** 123  
**Material:** 123  
**Price:** 123  
**Year:** 123  
**File:** \ACenter\_Logo\_Full\_Black\_small.jpg

**Title:** 123  
**Description:** 123  
**Dimensions/Word Count/Running Time:** 123  
**Material:** 123

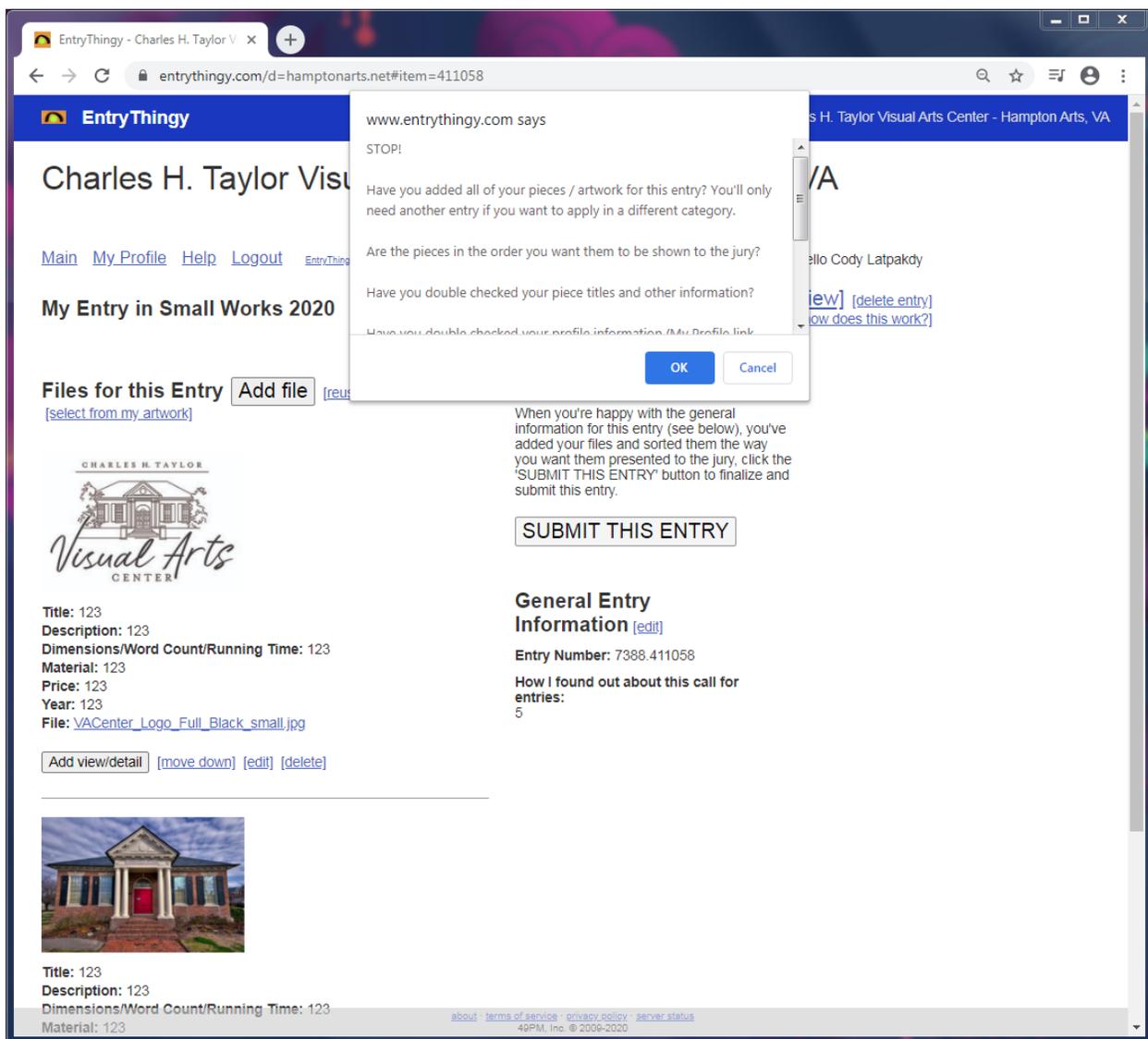
[about](#) [terms of service](#) [privacy policy](#) [server status](#)  
49PM, Inc. © 2009-2020

## Step 11:

Once you have all your works uploaded onto the page, then you may click "Submit This Entry".

A message will pop up with a checklist to make sure you've gotten everything.

Hit "OK" when you know that all the information about your submission is there.



The screenshot shows a web browser window with the URL [entrythingy.com/d=hamptonarts.net#item=411058](http://entrythingy.com/d=hamptonarts.net#item=411058). The page title is "EntryThingy" and the user is logged in as "Charles H. Taylor V". The main heading is "Charles H. Taylor Visual Arts Center - Hampton Arts, VA". The page content includes navigation links (Main, My Profile, Help, Logout), a section for "My Entry in Small Works 2020", and a "Files for this Entry" section with an "Add file" button. A pop-up message from "www.entrythingy.com" is displayed, containing a checklist:

- STOP!
- Have you added all of your pieces / artwork for this entry? You'll only need another entry if you want to apply in a different category.
- Are the pieces in the order you want them to be shown to the jury?
- Have you double checked your piece titles and other information?
- Have you double checked your profile information (/My Profile link)

The pop-up has "OK" and "Cancel" buttons. Below the pop-up, there is a "SUBMIT THIS ENTRY" button. The page also features the Charles H. Taylor Visual Arts Center logo and a list of entry details:

**Title:** 123  
**Description:** 123  
**Dimensions/Word Count/Running Time:** 123  
**Material:** 123  
**Price:** 123  
**Year:** 123  
**File:** [VACenter\\_Logo\\_Full\\_Black\\_small.jpg](#)

Additional actions: [Add view/detail](#), [move down](#), [edit](#), [delete](#)

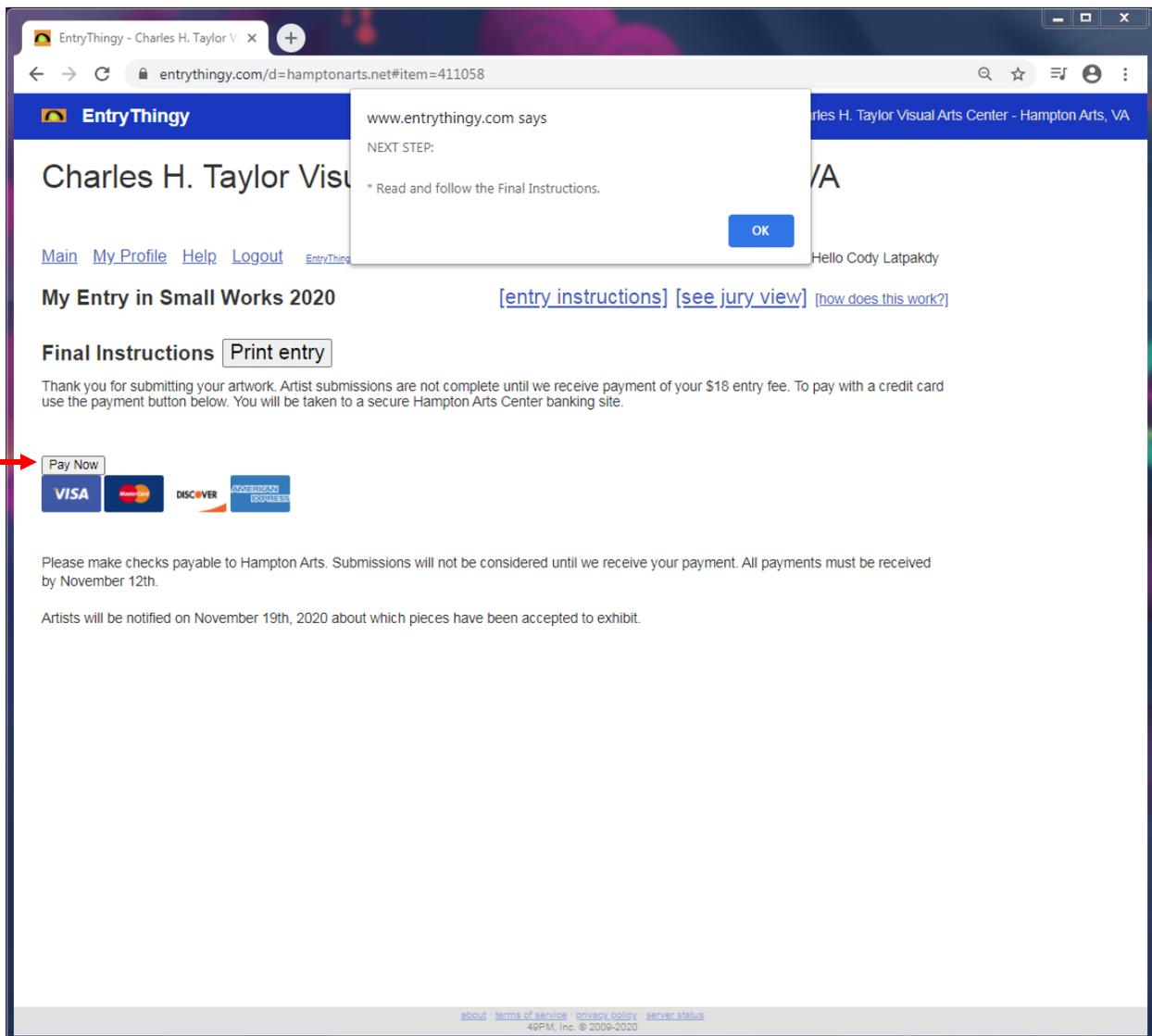
**General Entry Information** [\[edit\]](#)  
**Entry Number:** 7388.411058  
**How I found out about this call for entries:**  
5

At the bottom of the page, there is a small image of a building and a footer with links for [about](#), [terms of service](#), [privacy policy](#), and [server status](#), along with the text "49PM, Inc. © 2009-2020".

## Step 12:

Once you've clicked "OK" the page will take you to where you will need to pay for your entry into the show. You will also have the option to print your submission as well.

Simply click "Pay now" to be taken to a secure payment portal to checkout.



The screenshot shows a web browser window with the URL [entrythingy.com/d=hamptonarts.net#item=411058](http://entrythingy.com/d=hamptonarts.net#item=411058). The page title is "Charles H. Taylor Visual Arts Center - Hampton Arts, VA". The main content area includes a "Final Instructions" section with a "Print entry" button. Below this is a "Pay Now" button, which is highlighted by a red arrow. The "Pay Now" button is accompanied by logos for VISA, Mastercard, DISCOVER, and AMERICAN EXPRESS. A small pop-up window is visible over the page, displaying the text "www.entrythingy.com says NEXT STEP: \* Read and follow the Final Instructions." and an "OK" button. The footer of the page contains links for "about", "terms of service", "privacy policy", and "server status", along with the text "49PM, Inc. © 2009-2020".

# Congratulations!

You have successfully submitted to our show using EntryThingy!

If you need further assistance with EntryThingy, please call us during our office hours at 757-727-1490.

Office hours: Tuesday-Saturday, 10:00am–6:00pm

Or email us at [ctvisualarts@hampton.gov](mailto:ctvisualarts@hampton.gov)

Happy submitting!

-CHTVAC Staff 😊