



## *Online show submission for artwork* **www.showsubmit.com**

**ShowSubmit**<sup>SM</sup> is a web-based entry system for online submission of artwork to juried exhibitions including management of the entry data and images, with an online jurying system.

If your art organization now holds shows with online entry, or would like to do so, **ShowSubmit**<sup>SM</sup> can provide you with this online submission service. Online submission saves the artist the work and expense of making and mailing a CD, and it saves your organization the many, many hours it takes to handle the application envelopes that arrive in the mail, copying images from CDs and typing in entrant information to your entry list. All information is typed by the artist, so errors on your part are eliminated along with all that time spent entering data; downloadable entry lists in spreadsheet format are produced by the **ShowSubmit**<sup>SM</sup> system.

**ShowSubmit**<sup>SM</sup> - The system consists of a web interface for the artists' entries, an online control panel for administration, and online jurying panels, all hosted on a secure webserver. The webserver also contains, behind the scenes, a database for show, artist and entry information, folders for storage of images, reports and email attachments, and program files which provide the necessary functions.

Here's how the **ShowSubmit**<sup>SM</sup> system works:

- Your organization gathers prospectus-type information about your show, and provides that information to **ShowSubmit**<sup>SM</sup>, who sets up the show in the system. What you charge for entry fees to the artist is completely up to you.
- The artist reads your prospectus, prepares digital images according to the show specifications, and creates an artist account (or logs into their existing account) on the **ShowSubmit**<sup>SM</sup> site, where she clicks a link to navigate to the actual show entry page. She then checks a box indicating acceptance of show regulations, and is directed to the show entry screens.
- The artist account, a private account secured by email address and password, allows the artist to complete the entry in stages if desired, or more commonly finalize it in one session. Until the show deadline, artists can edit any information and add, change or swap images.

- Following easy instructions, artists fill out an online form and submit digital images through the **ShowSubmit**<sup>SM</sup> system instead of using a paper entry form and mailing a CD or slides to your organization. Payment of entry fees is made securely online by credit or debit card.
- Entry fees paid by the artists, less credit card transaction fees and **ShowSubmit**<sup>SM</sup> fees, are deposited automatically in your sub-account. Normally **ShowSubmit**<sup>SM</sup> will mail you a check for the entry fee balance due to your organization within two days of the entry deadline.
- During and after the entry period, the organization's Show Chair(s) can use the password-protected Control Panel to:
  - Monitor the entries
  - Create and download entry lists of up-to-the-minute tallies for display in spreadsheet formats
  - Download any or all images to CD or DVD for archive, jurying, publication purposes, etc.

We work with the show chairs to select the appropriate type of jury panel for your purpose and provide that to the jurors. Each juror works in an individual panel, and the selection or scoring is constantly saved to the jury database automatically as he works.

Following jurying, we create final entry lists for accepted and declined entries, and we make the accepted images available for your download through our DropBox account.

On the notification date we generate personalized emails to both declined and accepted artists, including your attachments.

When the notification is complete, **ShowSubmit**<sup>SM</sup> copies all submitted images and show documents to a disc for your use for jurying, publicity, and for additional backup. The disc will be mailed to your organization.

*A few details about the online entry process for artists:*

- You should make it clear, as we do, that it is the artist's responsibility to prepare the digital images according to your show specifications. You set the image requirements; we recommend a minimum of 900 pixels on the image's longer side at a resolution of 300 dpi. This will provide an image of good printable quality for use in publicity or show catalogue, for any images you select for this

purpose. This size will also work well when used in our jury panels. Your organization may have different requirements which mean a different set of specifications. One limitation to keep in mind is the strict 2 Mb per file upload limit imposed by the web server.

- **ShowSubmit**<sup>SM</sup> will not modify, rotate, crop or resize the images submitted. The artist must see to it that the images are prepared properly.
- The artist's login (email and password) will allow him to review his own entries only. The login can be used to come back to an entry as many times as desired until the show deadline. No changes to information, deletion or substitutions of images will be permitted, nor additional images submitted, after the entry deadline.
- On completion of the entry, with a successful credit card transaction, the system generates an email to the artist with a copy to the organization. This email contains not only a verification of the entry, but a copy of all the information they submitted including thumbnail versions of their images.

#### *A few details about the Control Panel for administration of the show*

- **ShowSubmit**<sup>SM</sup> will work with you to manage the show through all aspects of the system. You won't be expected to work your way through the steps on your own. You can leave the management to us, as most organizations do.
- Login to the Control Panel is by password only. Passwords are assigned for individual shows and are provided by the **System Administrator** to the **Show Chair(s)**.
- The version of the Control Panel available to the Show Chair is a simplified version of the system's panel; it permits viewing and downloads but no edits.
- The **Show Chair** is welcome to become familiar with the Control Panel in order to track the entries and to download spreadsheet files. **ShowSubmit**<sup>SM</sup> staff are accustomed to handling edits to entries and if desired generating personalized emails to selected entrants (accepted, not accepted, etc), for example. There are step-by-step instructions provided for using the Control Panel tools, which are especially important for those that are not "seat of the pants" functions.
- We do not permit the Show Chair(s) to use the email generating system that is part of the CP. Unfortunately the "learning curve" for using this is quite steep and long, and the possible consequences of mistakes are too grave. We are happy to send emails using the texts (and attachments) that you provide.

- Artists will navigate to the **ShowSubmit**<sup>SM</sup> home page in order to log in to the artist account and then get access to your show application. This address should be given to your webmaster for insertion into the web page which will serve as the link to the show entry system (commonly this would be a "prospectus" type page, with all the show info, image preparations and naming specifications, etc), and also be included in your publicity about the show. We can also provide you with a dedicated URL for your show; using that the artist still must log in to the artist account but then is directed automatically to your show's start page.

### *A few details about the Online Jurying Panel*

- The Jury Panel is accessible at a separate web address through password-protected login by unique password for each juror for each show.
- The **System Administrator** generates the passwords and gives them directly to the juror(s) to maintain impartiality. The **Show Chair** typically communicates to the jurors about target numbers, expectations, dates and any special considerations.
- Because shows can be set up in so many different ways, we have more than one built-in method for jurying. Deciding what method to use is a collaborative decision between your organization and **ShowSubmit**<sup>SM</sup>, and depends primarily on how many jurors you will use, the number of images to be juried, any time constraints on the process, and possibly the personal preference of the jurors.
- Some jurying processes can require more than one session of looking through the images, working to gradually narrow down the set of images under consideration until the "target" number is reached.

### *Costs for the ShowSubmit*<sup>SM</sup> *system (2020)*

**Show Fee:** Your organization pays a \$125 per show fee to configure the system for your show and to handle all administrative costs. For the first-time exhibition, this is paid by check to **ShowSubmit**<sup>SM</sup> or by transfer of funds to the **ShowSubmit**<sup>SM</sup> PayPal account before the show is open for entry. For subsequent shows the fee can be deducted from the balance due to the organization after the close of entries.

**Entry Fees:** The entry fee that you charge to the artist is entirely your decision.

**ShowSubmit<sup>SM</sup>** charges a fee of \$3.00 per artist entering, plus \$0.40 per image that they enter, and these fees are automatically deducted from the money paid by the artist by credit card. For example, for an artist submitting one image the **ShowSubmit<sup>SM</sup>** charge is \$3.40, while another artist submitting five images would cost \$5.00.

**Jury Panel Fee:** If you elect to use the online Jury Panel, there is an additional charge of \$90.00 for up to 300 images, plus \$0.10 per image for any number over 300. This fee is deducted from show fees collected before the balance is sent to you.

*These are the only charges that ShowSubmit makes.*

**Credit Card Fee:** The processing of credit card transactions is handled by our online merchant bank through their secure server. The amount that they charge for doing this is out of our control, and is on the basis of a percentage of the transaction total plus a flat fee for each transaction. Currently the percentage rate is 2.0%, plus the per transaction fee of \$0.10.

**Notes:**

1. The **ShowSubmit<sup>SM</sup>** system no longer accepts payments of **membership** fees to your organization at the same time the artist is entering the show.
2. After credit card and **ShowSubmit<sup>SM</sup>** fees are deducted, the balance of your entry fee money is in your organization sub-account within the **ShowSubmit<sup>SM</sup>** account. The balance will be sent to your organization by check usually within two days of the entry deadline.

*Prices are subject to change by ShowSubmit<sup>SM</sup>; your Show Agreement (contract for a show) sets the price for the service for that show.*