



## *Online show submission for artwork*

**www.showsubmit.com**

**ShowSubmit** 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** 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** system.

**ShowSubmit** - The program consists of a web interface for the artists' entries, an online control panel for administration, and online jurying panels, all hosted on a webserver. The webserver also contains, behind the scenes, a database for show 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** system works:

- Your organization gathers prospectus-type information about your show, and provides that information to **ShowSubmit**, 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 clicks a link to navigate to the actual show entry page. She then checks a box indicating understanding of show regulations, and is directed to the show entry screens.
- On entry, artists create a unique "login identity" for your show with an email address and password, which allows them to complete their entry in stages if desired, and to later view their entry only. Until the show deadline, they can edit items such as title or price of an image, but not replace an image.

- Following easy instructions, artists fill out an online form and submit digital images through the **ShowSubmit** 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 card, debit card or PayPal account.
- Entry fees paid by the artists, less credit card transaction fees and **ShowSubmit** fees, are deposited automatically in your sub-account, from which we can transfer funds to your bank on your own schedule.
- During and after the entry period, the organization's Show Chair(s) can use the password-protected Control Panel to:
  - Monitor the entries
  - Download images at any time
  - Create and download entry lists of up-to-the-minute tallies for display in spreadsheet formats
  - Make corrections in entry data if required
  - Track the fees paid in to the show at any time
  - Download all images to CD or DVD for archive, jurying, publication purposes, etc.
  - Work with **ShowSubmit** to set up the show for jurying online by a single juror, several jurors working separately, or several all working at one location, and then manage the jury process. The jury panel is accessible through password-protected login only.
  - Following jurying, create final entry lists for accepted and declined entries, and generate personalized emails to those groups, including your attachments
- When the exhibition submission deadline is reached, **ShowSubmit** automatically closes all further entry for the show, and copies all submitted images to a disc for your use for jurying, publicity, and for additional backup. The disc will be mailed to your organization at that point, or if you use our Jury Panel for acceptance jurying, a directory containing accepted images only can be included on your disc before mailing.

*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.

- **ShowSubmit** 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 entry only. The login can be used to come back to an incomplete entry as many times as necessary until payment, which completes the entry. Up to the show entry deadline, he will be able to edit only personal information (address, phone, etc) and image information (title, size, frame size, medium, & price). No deletion or substitutions of images will be permitted, nor additional images submitted, after completion of the entry. After the entry deadline, the login will allow viewing of the entry only, no editing.
- 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. The email also includes their email and password values for future reference, as well as the URL (address) of the login page they will use to review their entry.

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

- **ShowSubmit** 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.
- Login to the Control Panel is by password only.
- There are one or more **Show Chairs** from your organization who will manage the show entries by way of the system's Control Panel.
- Passwords are assigned for individual shows and are provided by the **System Administrator** to the **Show Chair(s)**.
- Your show entries, images and all data are archived on our system for one year from the date of entry deadline, and your Control Panel password will still be valid during that time, so you can go back to the records as necessary.
- You will be given a unique web address for presentation of your show application on the **ShowSubmit** site. This should be given to your webmaster for insertion into the webpage 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.

- The **Show Chair** should expect to become familiar with the Control Panel in order to track the entries, download spreadsheet files, and if desired generate 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.
- **ShowSubmit** staff will always be available to explain any process, teach the Show Chair how to accomplish a task, and even manage the tools if the Show Chair is not comfortable doing so.

### *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 to the **Show Chair** for distribution to jurors.
- Because shows can be set up in so many different ways, **ShowSubmit** has more than one built-in method for jurying. Deciding what method to use is a collaborative decision between your organization and **ShowSubmit**, and depends primarily on how many jurors you will use, the expected number of images to be juried, any time constraints on the process, and possibly the personal preference of the jurors.
- Most jurying processes require several sessions of looking through the images, working to gradually narrow down the set of images under consideration until the "target" number is reached. The Control Panel for the jury process enables the administrators to see at all times what the progress of each juror is at each stage, and to coordinate the steps of the process.

### *Costs for the ShowSubmit system (2015)*

**Show Fee:** Your organization pays a \$125 per show fee to configure the system for your show and to handle all administrative costs. This is paid by check to **ShowSubmit** or by transfer of funds to the **ShowSubmit** PayPal account before the show is open for entry.

**Entry Fees:** The entry fee that you charge to the artist is entirely your decision. **ShowSubmit** 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** 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 \$60.00 for up to 300 images, plus \$0.10 per image for any # over 300 . This fee is invoiced to your organization after the completion of entry and jurying.

**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. Use of a PayPal account is also offered at checkout for those artists wishing to do so. The transaction fees there are currently 2.9% + \$0.30/txn.

**Notes:**

1. The **ShowSubmit** system can accept payments of **membership** fees to your organization at the same time the artist is entering the show. We will set up the membership categories and their costs according to your specifications. The membership fees are paid as part of the same credit card transaction as the entry fees, so the same credit card processing costs apply (there are no **ShowSubmit** fees associated with the membership fee collection).
2. After credit card and **ShowSubmit** fees are deducted, the balance of your entry (and membership if applicable) fee money is in your organization sub-account within the **ShowSubmit** account. We can manage the transfer of these funds to your own bank account as you wish, via check or bank transfer.

*Prices are subject to change by ShowSubmit; your contract for a show sets the price for the service for that show.*