



HOW TO ENTER A SAWG SHOW ONLINE

This document is written to help you with a step-by-step process to enter a SAWG show online.

Before you start your entry, make sure that you have set up your images to meet SAWG guidelines under [Show Resources](#) on the website. If your images are not ready you can still enter online and email your images to images@southernazwatercolorguild.com later.

Image requirements:

- Standard size is 1,800 pixels on the longest side, resolution is 300 dpi, and file size must be less than 2MB.

Standard naming for images:

- First four letters of your last name
- Followed by the number of the painting entry
- Shortened version of the painting title
- In this example Sue Emer's first entry of **Mission San Jose de Tumacacori** name would be **emer1tumacacori.jpg**
- The name has no spaces, no capital letters, and no punctuation except for the ".jpg"
- If more than one person has the same last name use the first 4 letters of last name and first letter of first name, example **jennh** and **jennr**

Step 1:

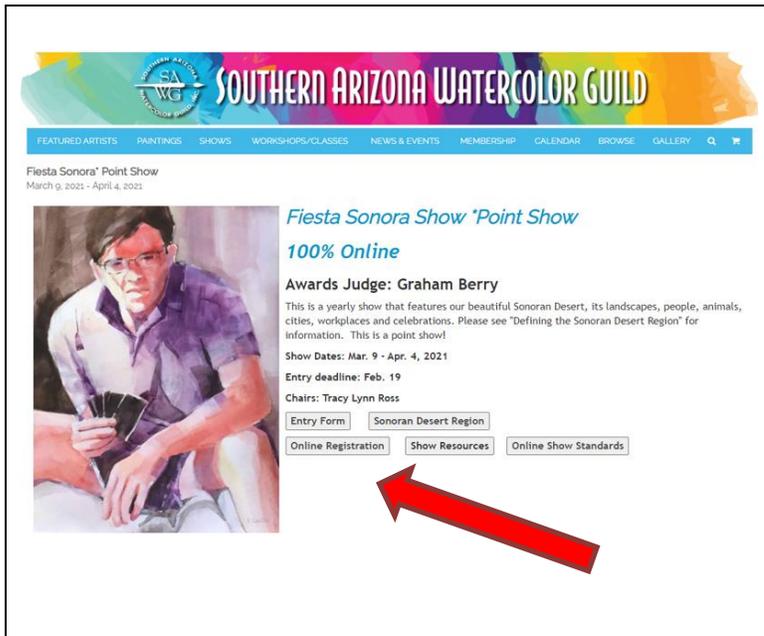
How to navigate to the show that you want to enter.

On the SAWG [website](#), click on tab **SHOWS** then on **FUTURE**. This will bring up a list of future shows, select the show you want to enter.





SOUTHERN ARIZONA WATERCOLOR GUILD



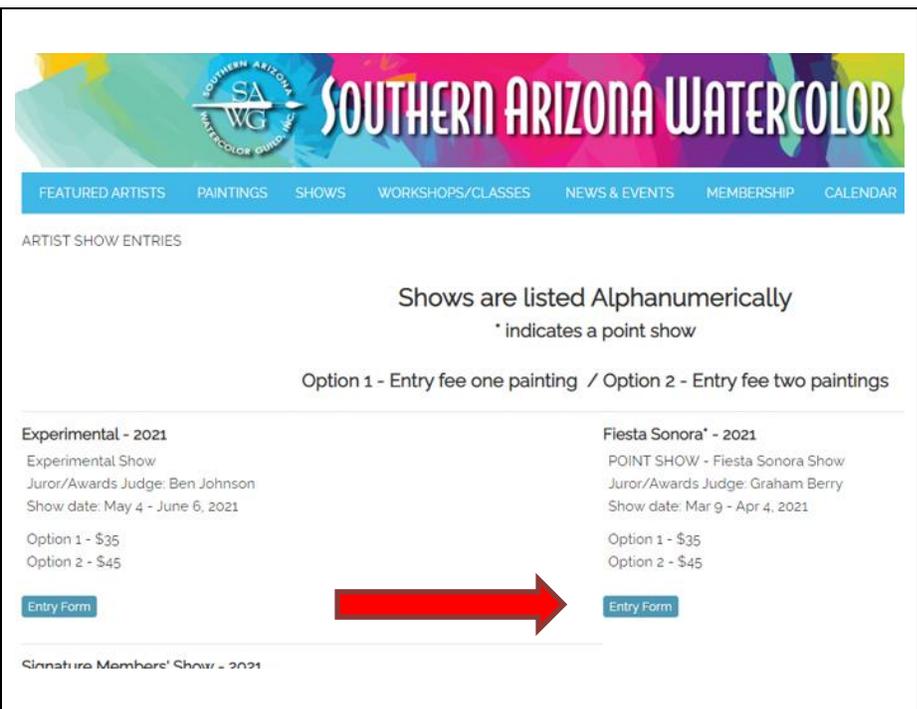
Step 2:

Once you have selected the show that you want to enter, make sure that you read the documents under Show Resources and the Online Show Standards. This will help you prepare your paintings for a SAWG show according to the policies and standards and how to create your jpg image correctly.

Click on the **Online Registration button** to get started with your entry(s).

Step 3:

The **Online Registration button** will take you to the registration page for Artist Show Entry. Choose the show you are entering and click on **Entry Form** button. This will take you to the **Artist Show Entry** page that pertains to your chosen show.





ARTIST SHOW ENTRY

Artist Submission Form

Submission Guidelines

1. This is a three part process; fill out the entry form, attach or send images and pay entry fee. All three need to be completed for an entry into the show.
2. Fill out the online entry form below. Have your images ready because you can attach them to the online entry form, if you don't have them ready you can send them to images@southernazwatercolorguild.com when they are ready.
3. Images should be .jpg files with a resolution of 300 dpi and a dimension no greater than 1800 pixels in either direction.
4. Images should be labeled with the first 4 letters of the Artist's last name followed by the entry number and a short title. (Example: Mary Smith's first entry "Making Memories of Tucson" would be named `smit1makingmemories.jpg`).
5. Pay the entry fee to the right.

[Click Here To Enter Show](#)

Fiesta Sonora" - 2021
 POINT SHOW - Fiesta Sonora Show
 Juror/Awards Judge: Graham Berry
 Show date: Mar 9 - Apr 4, 2021

Option 1 - \$35
 Option 2 - \$45

[Add To Cart](#)

Step 4:

This is where you will start your submission process for online registration and payment.

The left side is where you will fill out your Entry form for the show.

The right side is where you will process your payment for your entry.

Step 5:

You will want to start with entering the show (left side). Make sure you read all the **Submission Guidelines** before you start with your entry so that you will be prepared when you go through the entry process.

Click on red button **Click Here To Enter Show** This will start your online entry into the show

Artist Submission Form

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5. Pay the entry fee to the right.

[Click Here To Enter Show](#)



***Fiesta Sonora Entry Form**

Thank you for entering!

sueemer@gmail.com [Switch account](#)

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Only the email you enter is part of your response.

* Required

Email *

Your email

First Name *

Your answer

Last Name *

Your answer

Pseudonym - First Name
If you are painting under a different name other than your name this is where you would let us know that. First Name only.

Your answer

Pseudonym - Last Name

Step 6:

This will bring up the online Entry Form. This is what you should see, and you just start filling in the fields.

Pseudonym - First Name and Pseudonym - Last Name are not required fields. If you paint under another name this is where you would tell us.

If you should get a box asking you to login, Google is asking you to login to use this Google form. This is something on your computer and not with the website. It is requesting your Gmail login and password. Once you have done this you will be able to proceed with your Entry Form.



***Fiesta Sonora Entry Form**

Thank you for entering!

sueemer@gmail.com [Switch account](#) Draft saved

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Only the email you enter is part of your response.

* Required

Email * 

sueemer@gmail.com

First Name *

Sue

Last Name *

Emer

Pseudonym - First Name
If you are painting under a different name other than your name this is where you would let us know that. First Name only.

Your answer 

Pseudonym - Last Name

Step 6A:

Enter your email. On some computers when you do this, it will automatically populate the next two fields: First Name and Last Name. If it doesn't fill in the fields, you need to enter them. All fields must be populated except the Pseudonym names. If you paint under another name you would populate it in the Pseudonym - First Name and Pseudonym - Last Name. The Pseudonym names are not required fields.

Step 6B:

Phone numbers do not need to start with "1" and hyphens are not necessary.

Art Submission, this is where you start to upload your information on your painting.

Upload Image Entry #1 If you have your image ready, you will upload your image here. Otherwise email your images to images@southernazwatercolorguild.com.

Remember you need to follow sizing and naming standards set in SAWG guidelines.

Click on **Add file**

Phone Number *

Your answer

Art Submission
Images should be .jpg files with a resolution of 300 dpi and a dimension no greater than 1800 pixels in either direction. Images should be labeled with the first 4 letters of the Artist's last name followed by the entry number and a short title. (Example: Mary Smith's first entry "Making Memories of Tucson" would be named smit1makingmemories.jpg).

Upload Image Entry #1 

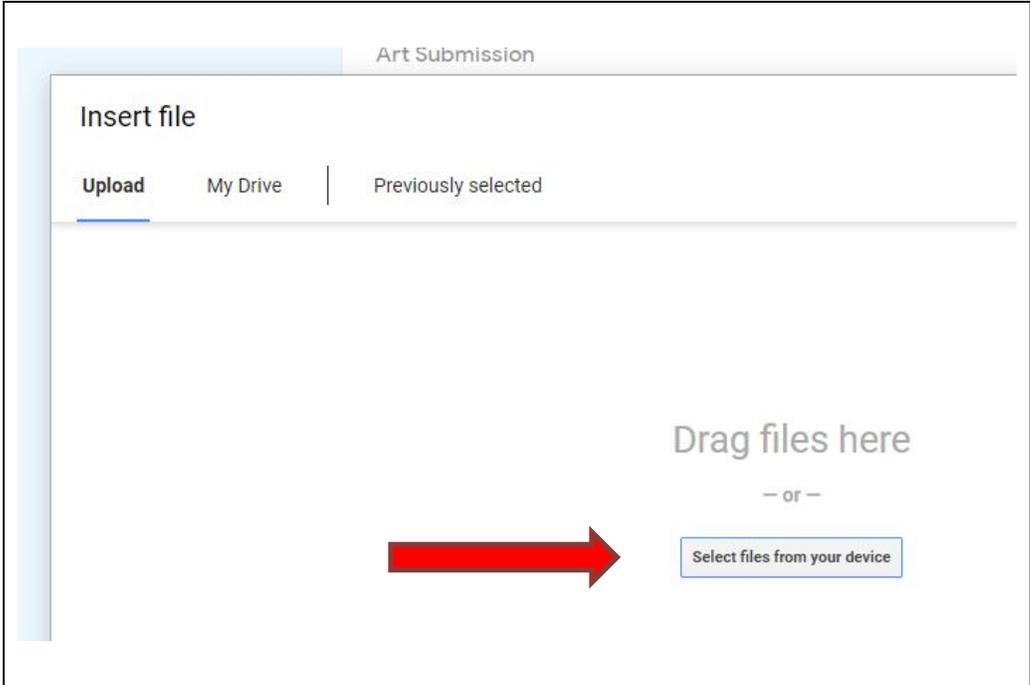
[Add file](#)

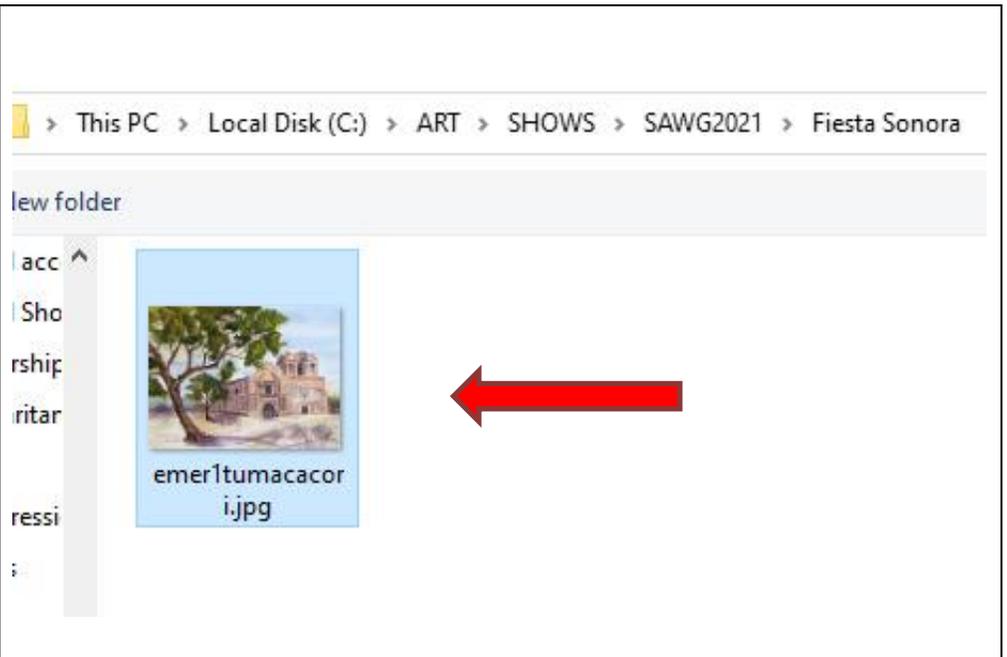
Image JPG Name (Example - smit1laketahoe.jpg)

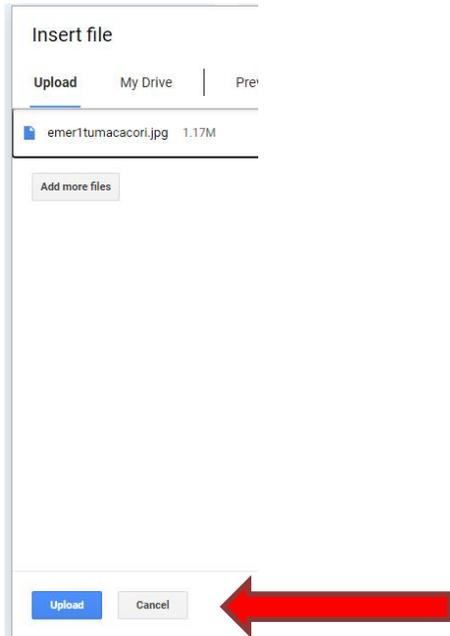
Your answer

Painting Title *

Your answer

	<p>This will open the Insert file window. Click on the Select files from your device button.</p>
------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------

<p>At this point you shall navigate on your computer to the image you want to upload for your show entry. Once you have found the image, select it and open it.</p>	
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This will load your image to the Insert file window and then click on the **Upload** button. This will send a copy of your image to the shows image file.

Your image file name will now appear in the Upload Image Entry #1

Art Submission
Images should be .jpg files with a resolution of 300 dpi and a dimension no greater than 1800 pixels in either direction. Images should be labeled with the first 4 letters of the Artist's last name followed by the entry number and a short title. (Example: Mary Smith's first entry "Making Memories of Tucson" would be named smit1makingmemories.jpg).

Upload Image Entry #1

emer1tumacacor... X

Image JPG Name (Example - smit1laketahoe.jpg)

Your answer _____

Painting Title *

Your answer _____



Art Submission

Images should be .jpg files with a resolution of 300 dpi and a dimension no greater than 1800 pixels in either direction. Images should be labeled with the first 4 letters of the Artist's last name followed by the entry number and a short title. (Example: Mary Smith's first entry "Making Memories of Tucson" would be named smit1makingmemories.jpg).

Upload Image Entry #1

 emer1tumacacor... X

Image JPG Name (Example - smit1laketahoe.jpg)

emer1tumacacori.jpg 

Painting Title *

Mission San Jose de Tumacacori 

Step 6C

Now you want to enter the **Image JPG Name**. In this example the jpg filename is **emer1tumacacori.jpg**

This is the same filename that you just uploaded or will be sending to the image archivist. This must be correct so that the image archivist can put the correct image with the correct entry.

Step 6D

Enter the **Painting Title**, this is the full painting name. In this example it is **Mission San Jose de Tumacacori**

Step 6E



Description: Select how the painting is to be sold. We need this information for the website because only the image will be seen on the website.

Step 6F

Notes: This is where you can add additional description that you want to say about the painting on the website. Keep it short please. Not a required field.

Step 6G



Medium: check one of the options.

Description of how the painting will be sold. Select one. If framed "White" mat guidelines apply see Standards for Presentation - https://southernazwatercolorguild.com/cms/kcfinder/upload/files/Show_Resources/Standards-for-Presentation-of-Art-Work-in-a-SAWG-Show.pdf. If you select Gallery wrapped canvas or Cradleboard that is not framed, 1 1/2" deep minimum is required. *

- Framed
- Gallery wrapped canvas
- Cradleboard

Additional Notes for the Painting: You can also include a short statement about your painting if you'd like but understand if it is too long we will shorten or eliminate it.

Your answer 

Medium *

- Watercolor
- Acrylic
- Mixed Media



<p>Image Size Height (Inner Dimension of Mat) *</p> <p>10.5</p>	<p>Step 6H</p> <p>Image Size Height and Image Size Width – For matted paintings this would be the inner dimension of the mat board. For images mounted on cradle board if the image is the full size of the cradle board then it would be the same dimension of the cradle board or wrapped canvas.</p>
<p>Image Size Width (Inner Dimension of Mat) *</p> <p>13.5</p>	<p>Step 6I</p> <p>Mat Size Height and Mat Size Width – For matted paintings this would be the outer dimension of the mat board. For cradle board or wrapped canvas it is the outer dimension of the board or canvas. If the painting is framed, we DO NOT want the outer dimension of the frame. Customers will want to know what size frame they need to buy, hence the outer dimension of the mat. If you want to provide the outer dimension of the frame, add that information to the notes field.</p>
<p>Mat Size Height (Outer Dimension of Mat) *</p> <p>16</p>	<p>Step 6J</p> <p>Price of Work – This is the price you want for your artwork.</p>
<p>Mat Size Width (Outer Dimension of Mat) *</p> <p>20</p>	
<p>Price of Work *</p> <p>All artwork must be for sale, minimum price of \$150. No need to type \$ sign.</p> <p>200</p>	



Step 7

Upload Image Entry #2 - If you have a second image to enter, repeat same process used in **Steps 6A** through **Step 6J**; otherwise continue to **Step 8**.

Upload Image Entry #2

Image JPG Name (Example - smitlaketahoe.jpg)

Your answer _____

One of the perks of entering SAWG shows is that during the period of the show your painting(s) will be displayed for sale on the SAWG website free of charge. When the show comes down your painting will come off the website but you can choose to remain on the site for a fee. Please select yes/no if you would like to continue on our website after the show has been taken down. *

- Yes
- No



Please sign up to help and you will be contacted. Check all that apply.

- Intake/Hanging (9am-10:30am)
- Check-Out (9am-10:30am)
- Reception (5pm-7pm)
- I am willing to docent an extra shift during this show.
- Other: _____



Step 8

One of the perks – If you want to keep your painting on the website after the show, check yes. There will be a fee for this, and someone will contact you.

Please sign up to help When in a show, you will be asked to help with the show. You can sign up ahead of time which helps the Show Chair and the VP of Shows.



Agreement - You need to read the agreement and check that you agree and will comply with the stated conditions. Check the Agree box.

Date your submission – enter date that you submitted your entry form.

Sign - Enter your Full Name.

Once you have completed your entry, make sure you click on the **Submit** or **all will be lost**.

You will receive an email from Google Forms listing everything that you entered. Make sure you print this out for future reference.

But you are not done yet! Once you understand the process, it should not take more than 2 minutes.

Submission of this entry form shall constitute an agreement on the part of the artist to comply with the following conditions: the artist understands any submitted image may be used for publicity purposes, including, but not limited to posts in print, digital, and social media (Instagram, Facebook, Twitter, Website, etc.). The artist affirms that he/she has read the SAWG Show Policy and Standards for Presentation and agrees to be bound by them. The artist understands that reasonable care will be taken for the safety of the work while on exhibit, and hereby releases SAWG and all members of SAWG from any and all claims of damage or loss of said work while in the possession of SAWG. The artist agrees to doцент 2 shifts in compliance with the Show Policy or arrange for an acceptable substitute. See Doцент Substitute Policy on the website under Shows/Resources. The artist agrees that while their painting(s) are on SAWG's website or in a show held at SAWG Gallery, any sales made of painting(s), SAWG will receive a 25% commission even if the customer goes directly to the artist for sale. There are no refunds on entry fees. *

Show Policy: <https://southernazwatercolorguild.com/show-resources.php>

Agree

Date *

Date

mm/dd/yyyy

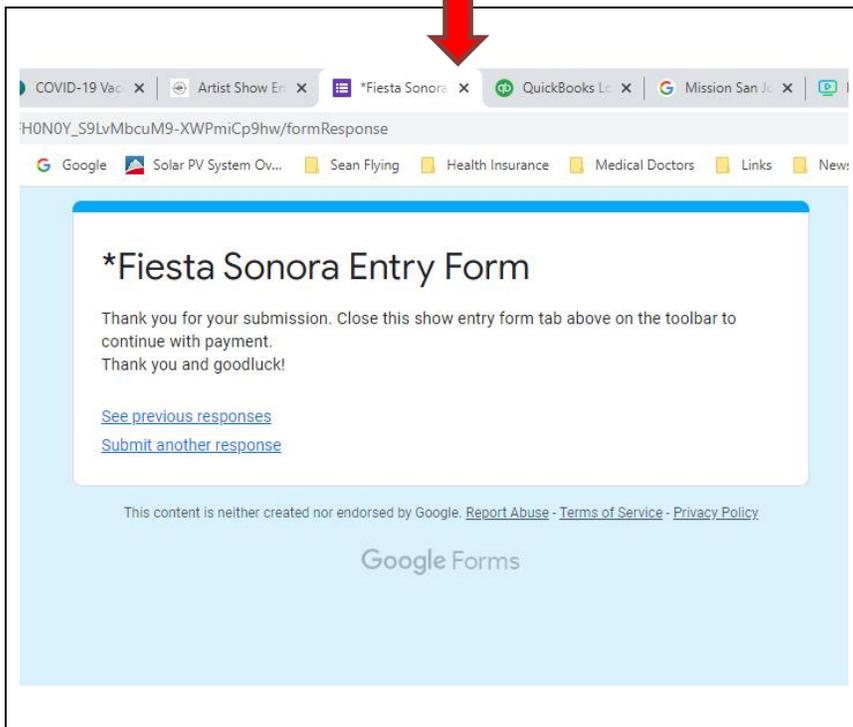
Sign by typing your FULL NAME below. *

Your answer

A copy of your responses will be emailed to the address you provided.

Submit

Page 1 of 1

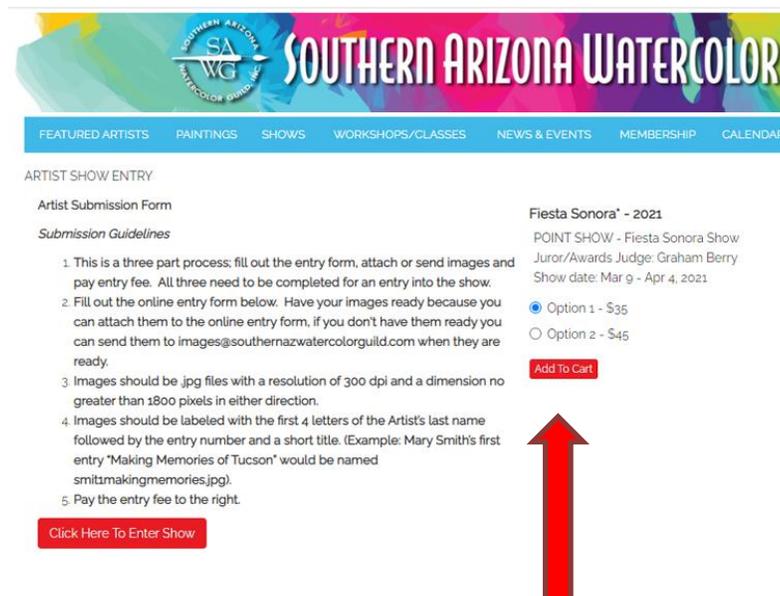


Step 9

Once you have submitted your entry, you will receive this notice thanking you for your submission. You will want to close this tab so that you can continue with your payment.

Step 10

Above in **Step 9** when you close the tab after you complete your entry form it will take you back to the **Art Submission Form**. This time you will want to pay for your entry. On right side chose **Option 1** for one entry or **Option 2** for two entries. Then click on **Add to Cart**.





Shopping Cart

Item	Price	Quantity	Total
Fiesta Sonora [®] - 2021 (Option 1) Option 1 - \$35	\$35.00	1	\$35.00

Grand Total: \$35.00

[← Continue Shopping](#)
[Proceed to Checkout](#)

Shipping Estimate

Zip/Postal Code:

Country:

[↑ Get Estimate](#)

Helpful Info

- Shipping Charges
- Returns
- Terms & Conditions
- Privacy

Tax

Tax is only charged if the shipping address is same country and state that we are in (AZ-US), in which case the tax will be \$3.05, using a tax rate of 0.087

*Workshops, Memberships and Artist Entries are not taxed.

Step 10A

Make sure you are paying for the correct number of entries in the correct show. You can still add items to your cart if you want to purchase other items.

If this is complete, click on red button **Proceed to Checkout**.

Step 10B

Members have an Account Login set up for them. Login is email that you have set up with SAWG, password is lower case sawg followed by your 5-digit zip code, example **sawg85711**. Some have asked us to change their password for them and they should use that.

You can also check out as Guest Checkout. Make sure to use same name, address, and phone number that SAWG has for you otherwise you create duplicate records.

Secure Checkout

1 - Checkout / 2 - Billing/Shipping / 3 - Payment / 4 - Confirm Order

Account Login

Email:

Password:

[Login](#)

[Forgot Password?](#)

[Create Account](#)

Guest Checkout

You can checkout as a guest and at the end of the process you will be given the option to save your information to an account (strictly optional!).

[Checkout](#)

[Back to Shopping Cart](#) [Cancel Checkout](#)

Preferred method



Secure Checkout

1 - Checkout / 2 - Billing/Shipping / 3 - Payment / 4 - Confirm Order

Billing

Email: sueemer@gmail.com

First Name: Sue

Last Name: Emer

Address: 12640 E Calle Mia

City: Tucson

State/Province: Arizona

Postal Code: 85749

Country: United States of America

Phone: 7325391375

Use separate shipping address

Shipping

Items will be shipped to your billing address

[Next](#)
[Back to Step 1](#)
[Cancel Checkout](#)

Step 10C

Account Login will auto populate your information from our database. You might need to add your name the first time.

If you want to cancel checkout or back up a step, click on the correct button on blue bar at bottom of the page.

Click on **Next** to continue.

Step 10D

Payment - Enter all of your credit card information. No spaces required.

Click on **Next** to continue.

Secure Checkout

1 - Checkout / 2 - Billing/Shipping / 3 - Payment / 4 - Confirm Order

Secure Credit Card Payment

Name On Card
Sue Emer
The name (first and last) on your credit card

Credit Card Number
[Input field]
The 16 digits on your credit card (15 for Amex)

Expiration Date 01 / 21
The date (month/year) your credit card expires.

Security Code
[Input field]
The last 3 digits on the back of your credit card (4 digits on front for Amex)

[Next](#)

[Back to Step 2](#)
[Cancel Checkout](#)



Secure Checkout

1 - Checkout / 2 - Billing/Shipping / 3 - Payment / 4 - Confirm Order

Item	Price each	Tax each	Shipping each	Quantity	Total
ARTIST ENTRY Fiesta Sonora* - 2021 (Option 1) Option 1 - \$35	\$35.00	\$0.00	\$0.00	1	\$35.00

Total: \$35.00

Ship to:
Sue Emer
12640 E Calle Mia
Tucson, Arizona 85749 US
If shipping is zero for any physical item, we may contact you about additional costs (unless Pickup specified).

Click if you will pickup this order
(shipping is removed if you pickup)

Comments or special instructions

Back to Step 3 Cancel

Place Order

Step 10E

Confirm Order - Check to make sure everything is correct on the form. You can write a comment or give special instructions in the lower left box. If everything is correct, click **Place Order** and your payment will be processed. If you need to make changes, click on the blue bar to cancel or backup a step, to make your corrections.

Step 10F

You will receive an email from the website confirming your Secure Checkout. You will also receive an invoice from Masterpiece confirming the processing of your payment through the accounting system when the Gallery Financial Manager or Bookkeeper does the final processing of the payment.

You have successfully entered a show!

Secure Checkout

Order 1621 from SAWG Gallery
Thanks for your order!

Shipping Address
Sue Emer
12640 E Calle Mia
Tucson, Arizona 85749
US

Billing Address
Sue Emer
12640 E Calle Mia
Tucson, Arizona 85749
US
7325391375
sueemer@gmail.com

Item	Qty	Price	Total
Fiesta Sonora* - 2021 (Option 1) Option 1 - \$35	1	35.00	35.00

If shipping was zero for any physical item, we may contact you about additional charges.

Subtotal: \$35.00
Tax: \$0.00
Shipping: \$0.00
Grand Total: \$35.00

Comments:

SAWG Gallery
520.299.7294
bookkeeper@southernazwatercolorguild.com