

The Online Application Process

Dougherty Arts Center

Artist Resource Center Professional Development Workshop Series

Exhibitions,
festivals,
residencies,
and many
other artistic
calls-for-entry
are now
online.

Tonight we will cover:

- The various websites for online applications
- How to create a profile
- Preparing and uploading images
- Other requested materials
- Submitting competitive proposals
- The process for applying to the Dougherty's Call for Artists for the 2019 gallery season

There are
various
websites for
online arts
applications

- Submittable
- CaFe (CallForEntry.org)
- Slideroom
- Zapplication (mostly festivals and events)
- PublicArtist.org
- C4E (callforentries.com)

Some websites act as a catalog for call-for-entries where you can peruse open calls and apply to multiple calls using the same profile.

The logo for ZAPP features the letters 'z', 'a', 'P', and 'P' in a stylized, rounded font. The 'z' is green, the 'a' is blue, the first 'P' is grey, and the second 'P' is orange. A registered trademark symbol (®) is located to the upper right of the second 'P'.

ZAPP®

The logo for CaFÉ consists of the letters 'Ca' in white on a green rectangular background, followed by 'FÉ' in white on an orange rectangular background. Below these elements is a grey rounded rectangle containing the text 'CallForEntry.org' in white.

CaFÉ
CallForEntry.org

The logo for C4E features the letters 'C', '4', and 'E' in a tall, black, outlined serif font. A registered trademark symbol (®) is positioned to the upper right of the 'E'.

C4E®

Other websites
require you to
enter through
the
organization's
website

Submittable



 SlideRoom

This means the organization holding the call-for-entry will provide a direct link to the application.

This is the case with the Dougherty's call for artists:
<https://doughertyartscenter.submittable.com/submit>

No matter how
you get there,
all sites will
have you
create an
account

Make sure you remember your login information. You may need to complete your application in multiple sittings, use your account to apply to additional applications, or to edit or trouble-shoot.

Once you have created your account, you will start to add your materials and images.

Each website may have different requirements for materials and images

Be sure to read all requirements carefully so you don't have to repeat work



FOR ARTISTS!

Find calls. Apply. Manage your entries.

LOG IN

Forgot Username? Forgot Password?

Need an account? [Register here.](#)

HOME ABOUT US HOW TO APPLY MEDIA PREP CAFE HELP BLOG

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Uploading: Image, Audio, and Video Files

[\[Back to Help Index \]](#)

- [Acceptable Media File Types](#)
- [FAQs About Your Portfolio](#)
- [Helpful Image Resources](#)

You may upload the following file types to your portfolio

IMAGE: JPEG or JPG, under 5MB and 1200 pixels or larger on the longest side.

AUDIO: AIFF, WAV, XMF, MP3, under 10 MB with a minimum bit rate of 96

VIDEO: 3GP, WMV, AVI, MOV, ASF, MPG, MP4, M2T, MKV, M2TS, under 100MB with a minimum resolution of 640x480; minum 12 fps.

Acceptable Media File Types

IMAGE MEDIA

- **File format:** JPEG or JPG only
- **File dimensions:** 1200 pixels or greater on the longest side. Anything larger than 1200 px will be resized to fit the limitations.
- **File size:** under 5 MB

AUDIO MEDIA

- **File formats:** AIFF, WAV, XMF, MP3
- **Bit rate:** minimum 96 kpbs–maximum 320 kbps
- **Codec:** aiff, wav, au
- **File size:** under 10 MB

VIDEO MEDIA

- **File formats:** 3GP, WMV, AVI, MOV, ASF, MPG, MP4, M2T, MKV, M2TS
- **Resolution:** minimum 640 x 480, maximum 1920 x 1080
- **Aspect ratio:** 4:3 or 16:9
- **Bit rate:** recommended above 240 kbps
- **Frame rate:** minimum 12 fps, recommended 30 fps.
- **Codec:** h.264, h.263, mpeg-1, mpeg-2, mpeg-4, Windows Media Video, and motion jpeg mpeg-1 muxed, Apple Lossless

You may have
to edit and/or
resize your
images before
uploading
them

Hopefully you are starting with a good source image. If you need to make adjustments, there are various programs and apps available.

A well lit artwork may not need color correction. Make sure your camera is set to the correct color balance to match your lighting. You may want to invest in a lighting kit and a backdrop for 3D works.

Various applications and websites may require your images to be a certain size (ex. – 300 dpi, longest side 1920 pixels). This may not be the size of the original image from your camera and you will need to adjust it.

Computer programs for editing images

Photoshop is the best all-around program for editing your images. You can adjust the levels, color, saturation, and size all in one program.

Photoshop is purchased through the Adobe Cloud. The Adobe Suite is offered as a resource of the Dougherty's Artist Resource Center by making an appointment.

There are many other free programs out there that are similar to Photoshop, including GIMP, Paint.NET, and Krita Desktop.

Cell phone
photography is
now high
quality enough
that you may
not need an
expensive
camera

Cell phones now have cameras with high enough megapixels and quality lenses that you may be able to use your phone to take your images.

There are plenty of apps out there for editing images, but you may not be able to adjust everything in one app.

Some apps to consider:

- Photoshop Express
- Adobe Lightroom
- Snapseed
- VSCO
- Image Size

Other Requested Materials

Applications often ask for additional materials besides your contact information and images.

This could include:

- Resume/CV
- Artist Statement
- Bio
- Proposal (for exhibits or residencies)
- References

Be sure to carefully read the requirements for the application to ensure you are not missing anything. Organizations will often not accept incomplete applications.

Submitting and Confirmation

Most sites will give you the option to review your application before submitting it.

Review your application and make sure you have included all of the required material.

Some applications will require a fee and either have their own processing interface, or may redirect you to PayPal.

You should receive a confirmation email when your application is submitted. Be sure to keep your email, especially if there was a payment included. This can be used as a deduction on your taxes if you claim your artwork as a business.