



HOW TO APPLY TO A CALL FOR ENTRY ON CaFÉ™

Go to CallForEntry.org

If this is your first time using CaFE, click **Artist Sign Up** and complete the free registration form. You must be [registered](#) before you can log in and apply to a call for entry.

If you already have a CaFE account, click **Login**. Existing users may proceed to [log in](#) and apply to a call for entry. If you don't remember your password, use the [forgot password](#) link.

Applying is a three-stage process. ALL steps must be completed to submit.

STEP 1: My Portfolio. Upload work samples.

STEP 2: Apply to Calls. Search calls and apply.

STEP 3: Checkout. Complete and checkout.

1. My Portfolio. Upload work samples

Once you have logged in, you may add JPGs to your account that meet the following upload-ready criteria:

File Type: JPEG or JPG only.

File Dimensions: 1,200 pixels or greater on the longest side.

File Size: Under 5 MB.

- Click the **My Portfolio** link.
- Click the **Upload Media** button. Select a file type to upload: "Image" is the default.
- You may choose Audio or Video as the file type if you wish to start there.
- Click the **Choose File** button.
- Navigate to the place on your device where your image or files are stored. Choose a JPG of the artwork you wish to upload to your My Portfolio page.
- Once selected, complete the **artwork description** form.
- Click the **Add to My Portfolio** button. Successful uploads produce a thumbnail version. The upload progress takes only a few seconds depending on internet speed.
- After the first successful upload, click **Action** and choose **Upload Media** to repeat the process for each image of an artwork you wish to upload to your portfolio.

Important

Not all calls accept audio or video work samples. Carefully read the entry requirements to know beforehand what kinds of work samples the call for entry is seeking. [Click here](#) for acceptable video and audio formats.

Your portfolio items will be available for you to use for other calls. The My Portfolio section will act as a library to store your work samples for all future submissions.

Upload Media

Select a file type **Image** ▼

Choose File

JPEG or JPG, under 5MB with a minimum of 1200 pixels on the longest side. More information available at [CaFÉ Help](#).

You have chosen an image file. Please enter information about the image below.
Fields in bold are required.

Artwork Title


Medium

(60 character limit)

2. Apply to Calls. Search calls and apply.

Once you have added artwork samples to your portfolio, you are now ready to start applying to call for entries.

Call Listings

- Click the **Apply to Calls** link.
- Use the **search bar** to search by call name, organization, or city. The search will sift through **180+ listings** and return a positive result if it locates what you entered in the search.
- Use the **filter options** on the left hand side to filter by the type of call, eligibility, entry fee, state or by deadline.
- Click the heart  icon to save your favorite call listings and return to view the favorites later.
- Once you've located a call for entry, read the short description or click **More Info** to go to the full details.
- Click the **Apply Now** button if you are ready to start the application form questions.

Important

Read the full details thoroughly. Each call for entry is sponsored by a different organization and therefore each call for entry requirement and eligibility is unique.

Each organization issues their own terms and conditions to apply. Read the terms carefully. If you agree with the terms, click **Agree**. If you don't agree with the terms, click **Decline**.

[MY CAFÉ ENTRIES](#)

[MY PROFILE](#)

[MY PORTFOLIO](#)

[APPLY TO CALLS](#)

[CHECKOUT](#)

[CAFÉ HELP](#)

[LOG OUT](#)

Call Listings

Search by call name, organization, or city



184 Results

Application Form

You will be asked to complete form questions and choose work samples at this stage.

- **Form Questions:**

These are typically narrative-based questions such as Artist Statement, Resume, or Artist Bio. But they may also be multiple choice or checkbox type questions. You can type a response, copy/paste a response, or upload a document. Be sure to save frequently.

Depending on the organization's preference, you will either be providing a typed response or a file upload response. No two forms are alike, that's because each organization hosting their call on CaFE decides what they wish to collect from applicants.

Sandbox 2019 DEMO Call for Art

Contact Email: cafe@westaf.org

Entry Fee: (DEMO Sandbox 2019 DEMO Call for Art) \$10.00

Entry Deadline: 10/30/2019

Fields in bold are required.

FORM QUESTIONS

Artist's Statement

Please provide a brief statement (1000 character limit).

Character count: 0/1000

Please submit a bio.

Character count: 0/1000

Please submit a current resume.



Choose File

Save

Application Form cont.

You will be asked to complete form questions and choose work samples at this stage.

- **Choose Work Samples:**

These are the images and work samples you uploaded to your portfolio. Hover over a thumbnail and click to select the image that will be submitted. Click to deselect if you change your mind. Be sure to choose the required quantity.

Depending on the organization's preference, you will either be choosing only images or a combination of images, audio, or video media. You may in some cases, be able to reorder images after you save as well as choose categories for each submission.

CHOOSE WORK SAMPLES

If you wish to add more work samples, upload media to [My Portfolio](#)

REQUIREMENTS:

IMAGES - Minimum: 1, Maximum: 3

AUDIO - Minimum: 0, Maximum: 0

VIDEO - Minimum: 0, Maximum: 0

TOTAL MEDIA - Minimum: 1, Maximum: 3

Please choose 1-3 samples

Please choose 1-3 images



Feb 7



Feb 7 DUP



test



Test



test



test dup



test dup



Test



Aug 6 2019

Save Application

Click **Save Application** to proceed to the next stage.

Important: Clicking Save Application even if your entry is partially completed is good practice. You may return to complete it from the MY CaFE ENTRIES page anytime before the deadline.

Error? Items in red indicate something is required and has not been answered. Try again until all required questions and requirements have been completed.

3. Checkout. Complete and checkout.

Once you have completed the form question and work sample requirements, you are ready to submit.

At this stage you have three options: Checkout, Back to Entry, and Preview.

- Click **I'm Ready to Checkout** to finalize, pay for and submit your application to the organization.
- Click **Back to Entry** if you need to make edits or changes and you are not yet ready to submit.
- Click **Preview** if you need to see how the application will look after you have submitted it.

CaFE Checkout

Once you are ready to checkout, place a checkmark in the box to the left of the call name. You will see a total amount due. If you have a **coupon code** to redeem, enter it now or you will pay the full price.

Depending on the organization's preference, you'll either be paying by card or PayPal, in some cases organizations will accept payment by check.

Choose a **method of payment**. Click **Proceed to Checkout**.
If there is no entry fee, click **Proceed to Checkout**.

CaFÉ Checkout

No cost entries must also proceed to checkout to finalize submission.

Once an entry has been submitted, you cannot make changes to it.

Sandbox 2019 DEMO Call for Art



\$10.00 DEMO Sandbox 2019 DEMO Call for Art

Credit or debit, PayPal, and checks accepted

Total \$10.00

Choose a method of payment



Credit or debit (Visa/MC)



PayPal



Check

[Proceed to Checkout](#)

Payment details

On the final page, submit card payment information. If paying with PayPal follow the page prompts.

Click submit to finalize payment. You will be able to print a receipt after checkout and one will also be emailed to you for your records.

Important:

- \$0.00/No cost entries must also proceed to checkout to finalize submission.
- Once an entry has been submitted, you cannot make changes to it.
- Payment options include: Pay with Visa/Mastercard; Pay with PayPal; Pay with Check.
- If paying with check, mail your payment to the organization not to CaFE.

You may review all submitted entries by clicking on **My CaFE Entries**. Submitted entries have a status of **Received**. Submitted entries are final and no longer editable.

Questions? cafe@westaf.org