

Tips for Applying Online to the Western Art Auction

Before You Start: Open your Pictures folder that has the image of the piece(s) you are submitting. Copy your biography info onto your clipboard, because you can just Paste it into the online form where it asks for *Artist Information and Biography*. Have your debit or credit card handy.

Access the Online Form through www.westernshowcase.com. Select Registration Forms and click on Art Auction Application under the heading Western Art Show. The form will come up.

First Page: It's a good idea to get the *Terms and Conditions* because that has all sorts of useful stuff in it, like contact info, entry fee, categories of art work, jury criteria and so forth.

Email address: please double check that the email address you enter is correct – this is how we contact you, including how we let you know whether your artwork was juried into the Auction.

Seasonal Contact Information: fill this in if you will be away from home for an extended period of time, otherwise just ignore it.

Consignor Address: consignors, please include your email address and phone number.

Comments: use this area to relay info not otherwise covered any place else on the form. If you have completely finished your submission and want to change something, please don't go back online to the *Comments* section – email us instead at westernartauction@gmail.com.

Art Submissions Page: OK, this is where it might get a bit tricky. The good news is that loading images is way easier than last year!

Category: see page 3 of the document that comes up when you clicked on Terms and Conditions.

Medium: you can enter any Medium you want by choosing *Other* in the drop-down menu. A box comes up saying *Please specify* and that's where you type in any Medium that isn't already included in the drop-down menu. One of our most important jurying criteria is variety of Medium. If your Medium is Bronze, a box will come up asking for the edition number.

Reserve Amount: we do not accept reserves on pieces valued at less than \$5,000.

Image: Click into the first *Image** box, then double click *Browse...* and your Pictures folder will come up. Select the image of your piece and double click Open. The Art Submissions Page of the online form will reappear. Double click *Add this Art Submission to your Application* and watch for a thick blue line on the bar at the bottom of your screen. This thick blue line increases and moves towards the right as the Image loads. Wait a minute or so while your Image loads.

Error Messages: This is the only tricky part. If a box has not been filled in properly, an error message will appear in red and this occurs after the step to load an Image. If this happens, click the blue arrow at top left of the screen which will take you back to a fresh Art Submissions Page. You cannot correct any errors by just clicking into the box where the error message is being displayed – you have to click the blue arrow for a fresh page, fill it out, and reload your Image.

Finish or Add Page: Once your image has loaded, the next page will come up, saying at the top, "*Art Submission has been added to your application*". It will tell you how many of the maximum **4** art submissions you have added so far, and what the title(s) are. If you want to add another submission, use the bottom part of the page and it will take you through the same rigmarole as the Art Submissions Page. Once you have clicked *Finished – Submit the Application*, your Western Art Auction Application will come up. Click to pay and you're done!

Payment Page: This will have the logo of the Calgary Stampede STORE and calculate for you the total amount of entry fee(s) at \$35 per piece. You can pay by debit or credit card.

Frequently Asked Questions

If I have questions how do I contact you? Send us an email at westernartauction@gmail.com. Up until the **deadline of Thursday, January 5, 2012**, we will do our best to get back to you within 4 days.

I completely finished my submission online & want to change something – do I have to go back online again? No, and we would prefer that you didn't. Just email us the corrected info at westernartauction@gmail.com. If you move or change your email address after applying online, please ensure you let us know at this email. Go back online only if you are submitting another piece.

How & when will I find out if my artwork was accepted for the Auction? We have a 2-stage jurying process, so it will be **February 10, 2012** by the time we complete the selection for the 2012 Auction. Everyone who applied online will be notified by email, so it's really important that you double check the email address you gave us online – if it's off by even a single digit, our letter might disappear somewhere in cyberspace and we won't even know that you never received it. If you have not heard from us one way or the other by **February 29, 2012**, please email at westernartauction@gmail.com.

Is there some way of applying by mail? Yes, you can print off the Application Details and Guidelines along with the Paper Entry Form and Contract through the Western Showcase site at www.westernshowcase.com or through Auction_apply@westernshowcase.com. Fill out the Contract and Bio forms and mail these to us at: The Calgary Stampede, Attention: Western Art Auction, Box 1060, Station M, Calgary, AB T2P 2K8, along with your cheque made payable to The Calgary Stampede (\$35 per piece). To get your image(s) to us, send by Jpeg attachment to westernartauction@gmail.com. As long as your paper application (along with correct entry fee) is postmarked on or before January 5, 2012 and we have the Jpeg of your image by then, your submission(s) will be included in the jury process.

Has the entry fee gone up? Yes, we increased the entry fee to \$35 per piece from \$25 per piece in order to cover our costs. It hasn't been increased in over 10 years.

Why does the payment page online say Calgary Stampede STORE? Because the CS Store can process debit or credit cards. The CS Store sends us an automatic notification of payment. If the name on the debit or credit card is **different** from the name of the artist, please let us know by email.

I think I overpaid – how do I get a refund? Send us an email at westernartauction@gmail.com.