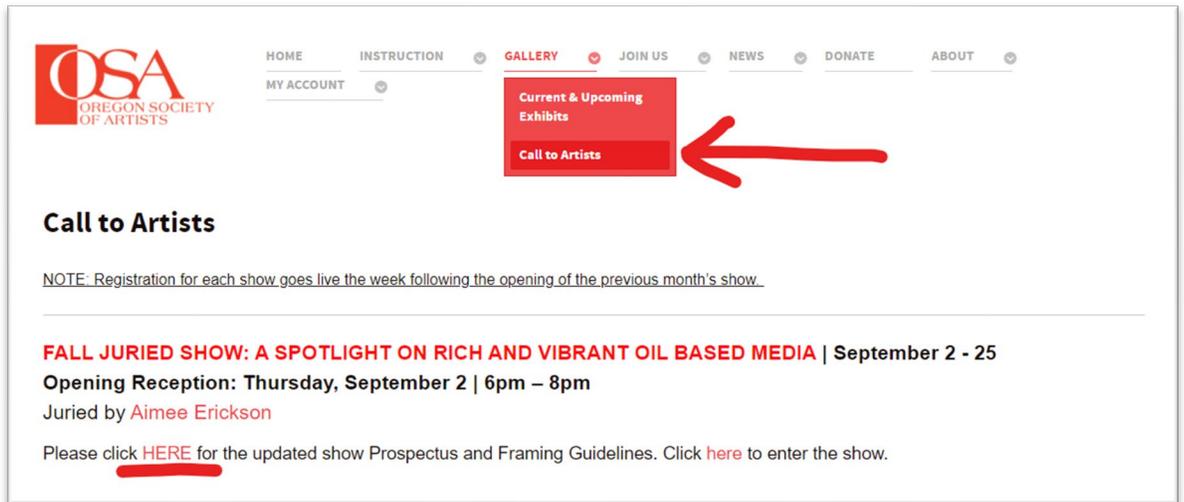
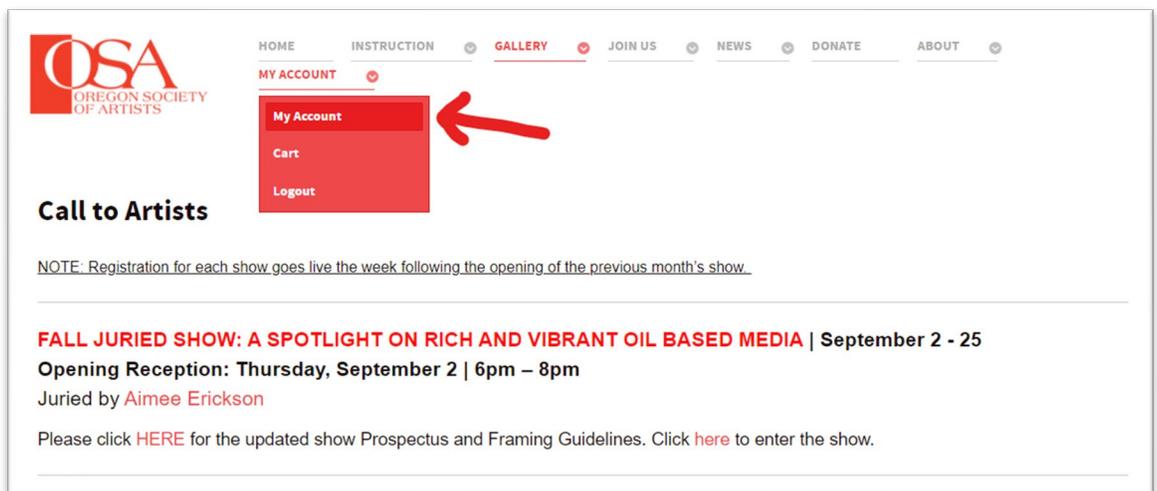


SUBMITTING TO A CALL FOR ART

1. Thoroughly read the full prospectus before you begin. To find it, go to osartists.org, locate GALLERY in the main menu, and select “Call to Artists” from the drop-down menu (as shown below). Under the show you’re interested in, look for “Please click [HERE](#) for the show Prospectus.”



2. Once you have read the prospectus, log in to (or create) your OSA account. From the website, locate MY ACCOUNT in the main menu, and select “My Account” from the drop-down menu.



- a. If you **already have** an OSA account, enter the email address you used to create your account, then your password.
 - b. If you **do not** have an account, enter your email address and you will be prompted to create an account.
3. Once you are logged in and on the My Account screen, look in the lower right for “Open for Entries”. Located the show you want to enter, and click the “Click to enter” button at its right (as shown below).

4. Click “Add Entry” and enter information about the artwork you are submitting. Make sure all the information is correct and there are no typos. The information EXACTLY AS YOU ENTER IT will appear on wall labels and the online show. When you are certain it’s all correct, click “Save Item Details” then “Continue” (as shown at right).

- Repeat the steps in #4 for each artwork you want to enter. When you are done and certain that all the information is correct, click “Finish and Checkout” (as shown below).

Entry Submission for Fall Juried Show: Oil-Based Media

1 Artist's Entries
You may enter up to 2 items.

Add Entry
1 entries remaining

Finish and Checkout

Here is what you are entering in this Exhibition

#	Title	Medium	Price	Edit	Remove	Print
3457	Title of Artwork	block print	500.00	Edit	X	

- You have one more chance to review information. When you're ready, click the big, red, “Check Out” button in the upper right (shown below). **Note that YOU MUST complete checkout** to pay your entry fee, and your entry is not valid until you have paid your entry fee. *

Shopping Cart

Heather Lee Birdsong 2185 SW Park Place Portland, OR 97205

Purchase Total: 50.00

Check Out

Donate Now **Join Now**

1 entries in Fall Juried Show: Oil-Based Media: Title of Artwork: Entry no. 3457
Fees: \$ 50.00

remove

Entrant: Heather Lee Birdsong

YOU MUST complete checkout to pay your entry fee. Entries that are not paid for will not be included in judging.
You need not send a printed copy of your entry or a self-addressed envelope

*If you have trouble paying online, contact the OSA office at info@osartists.org or call 503-228-0706 Monday–Friday, 9 AM – 4 PM.

7. Enter payment information and click “Confirm” to complete checkout.

Return to Cart

Register

Tuition/Purchases	50.00	
Class Fees	0.00	
Membership	0.00	
Donations	0.00	
Other	0.00	
<hr/>		
Item Total	50.00	
<hr/>		
Sales Tax	0.00	Taxable Sales: 0.00
Total Due	50.00	

Payment

Credit Card

Card No.

Card Exp. Month Year

Security Code

Whose card is this?

If card owner is not in household, enter info below:

»

Confirm

8. **YOU'RE NOT QUITE DONE!** Once you've entered your submission online, you still need to **email your images** (as described in the prospectus you reviewed in step #1, under the 'HOW TO ENTER' column). Look for a confirmation email after sending your image(s); it may take a day or two.

9. Your submission is complete once you have completed ALL of the steps above **by the dates given in the prospectus**. Late submissions cannot be considered.

10. If you wish to pay entry fees by check or cash, you must visit the OSA offices during open hours (Monday through Friday, 10 AM to 4 PM except on holidays) and ask staff for assistance **BEFORE THE SUBMISSION DEADLINE**. Please be prepared with all the required information.