



How to Register for an Exhibition

Preparing your JPEG

You need to have a JPEG of your artwork to register. It should be big enough to look good but not bigger than 3MB. We recommend a picture about 1500 pixels wide.

If you are submitting a photograph or photo art, use the JPEG that you used to print the picture.

If you are a painter, take a high-quality photo of your painting in natural light so that the painting is not distorted and there are no distracting reflections. If possible, photograph the painting without its frame. Otherwise, use a cropping tool to remove the frame from the photo. There is a video available in the website Blogs that demonstrates techniques for taking photos of your artwork.

Step 1 - Login

Login to the OWAA website using your Username and Password. The Members' Dashboard will appear.

Step 2 - Select Registration Form

In the Dashboard, click on the "Register for the Next Exhibition" link. In this example (below) you would click on [Register for "Scenes from the Ottawa Valley"](#).

Ottawa West Arts Association

Members' Dashboard

User Profile

- Edit Your Profile – [Edit](#)

Upload Images

- Upload Image to Your Gallery – [Upload](#)

Register for Exhibition

- Register for the Next Exhibition – [Register for "Scenes from the Ottawa Valley"](#)
- View Registration Progress for ... [Scenes from the Ottawa Valley](#)

Administrative Files

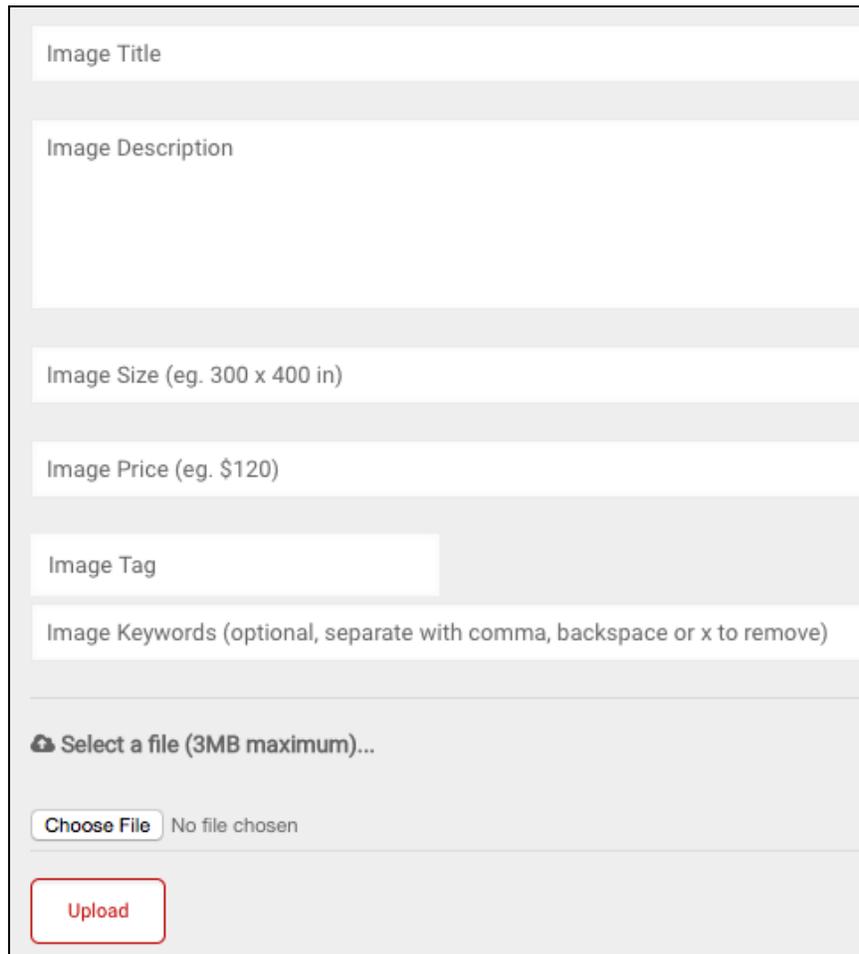
- Files – [Table of Contents](#)
- Roles & Responsibilities – [Table of Contents](#)

Participate

- Volunteer – [Open Volunteer Form](#)
- Suggestion Box – [Open Suggestion Form](#)

Step 3 - Register for Wall Display

Complete the form (see below), entering information for the **Image Title**, **Image Description** (optional) **Image Size** (e.g. 36" x 24"), **Image Price** (e.g. \$200), **Image Tag** (select Exhibition), and **Image Keywords** (optional) then click on the **Choose File** button to select the JPEG file of the image you are registering. The maximum size for these pictures is 36" x 40". When you are done, click the **Upload** button. You may see an upload progress "gear" icon while it is uploading.



The form is a vertical stack of input fields and buttons. It starts with a text input for 'Image Title', followed by a larger text area for 'Image Description'. Below that is a text input for 'Image Size (eg. 300 x 400 in)', then another for 'Image Price (eg. \$120)'. There is a dropdown menu for 'Image Tag' and a text input for 'Image Keywords (optional, separate with comma, backspace or x to remove)'. Below the text inputs is a file selection area with a trash icon and the text 'Select a file (3MB maximum)...'. Underneath this is a 'Choose File' button and the text 'No file chosen'. At the bottom of the form is a red-bordered 'Upload' button.

If you successfully registered your image, you will see a message saying **"Image uploaded!"**

Step 4- Confirm your Registration

If you want to make sure your picture was successfully entered in the Exhibition, click on the **New Dashboard** link at the top right of your screen. When the Dashboard appears, click on

• View Registration Progress for ... **Scenes from the Ottawa Valley**

and you will see the pictures registered so far. If you see your picture there, you have registered.

Step 5 - Register for Cabinet Display (optional)

If you wish to register a small picture for the glass cabinets, repeat the process starting at Step 2 (above). There is limited space for small artworks in the glass cabinets so we will accept pictures on a first-come, first-served basis. The maximum size allowed for these pictures is 14" x 14".