



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 Members' Dashboard, click on **Register**.

Step 3 - Register for Wall Display

Read the instructions on the Registration Form and complete the form. When you are done, click the **Upload** button.

Step 4 (Optional) - Register for Cabinet Display

If you would like to register a small picture (maximum size 14" x 14") for display in the glass cabinets, use the Registration Form again. As there is limited space in the glass cabinets, registration of small pictures will be on a first come-first served basis.

Step 5 - Confirm your Registration

You may want to make sure your picture was successfully entered in the Exhibition. From the **Members' Dashboard**, click on **View Registration Progress**, and you will see the pictures registered so far. If you see your picture there, you have registered.

Correcting Errors

If you make a mistake, you can correct it yourself. Read the "How-to" document called **How to Manage your Personal Gallery**. You can find this in the **Media \ How-to Pages** in the OWAA website.