

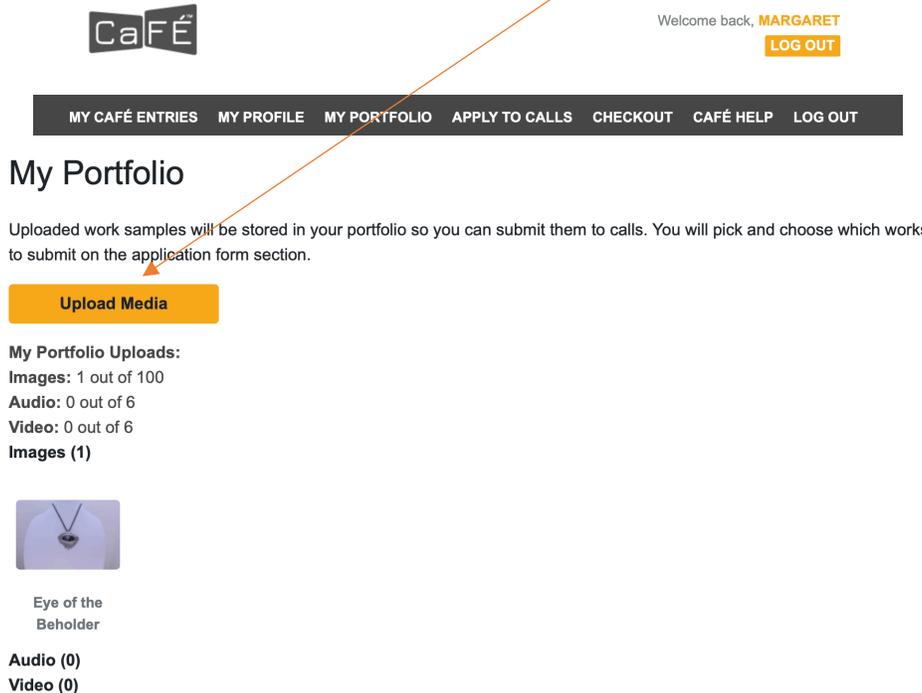
Step 2: Upload Photos to your Portfolio

2a. Ensure the photos you want to upload are already on your computer's hard drive or on a thumb drive, and that you can access them while online in the Café application. Photos should be in jpg format, at least 1200 pixels on the longest side and no larger than 5mb each. Contact Margaret with questions margaret@TheBroochAndBangle.com.



2b. Click on My Portfolio

2c. I happen to have a photo in my portfolio already. Click on **Upload Media** to add items to your portfolio.



2d. Click on **Choose File** and select one photo from your hard drive or thumb drive.

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.

2e. Your photo won't appear until you complete the form. Fill out the form for your art piece.

Fields in bold are required.

Artwork Title

Medium

Jewelry

(60 character limit)

Height

2

Units

Inches

Width

1.5

Units

Inches

Depth

.25

Units

Inches

Price/Value

200.00

Year Completed

2019

Primary Discipline

Jewelry

Art in Public Places

No

Description

An onyx stone sits atop a sterling teardrop framed in brass and pierced with brass "needles." Textures from handmade etching, hammering and patina. Original design, one of a kind. Hangs 20" on silver plate chain.

(optional) Character count:214/300

Add to My Portfolio

2f. Click on **Add to my Portfolio**.

2g. The following page will automatically open for the photo you just uploaded. Review the information. If you need to make changes, click on **Actions** to see the various actions you can take including Modify and Delete.

The screenshot shows the CaFÉ website interface. At the top left is the CaFÉ logo. At the top right, it says "Welcome back, MARGARET" with a "LOG OUT" button. Below this is a navigation bar with links: MY CAFÉ ENTRIES, MY PROFILE, MY PORTFOLIO, APPLY TO CALLS, CHECKOUT, CAFÉ HELP, and LOG OUT. The main heading is "CaFÉ Media Preview". A green success message box states: "SUCCESS! Your image was resized from 2109x1608 pixels to 1920x1464 pixels to fit the system limitations." Below this, text says: "You may submit this work to any call for entry. If Modify or Remove options are not available, [click to archive past entries](#), then return here to modify or remove media." There is a dropdown menu labeled "Actions" with a downward arrow. An orange arrow points from the text in the first paragraph to this dropdown menu. Below the dropdown is a small image of a necklace with a pendant, labeled "(click to enlarge)". To the right of the image, the item details are listed: "On Pins & Needles Pendant", "Medium: Jewelry", "Dimensions: 2" x 1.5" x .25", "Price: \$200.00", "Year Completed: 2019", and "Primary Discipline: Jewelry".

2h. Continue to add photos as needed by going to **Actions** and clicking on **Upload Media**. When finished adding photos, you are **Done!**

Next, you will **Apply to Calls** in Step 3.