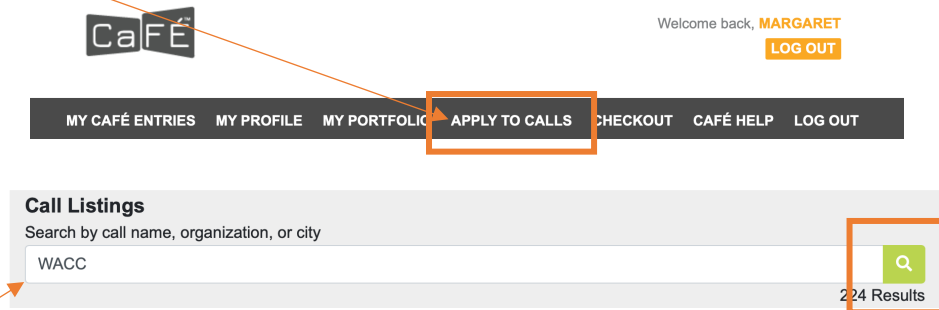# Step 3: Apply & Submit Exhibition Application

You are at the last step and nearly done-done! If you have questions, contact Margaret at margaret@TheBroochAndBangle.com.

3a. Click on **Apply to Calls**.

3b. Type "WACC" into the search bar and click on the magnifying glass to find our event. If you don't find it, you may need to "clear your computer's cache." Contact Margaret if you need help with this.

3c.   Answer our questions on the form.   This enables you and us to ensure equirements are met. For example here is one of the questions:

> 1. All work must be of original concept and design. Work created in an instructional setting, including, but not limited to, workshops and art classes, are not considered original artwork.
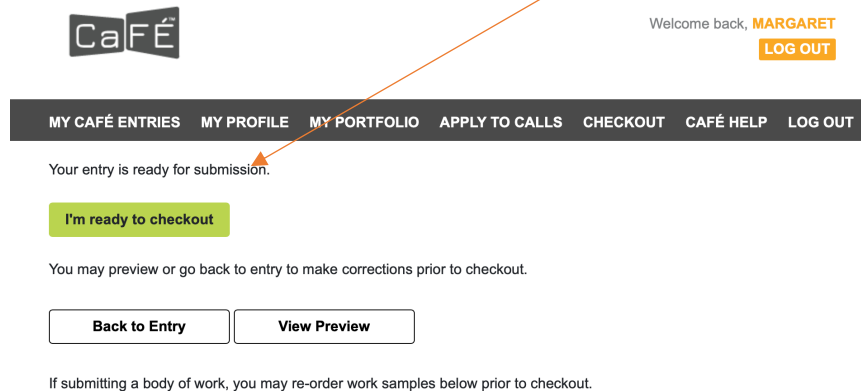>
> Is your artwork original?
>
> ○ Yes
> ○ No

3d. Click on your answers and SAVE.

3e. At the bottom of the same page, your portfolio will be open. Select the media you want to include with your application. WACC only accepts photos.
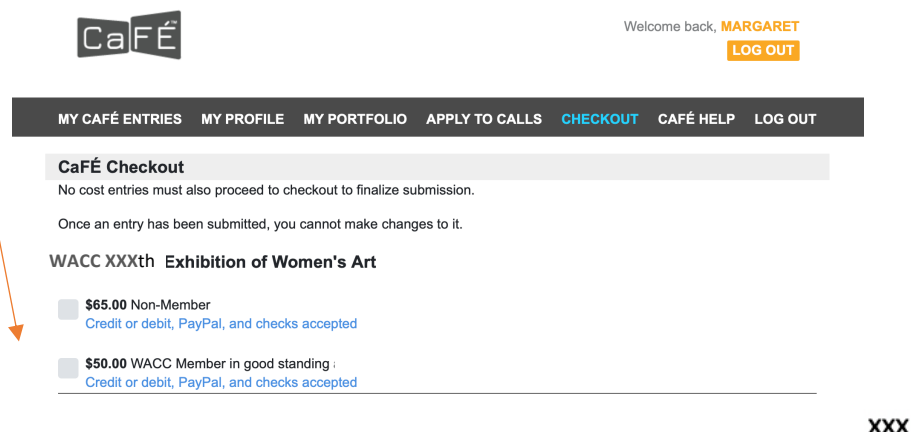

3f. Check the boxes of the media you are selecting and click on **Save Application**.

3g. You are now ready to check out, however you can preview your application or go back to make changes. Once you check out, your application can't be changed. Click on **I'm Ready to Checkout**.

Welcome back, **MARGARET**
LOG OUT

MY CAFÉ ENTRIES   MY PROFILE   MY PORTFOLIO   APPLY TO CALLS   CHECKOUT   CAFÉ HELP   LOG OUT

Your entry is ready for submission.

I'm ready to checkout

You may preview or go back to entry to make corrections prior to checkout.

Back to Entry	View Preview

If submitting a body of work, you may re-order work samples below prior to checkout.

3h. Select the appropriate fee. Members "in good standing" means your dues are on record as being paid. Contact the membership chairperson, with questions at yukilodge12@gmail.com.

Welcome back, **MARGARET**
LOG OUT

MY CAFÉ ENTRIES   MY PROFILE   MY PORTFOLIO   APPLY TO CALLS   CHECKOUT   CAFÉ HELP   LOG OUT

CaFÉ Checkout

No cost entries must also proceed to checkout to finalize submission.

Once an entry has been submitted, you cannot make changes to it.

WACC XXXth Exhibition of Women's Art

$65.00 Non-Member
Credit or debit, PayPal, and checks accepted

$50.00 WACC Member in good standing
Credit or debit, PayPal, and checks accepted

XXX

3i. Once you select the appropriate fee, the payment options appear. Select one.

Total $50.00

Choose a method of payment
Credit or debit (Visa/MC)
PayPal
Check

Proceed to Checkout

3j. Click on Proceed to Checkout

3k. Depending on your payment preference, the Checkout page opens up automatically for paying by credit card ….

….or by check

3l. Type in your check number

3m. Click on **Submit Payment.**

CaFÉ™

Welcome back, **MARGARET**
LOG OUT

MY CAFÉ ENTRIES   **MY PROFILE**   **MY PORTFOLIO**   **APPLY TO CALLS**   **CHECKOUT**   **CAFÉ HELP**   LOG OUT

Dear Margaret Kastner (margaretta),

This is your CaFE confirmation receipt for your CaFE™ transaction.

Transaction Date: **Wednesday 20th January 20XX**
Check Number: **1234**
Total To Be Paid by Check: **$50.00**

Purchased Item(s):
WACC 1xxth Exhibition of Women's Art : $50.00
WACC 1xxth Annual Juried Exhibition
Total Amount: $50.00

PRINT THIS PAGE AND MAIL WITH YOUR $50.00 CHECK TO:
WACC 1xxth Exhibition of Women's Art
The Barn, WACC Juried Exhibition
6980 Cambridge Ave.
Mariemont, OH 45227

Terms: You have indicated that you are paying by check. Please remit payment immediately. If payment is not received, your request will not be processed and your application will not be valid.

Thank You,
CaFE™ Team
Email: cafe@westaf.org
Website: www.callforentry.org

Print this Receipt

3n. Click on **Print this Receipt**.

3o. Click on **Logout.**

DONE! If sending in a check, do that <u>now</u>. **DONE-DONE!**