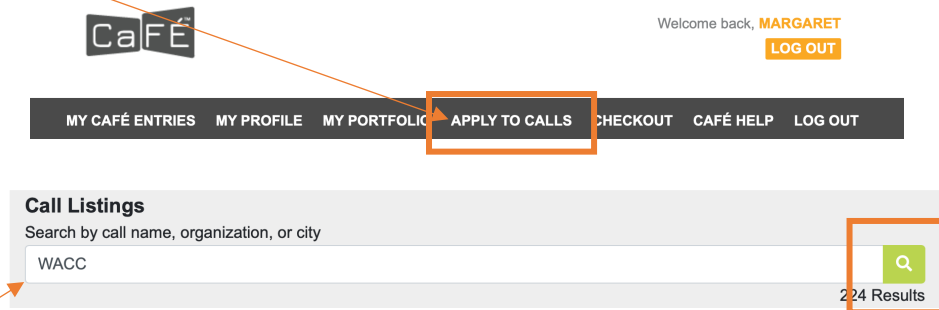


Step 3: Apply & Submit Exhibition Application

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 requirements 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?

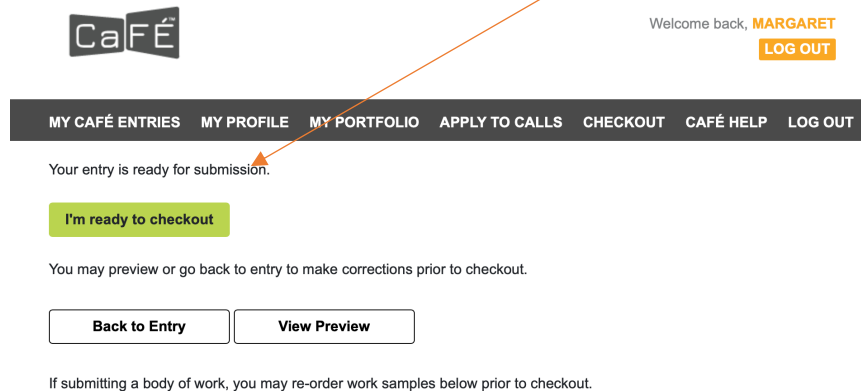
☒ Yes
☐ No

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.

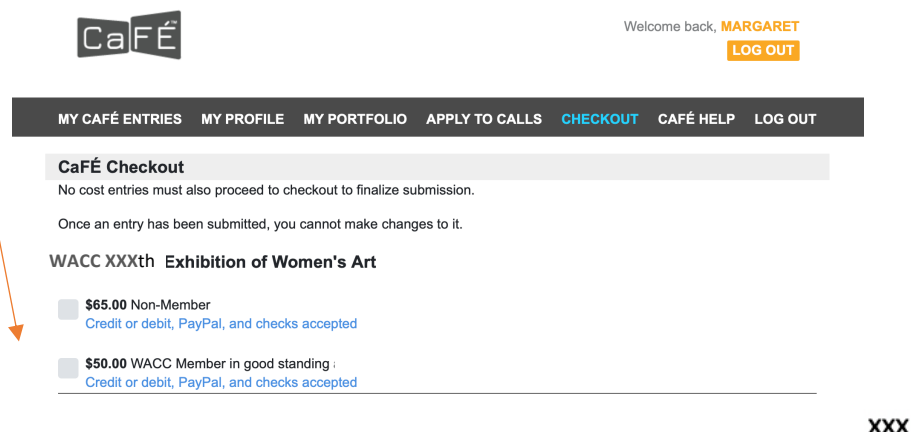
3f. Check the boxes of the media you are selecting and click on **Save Application**.

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.**




The screenshot shows the CaFÉ website interface. At the top, the CaFÉ logo is on the left, and a welcome message "Welcome back, MARGARET" with a "LOG OUT" button is on the right. A dark navigation bar contains links: MY CAFÉ ENTRIES, MY PROFILE, MY PORTFOLIO, APPLY TO CALLS, CHECKOUT, CAFÉ HELP, and LOG OUT. Below the navigation bar, a message states "Your entry is ready for submission." followed by a green button labeled "I'm ready to checkout". Below this button, a message says "You may preview or go back to entry to make corrections prior to checkout." and two buttons are provided: "Back to Entry" and "View Preview". At the bottom, a note mentions re-ordering work samples before 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.



The screenshot displays the "CaFÉ Checkout" page. It includes the CaFÉ logo and a welcome message for MARGARET. The navigation bar highlights "CHECKOUT". The main content area is titled "CaFÉ Checkout" and contains instructions: "No cost entries must also proceed to checkout to finalize submission." and "Once an entry has been submitted, you cannot make changes to it." Below this, the section "WACC XXXth Exhibition of Women's Art" lists two fee options: "\$65.00 Non-Member" and "\$50.00 WACC Member in good standing :". Both options include the text "Credit or debit, PayPal, and checks accepted". An orange arrow points to the "\$50.00" option. The page number "XXX" is visible in the bottom right corner.

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



The screenshot shows the payment selection screen. A grey bar at the top displays "Total \$50.00". Below it, the text "Choose a method of payment" is followed by three radio button options: "Credit or debit (Visa/MC)", "PayPal", and "Check". At the bottom, a green button labeled "Proceed to Checkout" is highlighted with a green border. An orange arrow points to this button.

3j. Click on Proceed to Checkout

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


CaFÉ Checkout
Finalize: This is the final step in completing your application(s). If you need to make changes, [click here](#) to return to previous page. Otherwise, click the "Submit Payment" button below to complete payment and submit your application(s).

Call for Entry	Description	Cost	Total
WACC XXXth Exhibition of Women's Art	WACC XXXth Annual Juried Exhibition	1 x \$50.00	\$50.00

Grand Total: \$50.00

Name On Card

Card Number



Enter card number with no hyphens or spaces.

Expiration

Zip Code

Enter Zip or Postal Code at which your credit card is billed.

Security Code

Enter the 3-digit CVV number on the back of your card.

Submit Payment

This charge will display as "WESTAF CAFE ARTREG" on your credit card statement.

....or by check


3l. Type in your check number

CaFÉ Checkout
Finalize: This is the final step in completing your application(s). If you need to make changes, [click here](#) to return to previous page. Otherwise, click the "Submit Payment" button below to complete payment and submit your application(s).

Call for Entry	Description	Cost	Total
WACC XXXth Exhibition of Women's Art	WACC XXXth Annual Juried Exhibition	1 x \$50.00	\$50.00

Grand Total: \$50.00

Check Number



Enter the number from the upper right-hand corner of the paper check.

Submit Payment

Terms: You have indicated that you are paying by check. Please remit payment immediately. Your check must be post marked by **2/28/XX** the deadline date.
The **Woman's Art Club of Cincinnati** mailing address will be provided on the next screen. If your check is not received in time your entry will not be valid.

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



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 CaFÉ confirmation receipt for your CaFÉ™ 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,

CaFÉ™ 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 now. **DONE-DONE!**