STEPS FOR MEMBER REGISTRATION
2106 WATERCOLOR WEST INTERNATIONAL JURIED EXHIBITION

It is very important that you read through these instructions before you submit your entry. In a nutshell, here's what you, as a Watercolor West member, will need to do to enter:

1.   Resize the image of each of your paintings (you may enter 2) so that the longest side is no more than 1200 dpi at resolution of 300 pixels/inch.
2.   Save your images in JPG format under file names with the first three letters of your last name in all capital letters, followed by the first three letters of your first name in all capital letters, followed by the letter A for the first entry or the letter B for the second entry. For example, the filename of Julie Crouch's first entry is CROJULA.
3.   Have the following information ready: title of painting, price of painting (or NFS if not for sale), size of painting unframed (H x W in inches), size of painting framed (H x W in inches), year of completion of painting, name of the JPG file of your image (see naming criteria in #2 above) credit card or PayPal account information.
4.   Login with your username and password to the Watercolor West website at www.watercolorwest.org.
5.   Make sure your dues are current. Click on your name (under the paint tubes on the banner) to see your profile and the date through which your dues are paid.
6.   On the Home Page, click on "Click Here for More Information"
7.   Click on "Click HERE to go to the Event Registration"
8.   Click on "REGISTER"
9.   Fill in your email if it's not there already and click "NEXT"
10.   Check "Member Exhibition Entry" and click "NEXT"
11.   Fill in the information requested. "Painting A Title" should be the name of your first painting submitted. "Image A File Name" should be the file name of the JPG file of your first painting, e.g. CROJULA.
12.   Click on "Image A Upload" which will open a second window on your computer. There may be images on this page; disregard them.
13.   Click on "UPLOAD"
14.   Click on "Browse" and find your properly named and sized JPG of your image on your computer and click "Open."
15.   Click "Upload" and wait until the image appears.
16.   Close the second window and check the box next to "Image A Upload" on the first window (indicating that you have uploaded Image A).
17.   If you are submitting 2 entries, repeat the process for Image B Upload with your second entry.
18.   Click "NEXT"
19.   Review your entry information and click "CONFIRM"
20.   Follow the instructions to pay for and complete your entry.

We will personally help anyone who needs help uploading their image. Please contact Julie Crouch at juliecrouchart@gmail.com with questions.