

Step by Step Guide for Applying to the Square Foot Show 2024

You have navigated to this page using the email sent to you or the link on westlandgallery.ca (on the front page).

Before you begin, **read the information sheet** thoroughly!

The information sheet can be found at westlandgallery.ca on the homepage. **Do not miss this step!**

Use a computer to fill out this application. **Using your phone or iPad will not work!**

Now, create a folder on your desktop. **Label it SFS Application**. This folder will help you stay organized during this application process. Put the following items in this folder that you will need to complete the on-line application: **FIRST**, put digital images (up to 2) of your **completed artworks** in the file. Images must be **cropped square** with **NO** background showing. Have the title, medium and retail price for each image available and **each image must be labeled** with this information. Images **must be included** with your application for the application to be considered. **SECOND**, put a current artist biography, that you can copy and paste into the application, into your SFS Application folder.

On the main Portal page enter your **EMAIL ADDRESS** in the box provided near the bottom of the screen. Check that the email address is correct. **This will be used for all future correspondence and cannot be changed**. Press **CONTINUE**.

You are now on the **Your Contact Details** page. Fill in each box with the appropriate information. First Name. Last Name. Phone Number. Street Number and City. Province. Postal Code. Before you hit the SAVE button go over the information and make sure it is correct. Click the **SAVE** button.

On the following page a blue box can be seen at the top of the page. You will now **pay your \$35 entry fee**. This fee includes HST and covers up to two artworks per person.

Click on the box **ADD PAYMENT METHOD**. A page called **Payment Details** will appear. Enter the name on the card, the card number, the expiry date, and the CVC code found on the back of your credit card. Before hitting the SAVE button, check that all the information is correct. **Click SAVE**.

Another blue box will appear verifying that you wish to make this payment. Click **PROCESS PAYMENT**. A message will appear that says... You Have Paid the Following Payment Fee.

You are now back on the main page. Look to the right of **2. Artist Profiles** and click on the button **+ARTIST**. Fill out your first and last name. Next is a box called **Artist Biography/Statement**. Navigate to your SFS Application folder on the desktop. Open your Statement/Bio. Highlight the Bio, click **COPY**. Navigate back to the Portal. Click on the **Artist Biography/Statement** box, **PASTE**. Your Bio should appear. If you don't have a formal Bio, simply type a short description of yourself and the work you are entering.

Next box is the HST number. Click, a drop-down menu will appear. Choose the appropriate answer.

Now the box called E-Transfer. Click the drop-down menu and choose the appropriate answer. E-Transfer or Cheque. When a piece sells, your answer to this question will tell me how to pay you.

Once you have filled out all the boxes click **SAVE**.



Now let's load your **Artwork Images**. On the right-hand side, **find **3. Artwork Images**, click the button **Add Artwork**. This is the page where you will add your images. You will enter your artwork one at a time.

Enter the **Title** of your artwork. The artwork should be appropriately capitalized. Do not use all caps. Next enter the **medium**. The medium should be all lowercase (ex. acrylic on canvas). Next, enter your **Name**. This field will be auto filled from your artist profile. Enter **12 x 12 x depth** of your painting. Remeasure your artwork to make sure these dimensions are true. Enter the **Retail Price** - minimum of \$150.

Let's load your images. On the right-hand side of this page, under Artwork Images click the button **Choose Files**. Navigate to the folder on your desktop called SFS Application. Choose the appropriate image. Click open and your image will load into the program. Your image will appear below **Artwork Images**. Read over all the information verifying that it is correct, then click SAVE. If you have a second image, repeat these steps. **Once you click SAVE, you will be redirected back to the main Portal page.

You have now added your artworks to the portal. **This final step is very important!**

AT THE TOP OF THE PAGE A TURQUOISE-coloured box will appear. **Artwork has Successfully been updated**. Scroll to **3. Artworks**, where the pieces you just submitted appear. Read over the information under each entry. Use the edit button below to make any changes. Use the Delete button if you need to start over. To start over, click the +Artwork button and repeat the steps previously explained. When all the information is correct and you are satisfied with your entry or entries, **click the orange button that says SUBMIT ALL ARTWORK**.

Congratulations you have successfully enter the Square Feet Show 2024!

If you must leave the application process before finishing, click the **LOGOUT** button at the top right-hand corner. When ready to return, find the original link to the Portal, from the email or Westland Gallery website. Re-enter the same email address that was used the first time you logged in. You will receive a new email link at this email address with link to return to your application.

The deadline to apply for the SFS 2024 is **Nov. 2, 2024 at 11:59pm**. Entries submitted after this time will not be accepted.

