



How to submit your images to a Call for Entry to 3 Square Art

1. Prepare your images to upload

Images must be less than 2MB or you will not be able to upload. If you are having trouble sizing your images, please call 970-581-9046 for help. If using Adobe Photoshop, please follow these guidelines:

- Flatten all layers (if a photo manipulation file using multiple layers in Photoshop)
- The longest size of the images should be less than 1600 pixels. Please avoid sending images smaller than 800 pixels as details will not be viewable.
- Set resolution to 72 dpi and color profile to RGB
- Save images as .jpg using the quality level 10 setting. Level 10 will greatly reduce the size of the image while preserving detail
- Name the images with an appropriate name, no spaces or special characters

2. File naming

Please name your files as follows:

Example: LastnameFirstname_Exhibit_ImageName.jpg

* Do not use spaces or special symbols in the file name.

3. Select the exhibit you want to submit to

Go to:

<http://www.3square-art.com/Share/CallForEntry.php>

and select the exhibit you want to submit to from the drop-down list at the bottom of the page

4. Input your contact information

Enter name, address, email, phone and other contact information as listed along with any comments or instructions that you may have. Please select the number of images you want to upload (3-5).

5. Upload your images

The next page will display 3-5 upload boxes depending on the option you selected. Select Image #1, Image #2, etc by clicking on the "Choose File" button (if the minimum of 3 photos option is selected, you will be required to upload 3 photos). Then enter the title, and approximate dimensions in inches, media type, and year created for each image. Press the "Next" button when all the information has been added to proceed to payment options.



6. Payment

After uploading your images, you will be taken to the PayPal Check out page (this will open a new page for payment directly using Paypal's secure checkout system). Please click on the PayPal button for payment. You can use your Paypal account or pay by any major credit or debit card. All payments are secure and handled directly by PayPal. Once payment has been made you will be directed back to Confirmation page on our website.

7. Juried Exhibitions

Artwork for each exhibition will be reviewed and selected by the Jury. We will contact you as soon as selections have been made so you can know if you were selected for the exhibition and so you will know the next steps. Artists are responsible for shipping to and from the exhibition along with any related insurance costs.

8. If you have questions

Please contact us with any questions at info@3square-art.com or 970-581-9046 with any questions, Monday - Friday (9am - 3pm Mountain Time)