How to answer a Valley Art Center Call to Entry through Enterythingy

1. Go to [www.valleyartcenter.org](http://www.valleyartcenter.org)

2. Click the “gallery/cte” tab at the top

~~2. New Site (Publish goal Aug. 1): click the “C.T.E” tab on the left~~

3. Scroll down to the Entrythingy Form (You will also find this form on pages that specifically talk about the Call that is open or soon opening)

4a. If you have never used Entrythingy before, please create an account. It will ask you for your first and last name, your email and a password. (if you are helping the artist with their submission, please use the artist’s name)

4b. If you have used Entrythingy before (even if it wasn’t for a VAC cte) click “Please click here to log in” It will ask you for your email and password.

5. Once you are logged in, you will find all of Valley Art Center’s calls for entry that used Entrythingy. You may only apply to the ones that are open. Find the CTE you are looking for and click the “Apply Now” button on the right.

6. It will prompt you for your statement. This can be about your work in general or specifically what you were trying to convey in the piece(s) you are submitting.

7. The next page will be general entry information for this specific cte. It will ask you for the category of medium, a description of the pieces, and how you heard about this specific cte.

8. Now you will be able to submit your pieces. Click “add file”, fill out the information about the piece and then select your file using the browse button at the bottom of the form. (This is where Entrythingy can be a bit frustrating. Please make sure your image file (safest is .jpg) has a widest dimension of 500 pixels.)

9. When you click “upload” the next page will give you a preview of your entry image and information. To add more entries click the “add file” button at the top of the form. (You can submit a maximum of 3 pieces).

10. When you are finished uploading your entries, click the “submit this entry” button on the right. This will take you to the payment page. Submission fee is $10 per entry.