

How to answer a **Valley Art Center** Call to Entry through **Entrythingy**

1. Go to www.valleyartcenter.org
2. Click the **CTE**” tab on the left
3. Scroll down to the **Entrythingy** Form. You will find this form throughout our site, wherever a competition is open for entries
- 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 CTE through VAC) 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. Make sure you find the correct CTE that 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 may ask you for the category of medium, a description of the pieces, and how you heard about this specific CTE. Each show has slightly different parameters.
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) conforms to the specifications given.
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 up to the maximum number of pieces for this CTE—each show is different and some may ask for supplementary images.
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 normally per entry and can vary from one CTE to another.
11. If you want to edit your submission, you must contact VAC during office hours as soon as you can before the close of the CTE and the Gallery Manager will revert your entry to a pre-submitted draft.