



www.callforentry.org

HOW TO APPLY TO A CALL FOR ENTRY USING CaFÉ™

First time users must register first before they can log in and apply to a call for entry.

Existing users may proceed to log in and apply to a call for entry.

After registration and log in, you will use the web page navigation menu to get around the site.

*Before beginning, make sure to read the information about the supported file types and size options for all media located on the **Media Prep** page, https://www.callforentry.org/image_prep.phtml. More FAQ topics are available on **CaFÉ Help**.*

STEP 1 MY PORTFOLIO

- Upload artwork samples on the **My Portfolio** page.
- Click **Upload Media**. Select a file type to upload: Image | Audio | Video

Not all calls accept every media type, make sure to read each call for entry description carefully to know what kinds of media you can apply with before spending the time uploading.

- Choose a file from your computer.
- Fill-out the description form for each artwork. Most fields are required, some are optional.
- Click **Add to My Portfolio**
 - *Wait for the progress window to load the file (will take a few seconds based on connection speed).*
 - *Once the upload is complete the page will display a thumbnail image sample.*
 - *You will be able to re-order images later in the application process, not now.*
- Choose **Add Media** to add additional artwork samples.

Your portfolio artwork samples will be available to reuse with other call for entries listed on CaFÉ, meaning you upload once and then reuse the same artwork samples for other calls.

STEP 2 APPLY TO CALLS

- To find a call to apply to and to start an entry, choose **Apply to Calls**.
- When you have located a call from the list, click **View More Info**.

Read the full description thoroughly. Each call for entry is sponsored by a different organization and therefore each call for entry requirement and eligibility is unique.

- Next, click on **Apply to this Call**.
- Read the sponsor's agreement and terms to apply, then click **Yes, I Agree**.
- On the next page, complete the entry form requirements.
- At the bottom of the entry form, you will choose your artwork samples to apply with.
- Click **Save Application** to save your work and continue to Checkout.

*It is **Important** that you save your application even if your entry is incomplete or you are not ready to checkout. You may return, complete and checkout your entry from the MY CaFÉ ENTRIES page by or before the deadline.*

STEP 3 CHECKOUT

- When your entry is ready for submission, go to **Checkout** to finalize and submit your entry.
- On the Checkout page you will,
 - Select your application(s) to checkout
 - Click Re-Calculate
 - Select a Payment Preference
 - Click Proceed to Checkout

Coupon code? Enter it now and click Re-Calculate then Proceed to Checkout.

Note: If there is no entry fee, you must still proceed to checkout to finalize your submission.

- **Submit payment information**, if applicable. Check, Visa or MasterCard are accepted only as specified by entry.
- Click to **Finalize Entry or Submit Payment**. A confirmation receipt will also be sent to your email address.

Technical Support Questions? Contact: cafe@westaf.org

CaFÉ™ Media Preparation: Image, Audio, and Video

Your portfolio can store the following file types:

Image: JPEG

Audio: AIFF, WAV, XMF, MP3

Video: 3GP, WMV, AVI, MOV, ASF, MPG, MP4, M2T, MKV, M2TS

Upload size options for all media

Upload options for image files

- **File format:** JPEG only
- **File dimensions:** No smaller than 1920 pixels on the longest side
- **File resolution:** 72 ppi/dpi (standard web resolution)
- **File size:** 5 MB maximum

Please note that uploaded images are scaled by the system and two monitor versions are created: a small 100-pixel thumbnail and a large 700-pixel image. These images are available for you to preview in your portfolio after you upload.

Upload options for audio files

- **File formats:** AIFF, WAV, XMF, MP3
- **Bit rate:** minimum 96 kbps—maximum 320 kbps
- **Codec:** aiff, wav, au
- **File size:** 10 MB maximum

Upload options for video files

- **File formats:** 3GP, WMV, AVI, MOV, ASF, MPG, MP4, M2T, MKV, M2TS
- **Resolution:** minimum 640 x 480, maximum 1920 x 1080
- **Aspect ratio:** 4:3 or 16:9
- **Bit rate:** recommended above 240 kbps
- **Frame rate:** minimum 12 fps, recommended 30 fps. The frame rate of the original video should be maintained without re-sampling. In particular, pulldown and other frame rate re-sampling techniques are strongly discouraged.
- **Codec:** h.264, h.263, mpeg-1, mpeg-2, mpeg-4, Windows Media Video, and motion jpeg mpeg-1 muxed, Apple Lossless
- **Container:** 3gp, asf, avi, mov, mpeg, mpeg-2, mp4, ogg
- **File size:** 100 MB maximum
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Please note: Your video file will be converted to a flash file to enable system playback.

Working with committed images and media in portfolio

Images, as well as audio and video work samples, from your portfolio are "committed" when you select an image from your image portfolio and submit it with your application. If you attempt to remove or edit an image description, the following message will appear: "This sample is committed to a submitted application and cannot be modified or deleted." This message means that your image may be in the process of being juried and needs to remain in the state in which it was submitted.

If you wish to submit this image to another competition, you may do so.

Images can only be uncommitted after archiving the applications that are no longer being juried. The manager of a call for entry commonly releases the applications to allow archiving following a jury process. Unfortunately, the archiving process may take some time if the jurying has not been completed or is overlooked by call managers. If

you have images that remain committed following the jury process, you should check to see if archiving the application is an option and then proceed to archive the application and then remove or edit image information.

How can you apply to a new call with all of your work samples committed?

That's the great thing about your portfolio work samples. Even though a work sample is committed, it does not prevent you from reusing the media to apply to other call for entries.

Go ahead and submit the work samples to another competition. Simply apply to any call for entry of your choice and your work samples will be available at the application level for you to choose.

Why can't you remove a work sample in your portfolio?

If you get this message when you attempt to remove a work sample in your portfolio,

"This sample is committed to a submitted application and cannot be modified or deleted,"

it means that your work sample media (image, audio, video) is currently "committed" to an application and cannot be removed or modified. The application may be in a jury process, may have just been recently submitted, or is an older application that you have not yet archived. This association is what is preventing removal of the media.

How do you modify the information on a work sample that is committed?

Because images and other portfolio media cannot be removed from your account while in the committed state, you may have to wait until you can edit the description. If you simply want to edit and fix a typo or change the price of a work sample, consider selecting the "duplicate option."

Go to My Portfolio > select a work sample > click Duplicate and edit the copy as needed.

How to archive old applications and remove work samples from your portfolio.

1. Go to My CaFE Entries > click Archive
 2. Go to My Portfolio > select a work sample > click Remove
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How to remove work samples from your portfolio.

If you archived any old applications, your work samples may be available for removal or editing.

Go to My Portfolio > select a work sample > click Remove

Any remaining applications that are yet to be archived will contain committed media. You will have to wait until you can archive all old applications before you can remove all work samples.

Tutorials and digital resources

How to resize large image files using Photoshop or a comparable image editor

Start by opening your original image file in Photoshop.

- Go to **File > Open** > choose image
- Go to **Image > Image Size**

In the Image Size Dialogue Box:

- Step 1 > Change the **Resolution to 72** pixels/inch.
- Step 2 > Change either H or W Pixel Dimension to no less than **1920 pixels**.
- Step 3 > Click **OK**

Go to **File > Save for Web** or **Save As**

TIPS

- *You may resize greater than 1920 pixels (e.g., 2400 px) as long as the file size doesn't exceed 5.0 MB.*
- *Upsizing a small image (e.g., 200 x 400 px, 72 ppi) compromises the quality and will result in a pixelated image. Downsizing is recommended.*

How to resize large image files using Preview (Mac only)

Start by opening your original image file in Preview.

- Go to **File > Open** > choose image
- Go to **Tools > Adjust Size**

In the Image Size Dialogue Box:

- Step 1 > Change the **Resolution to 72** pixels/inch.
- Step 2 > Change either H or W Pixel Dimension to no less than **1920 pixels**.
- Step 3 > Click **OK**

Go to **File > Save As**, choose JPG Format and Save

TIPS

- *Make sure Fit into: Other is selected.*
- *Make sure Scale Proportionally and Resample Image are selected.*

Resources

Online File Converters for Audio, Video, and Document Files

- **Zamzar** www.zamzar.com
Online file conversion, covering a wide range of different image, document, music, video and compression formats. Free for files up to 100 MB.
- **Online-Converter** www.online-convert.com
Convert video, images, audio and documents for free with this fast online converter.

Online Image Editors

- Adobe Photoshop www.adobe.com
- Pixlr www.pixlr.com
- Sumo Paint www.sumopaint.com

Contact CaFÉ –

Tech Support: 303.629.1166

When to contact CaFÉ™ tech support

Contact the CaFÉ™ tech support staff when:

- you have questions about uploading media or about your portfolio
- you encounter an error message on the website that is preventing an action
- the CaFÉ™ website cannot be accessed
- you need help navigating the website menu or in understanding the site features
- you would like to suggest an idea, provide feedback, or just to say hello

When to contact the organization sponsoring the call for entry

Contact the organization when you have questions about:

- eligibility or submission rules that are not answered in the listing description
- the history and mission of the organization sponsoring the call
- how to obtain entry fee refunds or how the entry fees are used by the organization
- the specific call's application deadline extension and late-submission policies
- the results of the jury review and timeline for notifications
- how to edit your application after you have submitted it

How to direct your questions

For CaFÉ™: If you have technical questions related to the use of the CaFÉ™ website, contact CaFÉ™ support staff at cafe@westaf.org or call 303.629.1166

One More Tip for Submitting Your Proposal on CaFÉ™

- **Do not use CaFE text boxes to compose your Curator Statement of Purpose or your Image List.** Compose them using a word processor (Microsoft Word, Google Docs, etc.) and then copy the completed text and paste it into the CaFE text boxes.