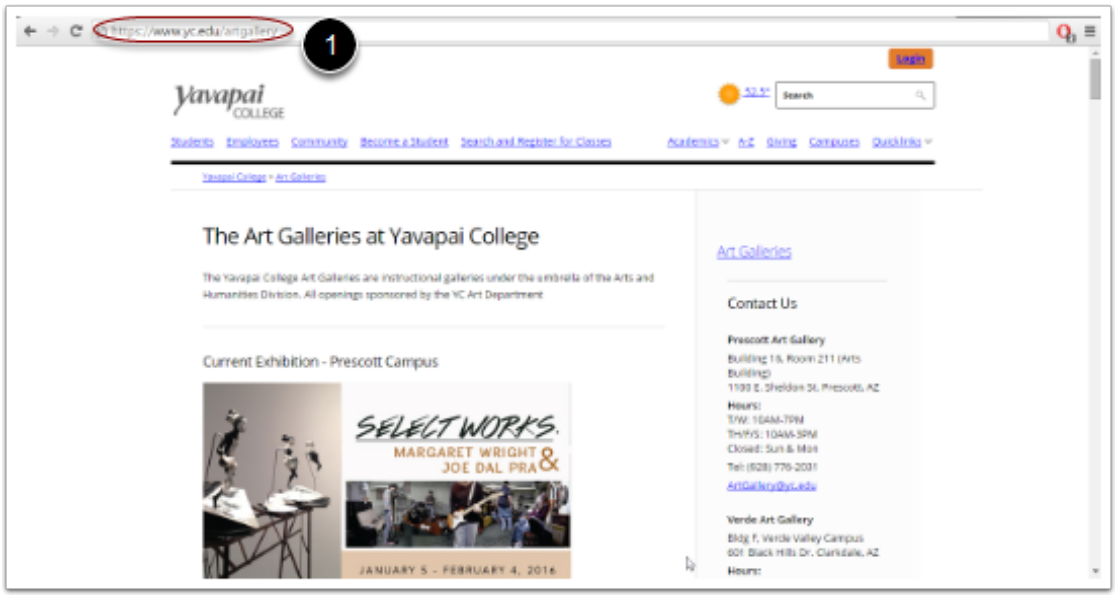
Student Juried Art Exhibition Guide

This document provides step-by-step instructions for students who want to participate in the Juried Student Art Exhibition at the Yavapai College Art Galleries.

Step One: Yavapai College Art Gallery Webpage

Log into the Yavapai College Website or Navigate directly to the

Yavapai College Art Gallery Webpage https://www.yc.edu/artgallery



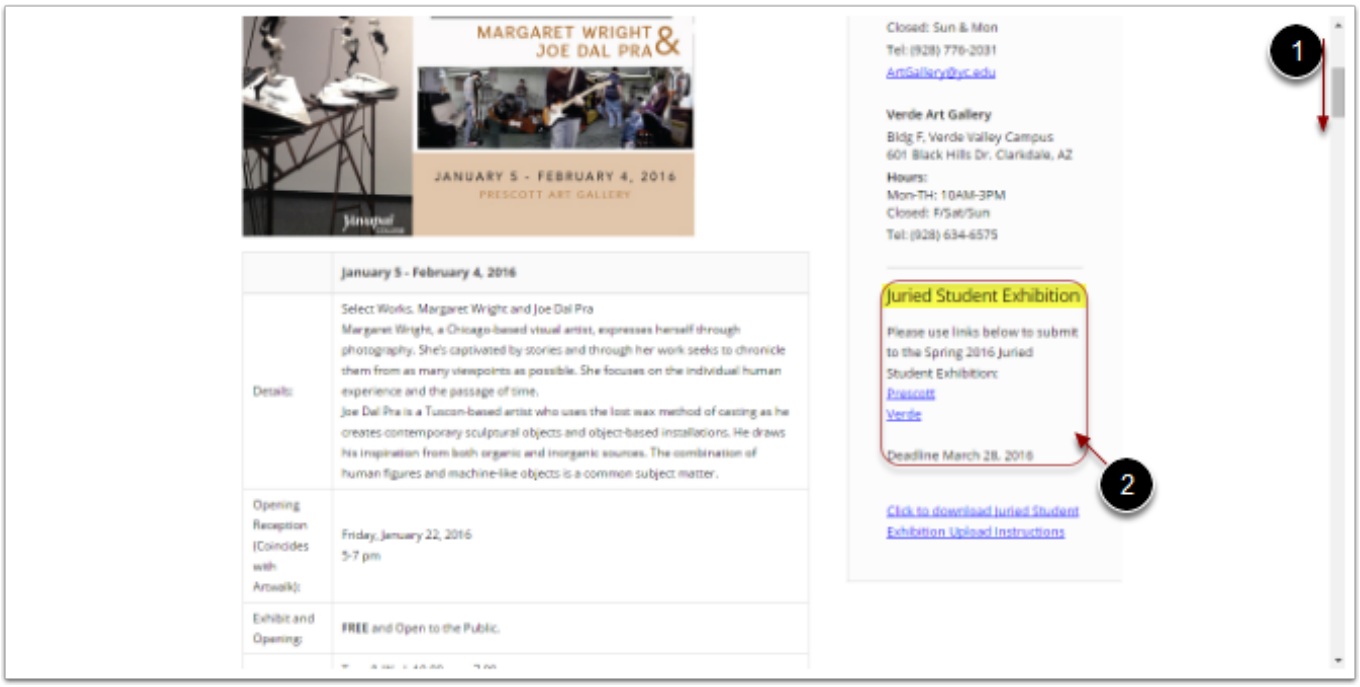
Step Two: Select the Juried Student Exhibition link

1. Scroll down the page.

2. On the right hand side of the page, you will see the Juried Student Exhibition option.

Student Juried Art Exhibition Guide

3. Select your Campus, either Prescott or Verde.



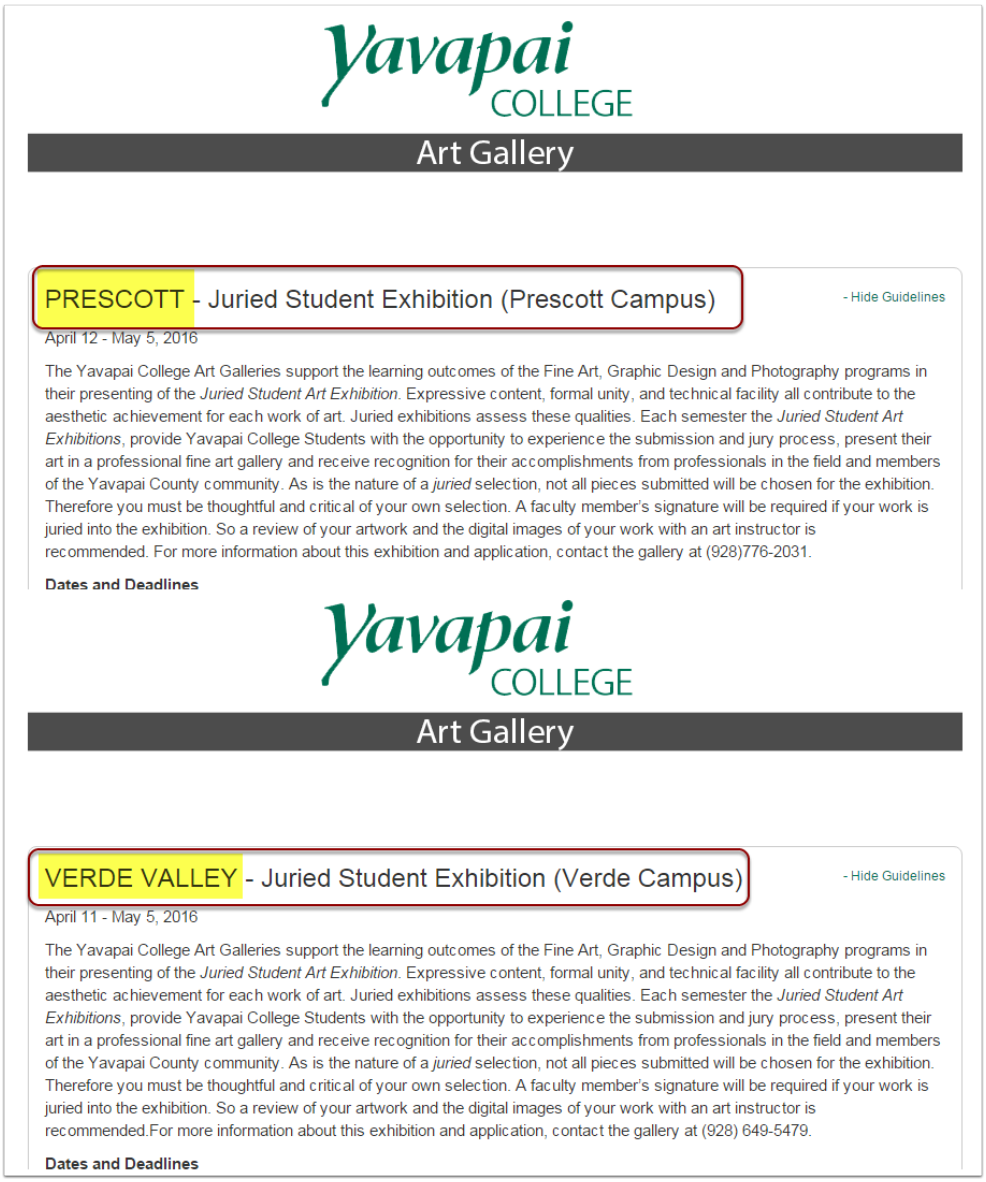
Student Juried Art Exhibition Guide

Step Three: Submittable

Your campus selection directed you to the *Submittable* online system.

Check to make sure the correct campus is displayed, either Prescott or Verde.

Scroll Down



Student Juried Art Exhibition Guide

Step Four A: Create a User Account

Once you read through the guideline, proceed below to create a user account.

If you already have a user account select the "click here to sign in now" link to sign into your S*ubmittable* account.

To Create a New Account

1. Enter your First Name

2. Enter a Middle Initial

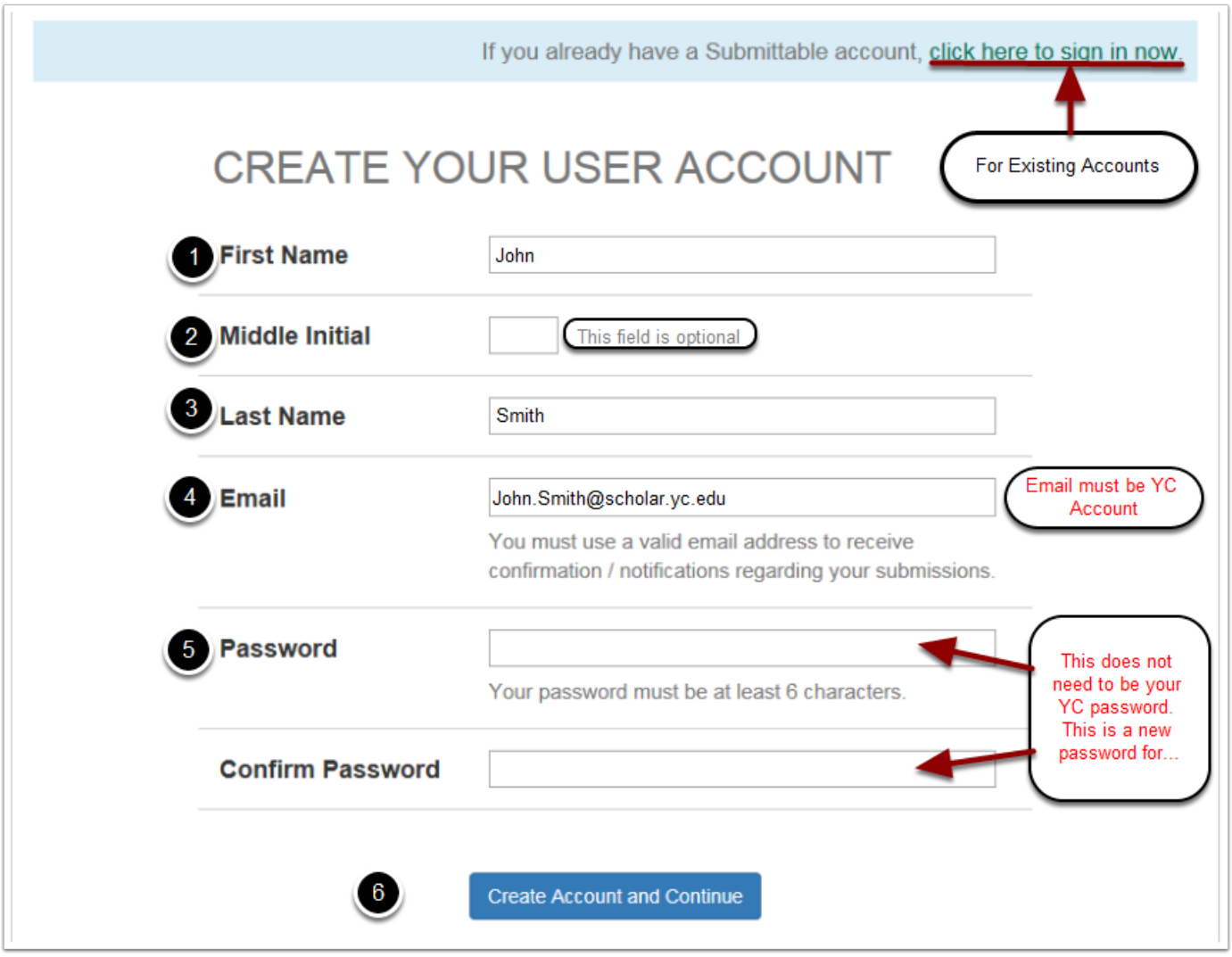
3. Enter your Last Name

4. Enter your Yavapai College Email

5. Create a password / Re-enter your password below to confirm (This password **does not** have to be your Yavapai College email password)

6. Select Create Account and Continue.

Student Juried Art Exhibition Guide

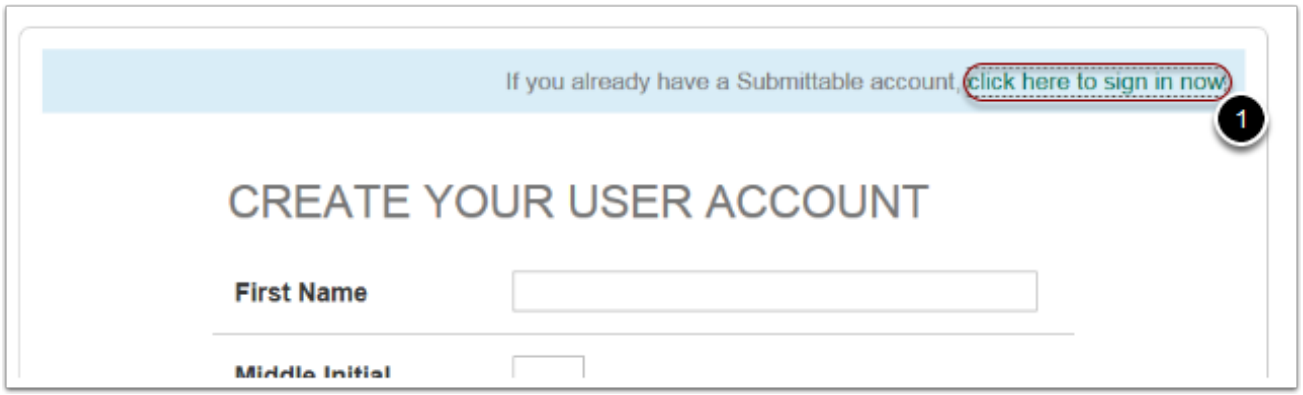


Student Juried Art Exhibition Guide

Step Four B: Already Have User Account?

Use these instructions if you already have an account with *Submittable.*

1. At the bottom of the submission page select the link to sign in now

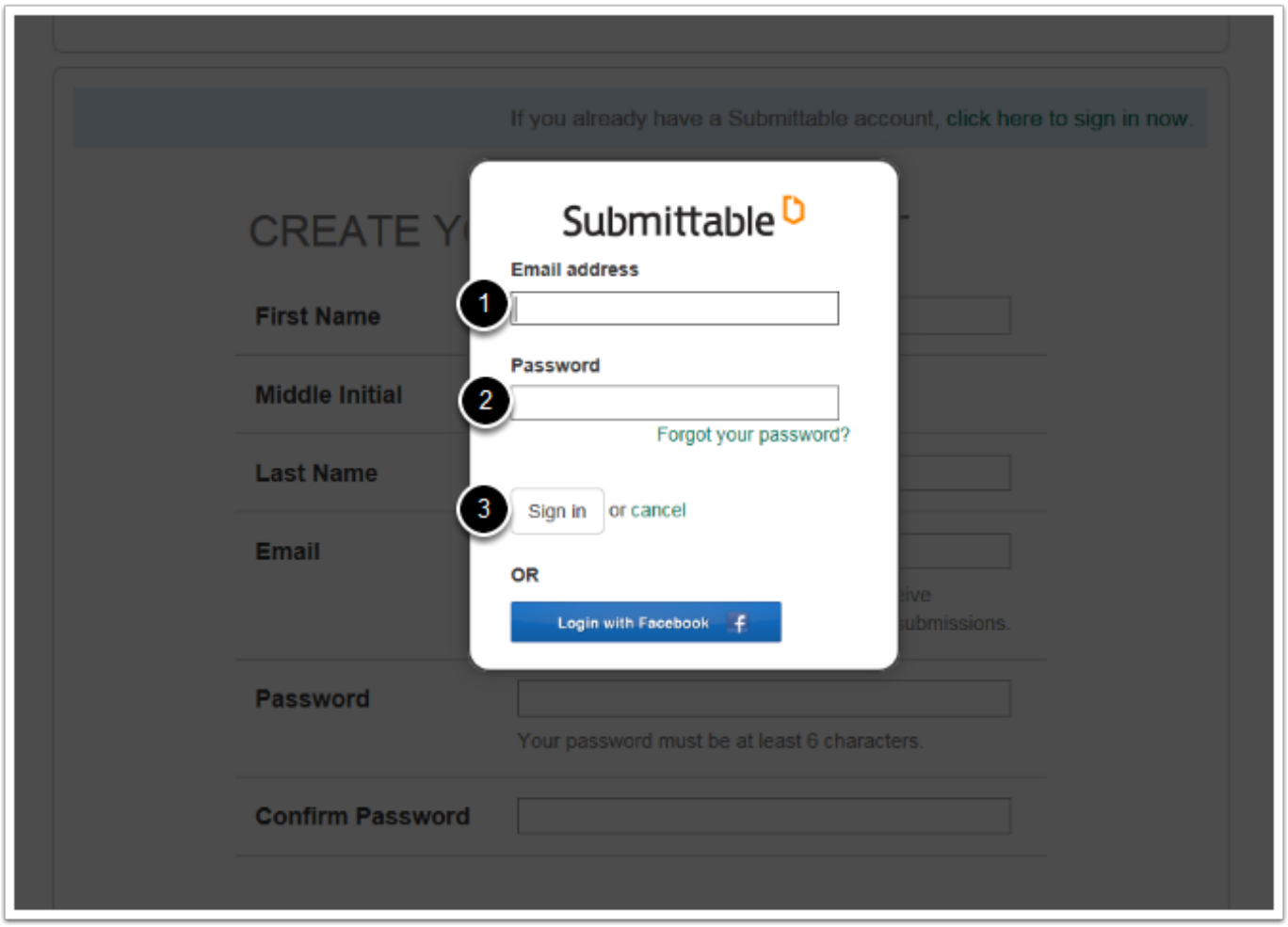


Student Juried Art Exhibition Guide

Step Five: Sign-in Continued

Once you've selected the sign-in now a pop-up will appear with forms to sign-in.

1. Use your email address associated with your *Submittable* account (This must be your YC email address.)
2. Use your password associated with your S*ubmittalbe* account. If you've forgotten your password use the "Forgot your password?" link to recover your password with *Submittable*
3. Once finished use the Sign-in button to continue.



Student Juried Art Exhibition Guide

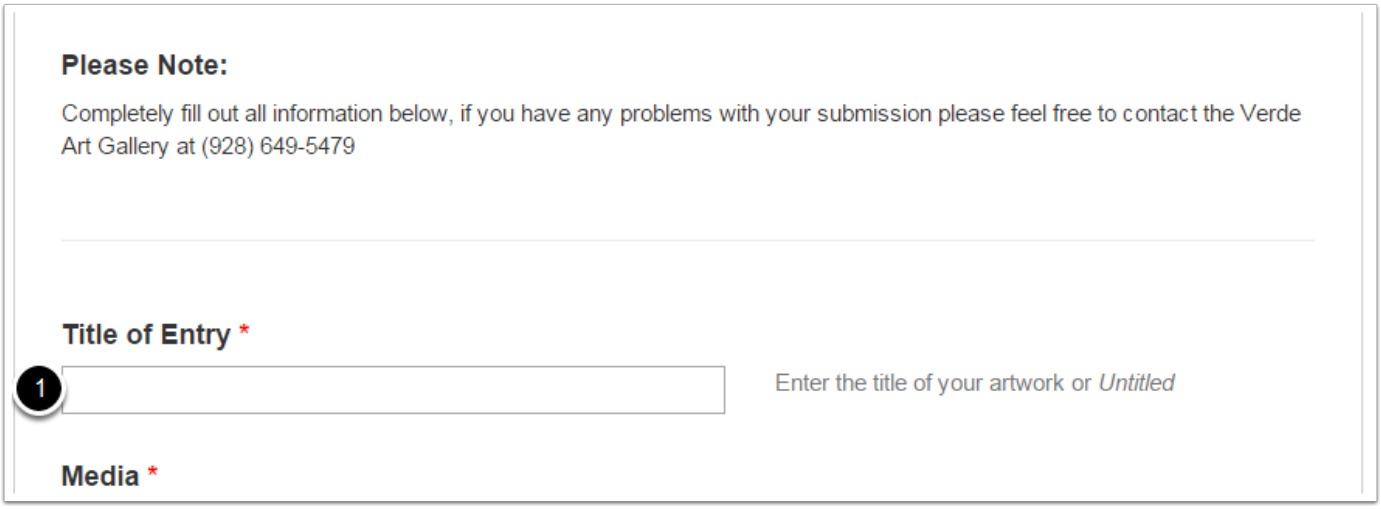
Step Six: Submitting Your Artwork

After you have signed in you'll notice the submission page has changed to allow you to submit your artwork. This page will require you to scroll down and enter details on your artwork into a series of text boxes. Please Note: You can only submit one work of art at a time. If you intend on submitting a second work of art, you will have to re-enter the *Submittable* system once you conmplete the entry of your first.

Follow the next steps below to complete your submission and upload your images.

Step Six A: Enter the Title

Provide the proper title for your work or *Untitled.*



Student Juried Art Exhibition Guide

Step Six B: Media

Use the text box to describe the materials used.

Step Six C: Dimensions

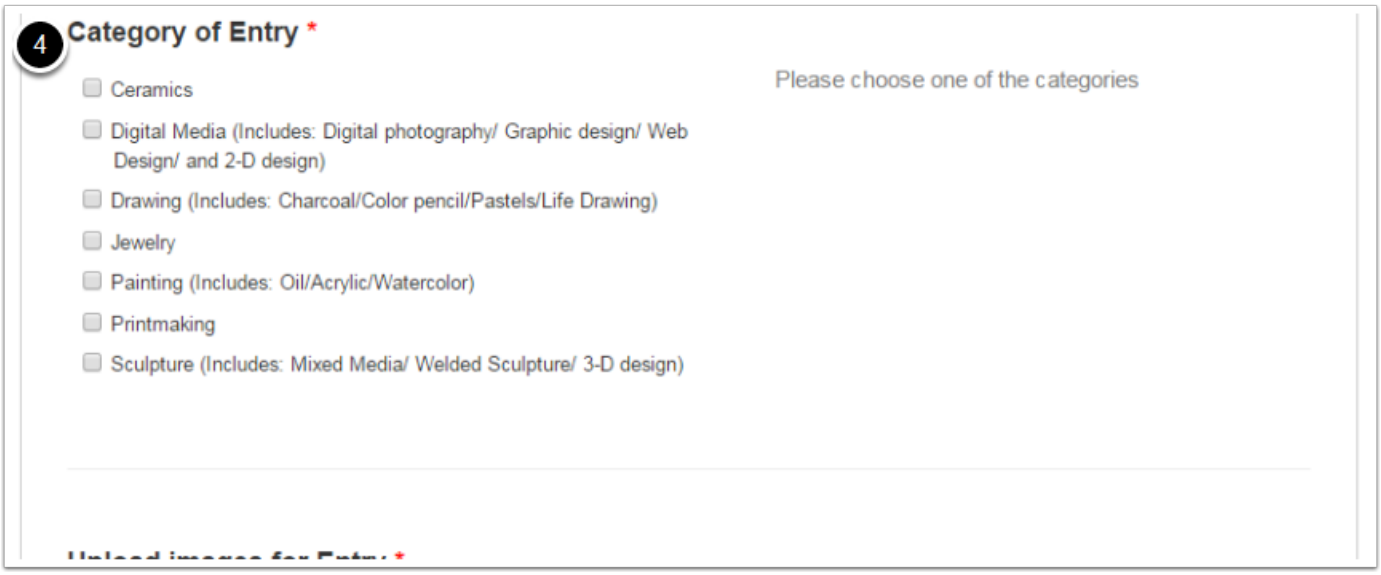
Enter the artwork dimensions in text field. (Use Feet and/or Inches) Indicate Height, then width, and if three dimensional lenght follows last.

Student Juried Art Exhibition Guide

Step Six D: Category

Select the category that is the best fit for your entry. (*You may only choose one category)

Example: If your work is Ceramics check the box next to ceramics

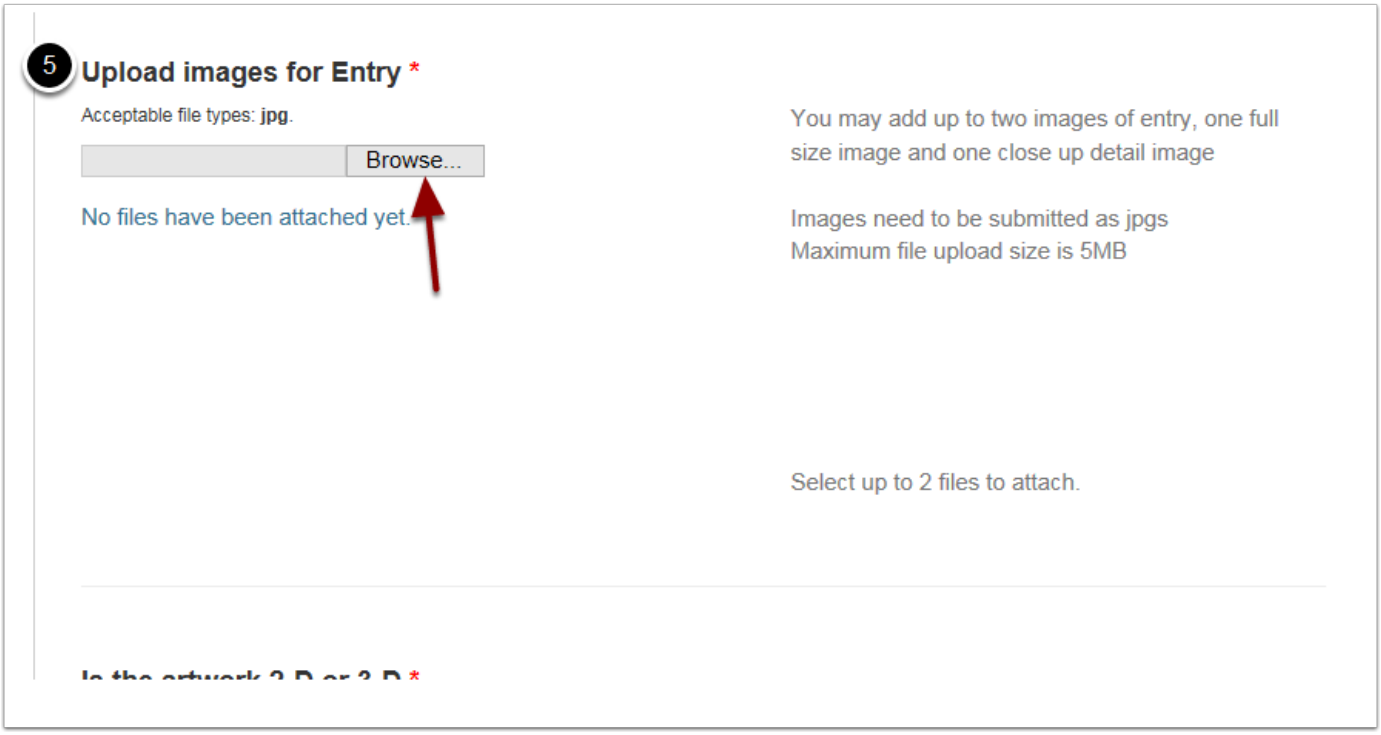


Student Juried Art Exhibition Guide

Step Six E: Upload JPGs

You may submit up to two jpg images for a single entry. One full size image is require. You may include a second of a close-up or detail.

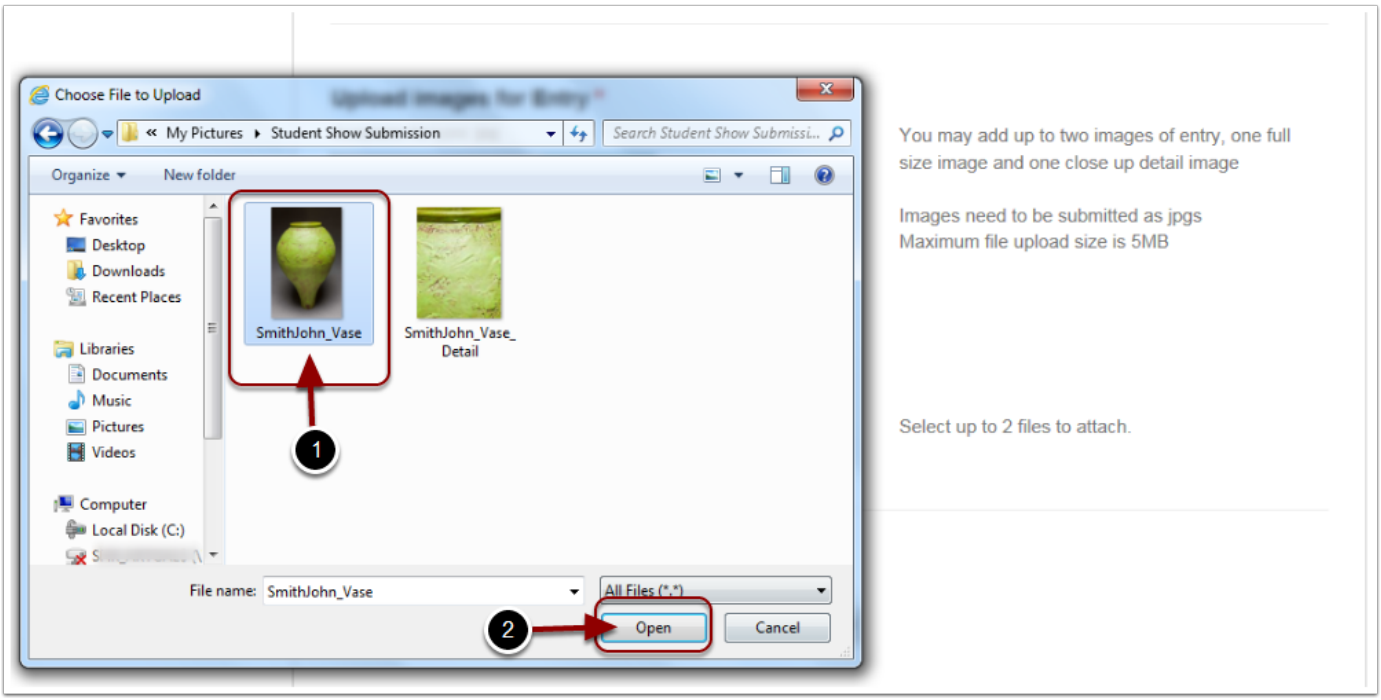
1. JPG files must be saved as YourLastName, First Name_*Title*.
2. Select the Browse button and locate your JPG image on your computer.



Student Juried Art Exhibition Guide

Step Six E Continued: Upload JPG for entry

1. Select your first JPG image
2. With image selected, select Open.



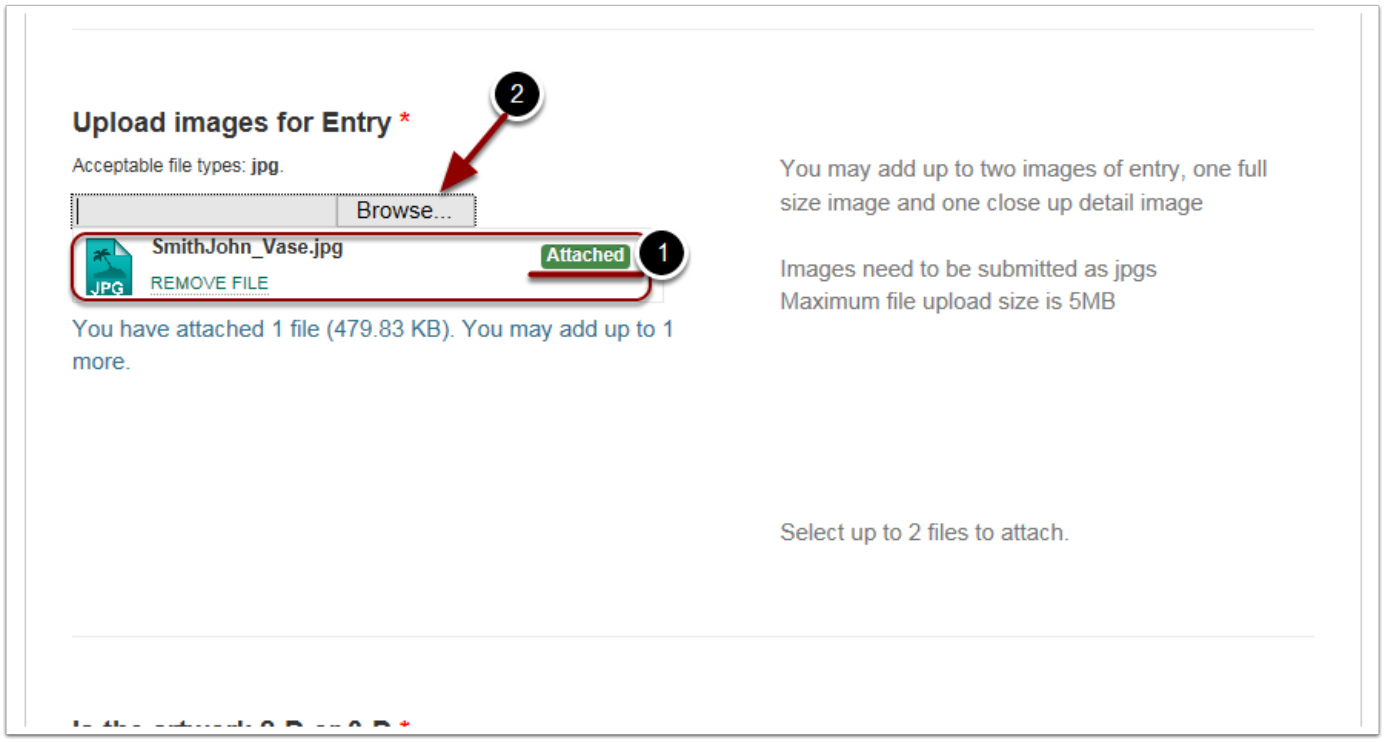
Student Juried Art Exhibition Guide

Step Six E Continued: Upload JPG for entry

Once you've clicked open the dialogue box will close and proceed to upload your image. (If you have a larger image the upload times may vary) Be patient as your image uploads.

1. When the image is uploaded a green Attached box will indicate success.

If you have a detail image, repeat actions above.

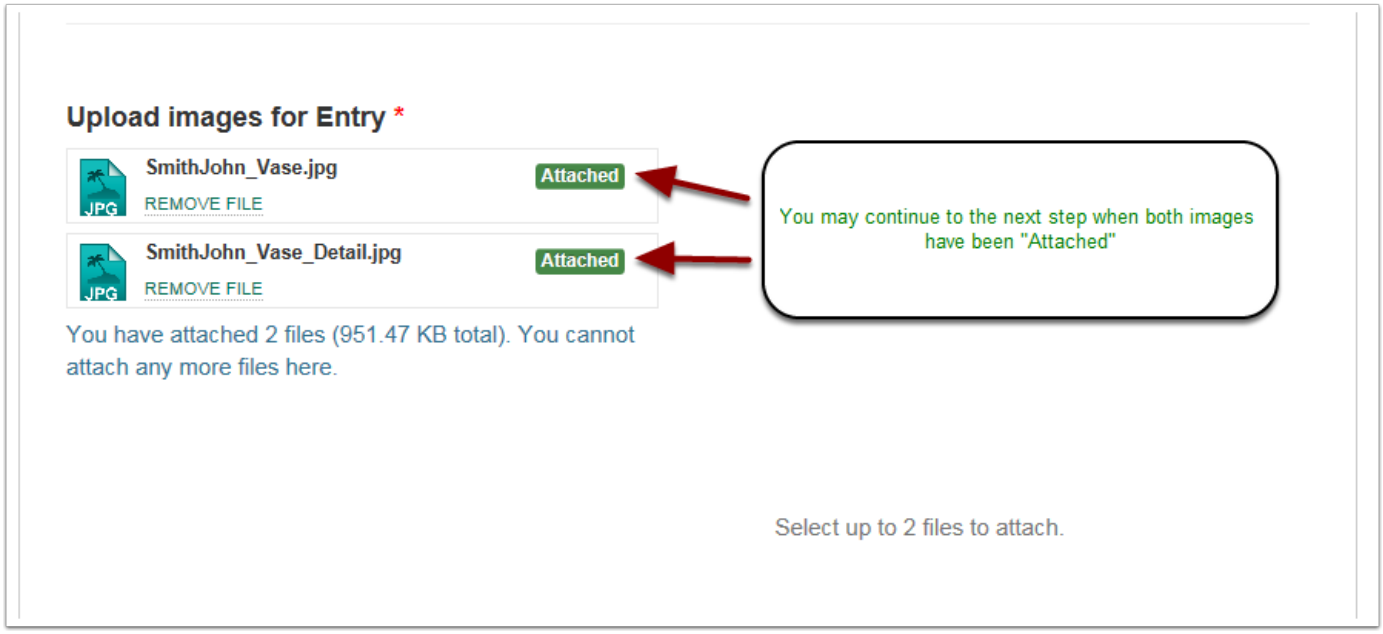


Step Six E Continued: Image Upload Complete

1. When both images are finished uploading it should look as follows below, with the green Attached box next to both of your images.

Student Juried Art Exhibition Guide

The size total may be different from picture below. You will not be able to attach any more files once both images have been uploaded.



Step Seven: Category Selection Two or Three Dimensional

Use the drop down menu to choose the category of the artwork

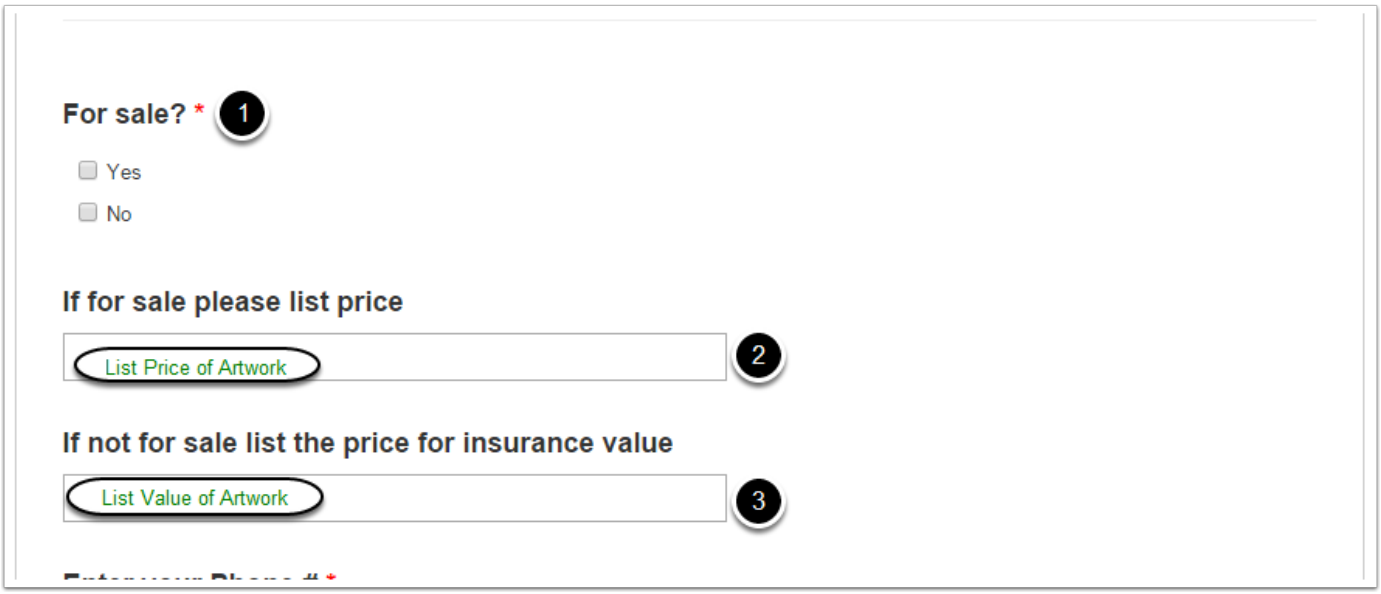
1. Select Two or Three Dimensional

Student Juried Art Exhibition Guide

Step Eight: For Sale?

You must select whether or not the work will be for sale.

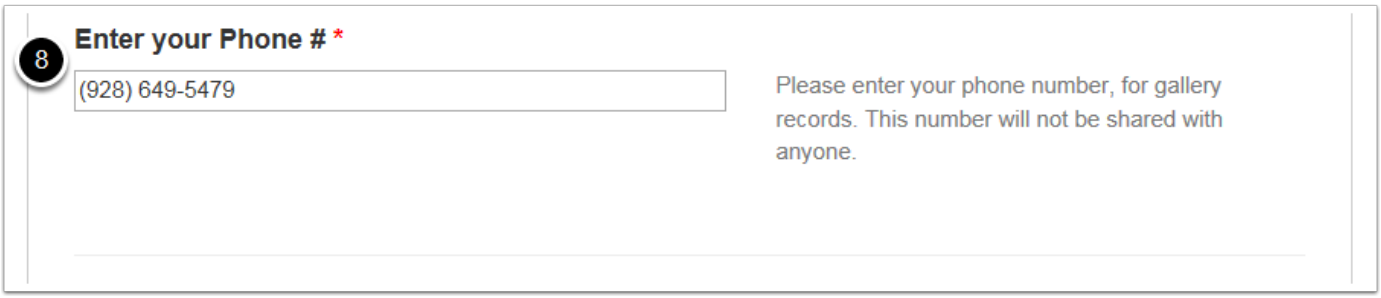
1. Select Yes if you have priced your work for sale. Select No if the work is not for sale.
2. If the work is for sale please use the text field to list the price of the artwork. If work is not for sale please leave this field blank.
3. If the work is NOT for sale please use the text field to list the price for insurance value. If work is for sale please leave this field blank.



Student Juried Art Exhibition Guide

Step Nine: Phone Number

Provide an accurate phone number beginning with the area code.



Student Juried Art Exhibition Guide

Step Ten: Final Submission

The Yavapai College Art Galleries must have accurate contact information, (YC email address and accurate phone number) to inform you of juror selections.

Once you've completed all steps above please review your submission.

1. Read attached Terms Of Use statement , and if you agree, please indicate your agreement by checking the appropiate box.
2. Then Select the Submit button

If you are not finished with your submission you may save your draft anytime by selecting the Save Draft button below. Your draft will then be linked with your *Submittable* account and can be accessed at a later time.

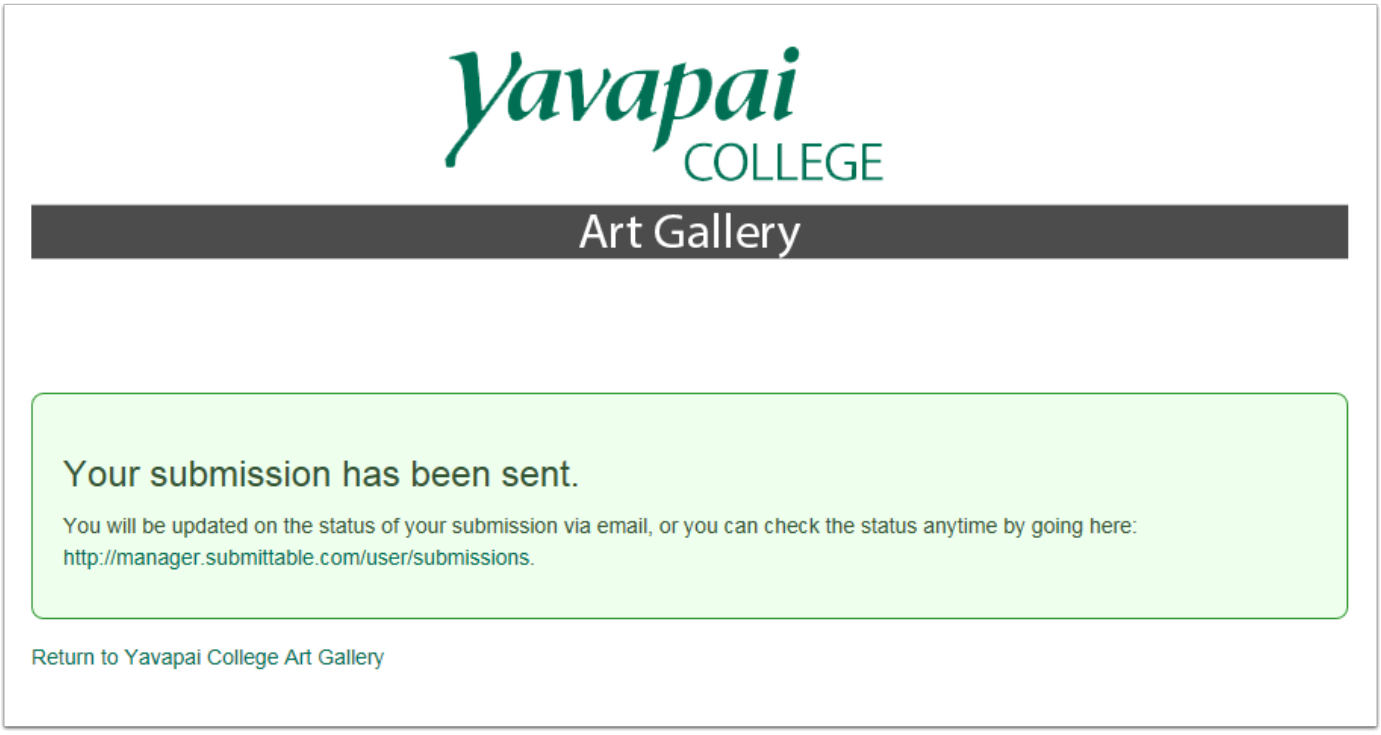
Successful Submission

After you click Submit wait a few moments for the page to refresh with the Successful Submission form

Student Juried Art Exhibition Guide

You may view your submission anytime by following the link.

An email will be sent to your Yavapai College email. Check your Junk or Spam mail folder. If the email was sent to Junk Mail, select allow delivery. Remember, you are able to access the status anytime by loging into your S*ubmittalbe* account.

NOW If you wish to submit a second piece of art, you will have to re-enter the *Submittable* system. Please return to the Yavapai College Art Galleries Webpage and repeat the process for your second submission. Please note: Any student who submits more than two original works of art will be disqualified from the Student Juried Exhibition.

If you have any problems with your submission please feel free to contact the Prescott Art Gallery at (928) 776-2031, or the Verde Art Gallery at (928) 649-5479.