

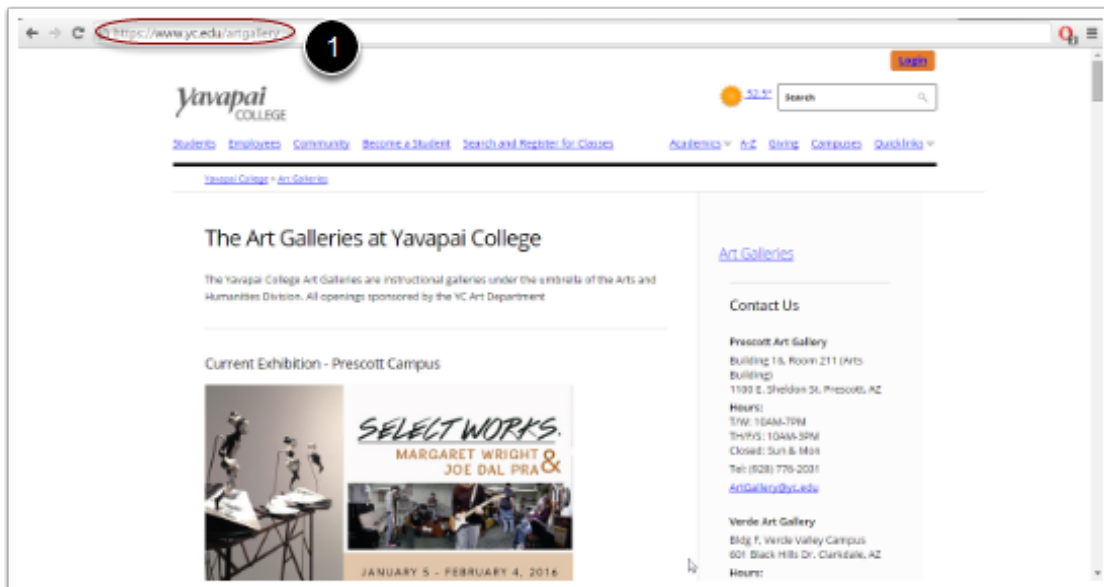
# Student Juried Art Exhibition Guide

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.

January 5 - February 4, 2016	
Details:	Select Works: Margaret Wright and Joe Dal Pra Margaret Wright, a Chicago-based visual artist, expresses herself through photography. She's captivated by stories and through her work seeks to chronicle them from as many viewpoints as possible. She focuses on the individual human experience and the passage of time. Joe Dal Pra is a Tucson-based artist who uses the lost wax method of casting as he creates contemporary sculptural objects and object-based installations. He draws his inspiration from both organic and inorganic sources. The combination of human figures and machine-like objects is a common subject matter.
Opening Reception (Coincides with Artwalk):	Friday, January 22, 2016 5-7 pm
Exhibit and Opening:	<b>FREE</b> and Open to the Public.

Closed: Sun & Mon  
Tel: (928) 776-2031  
[ArtGallery@yc.edu](mailto:ArtGallery@yc.edu)

Verde Art Gallery  
Bldg F, Verde Valley Campus  
601 Black Hills Dr. Clarkdale, AZ  
Hours:  
Mon-TH: 10AM-3PM  
Closed: F/Sat/Sun  
Tel: (928) 634-6575

**Juried Student Exhibition**

Please use links below to submit to the Spring 2016 Juried Student Exhibition:  
[Prescott](#)  
[Verde](#)  
Deadline March 28, 2016

[Click to download Juried Student Exhibition Upload Instructions](#)


# 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


  
**Art Gallery**

**PRESCOTT** - Juried Student Exhibition (Prescott Campus)- Hide Guidelines

April 12 - May 5, 2016

The Yavapai College Art Galleries support the learning outcomes of the Fine Art, Graphic Design and Photography programs in their presenting of the *Juried Student Art Exhibition*. Expressive content, formal unity, and technical facility all contribute to the aesthetic achievement for each work of art. Juried exhibitions assess these qualities. Each semester the *Juried Student Art Exhibitions*, provide Yavapai College Students with the opportunity to experience the submission and jury process, present their art in a professional fine art gallery and receive recognition for their accomplishments from professionals in the field and members of the Yavapai County community. As is the nature of a *juried* selection, not all pieces submitted will be chosen for the exhibition. Therefore you must be thoughtful and critical of your own selection. A faculty member's signature will be required if your work is juried into the exhibition. So a review of your artwork and the digital images of your work with an art instructor is recommended. For more information about this exhibition and application, contact the gallery at (928)776-2031.

**Dates and Deadlines**

  
**Art Gallery**

**VERDE VALLEY** - Juried Student Exhibition (Verde Campus)- Hide Guidelines

April 11 - May 5, 2016

The Yavapai College Art Galleries support the learning outcomes of the Fine Art, Graphic Design and Photography programs in their presenting of the *Juried Student Art Exhibition*. Expressive content, formal unity, and technical facility all contribute to the aesthetic achievement for each work of art. Juried exhibitions assess these qualities. Each semester the *Juried Student Art Exhibitions*, provide Yavapai College Students with the opportunity to experience the submission and jury process, present their art in a professional fine art gallery and receive recognition for their accomplishments from professionals in the field and members of the Yavapai County community. As is the nature of a *juried* selection, not all pieces submitted will be chosen for the exhibition. Therefore you must be thoughtful and critical of your own selection. A faculty member's signature will be required if your work is juried into the exhibition. So a review of your artwork and the digital images of your work with an art instructor is recommended. For more information about this exhibition and application, contact the gallery at (928) 649-5479.

**Dates and Deadlines**

# 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 *Submittable* 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

If you already have a Submittable account, [click here to sign in now](#)

## CREATE YOUR USER ACCOUNT

For Existing Accounts

- 1 First Name**
- 2 Middle Initial**  This field is optional
- 3 Last Name**
- 4 Email**  Email must be YC Account

You must use a valid email address to receive confirmation / notifications regarding your submissions.
- 5 Password**   
Your password must be at least 6 characters. This does not need to be your YC password. This is a new password for...
- 6 Confirm Password**

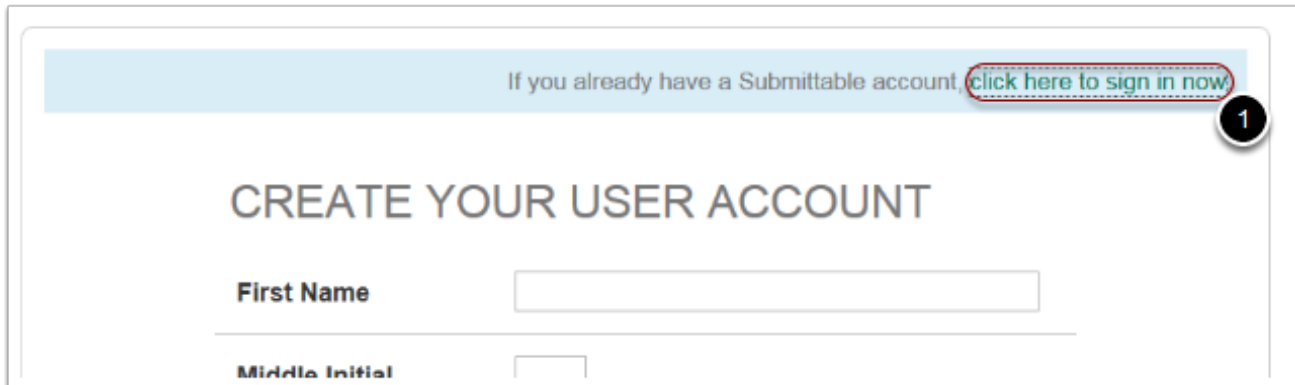
**6**

# 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



If you already have a Submittable account [click here to sign in now](#)

## CREATE YOUR USER ACCOUNT

**First Name**

---

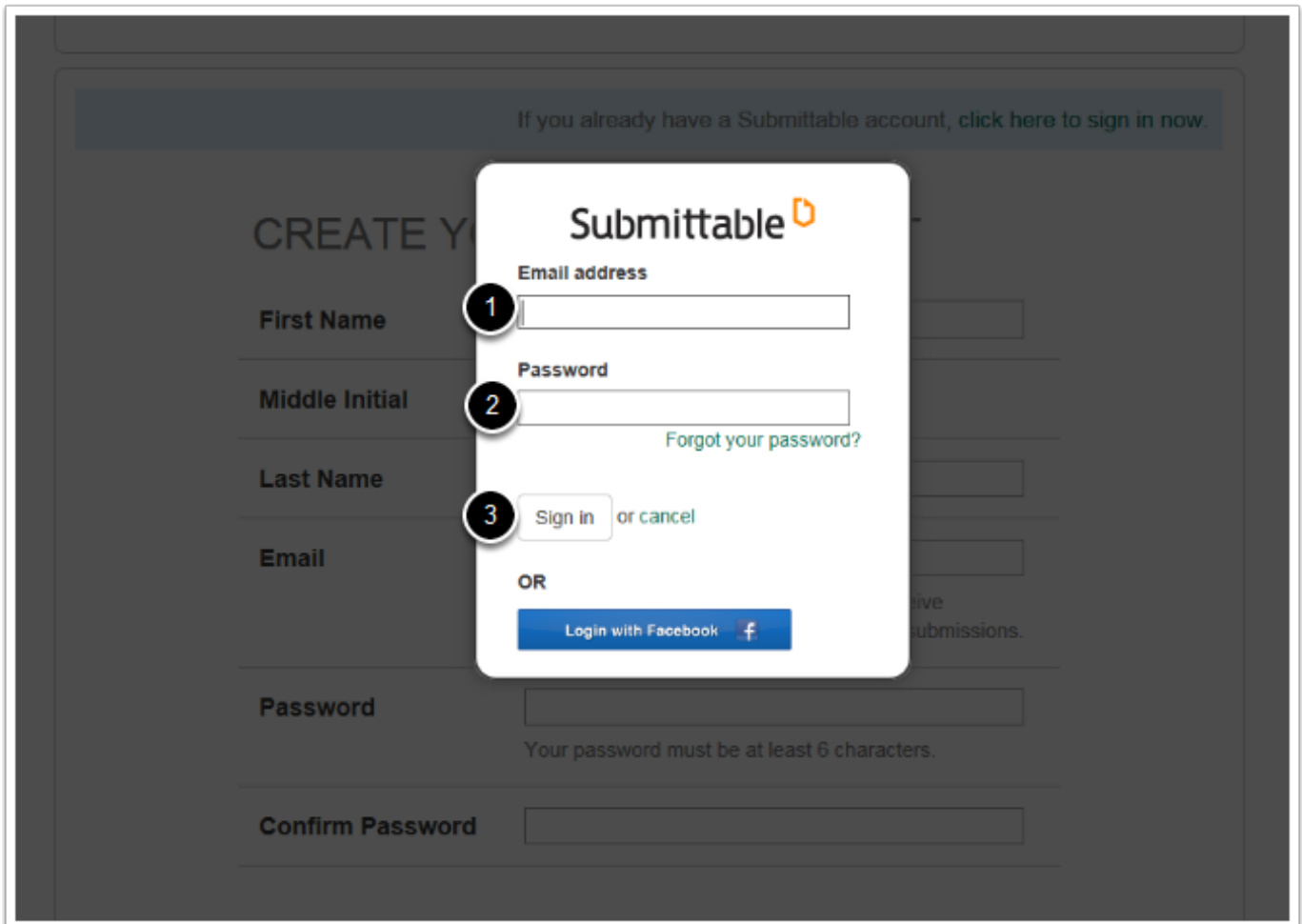
**Middle Initial**

# 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 *Submittable* 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.



The image shows a screenshot of the Submittable sign-in process. A white pop-up form is centered over a dark grey background. The pop-up has the Submittable logo at the top. Below the logo, there are three numbered steps: 1. Email address (with a text input field), 2. Password (with a text input field and a "Forgot your password?" link), and 3. Sign in (with a "Sign in" button and "or cancel" text). Below these steps, there is an "OR" section with a "Login with Facebook" button. The background shows a "CREATE YOUR ACCOUNT" form with fields for First Name, Middle Initial, Last Name, Email, Password, and Confirm Password. A link "If you already have a Submittable account, click here to sign in now." is visible at the top of the background form.

# 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 complete 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*.

**Please Note:**  
Completely fill out all information below, if you have any problems with your submission please feel free to contact the Verde Art Gallery at (928) 649-5479

---

**Title of Entry \***

**1**  Enter the title of your artwork or *Untitled*

**Media \***



# Student Juried Art Exhibition Guide

## Step Six B: Media

Use the text box to describe the materials used.

**2 Media \***

Please describe the materials used, for example:

- Stoneware clay with Raku glaze.
- Sterling silver with Amethyst and patina.
- Mahogany inlaid with Maple.
- Charcoal on Arches paper.
- Oli on Canvas.

## Step Six C: Dimensions

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

**3 Dimensions \***

Enter the measurements of the artwork for entry  
Example: 16"x24" or 5'x5'x9'

**Category of Entry \***

# 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

**4** **Category of Entry \***

Please choose one of the categories

- Ceramics
- Digital Media (Includes: Digital photography/ Graphic design/ Web Design/ and 2-D design)
- Drawing (Includes: Charcoal/Color pencil/Pastels/Life Drawing)
- Jewelry
- Painting (Includes: Oil/Acrylic/Watercolor)
- Printmaking
- Sculpture (Includes: Mixed Media/ Welded Sculpture/ 3-D design)

---

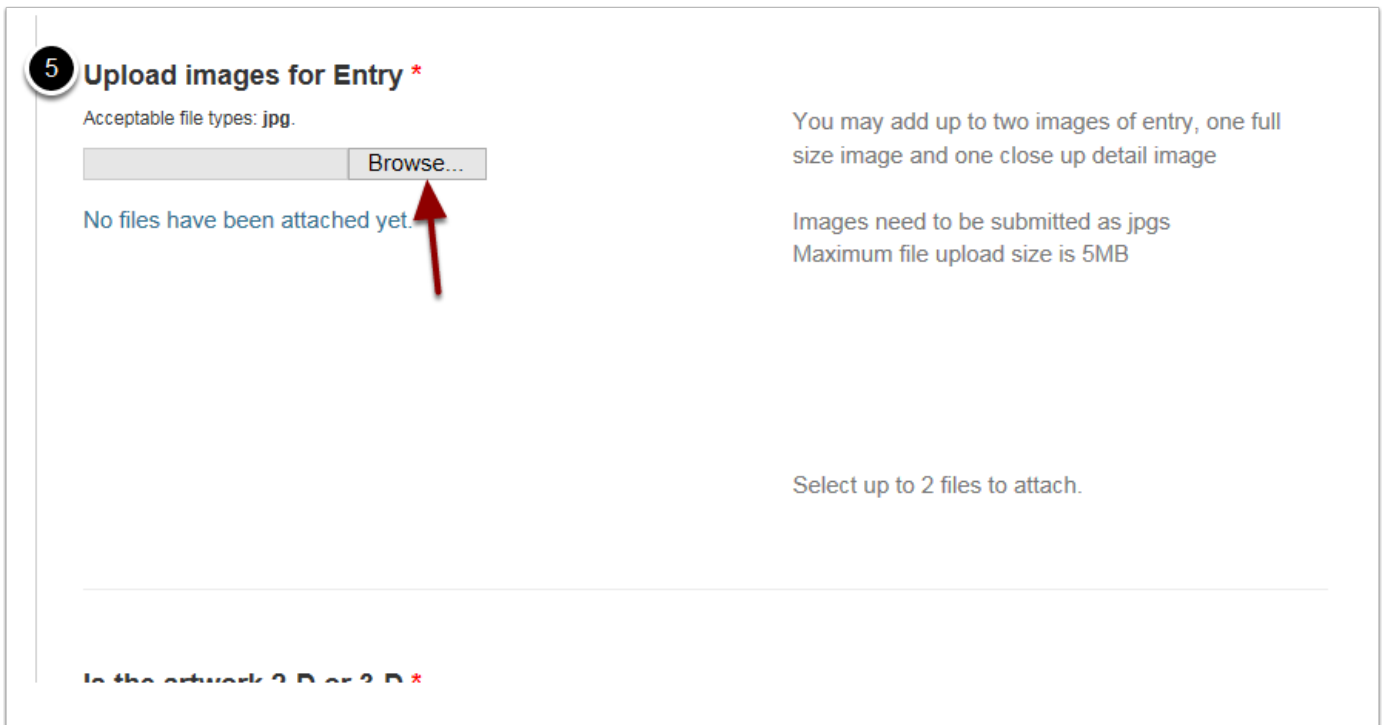
**Upload images for Entry \***

# 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 required. 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.

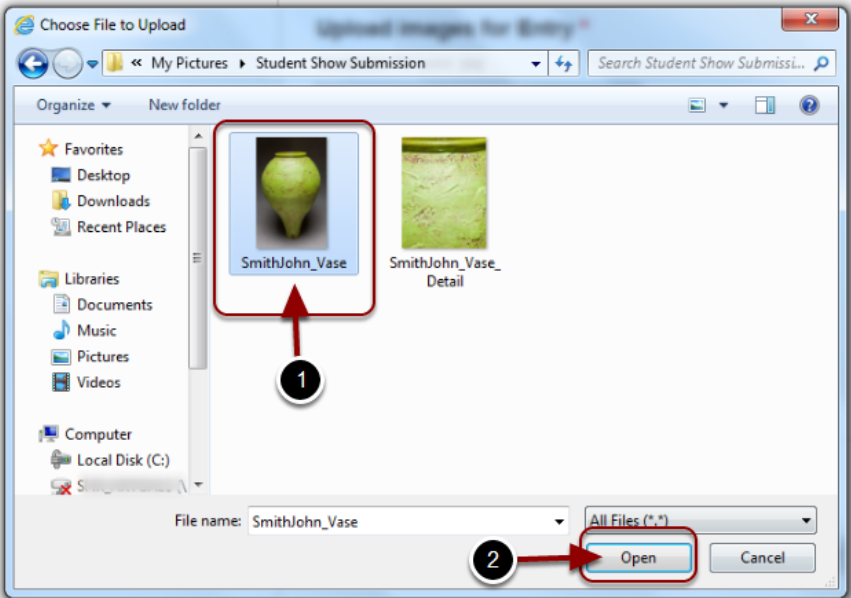


The screenshot shows a web form titled "5 Upload images for Entry \*". Below the title, it states "Acceptable file types: jpg." and "No files have been attached yet." There is a "Browse..." button with a red arrow pointing to it. To the right, instructions read: "You may add up to two images of entry, one full size image and one close up detail image" and "Images need to be submitted as jpgs Maximum file upload size is 5MB". At the bottom right, it says "Select up to 2 files to attach." At the bottom left, there is a partially visible label "Is the artwork 2 D or 3 D \*".

# 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.



You may add up to two images of entry, one full size image and one close up detail image

Images need to be submitted as jpgs  
Maximum file upload size is 5MB

Select up to 2 files to attach.

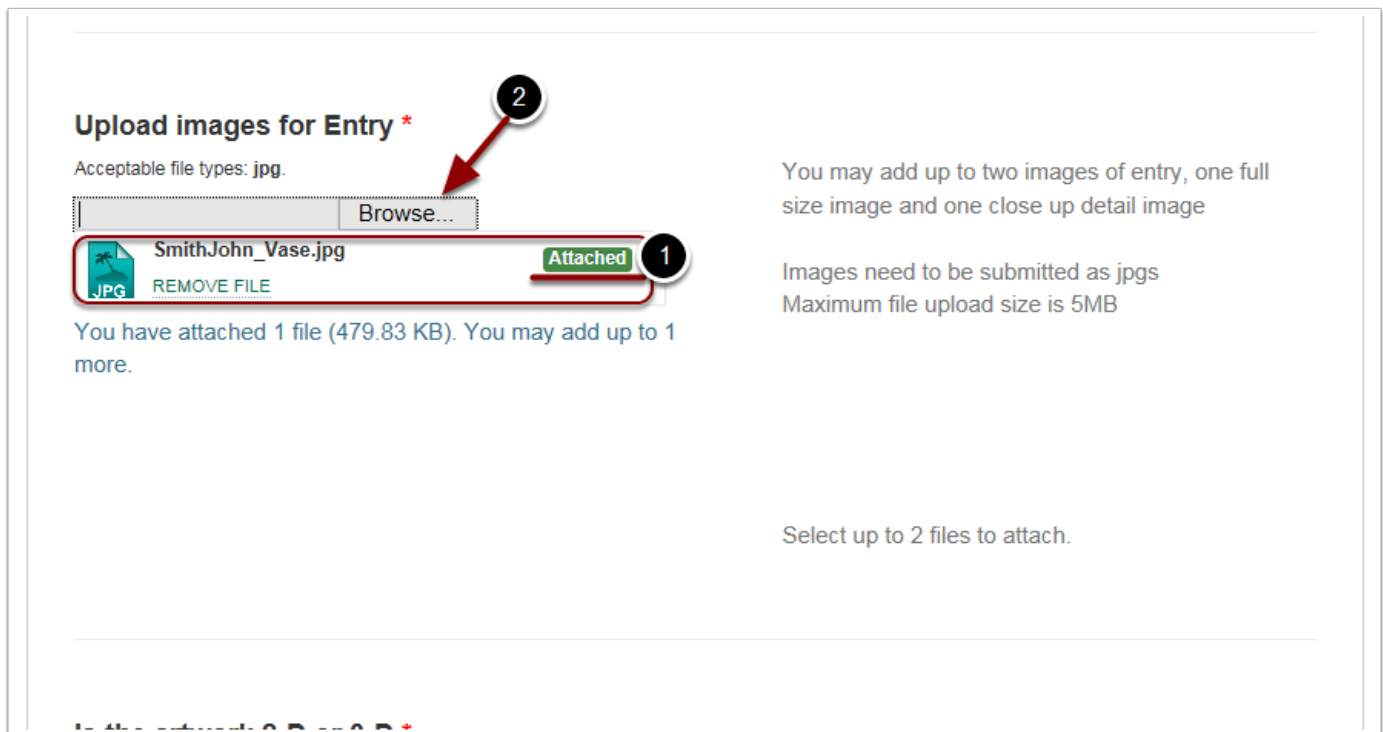
# Student Juried Art Exhibition Guide

## 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.

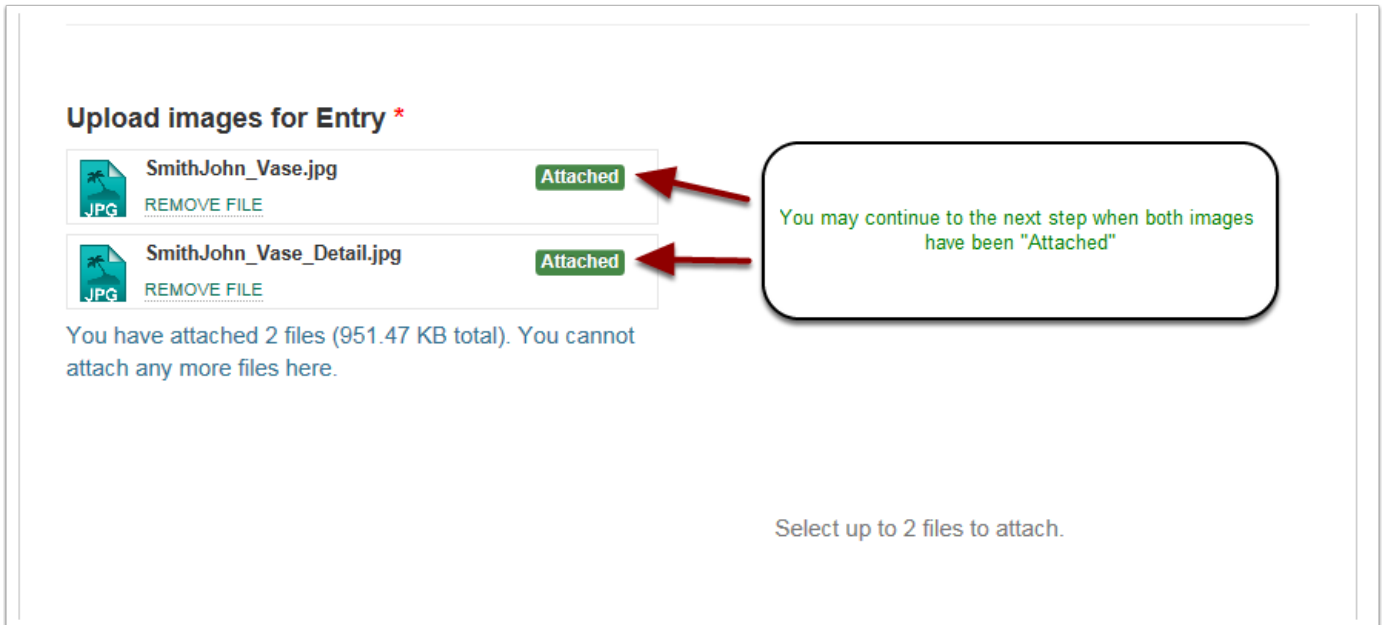


## Step Six E Continued: Image Upload Complete

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.

The screenshot shows a web form section titled "For sale? \* 1". Below the title are two radio button options: "Yes" and "No". Under the "Yes" option, there is a text input field with the placeholder text "List Price of Artwork" and a callout bubble "2" next to it. Under the "No" option, there is a text input field with the placeholder text "List Value of Artwork" and a callout bubble "3" next to it. At the bottom of the form, there is a partially visible label "Enter your phone # \*".

# Student Juried Art Exhibition Guide

## Step Nine: Phone Number

Provide an accurate phone number beginning with the area code.

**8** **Enter your Phone # \***

Please enter your phone number, for gallery records. This number will not be shared with anyone.



# Student Juried Art Exhibition Guide

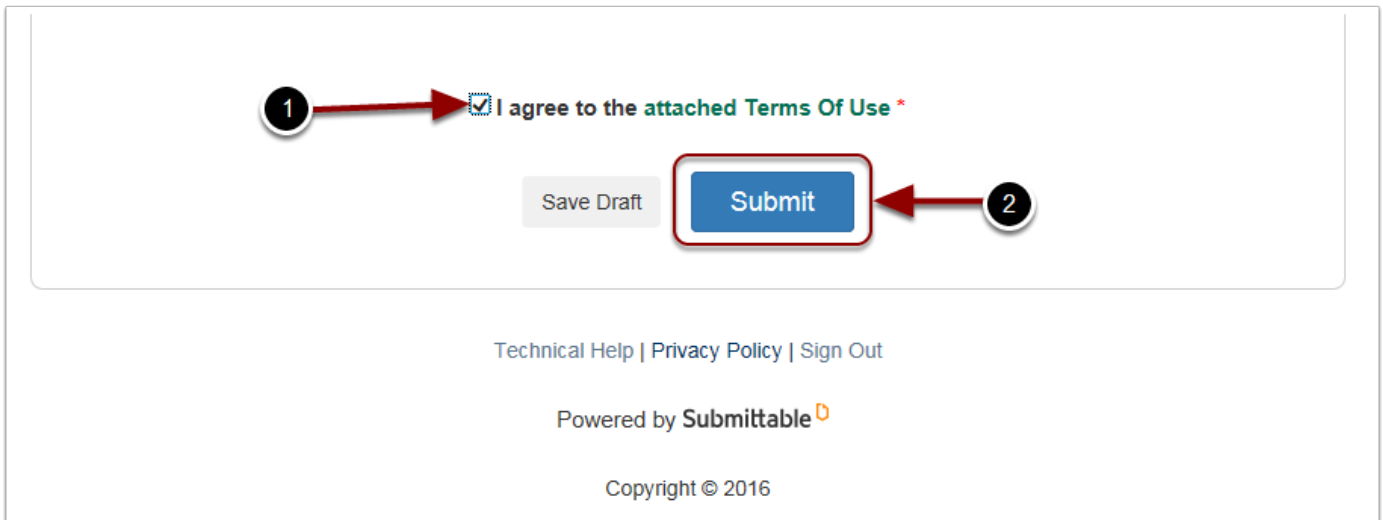
## Step Ten: Final Submission

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 appropriate 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 logging into your *Submittalbe* 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.



Art Gallery

Your submission has been sent.

You will be updated on the status of your submission via email, or you can check the status anytime by going here:  
<http://manager.submittable.com/user/submissions>.

[Return to Yavapai College Art Gallery](#)