Step-by-Step Instructions for Registering for LOS

1) Prior to creating an account on Entrythingy:

    a. It is a good idea to check the image on your computer that you would like to upload and check the size and filename. Image must be in jpg format at 300 DPI resolution with at least 1200 pixels on the widest side. The application will not accept an image that does not meet these minimum requirements. Also, the application will only accept image names containing numbers and letters (no quotation marks, or special characters). Only 1 image is required to complete the process. Please be certain any image you submit will be intelligible in the small thumbnail that will go on the LOS map. The online system will only reject your image file if is it too small or too large. You must check for correct color, focus and orientation.

    b. Decide how you would like to pay for registration. The PayPal button on the application allows you to use your own PayPal account, or will process any credit valid card through PayPal. If you know you are going to use a check, please remember to record the Entry number that you will see either prior to Submitting or on the printed copy of your registration.

2) To begin using Entrythingy you must create a login id. Instructions for creating a new account will appear at the bottom the Participate page. If you already have an account from last year, you will just need your email and password to get in. There is also an option of getting a new password if you have forgotten.

3) After you've created your account, you'll be able to see the application for LOS. Click on **APPLY NOW** button on right

4) After you have read through the Entry Instructions page, check off "I have read and understand the entry instructions", and then click **Continue to the Next Step**.

5) IMPORTANT! If you need to leave the application for any reason before completing your entire registration, click on LOGOUT at the top of the screen. None of the information you have entered will be retained if you do not LOGOUT. You may return to the registration form by logging in with your Entrythingy email and password. Click on the COMPLETE ENTRY button at the top right to begin making changes.

6) General Entry Information:

    a. In the **Address** section put the address of **where you will be showing for LOS**: Home studio address; Gallery address; LexArt--130 Waltham Street, Lexington; Munroe Center--403 Massachusetts Avenue, Lexington.

    b. In the **Description of Work** section type a brief comment about your media or techniques (e.g., Oil Painting, Collage) (80 characters max).

    c. In the **Statement Specific to Entry** type a very brief artist's statement (up to 280 characters).
    Yes, we know these two names for fields are not at all intuitive, but we can't change them in the Entrythingy application.

d. Please complete additional questions that were added specifically for LOS. We strongly encourage artists with room in their studios to invite other artists. Having multiple artists in a home studio brings more visitors.

e. Then click **Save and Continue to the Next Step.**

7) Pieces for the Entry: If you have already checked the format and naming on images you want to use, this should be easy. You must submit at least 1 image, and up to 3 images. Be sure that you submit a professional quality image. Your image will be displayed on the LOS map.

a. Don't forget to LOGOUT if you need to leave the application to locate your image, etc. When you log back in click on **Complete Entry.**

8) Click on **Add Piece** to begin.

9) Click on **Choose File** to browse your computer, locate and select the image that you have already formatted.

10) Enter other information needed for the image: Title (must include only letters and numbers, no quotation marks), Description of the piece, and Dimensions.

11) Click **Upload** after you have selected the file and filled the image information. After a few moments you should see the image you have selected.

a. If your image is not in jpg format at 300 DPI with at least 1200 pixels on the widest side, the application will give you an error message. You cannot go further if your image does not meet these requirements.

b. If you attempt to submit a very large image (e.g. greater than 2000 pixels on a side) the time to upload may be long.

c. The image and the filename that you used for your image on your computer will appear in the application when you upload the file. However, you should keep note of the filename if you need it for further reference since the printed copy of your registration will not show it.

12) Once you have selected your image, you will see the image and its information on the left side of the page. By the image you can click to **edit** any of that information. On the right side you will see the responses you entered for General Information as well as an option to go back and **edit** any of that info.

14) On the upper right side of the page you will see the button **Submit This Entry**. If you have reviewed all your information and are sure your registration is complete, you may click the **Submit** button. Once you Submitted your registration, you will not be able to go back to make any changes. You'll see a message that asks you if you're sure you're ready to submit. Click **Cancel** if there is any question that you might need to make changes. If you select **Cancel** you will need to click **Logout** so that you can return to this page later.

15) Clicking on **Submit This Entry** will save all the information you have already entered and take you to the **Final Page**.

      a. To create a hard copy of your registration click on **Print Entry**. The **Entry Number** is on the printed copy and on the right side of the Final page. After you log out you may return to this view if you need to check what information or images you have included. Remember image filenames are not printed, but can be viewed by logging into the Submitted registration form.

      b. If you are paying by check, you should record the Entry Number on your check. Click **Logout** to return to the LOS website. IMPORTANT: The registration is not complete until we receive your check. Checks must be post marked or hand delivered by January 10 for Early Registration, or January 24 for Registration.

      c. If you are paying through PayPal, select the correct charges from the dropdown box: $50 if everything is in by January 10, $75 for any registration submitted between January 10-24. You will be taken to a PayPal screen. Check to be sure you see the correct charge on the left of the screen. Enter the account information needed to charge your credit card or your PayPal account on the right side of the screen. There is a link on the lower left of the screen that will return you to the LOS website or you may simply exit PayPal.

Need More Help with the Registration Application?

Call Susan McFarlane at 856-889-4924 or
Karen Berman Mulligan 617 347-9134 if you have questions.

We plan to have volunteers at the Munroe Center for the Arts in early January who can assist you with entering registration info and images. Check the website for the date.

Email *lexingtonopenstudios@gmail.com* to receive more information.