

## Exhibition Entry Tutorial

**Have you renewed your membership?  
Do you want to join NWS?**

*Your dues must be paid or you must join  
**BEFORE YOU COMPLETE YOUR  
ENTRY.***

Go to the NWS Membership website:  
[www.nationalwatercolorociety.org](http://www.nationalwatercolorociety.org)

Pay your NWS \$50 membership dues,  
Return to the NWS Exhibition Entry website to  
LOGIN, upload artwork & pay:  
[www.NWSExhibition.com](http://www.NWSExhibition.com)

### Tips For Using This Exhibition Entry Website

- Chrome or Safari browsers work best.
- Delete History from your browsers.
- Do not let your computer autofill name, email, passwords or any other information.
- Be sure to look for **Save, Next** or **Previous** at bottom of your screen.

### Create Entry Account

1. Fill in form.
2. Your **Entry Account** is your email and pass word.

*This **entry account** is used for this Exhibition only. Use it each time you Login. **Do not create a second entry account.***

3. Check box: "I accept terms and conditions."
4. You can download **Prospectus** and **Tutorial** here.
5. Click **Enter Competition**.

### Login

6. **Login** using the email and password you used to Create Entry.

*Do not allow your computer to autofill your email or your password anytime you Login.*

7. Click on blue **Login**. You will see an arrow in a circle and then a message: Login **success**.

*If you have forgotten your password, click on the blue **Forgot Password**. If you don't see the new password in your email, check SPAM folder.*

The screenshot shows the 'CREATE ENTRY ACCOUNT' form with the following fields and annotations:

- 1. Fill in form.** (Handwritten note pointing to the form fields)
- 2. Entry Account is your email + your password** (Handwritten note pointing to the Email and Confirm Email fields)
- 3.** (Handwritten note pointing to the 'I accept terms and conditions' checkbox)
- 4.** (Handwritten note pointing to the 'Click Here to download prospectus' and 'Click Here to download tutorial' links)
- 5.** (Handwritten note pointing to the 'ENTER COMPETITION' button)

The screenshot shows the 'Login' form with the following fields and annotations:

- 6. Entry Account--for this exhibition only is: Your email + password. Login with email + password.** (Handwritten note above the Email Address and Password fields)
- 7.** (Handwritten note pointing to the 'Login' button)

## Upload Your Artwork

- Next you will see **Upload Your Artwork** page.
- Make sure that you have followed directions for preparing your image found in the Prospectus.

**Size:** 2000 pixels in the longest dimension at 300 ppi.(pixels per inch); about 2 MB

**File Name:** LastName (no space)First Name.jpg, i.e., **SmithNancy.jpg**

- Choose image file and fill in image data.
- Click on blue **Submit and Pay** button at the bottom of the page.

Art Work Home Artwork

### Upload Your Artwork

Please upload your artwork. We recommend uploading .jpgs.  
Please make sure you upload the correct file.

[View Prospectus](#)

10. **Choose File** No file selected  
File Size 50MB allowed.

Attachment Details

Title  
Enter Title

Media  
Enter Media Here

Price  
Enter Price in US Dollars

Year  
2015

Image Size (e.g 12 x 12)  
Enter image Enter image

11. **Submit and Pay**

## Upload Your Artwork (cont.)


- Next you will see a page with your artwork and all image data uploaded.
- Be sure to check all your data.

Art Work Home Artwork

### Upload Your Artwork

Please upload your artwork. We recommend uploading .jpgs.  
Please make sure you upload the correct file.

[View Prospectus](#)



LEGGERO, OPUS 14

Media	Watermedia
Price	\$950
Year	2015
Image Size	16 x 16
Status	Under Review by Juror
Time Added	24 Mar, 2017 09:02 pm

## Payment Info


- Next comes a popup box with Payment Info.
- Click on the blue **Click Here** to pay.

Payment Info

You can upload your artwork, but your artwork will be considered in the contest only if you pay the fee. **Click Here** to pay. **15.**

[Done](#)

[View Prospectus](#)

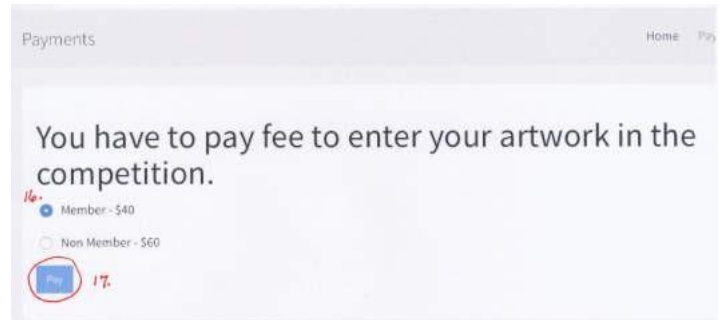


LEGGERO, OPUS 14

Media	Watermedia
Price	\$950
Year	2015

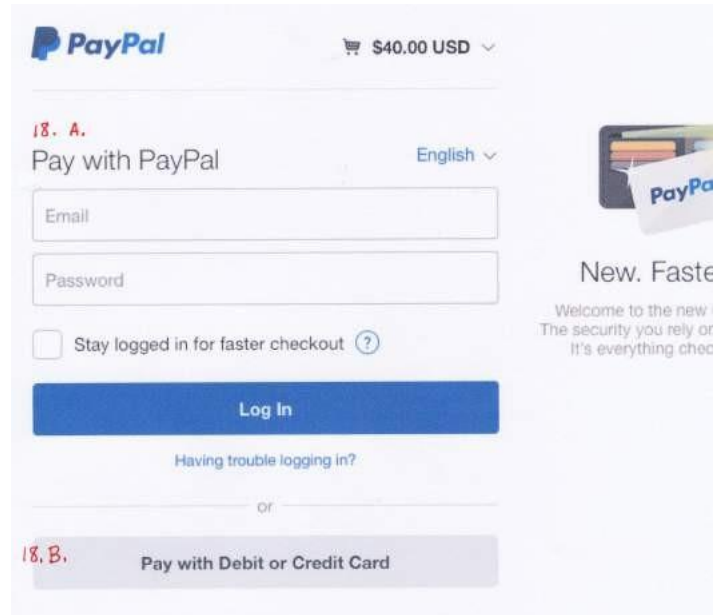
## Payments

16. Entry fee:  
Member — \$40
17. Click on blue **Pay**. You will be taken to a secure PayPal website.



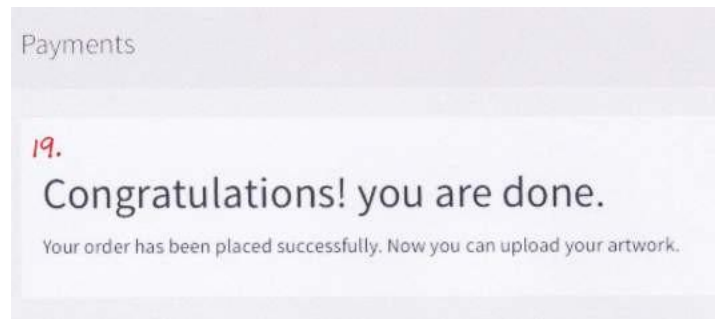
## PayPal

18. You can pay on PayPal's secure website in two ways:
- A. With your personal account; or
  - B. As a guest, using your credit card.



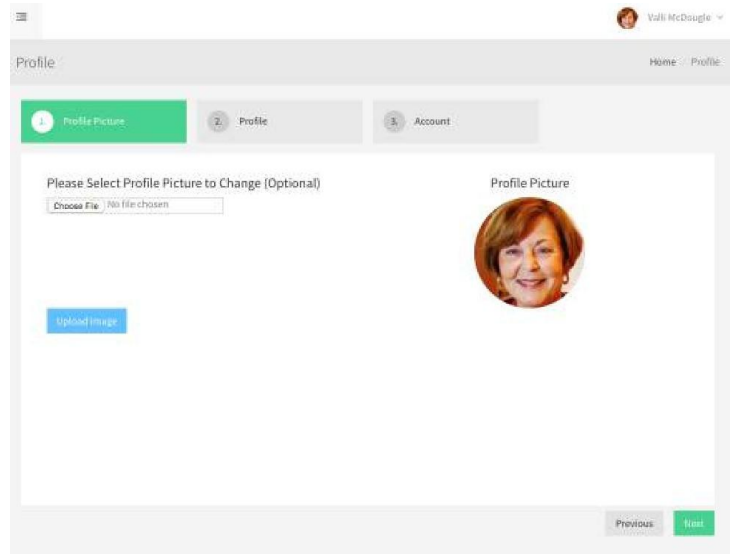
## Payment Done

19. You will see the message,  
**Congratulations! You are done.**



## Profile 1

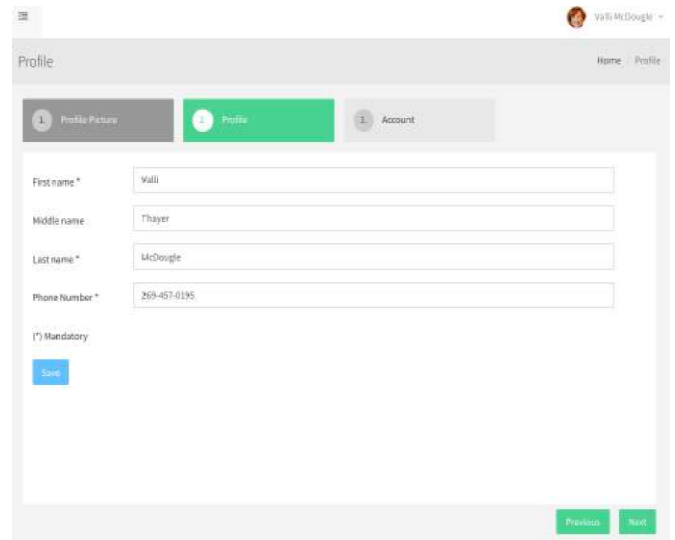
20. Click on **Profile** in black Navigation Bar on the left.
21. On **Profile 1** you can upload a photo of your self. This is optional. Click on blue **Upload** button on lower left.
22. Click on green **Next** at bottom right.



The screenshot shows the 'Profile' page with three tabs: 'Profile Picture', 'Profile', and 'Account'. The 'Profile Picture' tab is active. The main content area says 'Please Select Profile Picture to Change (Optional)' and features a 'Choose File' button with the text 'No file chosen' and a 'Profile Picture' placeholder showing a woman's photo. A blue 'Upload Image' button is at the bottom left. At the bottom right, there are 'Previous' and 'Next' buttons.

## Profile 2

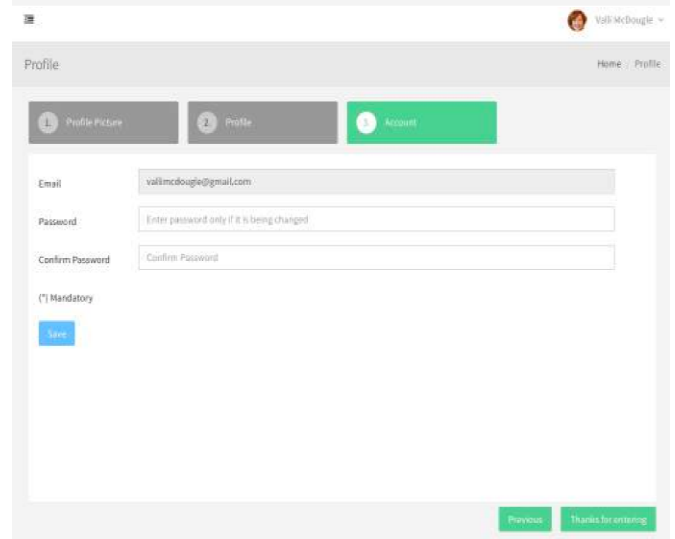
23. Your name and phone number are autofilled. You can add your **Middle Name** here, if you wish.
24. Click the blue **Save** button on bottom left.
25. Click on green **Next**.



The screenshot shows the 'Profile' page with the 'Profile' tab active. The form contains the following fields: 'First name\*' (filled with 'Valli'), 'Middle name' (filled with 'Thayer'), 'Last name\*' (filled with 'McDougle'), and 'Phone Number\*' (filled with '269-457-0195'). A note indicates that fields with an asterisk are mandatory. A blue 'Save' button is at the bottom left. At the bottom right, there are 'Previous' and 'Next' buttons.

## Profile 3

26. Your email is autofilled on this page.
27. If you want to change your password, you can do it here. Be sure to click on the blue **Save** button on lower left **only if you have made a change**.
28. **Thanks for Entering.**



The screenshot shows the 'Profile' page with the 'Account' tab active. The form contains the following fields: 'Email' (filled with 'vallimcdougle@gmail.com'), 'Password' (with a placeholder 'Enter password only if it is being changed'), and 'Confirm Password' (with a placeholder 'Confirm Password'). A note indicates that fields with an asterisk are mandatory. A blue 'Save' button is at the bottom left. At the bottom right, there are 'Previous' and 'Thanks for entering' buttons.

For issues you cannot solve, contact:

Judy Saltzman, Web Director  
[NWS2WebDirector@gmail.com](mailto:NWS2WebDirector@gmail.com)