

Pennsylvania Watercolor Society
43rd Annual International Juried Exhibition

Entry Instructions/Checklist

1. Go to www.callforentry.org (CaFE)

New CaFÉ Users: click **Artist Sign Up** and complete the free registration form

Existing CaFÉ Users: proceed to **Login** and apply to a call for entry

Complete the next steps to submit your entries. Check the boxes after completing each step.

- 2. In My Portfolio. Upload your painting images. NOTE: if an image is not for sale, type price as \$0.00.**
- 3. Apply to Calls. Search calls for *Pennsylvania Watercolor Society 43rd Annual International Exhibition*.**
- 4. Complete application.**
- A. Answer Questions – type painting names. **SAVE!****
- B. Choose Work Samples. Click “My Porfolio”, select Images to be entered. **SAVE!****
- Begin Checkout Process.**
- A. Select box for **\$50.00 Pennsylvania Watercolor Society 43rd Annual International Juried Exhibition**. A Coupon Code Box appears.**
- B. PWS members may enter **Coupon Code (emailed to all Members)**, in the box. Click “Apply Coupon”.**
- C. You may choose to donate \$5 for catalog expenses.**
- D. Check your **TOTAL!** Member Fee \$35 (with coupon code), Non-Member \$50, plus optional \$5 Catalog Donation. If your total is not correct, **DO NOT PROCEED TO CHECKOUT. CaFÉ does not provide refund for missed coupon codes****
- E. Choose Method of Payment.**
- F. Click “Proceed to Checkout”.**
- 5. Carefully check your “Grand Total”.**
- A. If the **Grand Total** is not correct choose “click here” to return to previous page to make corrections and add coupon code.**
- B. If your total is correct, click “Submit Payment”**
- 6. Enter Payment Information. Credit Card, PayPal or check. Checks payable to PWS sent to:**

Pennsylvania Watercolor Society
604 Robert Street
Mechanicsburg, PA 17055