

## **Headwaters Arts Jotform instructions**

We are using **Jotform.com** to manage our submissions. This is an online service that uses a form we created to collect the information we need and requires you to upload your images at the same time.

It will allow you to enter all the information including your artist statement (up to 1000 characters) and also to upload your images.

Please ensure that your information is complete and accurate when you enter it. This information is dispersed to many HA committees after submission and we cannot guarantee the accuracy of your data if it is subsequently changed.

**Note that you should complete the online form on the device where your images are stored so that they will be available when completing the form.**

There will be a link to the specific form with the Call to Artists. Please do not use an old link from a previous show!

Generally, Information required when you do your submission will be your name and address, email, phone, titles, sizes (HxWxD in inches), medium, price, artist statement (one per show, not per piece) and images. Art images should in the form of **jpgs**. The jpgs should be 1024 pixels on the largest dimension. The file size per image must be less than 1.5 MB or 1500 KB.

**PLEASE NAME YOUR JPG FILES ACCORDING TO THE GUIELINES FOR THE SHOW YOU ARE SUBMITTING TO.**

After you have entered all your information and pressed submit, you will receive a confirmation thank you screen and you will receive a copy of the submission form by email for your records. Please retain this record and if accepted into the show, please use it for completing your consignment form to ensure consistency in the information provided to the gallery.