



## Submitting Your Art for Exhibition

### Instructions for PC and Mac

As a member of the Sonoran Arts League, you are eligible to submit your artwork to be considered for a variety of exhibitions throughout the year—such as at the League’s gallery, in the Desert Foothills Library, through the League’s Art In Public Places program—and for other art opportunities in the community.

**YOU MUST BE A MEMBER OF THE SONORAN ARTS LEAGUE TO SUBMIT YOUR ART for Calls for Art through the League website.**

**If you are NOT a member of the Sonoran Arts League**, go to the Membership page of our website (<https://sonoranartsleague.org/membership/>) and scroll down to **JOIN** or contact our office at 480-575-6624 for assistance.

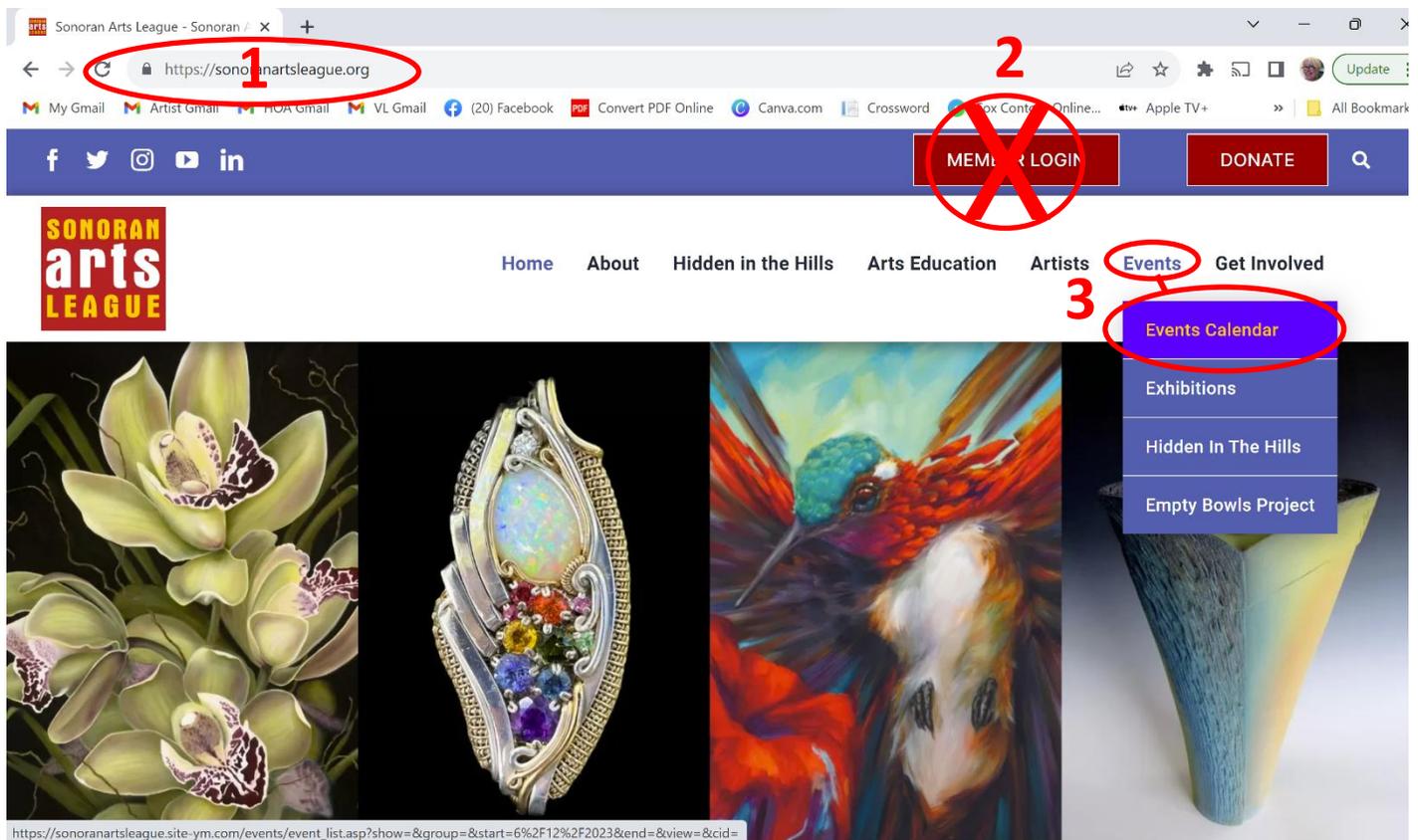
#### NOTES:

- Prepare your submission photos in advance of starting this process. All photos should be between a minimum of 72 dpi and a maximum of 300 dpi, and under 2MB in size.
- The screen shots on the following pages are from a PC running Chrome on Windows 11. If you are using a Mac or a different PC browser, the top of your screen may differ slightly, but the directions and steps are the same.
- **Computer and technical help** are available at the **Desert Foothills Library** every **Wednesday at 2 pm**.

## How to Get to the Events Calendar

Open your browser. (Chrome and Safari work best.)

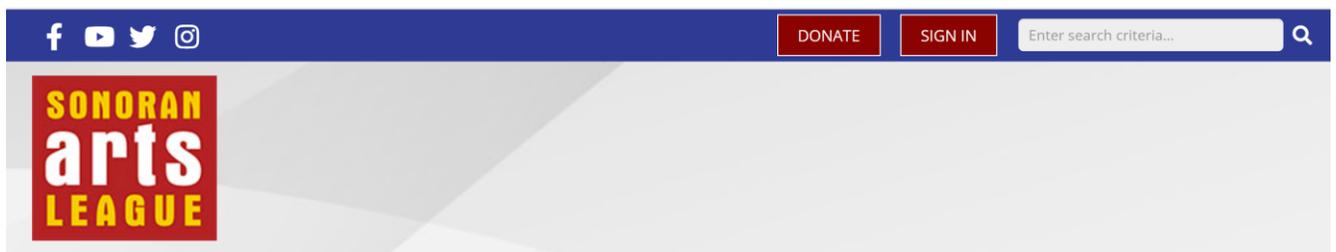
1. Type [www.sonoranartsleague.org](https://www.sonoranartsleague.org) into the top bar of your browser and press the **Enter** key to display the Sonoran Arts League's Home page, shown below.
2. **DO NOT SIGN IN AT THE MEMBER LOGIN BUTTON.**
3. Click **Events** in the Home page menu (or hover your mouse over **Events** to display the menu choices and click **Events Calendar**).



## Selecting a Call for Art

*NOTE: Once you select Events (or Events Calendar), you are in the League's "Your Membership" portal, where the calendar of events is housed. Its URL, shown at the top of your browser, begins with [https://sonoranartsleague.site-ym.com/events/event\\_list...](https://sonoranartsleague.site-ym.com/events/event_list...)*

4. Click in the **dropdown list box** on the Community Calendar page to open the current list of events. Select **Call for Art**.
5. Scroll through the listings, which are organized by date, to find the Call for Art that you want.
6. Click **Register**.



## Community Calendar

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Call for Art

- All Categories
- Art Education
- Call for Art
- Community Events
- Fundraising Event
- Member Events
- Youth Art Education

Upcoming Past Month View RSS

5

**CALL FOR ART: COLLECTOR'S FINDS - GALLERY EXHIBITION**

8/19/2023 - 10/19/2023

Location: Carefree, Arizona

Export to Your Calendar Register

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**Wednesday, August 23, 2023**

**Desert Foothills Gallery Call for Art-Hidden in the Hills Showcase 2023**

8/23/2023 » 9/27/2023

Location: Cave Creek, Arizona

Export to Your Calendar Register

The image is a screenshot of the 'Community Calendar' page. At the top, there's a navigation bar with 'Upcoming', 'Past', and 'Month View' tabs, and an 'RSS' icon. A dropdown menu is open, showing various event categories, with 'Call for Art' highlighted. Below this, the calendar is organized by date. The first date shown is 'Saturday, August 19, 2023', with an event titled 'CALL FOR ART: COLLECTOR'S FINDS - GALLERY EXHIBITION'. The event details include dates (8/19/2023 - 10/19/2023), location (Carefree, Arizona), and buttons for 'Export to Your Calendar' and 'Register'. The second date shown is 'Wednesday, August 23, 2023', with an event titled 'Desert Foothills Gallery Call for Art-Hidden in the Hills Showcase 2023'. The event details include dates (8/23/2023 » 9/27/2023), location (Cave Creek, Arizona), and buttons for 'Export to Your Calendar' and 'Register'. Red circles and numbers 4, 5, and 6 are overlaid on the image to highlight the dropdown menu, the event title, and the 'Register' button respectively.

## NOW: Sign In as a Member

Call for Art registration requires a sign-in once you are in the Membership portal.

7. Now that you're in the right place, click the **SIGN IN** button.



## Community Calendar - Registration Details

[← Back to this Event's Details](#)

### SIGN-IN REQUIRED

You must be **signed in** to register for this event.

8. On the Member Login screen, use your Sonoran Arts League username and password (recommended) or your Facebook or LinkedIn profile to **SIGN IN**.

## Member Login

Welcome to the online community. Because of the built-in security features, you must first register and be approved before accessing many site sections. If you are not a member of the site yet, please register - we'd love you to be part of our online community.

### Sign in using your social profile

[f Login with Facebook](#)

[in Login with LinkedIn](#)

OR

### Sign in using your credentials

Remember Me

[SIGN IN](#)

## Registering for the Call for Art

Once signed in, you can complete your Registration.  
Your page should look like this screenshot:



## CALL FOR ART: COLLECTOR'S FINDS - GALLERY EXHIBITION | Registration

Exhibit you are submitting to

- Your profile information should populate the top boxes. **Be sure your phone area code is entered** in the first Cell Phone box.
- Attach a **jpg file** for each piece of art you submit and enter its information, up to a maximum of 5 entries for 2D/3D work or 10 entries for jewelers.

Attendee Info | Attendee Selections

### Registration Information

\* Required Fields

Event Name: CALL FOR ART: COLLECTOR'S FINDS - GALLERY EXHIBITION

Your Name \*: Alyson Miller

Email Address \*: alysonmillerartist@gmail.com

Cell Phone Area Code \*: 555

Cell Phone \*: 123-4567

Submission #1 \*: Artist Submission #1 - Title of the Piece \*: Liquid Embrace

Dimensions of the piece in inches (width x height x depth (if needed) #1 \*: 24 x 25 x 3

Medium #1 \*: Mixed Media

Price #1 \*: 1150.00

Scroll to enter additional artwork

11. Scroll down to the bottom of the 10<sup>th</sup> submission section (even if not filled in) and click the **NEXT** button.

Price #10

**NEXT** 11

## Finalizing Your Registration

12. Make sure to select the **pricing option** you want (for most Calls for Art there will be only one option).
13. Click the **SAVE & FINALIZE REGISTRATION** button.

Attendee Info Attendee Selections

Please Select One Of The Following (Required)

Artist Fee: \$40 with no volunteer hours for up to 5 images (10 for jewelry) Price: \$40.00

**SAVE & FINALIZE REGISTRATION**

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## Checking Out (in 2 Steps)

14. In Step 1 of the Checkout sequence, fill in all the required information, as **notated with a red \***. Scroll down the page to complete all information.
15. Optional: Click the box if your personal information needs to be updated.
16. Optional: Type any comments you have in the comments box.
17. To continue, click the **PROCEED TO CONFIRMATION** button.



### Checkout (Step 1 of 2)

Main Storefront

Cart (1)

Please enter your address and billing information in the form below.

**Recipient Information**

First Name:\* Alyson

Middle Name:

Last Name:\* Miller

Suffix:

Organization:

Address:\*

City/Town:\*

**SSL SECURED**  
THIS SITE SECURED BY SSL ENCRYPTION

#### MY PROFILE

- MY FEED
- PROFILE HOME
- PUBLIC PROFILE
- MANAGE PROFILE
- CREATE RESUMÉ/CV
- GROUPS
- NETWORKS
- FILES & LINKS
- BOOKMARKS
- MESSAGES
- CONNECTIONS
- MEMBERSHIP INFO
- REFER A FRIEND

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Scroll to complete personal information

15

Update the Personal Information section of my profile with the address and organization information entered above.

PO:  Only Alphanumeric Characters Allowed

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**Additional Customer Information**

Please Enter Comments Below:

17

PROCEED TO CONFIRMATION >>

18. In Checkout Step 2, verify your personal information
19. Continue scrolling and enter your payment information.
20. Once everything is entered and correct, click the **Complete Order** button.



## Checkout (Step 2 of 2)

Main Storefront

Cart (1)

Please enter your address and billing information in the form below.

Before finalizing your order, please verify the information below. Then click the "Complete Order" button to complete the checkout process.

### MY PROFILE

- MY FEED
- PROFILE HOME
- PUBLIC PROFILE
- MANAGE PROFILE
- CREATE RESUMÉ/CV
- GROUPS
- NETWORKS
- FILES & LINKS
- BOOKMARKS
- MESSAGES
- CONNECTIONS
- MEMBERSHIP INFO
- REFER A FRIEND

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**Recipient Information**

First Name: Alyson

Middle Name: R

Last Name: Miller

**SSL SECURED**  
THIS SITE SECURED BY SSL ENCRYPTION

**Scroll to finish verifying personal information**

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**Payment Information**

Total Amount: \$40.00

Promo Code:

Payment Type:

Check/Money Order

ACH/E-Check

Credit Card

Card Type:\*

**Scroll to complete payment information**

### Additional Customer Information

Qty.	Product	Price
1	Artist Fee: \$40 with no volunteer hours for up to 5 images (10 for jewelry)	\$40.00
<b>Subtotal:</b>		<b>\$40.00</b>
<b>Grand Total:</b>		<b>\$40.00</b>

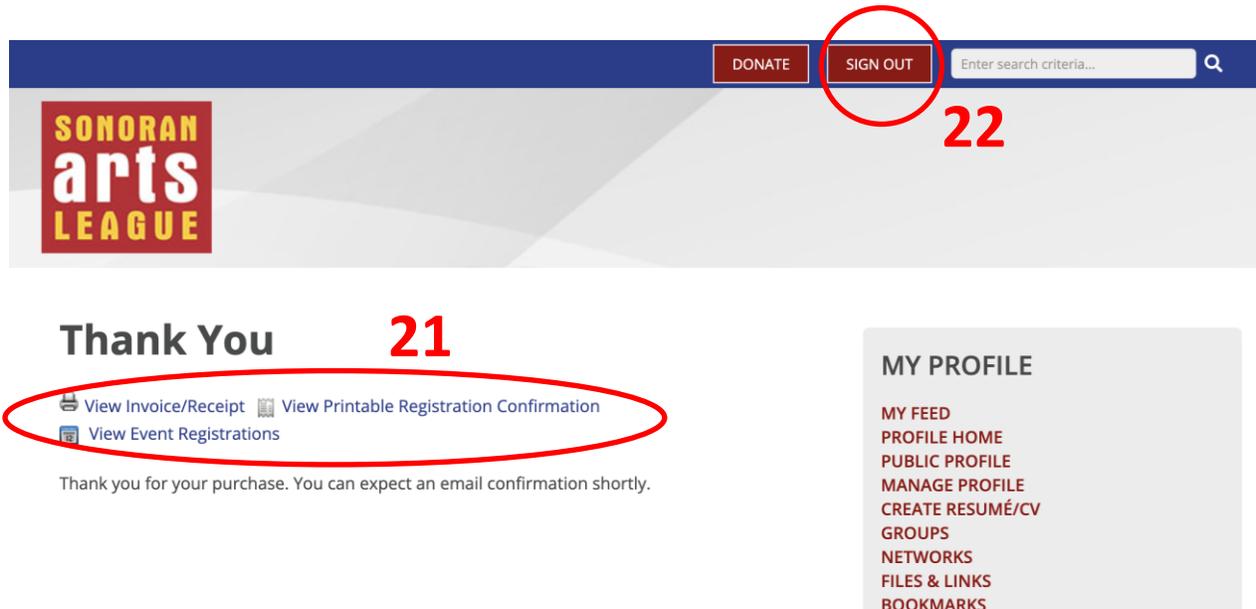
[Edit Cart](#)

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**COMPLETE ORDER**

## Your Submission is Complete!

21. On the Thank You page, click a link if you want to view your receipt, a printable registration confirmation, or all your event registrations.
22. You can now **SIGN OUT**.



The screenshot shows the Sonoran Arts League website interface. At the top, there is a dark blue navigation bar with a 'DONATE' button, a 'SIGN OUT' button circled in red, and a search bar. Below the navigation bar is a header area with the Sonoran Arts League logo on the left and a large red number '22' on the right. The main content area is titled 'Thank You' with a large red '21' next to it. Underneath the title, there are three links: 'View Invoice/Receipt', 'View Printable Registration Confirmation', and 'View Event Registrations'. The first two links are circled in red. Below the links, there is a message: 'Thank you for your purchase. You can expect an email confirmation shortly.' On the right side, there is a 'MY PROFILE' section with a list of links: MY FEED, PROFILE HOME, PUBLIC PROFILE, MANAGE PROFILE, CREATE RESUMÉ/CV, GROUPS, NETWORKS, FILES & LINKS, and BOOKMARKS.

Expect an email notification prior to the event letting you know whether your work has been accepted and which pieces, along with further instructions.

**THANK YOU FOR BEING A VALUED MEMBER OF THE SONORAN ARTS LEAGUE!**

If you have questions or ideas for the Gallery Committee, please reach out to:

Joanie Wolter – [joanie.wolter@gmail.com](mailto:joanie.wolter@gmail.com) or

Nancy Breiman – [nbreiman@gmail.com](mailto:nbreiman@gmail.com)