How to create a digital portfolio and upload portfolio to Juried Art Services

All detailed instructions are available at Juried Art Services - tutorial:
http://www.juriedartservices.com/index.php?content=help:tutorial

Technical support is available at Juried Art Services: Email: support@jurying.net

Steps to submitting an application online

1. Prepare your images:
Before starting the online application have your portfolio images prepared.

Images must be no less than 2400 pixels on the smallest side, and no more than 4000 pixels on the widest side. See below for detailed instructions.
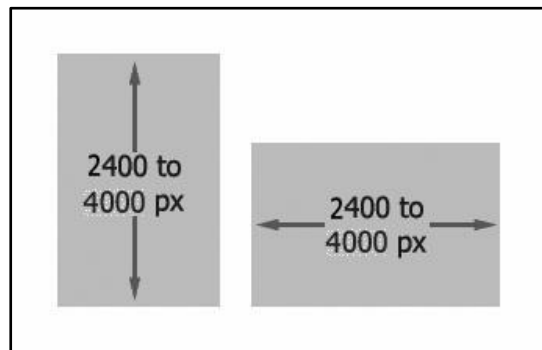
- Images must be of high enough resolution to be used to produce prints for the exhibition

- Do not submit images taken with a camera phone or designated as "web ready"

- Set camera at "extra fine" or "fine" resolution

- Images must be JPG files with the .jpg extension

- Image size should be no smaller than 2400 pixels (8 inches) on the smallest side and no more than 4000 pixels on the widest side

- Images should be 300 PPI (Pixels Per Inch)

- Recommended color mode is RGB

- Saved images should be oriented correctly for the viewer (Not upside down or sideways)

- Images that are of poor quality or improper resolution will not be accepted

- Digital File names of images in this format: last name_image number.jpg
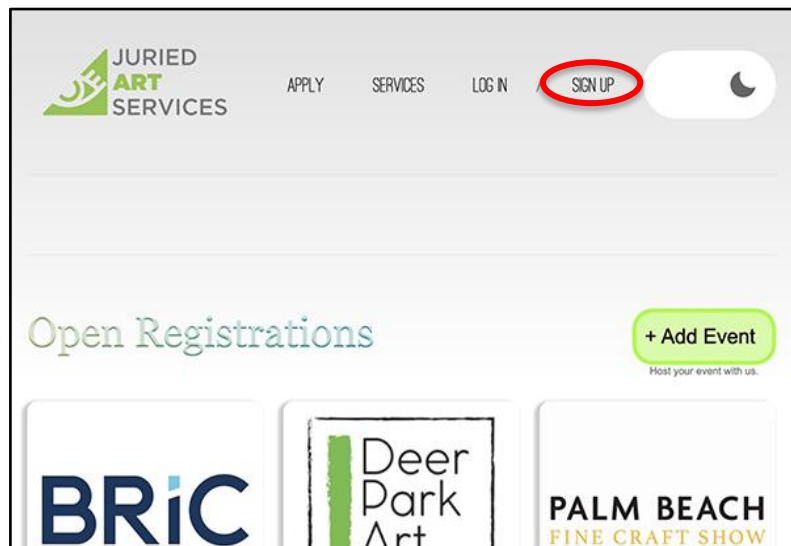 ***For example:*** Brenda Gregory's image 3 would have a file name: **gregory_3.jpg**

Go to http://www.juriedartservices.com

2. Complete the **New Member Registration:**

On Home Page, click the **'SIGN UP'** link.

Juried Art Services – Tutorial
https://www.juriedartservices.com/index.php?content=help:tutorial
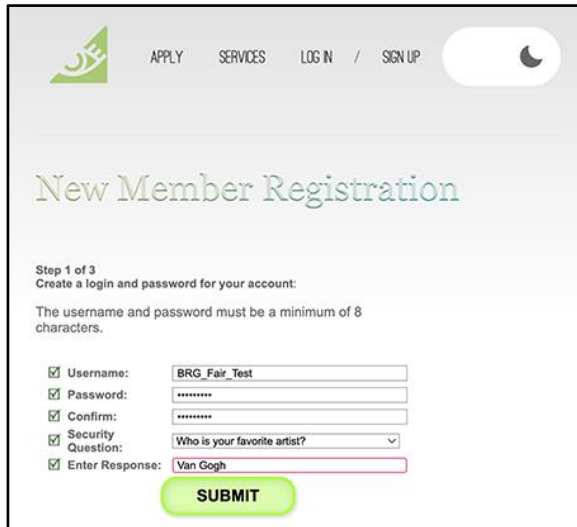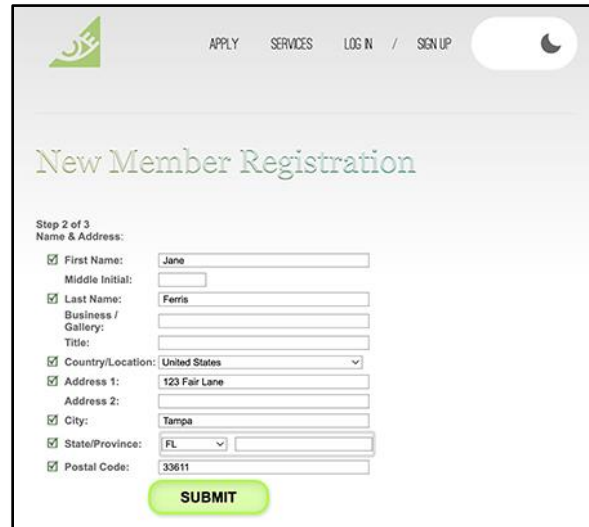
Complete STEPS 1-3

Create a username and password for your account. Remember to write down your username, password and email you registered with.
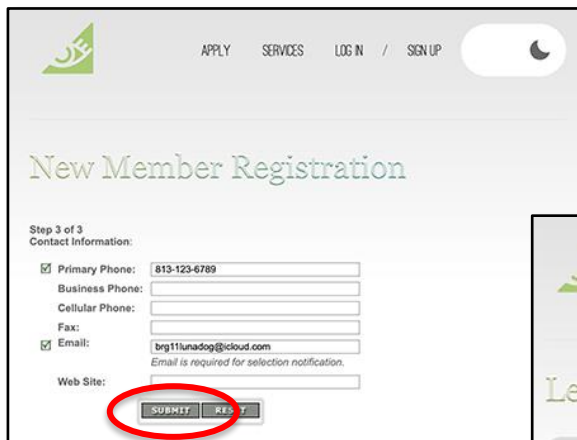
Note: *Use a personal email not your schools email as some schools block school email.*

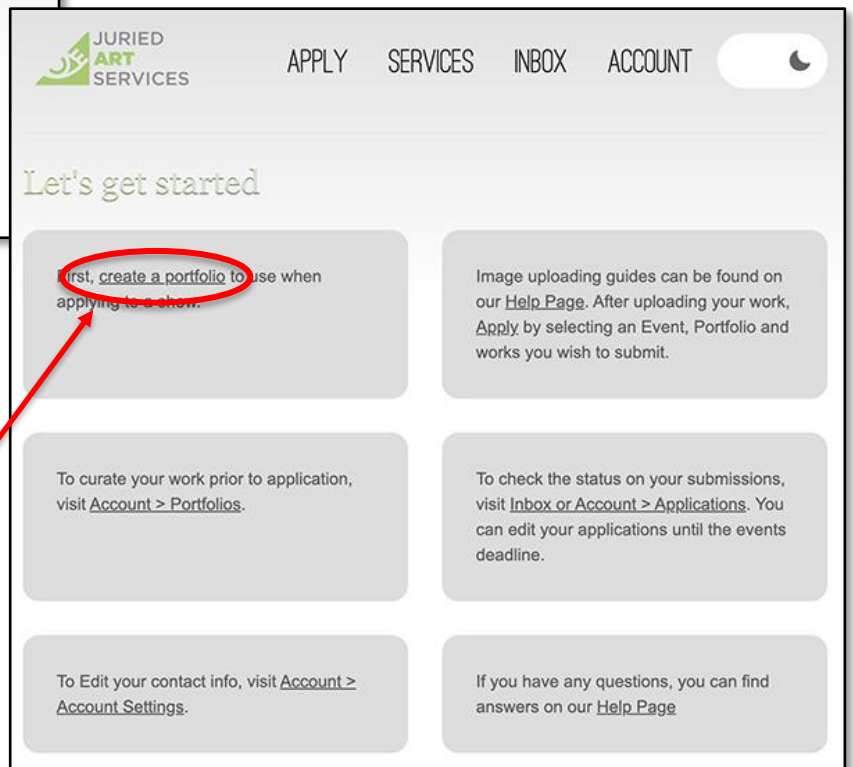
STEP 1

STEP 2

STEP 3

Once you select the final **'SUBMIT'** button for New Member Registration you will at the **'Let's Get started'** page.
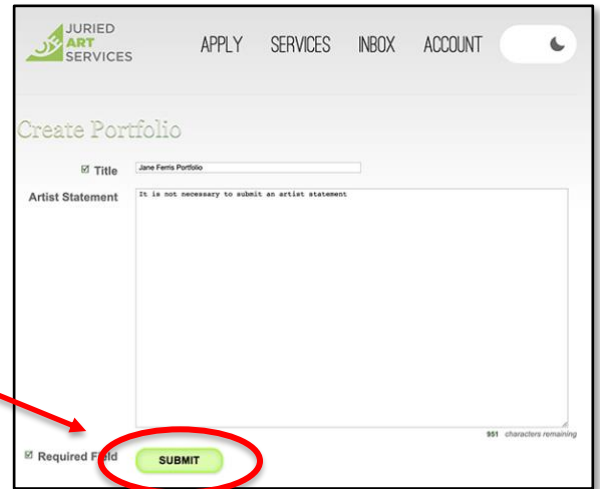

3. **Create Portfolio:**
    Before you can apply to the Art Portfolio Contests for High School Seniors you will need to **upload 7-10 of your original artwork images** to your own Juried Art Services portfolio.
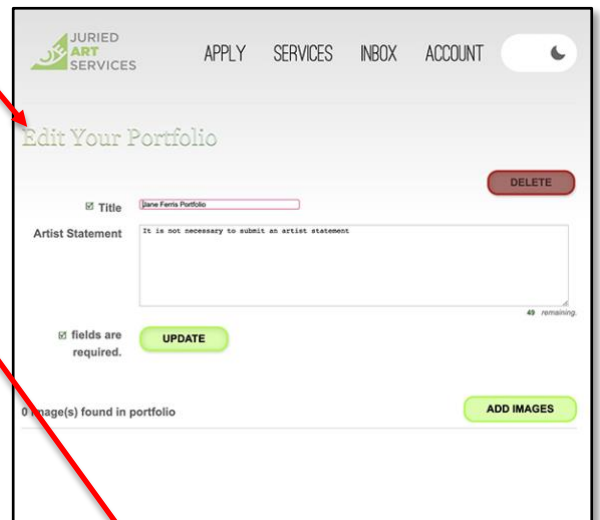
    • Click Here to **'Create a Portfolio'**

- **Create Portfolio** screen
  Enter a name for your portfolio.

  Note: You do not have to submit an artist statement at this time.

- Click **'SUBMIT'**.

- **Edit Your Portfolio** screen
  Once portfolio is created, you can upload your images. Select **'ADD IMAGES'** to go to the screen that allows you to upload your image files.

- **'Upload'** image files using any of the options available. Follow instructions on screen.

- Once you click **'Add'** you will return back to the **'Edit Your Portfolio'** page.

- After the image has completed uploading you will see a **thumbnail** version of it in your portfolio. Below the image on the thumbnail there are useful links related to that image.
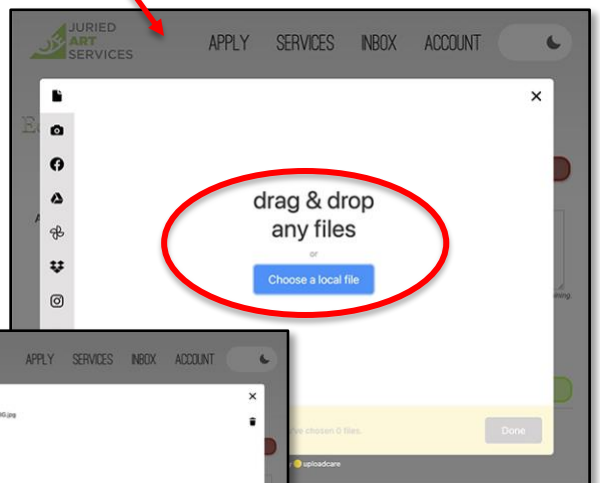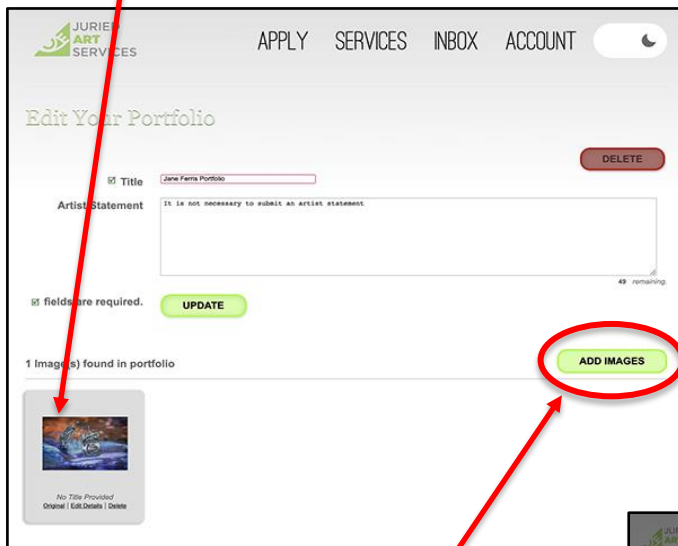
4. **Continue to Add images:**
   Before you can apply to the Art Portfolio Contests for High School Seniors you will need to **upload 7-10 of your original artwork images** to your own Juried Art Services portfolio.
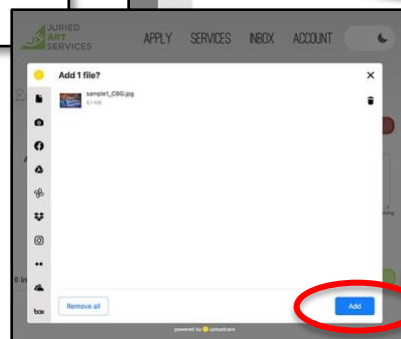

- Repeat this process until you have completed uploading your images. Select **'Add'** to continue to add images.

Note: Each time you upload your image you will see a progress bar indicating the file is being transferred. Be patient as this may take time depending on file size.

Edit each of your images

- Make changes to the name or description of your portfolio. Underneath each image you may click **'Edit Details'** to make changes to the image or 'Delete' to remove it.

1 Image(s) found in portfolio

No Title Provided
Original | Edit Details | Delete
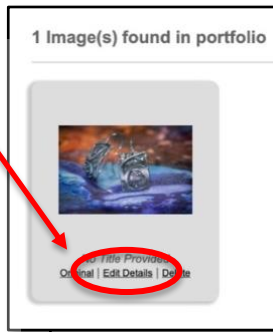
- **IMPORTANT!!**
  Modify the Artwork Label:
  Each image needs to have **Title & Dimensions** of actual artwork. Description is optional and should describe the process used to create the piece. Select **'UPDATE'**

- Know that you can edit your images at any time by selecting 'Edit Details' from the **'Edit Your Portfolio'**.
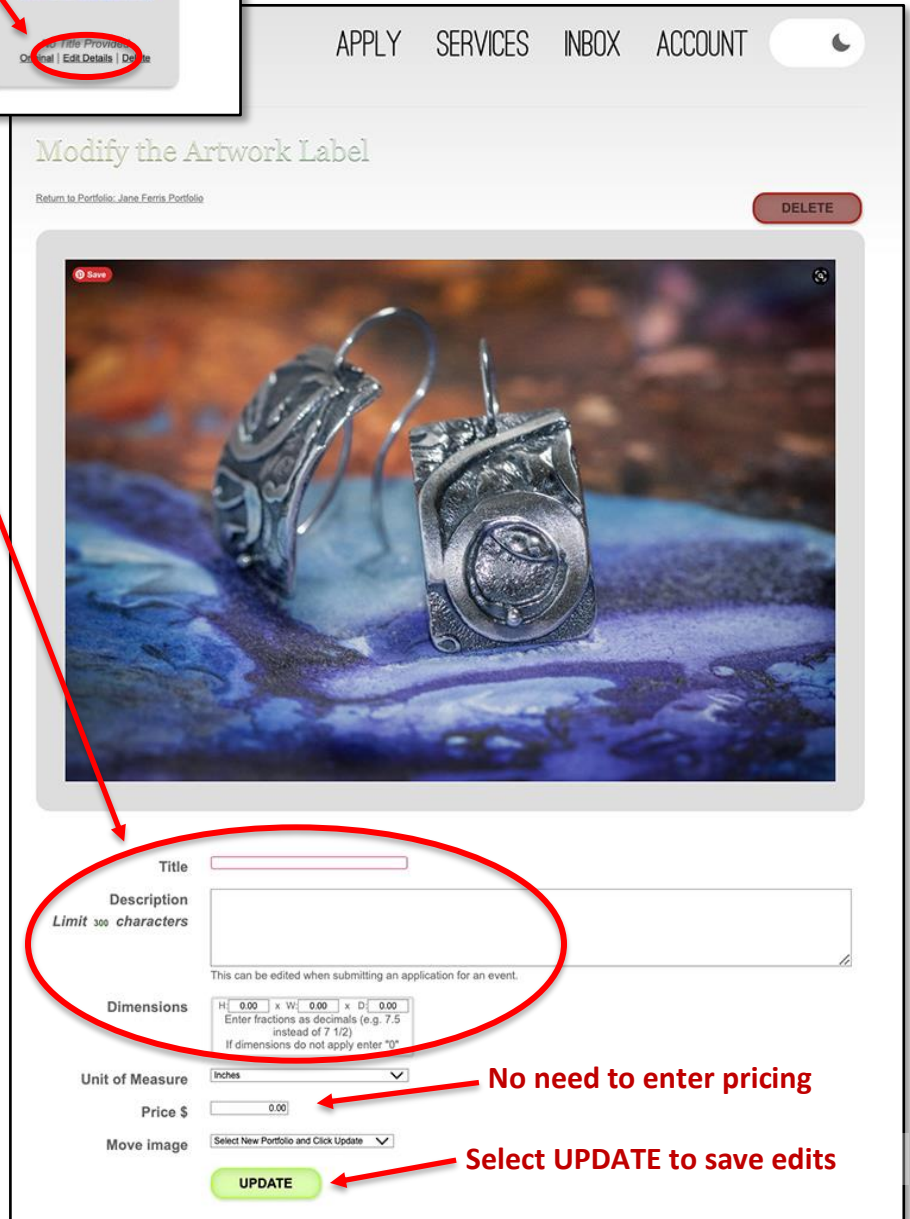
4. Apply to the event
Once all your images have been uploaded to your portfolio, you are ready to apply to the **Florida State Fair … Art Portfolio Contest for High School Seniors.**

- Click **'APPLY'** tab on the home page. Then choose the **Florida State Fair … Art Portfolio Contest for High School Seniors.**
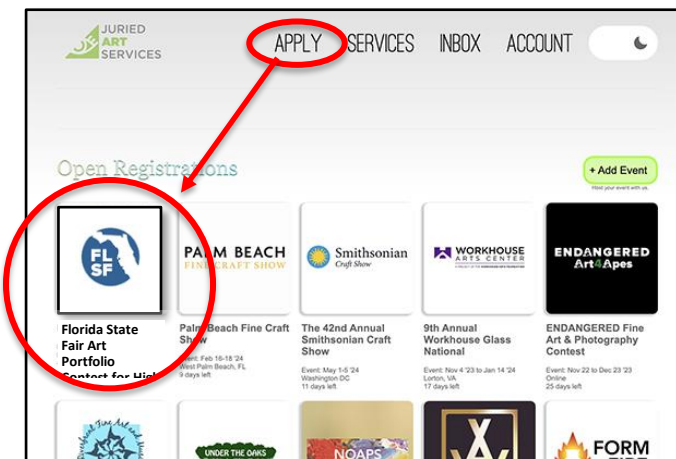
  OR go directly by clicking on this link –

APPLY   SERVICES   INBOX   ACCOUNT

Modify the Artwork Label

Return to Portfolio: Jane Ferris Portfolio

DELETE

Title

Description
Limit 300 characters

This can be edited when submitting an application for an event.

Dimensions   H: 0.00 x W: 0.00 x D: 0.00
Enter fractions as decimals (e.g. 7.5 instead of 7 1/2)
If dimensions do not apply enter "0"

Unit of Measure   Inches

Price $ 0.00   **No need to enter pricing**

Move image   Select New Portfolio and Click Update

UPDATE   **Select UPDATE to save edits**

https://www.juriedartservices.com/?content=event_info&event_id=2143

APPLY   SERVICES   INBOX   ACCOUNT

Open Registrations

+ Add Event

Florida State Fair Art Portfolio Contest for High School Seniors

Select **'Apply Now'** to complete the application.

JURIED ART SERVICES

APPLY   SERVICES   INBOX   ACCOUNT

Florida State Fair Art Portfolio Contest for High School Seniors
February 9, 2023 to February 20, 2023
Florida State Fair Grounds

Application Dates
Sep 3 to Dec 4 '22

Application Fee
$0.00

Notification Date

Apply Now!
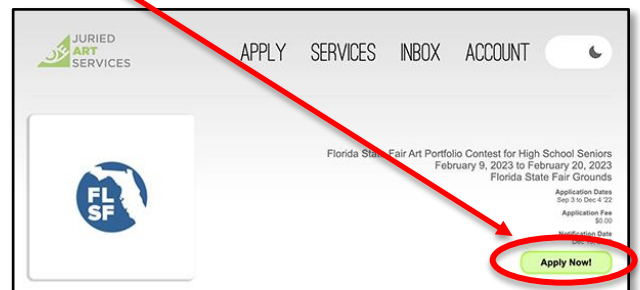
*NOTE: If you have been away from your computer you may have to **'LOG IN'** at this time.*

6. Complete the Application

- Complete the required fields in the application.
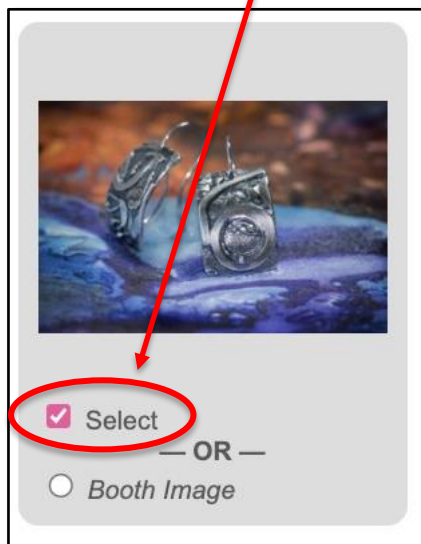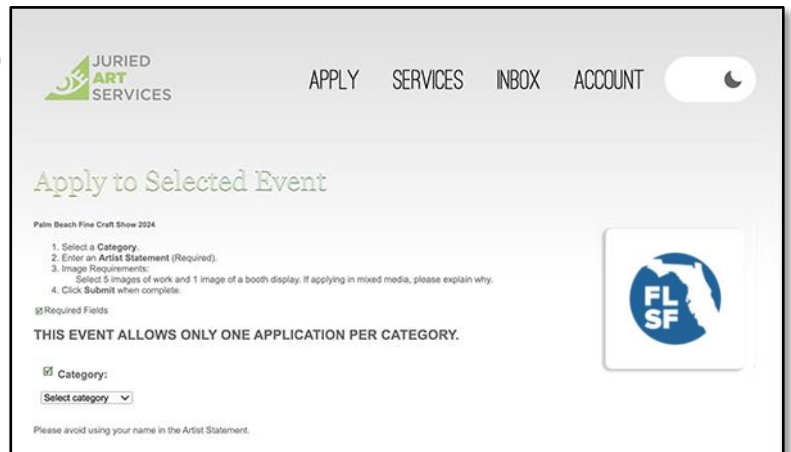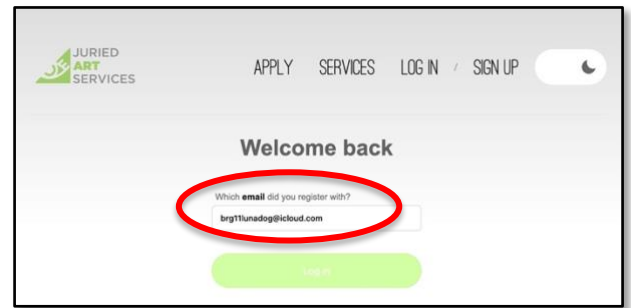
    ✓ **Select a Category**

    ✓ **Artist Statement**

    ✓ **Complete student profile questions:**

    Grade (What grade are you in?)
    School Name,
    Teacher's Full Name (first and last)
    Teacher's Email

    ✓ **Image Selection:** Select the 7 – 10 images from your portfolio by clicking the **'Select'** checkbox. *NOTE: If you have not completed the required information for each image, you will be asked to do so at this time.*
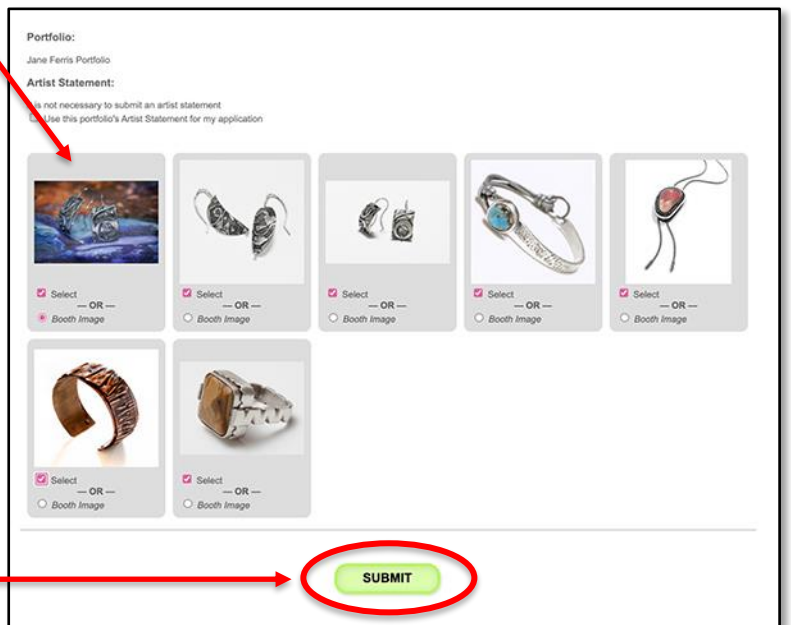
    ✓ **Initial Terms and Conditions**

    ✓ Select **'SUBMIT'** when complete to submit your application.

7. Making changes to application

- You can make changes and updates to your application anytime up until midnight **Friday, December 6, 2024**.

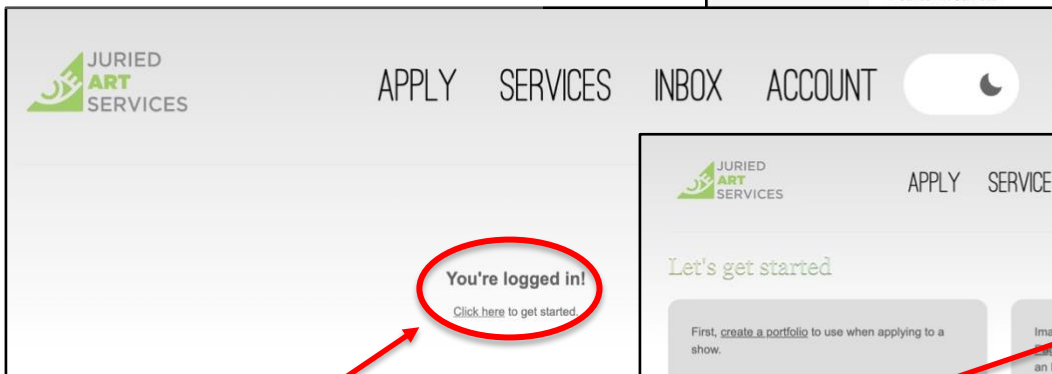- After the final deadline, your application can no longer be modified.

8. Logging In later

- When you '**LOG IN'** after your initial setup you will be asked for your email that you used when you registered your account.

- Enter your email address.

- Select **'Log In'** button.

- A message will be sent to your email address.
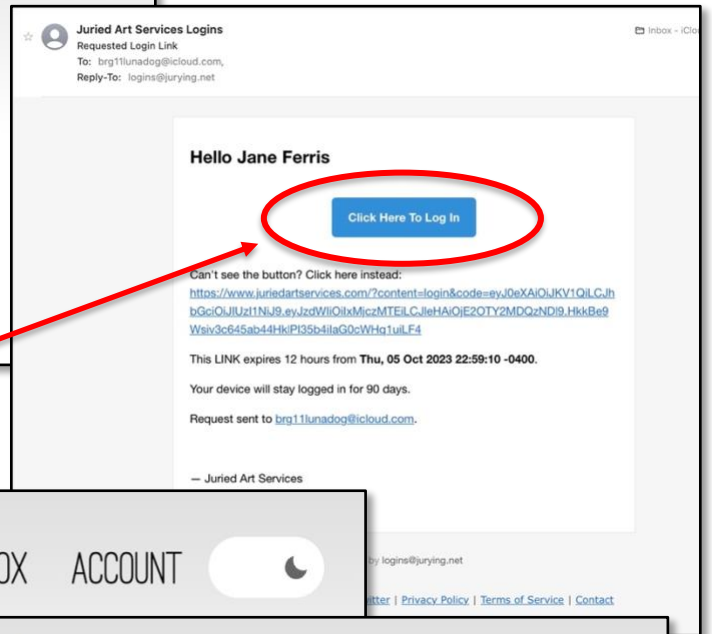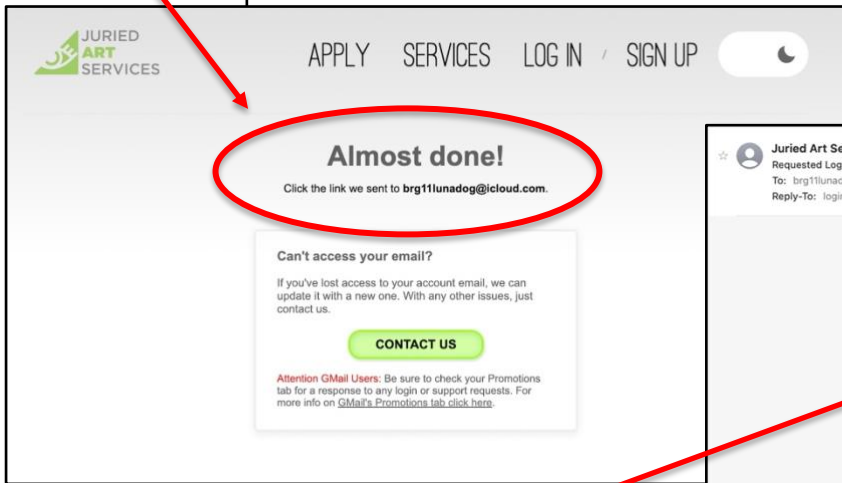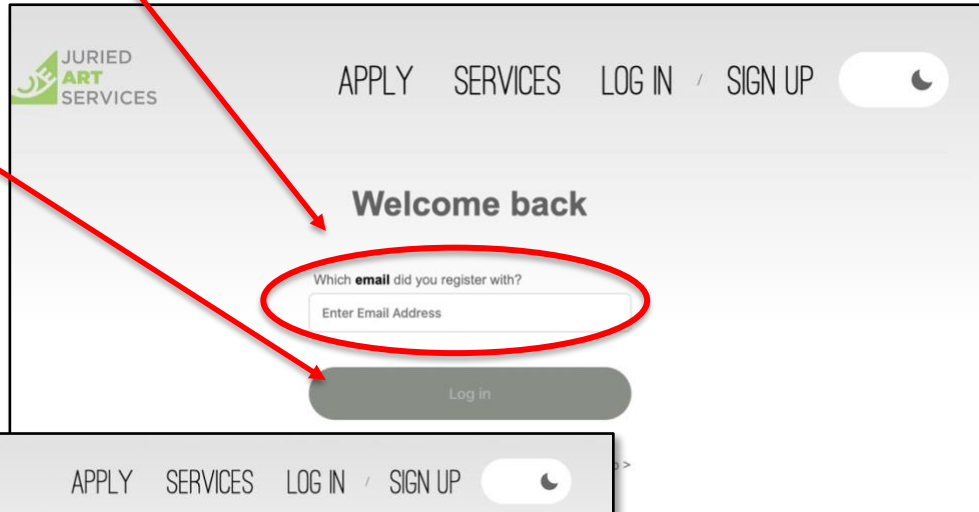
- Check your email for a message to **'Click Here To Log In'**
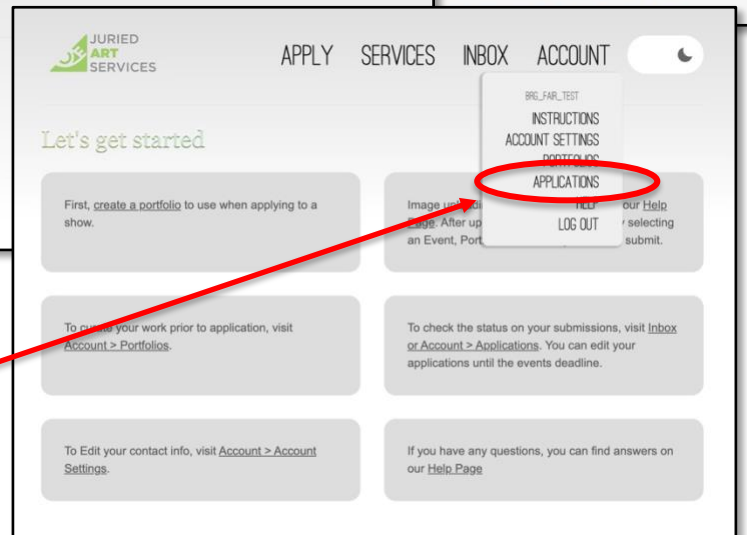
- Once you are logged in, **'Click Here'** to get started.

- You can Select **'Applications'** to modify application as needed. Or **create a portfolio**, etc.

9. Reviewing Application

- At this point you can add more images from your portfolio at the bottom of the **Review Application** Page.

- To remove images from your application Select **the Preview and Edit your application in Ejury** button.

- Select **Edit Image Details** button to Modify the Artwork Labels.

- Your submitted Application is on **Your Application** page