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

All detailed instructions are available at Juried Art Services - tutorial:
https://juriedartservices.com/help/contact-support

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

Steps to submitting an application online

- **Prepare your images:** Before starting the online application have your portfolio images prepared.
- **Write your Artist Statement** and have it ready to copy and paste into the application.

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.
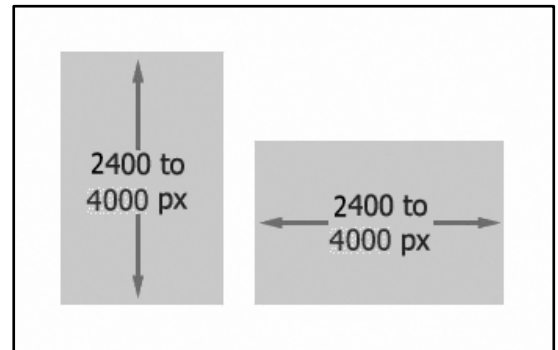
- Images must be of high enough resolution to be used to produce prints for the exhibition
- Do not submit images taken with a camera phone or designated as "web ready"
- Set camera at "extra fine" or "fine" resolution
- Images must be JPG files with the .jpg extension
- Image size should be no smaller 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**

Complete the New Member Registration

- **GO TO:** https://juriedartservices.com/
- **SELECT** the "Sign up" button
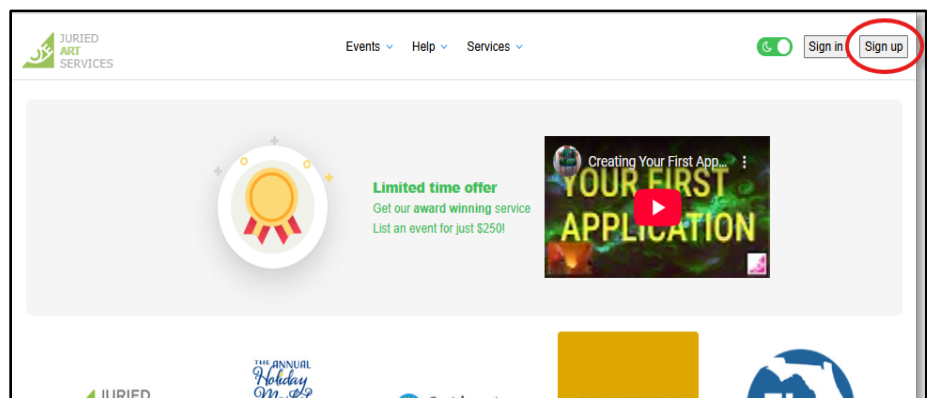
1) Create your account

- Use your email address to "Sign Up"
- You will be asked to verify your email
- A verification code will be sent to your email address
- To verify you email, **ENTER** code from email
- **SELECT** "continue" button to go to the "Complete Your Registration" page

2) Complete Your Registration

- **Fill in** the fields described below
- **SELECT** the "Register" button

Create your account

Welcome! Please fill in the details to get started.

G Continue with Google

or

Email address

gi brenda.gregory@earthlink.net

Phone number   Optional

US +1 Enter your phone number

Continue ▸

Already have an account? Sign in

Verify your email

Enter the verification code sent to your email
gregoryb@childrensboard.org ✎

Didn't receive a code? Resend (21)

Continue ▸

Complete Your Registration

You've completed your login, but you still need to finalize your artist profile. This profile is included with all of your applications automatically. We also use this information during any support requests. This information can be updated at any time under Account > My Artist Profile.

Title	First Name *	MI	Last Name *
✗	Brenda	R	Gregory

DO NOT list a collaborator →

First Name (Collaborator)   MI   Last Name

Primary # * | Business # | Cell # | Fax
+1 (813) 215-8906 | +1 ✗ | +1 ✗ | +1 ✗

List only one phone number where we can best reach you

Website optional →

Website
http://example.com

Biz Name
... ✗

Home Mailing Address. →

Address 1 *
1234 Oak Avenue

Address 2
Apt. 104

City *
Tampa

State Province *	Postal / Zip Code *	Country *
Florida	33605	United States

Answer a security question that you will remember →

Security Question *
Who is your favorite artist?

Security Response *
Van Gogh

Register

2

Once you **SELECT** "Register" you are taken to an "Open Events" page.
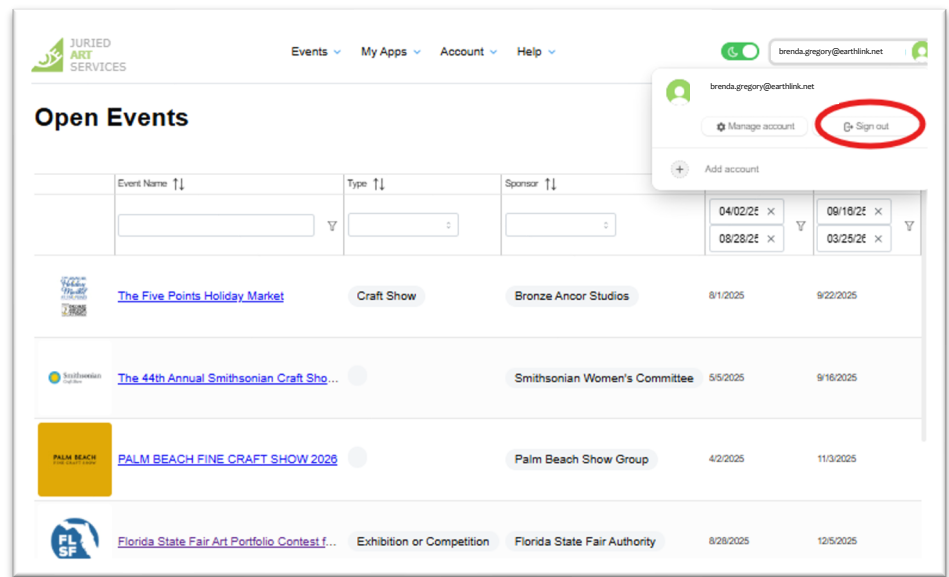
- At this point you can start to **complete your application** or **Sign out** to complete at a later time.
- To go to the application **SELECT** the "Florida State Fair Art Portfolio Contest" link.
- Look for Florida State Fair Logo
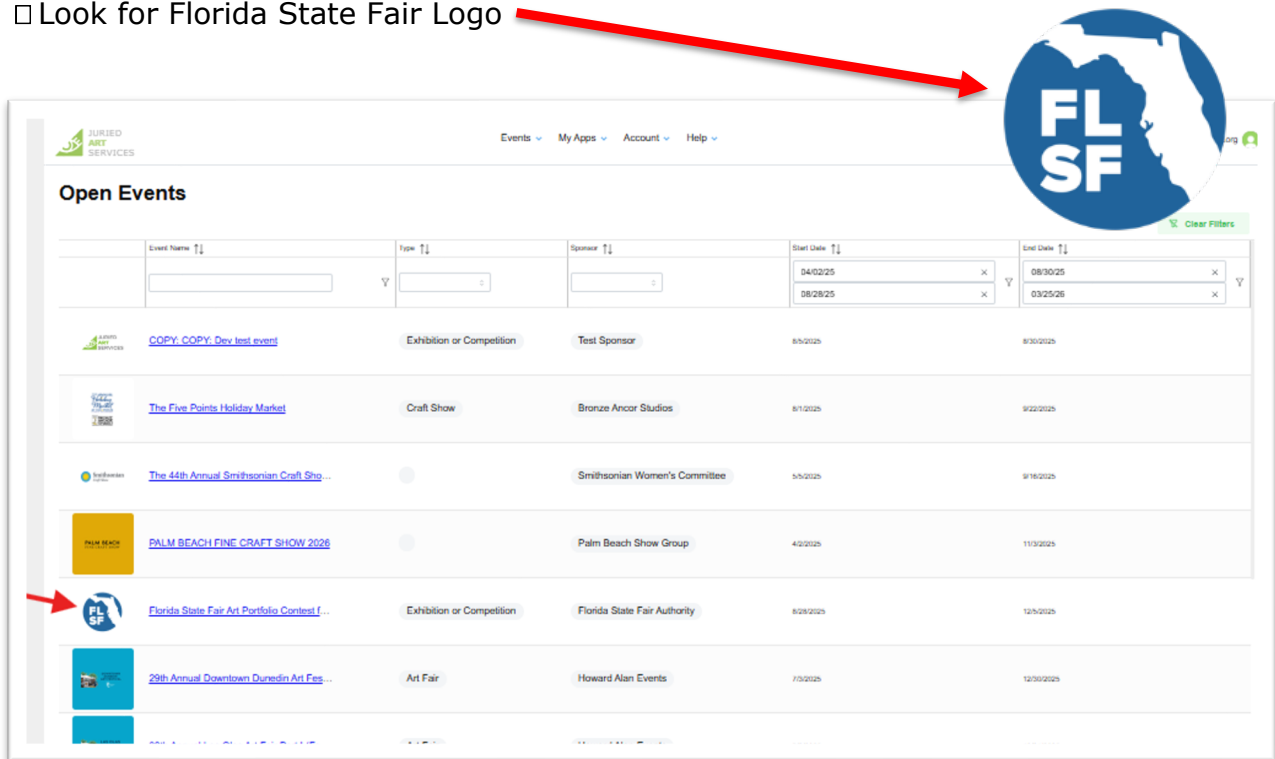

How to Sign Out

If you decide to return to complete the application at a later time.

- **Sign out** of "Juried Arts Services"

3) Complete your Application

- **GO TO:** https://juriedartservices.com/
- **SELECT** the "Sign in" button
- You will be asked to verify your email
- A verification code will be sent to your email address
- To verify you email, **ENTER** code from email
- **SELECT** "continue" button to go to the Juried Art Services home page
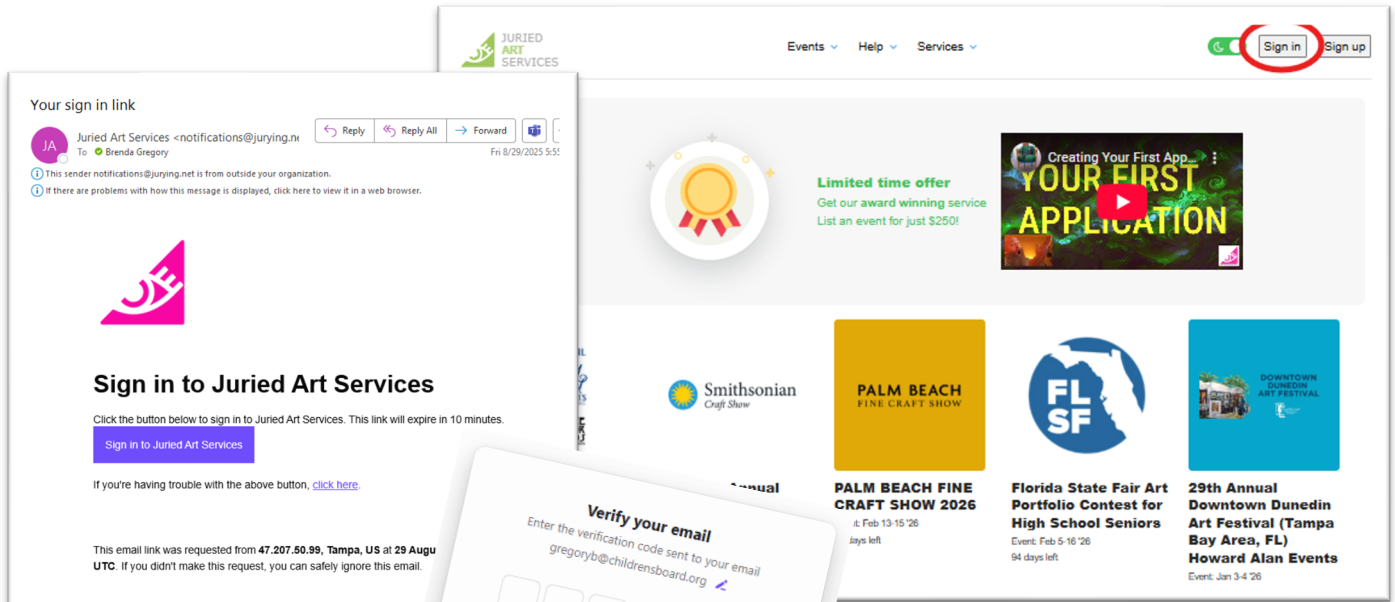
- Look for Florida State Fair Logo
- **SELECT** the link to the application This will take you to the application landing page.
- **SELECT** "Apply Now" button at the bottom of the page.
- **Remember this show is for high school seniors only**
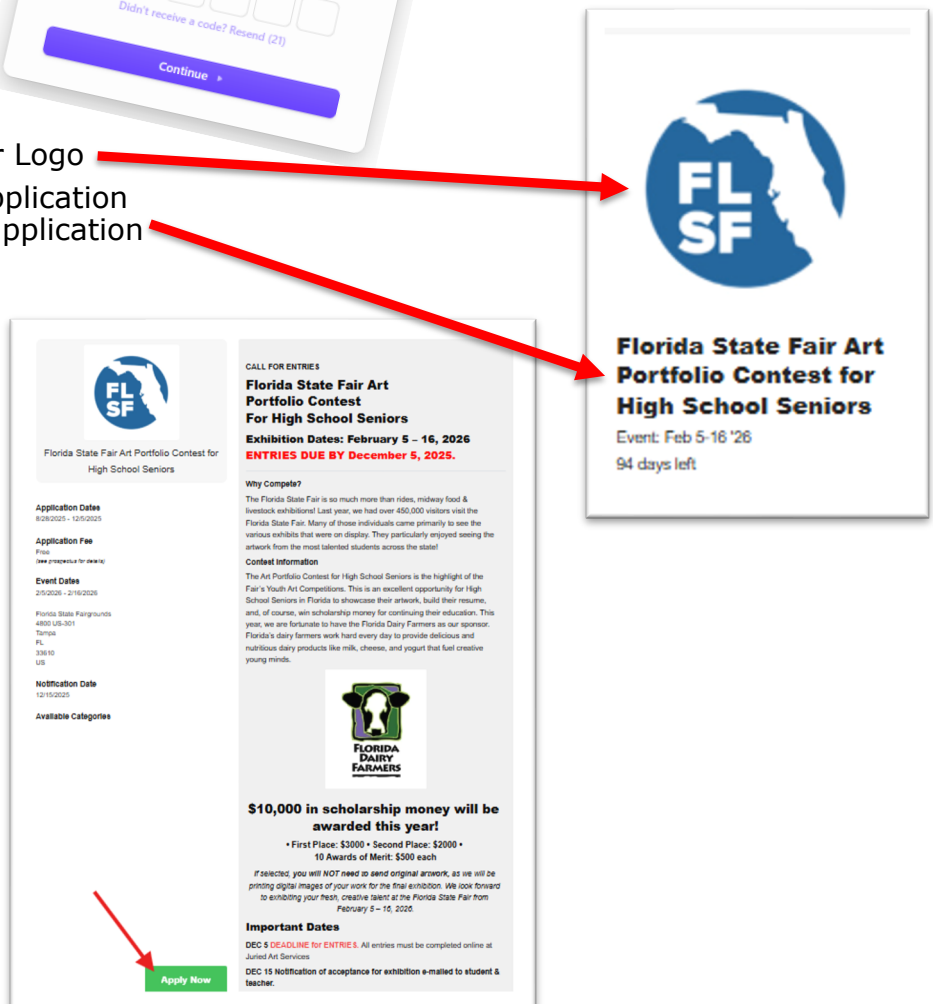
3) Complete your Application... *continued*

- Once at the actual application you will see your **Primary Artist Profile** information down the left-side of the page.
- Check to ensure that this information is accurate
- If edits need to be made **SELECT** the "Edit Artist".
  NOTE: To get back into the application after editing your "Primary Artist Profile" you will **GO TO:**
  https://juriedartservices.com/events/2257
- **SELECT** the category that best describes your artwork

Category
- ○ 2D: Mixed Media
- ○ 3D Mixed Media
- ○ Architectural
- ○ Art to Wear - Fashion
- ○ Ceramics
- ○ Digital Art
- ○ Drawing (pastels, pencil, ink)
- ○ Fiber
- ○ Glass
- ○ Installation
- ● Jewelry
- ○ Metal
- ○ Other
- ○ Painting
- ○ Photography
- ○ Printmaking
- ○ Sculpture
- ○ Wood

- Provide an **artist statement** when submitting your online application (This is not a biography).
  Tell us why you create art and what your art is all about. (See page 2 for tips)
- Limit artist statement to 1000 characters.
- Complete all the fields in the application
- **SELECT** the "Create New Application" button
- This will take you to the page to upload your portfolio images

4) Uploading portfolio images and headshot to your application

- **SELECT** the "Add" button
- You will taken to a page called **"Add Artwork to Application"**
- **SELECT** the "From Portfolio" Tab
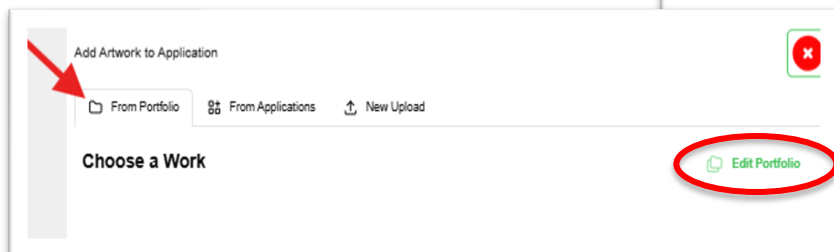
- **SELECT** the "Add Folder" button
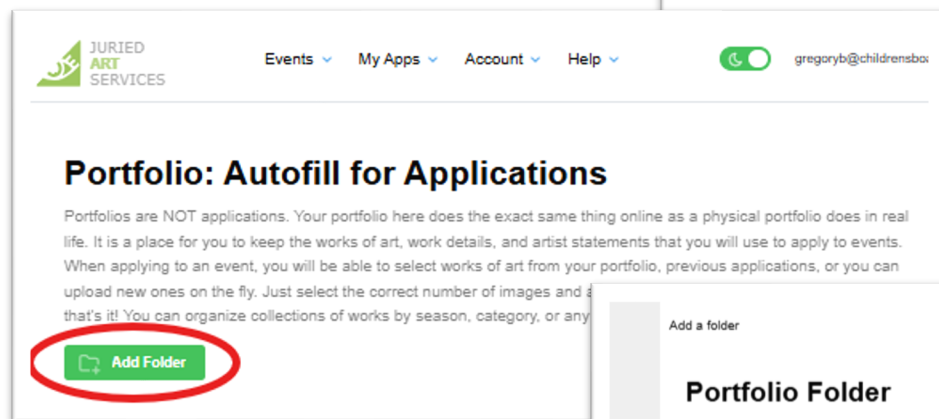
- **NAME your collection.**
- You will need to add your **artist statement** again. Copy and paste into the "Artist Statement" field.
- **SELECT** the "Save" button
- This will take you to the "Portfolio: Autofill for Applications" page
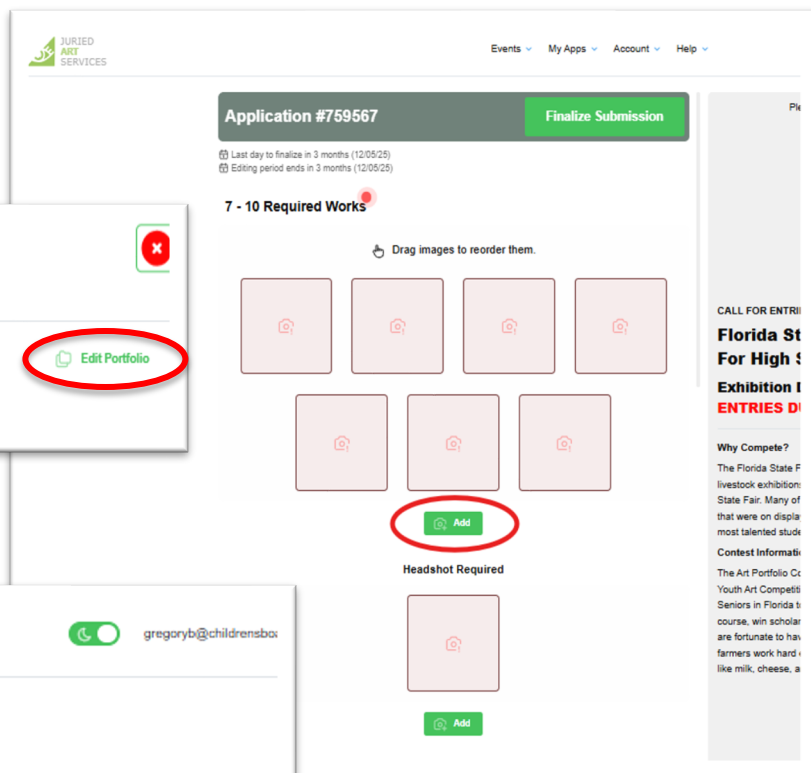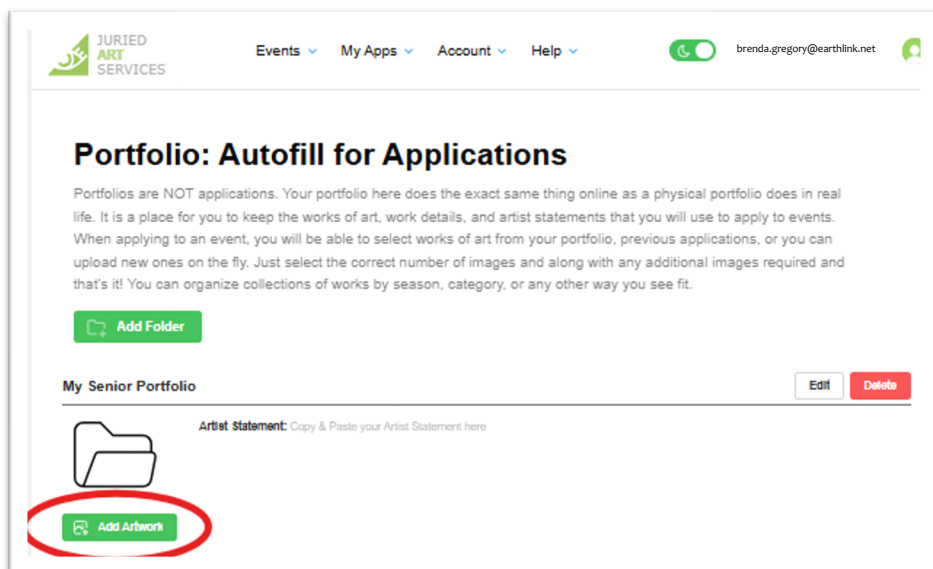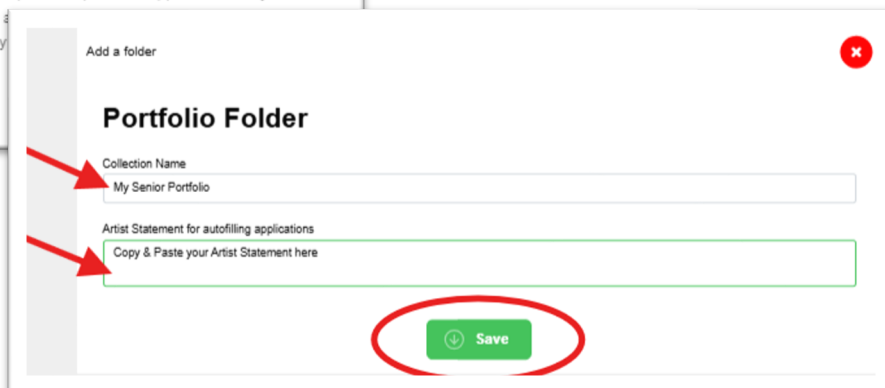
- **Navigate to** where your images are on your computer.
- **SELECT** one image at a time.
- You will see it load to the page.
- **SELECT** "Done" button when image has uploaded

Add an Image to My Senior Portfolio

1 Image uploaded

Jewelry 1.jpg

Clear   Done

This image can be edited, cropped, and rotated by clicking the pencil icon in the above list. Click done when you are ready to save the upload.

If there is was an error with the upload, please try to resolve the issue in the error message and upload again.

Open

~REPORTS to hold > APCHSS Images

Search APCHSS Images

Organize ▾   New folder

Brenda - CBHC
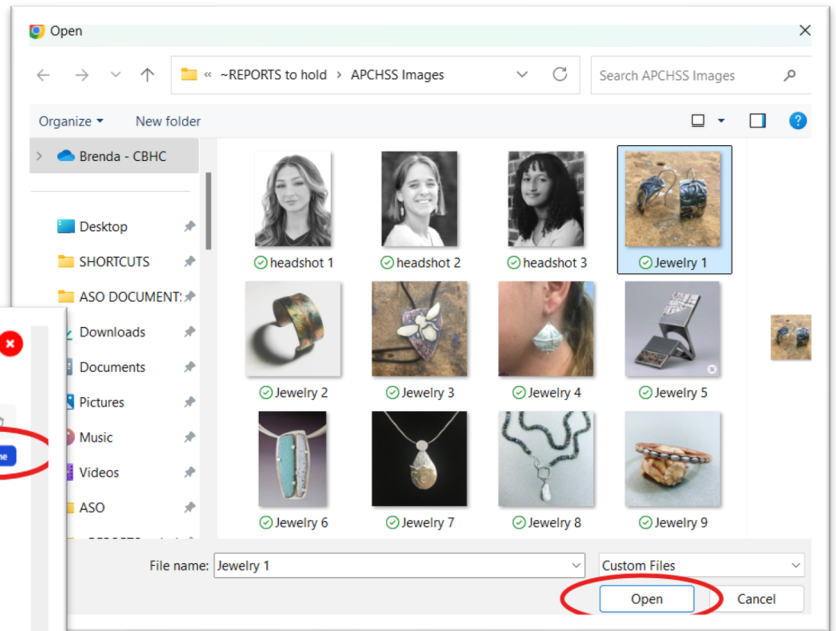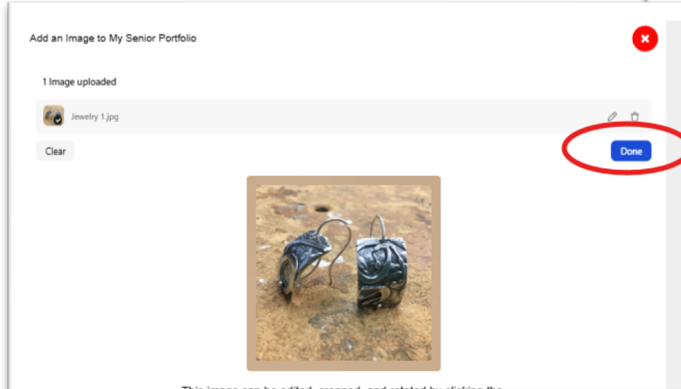
Desktop
SHORTCUTS
ASO DOCUMENT
Downloads
Documents
Pictures
Music
Videos
ASO

headshot 1   headshot 2   headshot 3   Jewelry 1
Jewelry 2   Jewelry 3   Jewelry 4   Jewelry 5
Jewelry 6   Jewelry 7   Jewelry 8   Jewelry 9

File name: Jewelry 1   Custom Files

Open   Cancel

- You will see it load to the page.
- **SELECT** the "Add Artwork" button to add another image to your portfolio, until all images are added
- **Add your headshot to the portfolio**

Portfolio: Autofill for Applications

Portfolios are NOT applications. Your portfolio here does the exact same thing online as a physical portfolio does in real life. It is a place for you to keep the works of art, work details, and artist statements that you will use to apply to events. When applying to an event, you will be able to select works of art from your portfolio, previous applications, or you can upload new ones on the fly. Just select the correct number of images and along with any additional images required and that's it! You can organize collections of works by season, category, or any other way you see fit.

Add Folder

My Senior Portfolio   Edit   Delete

Artist Statement: Copy & Paste your Artist Statement here

Add Artwork   Remove

Add an Image to My Senior Portfolio

1 Image uploaded

headshot 2.jpg

Clear   Done

This image can be edited, cropped, and rotated by clicking the pencil icon in the above list. Click done when you are ready to save the upload.

NOTE: if you want to Edit the image, SELECT the "Edit" icon. The Edit feature allows you to crop, rotate, flip, mirror & tune an image.

JURIED ART SERVICES   Events ▾   My Apps ▾   Account ▾   Help ▾   brenda.gregory@earthlink.net

Portfolio: Autofill for Applications

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Add Folder

My Senior Portfolio   Edit   Delete
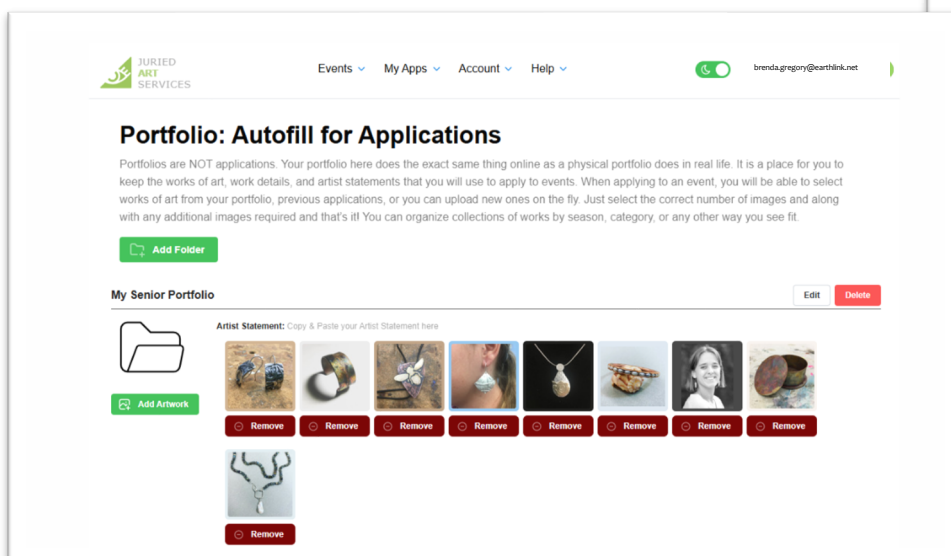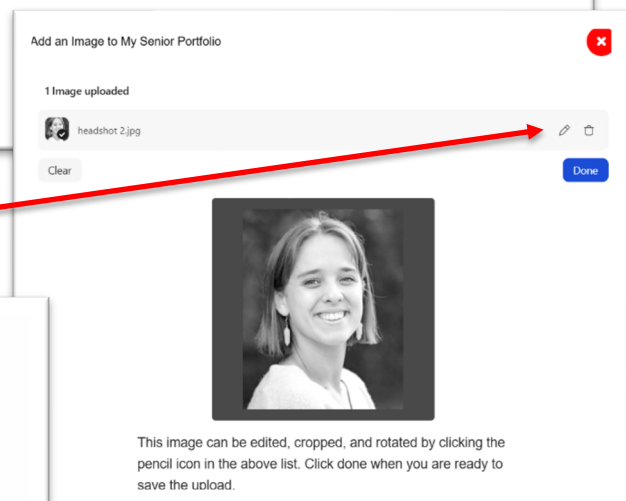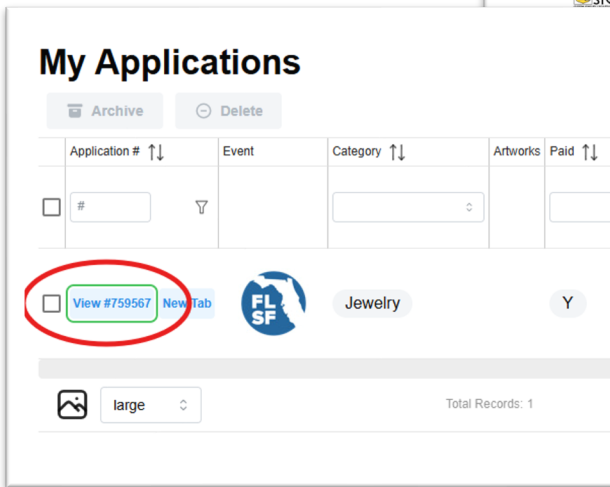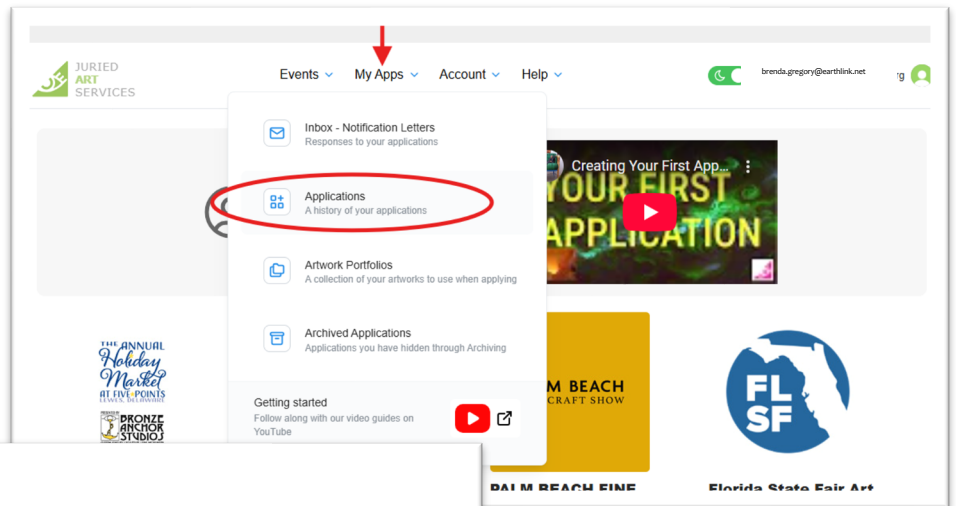
Artist Statement: Copy & Paste your Artist Statement here

Add Artwork

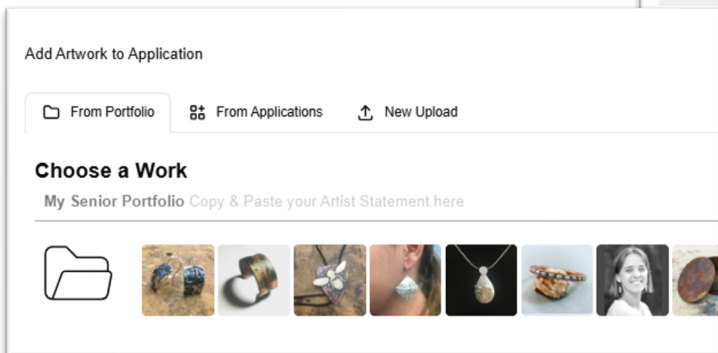Remove Remove Remove Remove Remove Remove Remove Remove
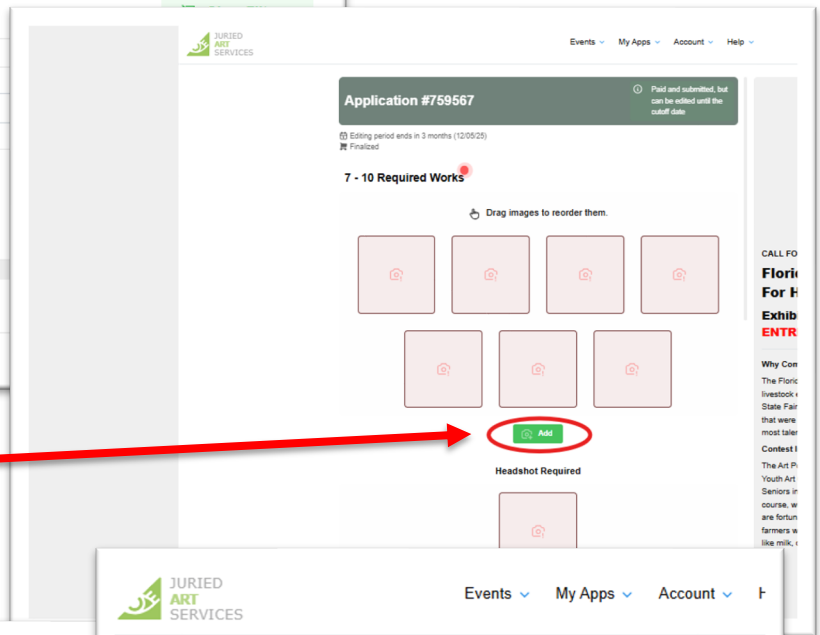
Remove

Load images from your "Portfolio Folder" to your application

- Return to the "Home Page"
- **SELECT** the "My Apps" dropdown Tab to to go to your "Applications" page.
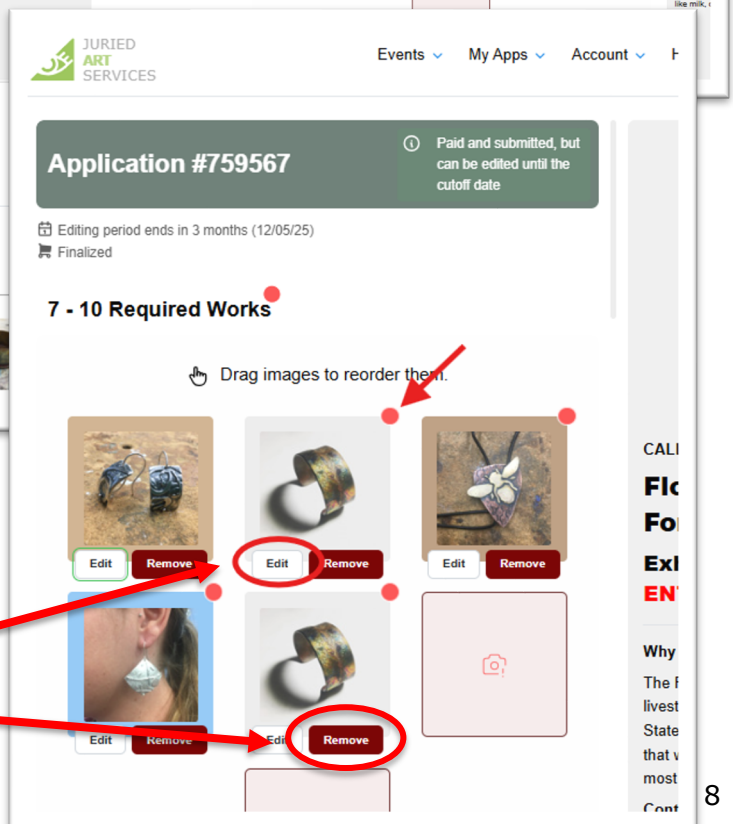
- **SELECT** your application.

- **SELECT** the "Add" button. This takes you to the page where all your images are stored.
- **SELECT** the image(s) that you want to upload

- They will load to your application.
- If there is a **RED dot** to the right of your image you need to complete the information needed to describe each piece.
- **SELECT** the "Edit" button for each image to add specific information on each piece.
- **SELECT** the "Remove" button to delete a duplicate image

- It is best to complete the **Artwork Requirements** while you are completing the application.
- **SELECT** the "Save" button
- Every piece will need to have this information.
- **Upload your headshot**

- <mark>**SELECT** the "Save changes" button at the bottom of the page.</mark>

- **NOTE:** You can edit your images at anytime before the application deadline date.
- **Sign In to Juried Art Services**
- From the **My Apps** dropdown **SELECT** "Applications"
- **SELECT** the "View #app" link
- You should be able to edit images or change copy in any of the application fields.

For more information contact Brenda Gregory at 813-215-8906 **OR** email brenda.gregory@earthlink.net.

Technical support is available at Juried Art Services:
https://juriedartservices.com/help/contact-support