Interactive Technology Limited

OESS User Guide

Artist user guide for entering Open Exhibitions using the
OESS (Open Exhibition Submission and Selection) system.

Contents

Artist User Guide

Welcome to the OESS (Open Exhibition Submission and Selection) system. This guide is designed to help you use the OESS to submit work and to answer any questions you may have about how to use or navigate the site.

In order to submit works via the OESS, you will need to set up an account with The OLIST, if you have previously submitted works to other national open exhibitions that use the OESS then you can use your existing OLIST account. Please note that exhibitions organised by the Mall Galleries use a separate artist database so you will need to register separately for their Open Exhibitions.

For support with any technical issues, please contact Andy Laffan at andy@oess.uk. For all exhibition queries, please read the Terms & Conditions and Exhibition Guidance documents provided by the exhibition organisers.

To Set Up an Account

Go to http://theolist.oess.uk and you will see a list of 'Calls to Artists' who are currently using the OESS system.

Select the 'Calls to Artists' that you wish to enter. Alternately you can use the domain name URL which the exhibition organisers have provided or published on their website. Here are a few examples:

www.royalscottishacademy.oess.uk
www.artgeminiprize.oess.uk
www.theartistspool.oess.uk
www.seaw.oess.uk
www.southwestacademy.oess.uk
www.worcesteropen.oess.uk

You will see a **Call to Artists** page listing current calls which are open for entry. You can also view the Entry Requirements (including the exhibition Terms & Conditions) by clicking on the link View Entry Requirements.

Click Enter button.

To register a new account, click Register button. This will take you to the **Artist Registration** page.

Enter your email address and a password of your choosing (you will need to enter this twice).

At the bottom of the page on the left you will see two tick boxes which you can use to opt in to receiving a monthly newsletter from The OLIST detailing upcoming open exhibitions and our 7 day and 48 hour reminders. You must, however, tick the box agreeing to the Terms & Conditions of OESS (you can view these by clicking on the link, which will open a new tab).

Please note that the Terms & Conditions of OESS and OLIST are different to the Terms & Conditions of the exhibitions, which you will be able to read and check these later.

Once registered, an email confirmation will be sent to you; however, you do not need to receive this email to login as your account will be set up immediately.

If at any point you forget your password, you can easily reset it by clicking on the Forgot your password? link. An email with instructions will then be sent to your email address (see FAQ's for more details).

Once you have created an account, you can visit any of the exhibition links and will simply need to enter your email address and password to login on any of the open exhibitions which use the OESS system. (Except the Mall Galleries exhibitions).

Click Artist Login button to login.

You will then see the page titled 'My Home Page', and underneath the Call to Artists and the details for the exhibition you wish to enter.

Click Enter.

To Enter Your Work

My Details page: before you can enter your artwork details, you will first need to enter some personal details, including your address and contact number. All fields marked with a red asterisk are mandatory. There is also the option to include your social media links, website and date of birth, should you wish to. Once you have filled in these details, click the Update & Proceed button.

If you have previously entered these details for another exhibition then you will be able to skip this page and go directly to the Exhibition Details page, however you can edit your personal details at any time by using the My Details button on the left-hand side.

You will now see the **Exhibition Details** page. You will need to enter how many artworks you would like to submit, whether you qualify as a Concession (see FAQ's for more details), and how you heard about the 'Call to Artists' from the options in the drop-down menu. Please note that some exhibitions use a pre-determined list of email addresses to allocate the concessions.

You must tick the box confirming that you have read the Exhibition Entry T&Cs before continuing. You can view these by using the 'Click Here' link which will bring them up in a new tab.

Click Proceed.

You will now be directed to the **Payment Page**. The amount to pay will show up on this page, based on how many entries you chose to make on the previous page and if you are entitled to any concessions. If your concession entitles you to a free entry, then this page will be skipped and you will be able to proceed with your entry.

If not then click on the Pay Now button and you will be transferred to PayPal to make your payment. You can pay either by logging into your personal PayPal account, or, if you do not have an account, by choosing the 'Guest' option or 'Pay with credit or debit card' button and then entering your credit or debit card details as instructed.

After your payment has gone through (please note this may take a few minutes. If you are still asked to make a payment please logout and log back in again), eventually you will be directed to a page titled **Artist Application Details**. For the purposes of your submissions, this is now your Homepage. You will see Exhibition Details, Applicant Details and Application Details along the top of the page, and once you have uploaded your works, the artwork details and images will be listed at the bottom of the page.

Under Artwork Details, click the Click Here to Add Your First Artwork button.

This will take you to a **Submit Artwork** page. You must enter the title of your work and then click Proceed.

You will then be taken to an **Artwork Details** page, where you must upload your image/s (for more details on image sizes see FAQ's). Click Upload Image 1 after selecting the correct file. If your work is 2D, 1 image is sufficient; for 3D and installation work, 2 or 3 may be necessary.

Now you must enter your work details. Mandatory fields are: Artwork Type, Artwork Title (this will be automatically filled in), Artwork Medium, Dimensions, Artwork Completion Date (approximate) and Artwork Price. There is also the option to enter Collaboration Details, any Special Instructions and details of Editions, if applicable.

Notes on work details:

- Artwork Type - please choose the category which most accurately describes your work, or select 'Other' if it does not fit into any of the categories listed.
- Artwork Medium relates to the specific medium of the work, and this is what will appear on the label, if the work is selected.
- Dimensions must include the frame, if the work is framed. If the work is an installation or sculpture, please take the highest, widest and deepest dimensions.
- Artwork Price must include the commission, please refer to the organisers T&C's for details of commission rates.

Once all of the applicable work details have been filled in, click Update Your Artwork. You will now be redirected to the **Artist Application Details** page, where you will see Artwork Details at the bottom of the page. Your first artwork will show up here; you can use the Edit or Delete buttons to the right-hand side if you need to make any changes.

To submit your next work, use the Click Here to Add Your Next Artwork button.

On completing your submissions, you can Confirm using the button at the bottom of the page. An email will be sent to you acknowledging your confirmation. Once you have confirmed, you will have access to a PDF of your submissions to save or print for your records, if your work is selected you will also be able to download and print labels to attach to your works (if required) for delivery to the gallery (see T&C's for more details). There is also the option to Unconfirm at any stage, if further amendments need to be made. Changes can be made at any point until submissions close.

After Preselection or Final selection

Selection results will go live after the 'Selection Notification' date, please refer to the organisers T & C's for actual dates. When posted you will need to login to your account to find out if any of your entries have been selected for the next stage - please note that emails containing results will NOT be sent directly, it is the artist's responsibility to check this. Once you have logged in, click the My Applications

button on the left-hand side and then click View Application. You will then be able to view the results under Artwork Details at the bottom of the page.

Questions and Answers – FAQ's

Q. Do you send me an email if I have been selected.

A. No, the OESS does not automatically send emails to the selected artists. It is your responsibility to re visit the site and login to your account to find out if you have been selected for the next stage. Please check the 'Selection Notification' date posted in the organisers T & C's.

Q. I have forgotten my password.

A. If you have forgotten your password, you can reset it by going to the OESS **Artist Login** page and clicking the link next to Forgot your Password? You will then need to enter your email address and click the Email Me My Reset Link button. A link will be sent to your registered email address (you may need to wait a few minutes and check your Spam or Junk folder if it does not appear immediately). Open your email and click this link. You will then be redirected to a page where you will be able to reset your password.

If you do not receive an email link please contact andy@oess.uk with your name, email address and the exhibition you are entering and he will send you a reset link manually by return of email.

Q. How do I change my personal details.

A. You can change your personal details by logging into your account and clicking on My Details on the left-hand side. You will then see a page called **Personal Details**, under which you can click Edit Registration Details to make changes. Remember to click Update & Proceed after making these changes to ensure they are saved.

You can also add and edit your Artist Statement and Artist Biography on this page, please note that not all 'Calls to Artists' require these details and selectors may choose not to view them, but it is always useful to have them in place in case they are needed. Please refer to the organisers T&C's to find out if they are required.

Q. Do I qualify as a concession?

A. Concessions vary from Call to Call, so please refer to the organisers T&C's to find out what concessions are available. On the Exhibition Details page, you will see a drop-down menu with a list of available concessions. If you register the incorrect concession your works may not be valid for entry; please contact the organisers if you have registered in the incorrect category and we will be able to change this for you.

Q. Where can I provide additional information about my work?

A. There is a section on the submitting artwork page called Special Instructions which allow you to include additional information about your work and any hanging or handling instructions (if requested by the organisers). There is also a place for you to add an artist statement and biography on the **My Details** page. Please note that some organisers will contact artists directly if they need an artist statement about the work or biography details so it is not necessary to include it at the submission stage unless specifically requested in the Terms and Conditions.

Q. What if I don't know what category my work falls under?

A. Choose the category that closest reflects your work. If it does not fit into any category then select 'Other' and provide further detail under medium. Please note that it is the medium that will appear on your work label if the item is selected so please ensure that it is accurate and spelt correctly.

Q. What is the maximum size of work I can submit?

A. Please refer to the exhibition Terms and Conditions. When entering dimensions, please use whole numbers only and no letters or symbols.

Q. Do I put the size of the artwork or the size of the framed work?

A. This is the overall size of the submitted work. So if your work is framed please give the framed size. Please refer to the Terms and Conditions regarding fixtures and fittings.

Q. What does artwork price mean?

A. This means the price you would like to sell your work for and must include the organisers commission (please refer to the organisers T&C's) and any framing or production costs. This is the price that will appear on the label and in any exhibition documentation.

Q. What kind of image/file should I upload?

A. Your image should be as clear as possible and represent the work you wish to submit. If it is a 2D work we do not need to see the frame in the image, just the work. If the work is 3D you may upload additional images to include different angles. Images should be JPEG or PNG files and should not exceed a maximum size of 5MB. The time it takes for images to upload may vary depending on your browser settings and internet speed, so please be patient and resize your image if necessary.

Please do not include symbols or special characters in your file name. Your uploaded file will be automatically renamed to include your name and application code.

Q. How do I submit a video or audio work?

A. If the Call to Artists allows video or audio work then you will still need to include a static image, this should be a still from the video or an image to describe the audio work and will be the image that the

selectors will see before viewing your video or playing your audio work. The OESS does not allow large video uploads so we recommend that you upload your work to Vimeo or YouTube. You will then be able to enter a URL into the OESS which will provide a link for the selectors to view your work. If your work is password protected please provide the password in the field provided.

Q. how do I enter details about Editions on OESS.

A. Artwork Price and Edition Number relate to the framed work you are entering, which will be hung at the gallery, if selected. So, for example, you may want to charge £1000 (including commission) for a print that is number 7 in a run of 50. These figures go in the first two boxes.

Editions Note relates to any additional editions of this work from this run that you have available for sale, so you will need to enter the number available here, for example 6.

Unframed Edition Price relates to the selling price of these further editions, so please enter the amount (including commission) for these editions, for example £750.

Q. Can I submit my works online but pay by cheque or cash?

A. No. The online payment page is secure and you should pay for all submissions online. Submissions must be paid for before work details are entered. If you do not have a PayPal account, click the 'Guest' or 'Pay by credit or debit card' option and you will be directed to fill in your card details in order to process the payment.

Q. When do I print out my labels?

A. Labels will be available to print if you have been preselected or selected for the next stage. Please attach these to your work before delivering to the gallery.

Q. I have already submitted and paid but want to change details about my artwork.

A. You can change any detail including the actual piece of work that you are submitting (and its image) up until the closing date. Log in to your account, go to My Applications then click View Application. You will see your details and those of the works you have submitted. You can use the Edit Details button to make changes, or Delete a work if it has been entered in error. Please note that even if you have clicked Confirm, there is the option to Unconfirm and make amendments.