Instructions for Artwork Submissions

Please review these instructions, and refer back to them as you go through the process of your online SOA submissions.

Once you enter the Portal, you will be required to complete 3 sections. Sections #1 "Contact Info" and #2 "Artist Profile" are only completed ONCE. (Yes, you will need to enter your name and email twice)

Section #3: "Artworks", is completed SEPARATELY for each piece you are submitting.

You are able to begin in the Portal, get started, Save, and come back as needed, to complete your submission(s). (If you need to re-login, artgalleria will email you a link after you input your email address)

Let's get started:

Section 1: Contact Details

    Self-explanatory, please complete all fields.

Section 2: Artist Profiles

    Click "add artist"

    ALL fields are MANDATORY (even if duplicative).

    NOTE: if there is a downward triangle at the right-side of the box, it's a drop-down menu. You must make a selection (cannot type something in).

Section 3: Artworks

    You will complete this separately for each of up to three works you are submitting to Showcase. (You may not enter "Same" or anything that refers to a previous Artwork, each is a stand-alone entry.)

    Complete ALL Fields, except where Not Applicable. Like, "Secondary Medium" or "Other" for Medium, if that doesn't apply. If it doesn't apply, leave it blank.

    NOTE: if there is a downward triangle at the right-side of the box, it's a drop-down menu. You must make a selection (cannot type something in).

    After completing the inputs, page-up and add your file under "Artwork Images".

    You may submit ONE image for a 2-D piece, and up to THREE images for a 3-D piece.

Please review your inputs carefully. PAAC will NOT review & correct for spelling, grammar or punctuation. What you input, is what will appear in the online Gallery.

    Once you have completed the info for a piece and saved it, you will be redirected to your Portal dashboard, where you MUST click on the "SUBMIT" button **beneath each artwork**.

    In that same area "3. Artworks" is where you'll see a button " + Artwork ", to submit another entry.

    After you SUBMIT, PAAC will wait several hours to Review and Accept your submission. Once it has been ACCEPTED, you may no longer edit it.

CHECK YOUR EMAIL. If you do not receive a message from Artgalleria re your submission, review your Portal to be sure you have SUBMITTED each Artwork.

If you *must* make changes after your submission(s) are Accepted, please contact Lindy: Melinda.kanavas@wtpadvisors.com. Phone: 262-719-6348. Again, please review for correctness upfront.

Thank You for participating, and Good Luck in the Showcase of Art 2025 Contest!