


# Austin Pastel Society Annual Juried Members Exhibition

## Austin Art & Frame (AAF): Account Creation, Image Upload Instructions

### AAF Account Creation, Login

You must have an online account with Austin Art & Frame (AAF) to upload your artwork. If your artwork is juried into the APS AJME exhibit, you should add a bio and bio image. If not juried into the exhibit, this is optional, but recommended.

1. Open the AAF website: <https://www.artframingservices.com>
2. Click the silhouette icon  and select **Login**, at the top-right of the webpage.
3. A pop-up window displays for login, password reset and account creation.
  - a. If you already have an AAF account, enter your username (email address) and password, then click **OK**.
  - b. To create a new AAF account, click **No account yet? Register here**.
    - Enter your first name, last name, email address (2 times) a password of your choice (2 times), select a *Security Question* from the drop-down list and enter the answer in the next field. Checkmark *Send me News and Specials*, if desired. Click **OK**.

**Note:** The name you enter for login must match the name you enter for your artwork.

Continue to the next page for **Image Upload Instructions** that include specific details for the Austin Pastel Society Exhibition, "*Celebrating Pastels: 2021!*"

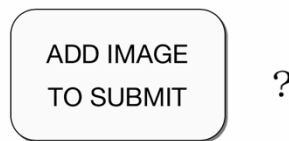
## Image Upload Instructions

This section will help you upload your entry images and information to the Austin Art & Frame (AAF) website. If you have any questions or trouble in submitting your entry, please contact Dan at Austin Fine Art Gallery (512-306-1064, dan@austinartframe.com).

**NOTE:** If you uploaded your artwork previously, login and then select menu item **Fine Art Gallery**, then **Admin > All My Art** to see all your artwork on the site, **or Submitted Artwork** to see images you submitted for this exhibit. Click the artwork image to submit for this exhibition, then click **Update** to revise the artwork details, and select the correct Exhibit Name.

Click this AAF link to begin: <https://www.artframingservices.com/submitArt.php>.

1. Login to your AAF account.
2. Click menu item **Upload > Art to Exhibit & Sell**. The *AustinFineArtGallery Submit Art to Exhibit & Sell* page is displayed. Review the details about submitting artwork. The “?” and “i” icons on the form provide help to fill in the form.
3. Scroll down and click the button labeled **Add Image to Submit**. The “?” link provides an image size guide.



4. You are prompted to **select an UNFRAMED image** for artwork you registered in this exhibition. The submitted file should be a high quality image suitable for judging.
  - Must be a jpeg (jpg) file for this exhibit
  - 1,200 pixels x 1,200 pixels maximum is recommended
  - File size should be 2 MB or less
  - Image must be unframed artwork.
2. Locate your image file, highlight it with your cursor and click **Choose** (at the bottom right). Or, you can double-click on the file name. The selected artwork will display, with fields you must fill and submit. A filled-in sample is shown next.

## ENTER ART INFO

Exhibit: CELEBRATING PASTELS! ⓘ

First Name: Cecile ?

Last Name: C. Ramirez ?

Title: Bella ?

Category: Animal ?

Edition: Original ?

Medium: Pastel ?

Mounting: Drymount on Gatorboard ?

Presentation: Unframed ?

Year Created: 2020 ?

Size Inches: W: 10 H: 10 D: 1 ?

Calc Price: ?

Retail Price \$: 100 ?

Weight: 1 ?

Signed: Yes ?

Authenticity: Yes ?

Art Notes: This is my dog. ?

Status: Submitted Private ?

ADD FRAMED VIEW ?

ADD OTHER VIEW ?

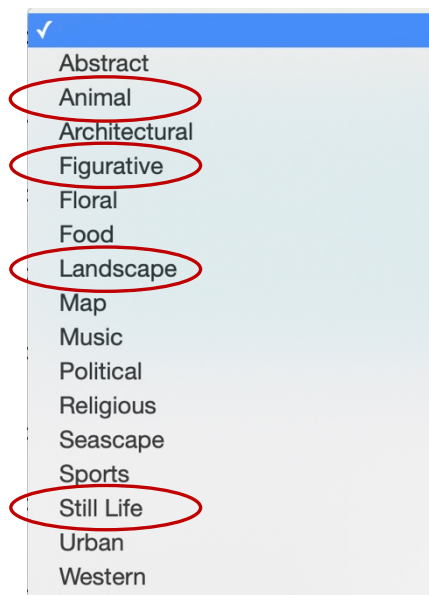
ADD GICLEE PRINTS ?

AUTO ADD MY DEFAULT SIZES ?

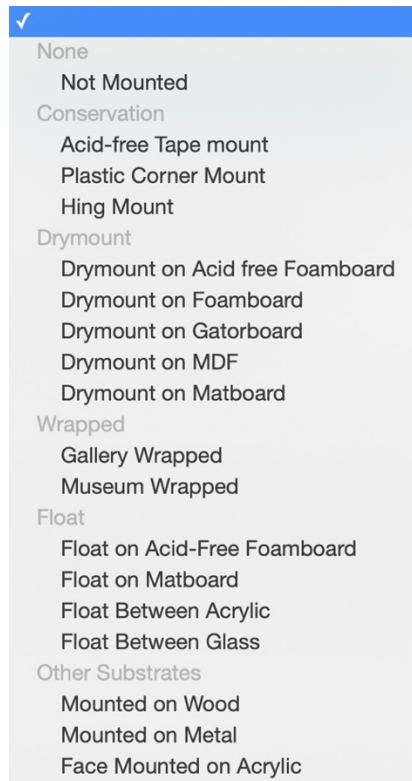
3. Your image, filename and file size are displayed above the form. If you see a message underneath the image that the file size is too small, you can proceed, but it is best to select a larger image size (pixel dimension) so your image will look its best on the website.
4. For details on what to enter, click the **I** or **?** to the right of a field. Next is a brief description of how to fill out the form for the APS Juried Exhibit:

- **Exhibit:** Select **2021 Celebrating Pastels!**
- **First Name:** Type your first name. If you previously submitted art to the site, it will display your name as you type. Select it and it will fill your first and last name for you. It is important to enter your name so it matches your login name.
- **Last Name:** Type your last name.
- **Title:** Type the title of the artwork. The title must be unique by artist. For example, do not title all your images *Untitled*. For your submissions, any art named *Untitled* will replace the prior one. **Do not use quotes or all capitalization.**
- **Category:** Select the category of the art. Please select one of **only these four bulleted choices**, to match our exhibit category guideline and awards.

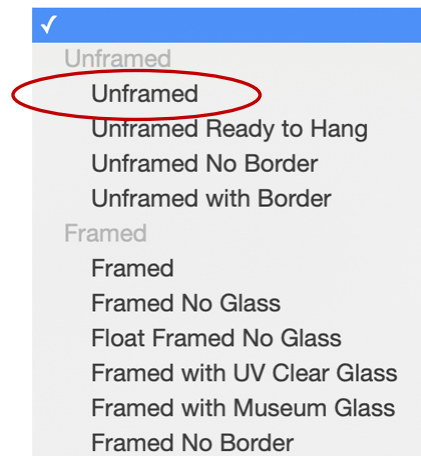
- **Animal** – for Wildlife / Animal
- **Figurative** – for Portrait / Figure
- **Landscape** – for Landscape / Interior
- **Still Life** – for Still Life / Floral.



- **Edition:** Select **Original** from the drop-down list.
- **Medium:** Select **Pastel** from the drop-down list.
- **Mounting:** Select from the drop-down list the most accurate choice for your art, i.e., "Drymount on Gatorboard."



- **Presentation:** Select **Unframed** for the presentation of this image.



- **Year Created:** Type the year this art was created.
- **Size Inches:** Enter the **unframed dimensions**. Type the width, height, and depth as numbers, in inches - no quotes.
- **Calculated Price:** Select None or leave blank.
- **Retail Price \$:** Type the price that will be displayed on the label in the gallery. If sold, you will receive 60% of this price minus 40% gallery commission and sale discount, if applied. AAF may offer up to a 10% customer discount to obtain a sale. See **Admin > Exhibit Agreement** for details.
- **Weight:** Type the weight, in pounds, for the framed piece. An estimate is fine.

- **Signed:** Select **Yes** from the drop-down list.
  - **Authenticity Certificate:** Select **Yes** if there is an authenticity certificate, or leave blank.
  - **Art Notes:** Enter text that will appear below your artwork in the online display, if desired. Some artists use this for more detail about artwork - location, inspiration, etc.
  - **Status:** **Select the default option of Submitted Private**, so the artwork is not visible to the public. If juried into the exhibit, it will become visible to the public. When the exhibit opens. (Non-juried artwork can later be removed by the artist or set to visible if the Exhibit field is revised to an “empty” field.)
  - **Add Framed View:** (optional) Click this button to choose your image of artwork with a frame, and enter details such as framed size. *This is for a closely cropped image of the painting and frame only.* This can be added later if choose to edit the submitted artwork.
  - **Add Other View:** (optional) Click this button to choose your image of artwork with another view, perhaps zoomed in to an area of interest or artwork displayed in a particular room setting, and enter details.
  - **Add Giclee Prints:** Click to add an option for buyers to purchase a giclee print. Enter the form according to your giclee offer. (optional)
  - **Auto Add My Default Sizes:** If you setup default sizes and prices in your Admin Sizes and Prices option, click this to auto-insert those items, if desired. Go to **Admin > Standard Sizes / Prices** to enter that info (optional).
5. When ready to submit your image(s) and form, enter your First Name, Last Name, and Email of the person submitting the form (which is usually the artist). Enter any upload notes to the curator, if desired.

When ready to submit  
enter Your Name and Email  
and Click UPLOAD

First Name:

Last Name:

Email:

Upload Notes to Curator:

Click button below  
to upload art images and data.

6. Click the **Upload** button. You will see progress messages and once complete, you will see a button to **View Submissions**. Click this button and a new browser tab will display the art

thumbnail(s) you just submitted. Click a thumbnail image to view a larger image, with the information you just entered.

7. To submit additional art, repeat steps 1-6. As you enter additional art, many of the fields will be auto-filled from the prior submission. Verify for correct information, such as *Exhibition title*.

After your art is submitted, there are just a few more steps remaining, such as adding a brief bio and bio photo in preparation for the juried exhibit, as explained below.

**\*\*Notes:**

- If you need to update or revise a listing, you can do this yourself, but let AAF know if you need more help. For this option, go to **Admin > Submitted Art**, click the image and then click the **Update** button to revise that content.
- AAF is happy to provide any imaging, printing, matting, backing, and framing services for you related to this exhibit with a **discount of 35% - 50% on all in-stock materials**.


Thank you so much for submitting your art. AAF will generate labels from your submissions for the "live" gallery display, for online viewing, and for purchase by clients.


If you have any questions, concerns or comments, please let AAF know so they can help make the submission process as easy as possible.

Melissa Kotzev, Gallery Director  
Dan Radin, Gallery Owner  
Austin Fine Art Gallery  
512-306-1064  
[dan@austinartframe.com](mailto:dan@austinartframe.com)  
[www.austinartframe.com](http://www.austinartframe.com)

## Submit Exhibit Agreement, Headshot & Bio

If your artwork is juried into the APS *Celebrating Pastels 2021!* exhibit, you must do this to add a bio and bio image.

1. Open the AAF website: <https://www.artframingservices.com>
2. Click the silhouette icon  and select **Login**, at the top-right of the webpage.
3. A pop-up window displays. Enter your username and password and click **Login**.
4. Click menu item **Fine Art Gallery**, then **Admin > Exhibit Agreement**. Read and then click **Agree**, if acceptable.
5. Click menu item **Admin > Headshot/Bio**.
  - a. Select your **Region** from the drop-down list.
  - b. Click the button **Click to Select Photo** (.jpg only, low resolution around 500 x 500 pixels). Select a file for your bio image, double-click to upload it or click **Choose** to do so.
6. Enter your **Brief Bio** details, then click **Confirm**. Click **Preview** to review. Edit if needed. Do include your artist website link, if you have one.



ARTIST INFO

Cecile Clause de Ramirez

Region:

Email:

CLICK TO SELECT PHOTO  
.jpg only  
low resolution  
around 500 x 500 pixels

**Optional:** Click menu item **Admin > All My Art** to display your headshot image with Bio and Slideshow link of ALL your submitted works.



## RSVP for APS Awards Ceremony

**Note:** This Awards Ceremony will be virtual, on Zoom.

In preparation for the exhibit awards ceremony, we want to know who plans to attend. Please RSVP using this link so we know how many guests to expect (optional).

<https://www.austinartframe.com/rsvp>

The RSVP is also available after login to the AAF website. Click menu item **Admin > RSVP** to let us know if you plan to attend the Exhibition Reception (virtual). Enter the number of guests you will have in attendance.

### GALLERY EXHIBIT RSVP

CELEBRATING PASTELS!

Austin Pastel Society  
Annual Juried Members Exhibition 2021

Feb. 6th, 2021  
2:30—3:30 pm  
at the

## AustinFineArtGallery

2805 Bee Cave Rd Suite 430  
Austin, TX 78746

Please fill in your name, email, and total number attending.

Spouse, family, and friends are welcome!

Name:

Email:

#Guests:

Click the RSVP button below