

Northern Woods Exhibition – 2010 Online Form and Payment Tips

Before you begin:

1. Draft your artist's biography. Be creative within the 100 word limit. Use Word or Notepad to cut and paste into the form.
2. Draft a description of the piece(s). Include a title, inspiration for the piece and any details about it's function or aesthetic. 100 word limit. Use Word or Notepad to cut and paste into the form.
3. Make note of the dimensions (depth x width x height), materials and finish.
4. Take well lit, clear digital photos.
 - a. Save the photos as "jpeg" files to a location that you can easily find on your computer.

Completing the form:

1. Enter your phone number and e-mail address carefully. You will be sent a text copy of your form to the e-mail address you enter.
2. If you are entering more than one piece, only the first piece you list will be judged. Be sure that the piece you want judged is the first piece you enter information for.
3. Uploading photos:
 - a. This works the same way as uploading files to an e-mail. Use the Browse button to locate the jpeg files, select them, and click "Open." Limit: 2 photos per piece.

Payment:

1. You will be offered the option to pay electronically or manually. Please pay electronically. If you do pay by check, mail the check the next day. Your online information will not be processed until payment is received.
2. PayPal Screen:
 - a. For anyone who has purchased items over the internet, this will be familiar.
 - b. You do **not** have to open a PayPal account. Credit card payment works fine.

Receipt and Confirmation:

1. If you paid by PayPal you will receive a receipt via email from PayPal.
2. Whether or not you pay online, you will receive a confirmation for the entry form.

Where to Get Help:

Questions about the online form: David @ 952-847-5982
Questions about the status of your entry: Tony @ 651-452-2021
Editing information about the piece you submitted: Joel @ 715-568-4111
Request a paper copy entry form: Richard @ 612-242-0203