

***Have all information for your application ready for uploading. There is no opportunity to save and return to complete your application.***

#### **STEP 1: BIO**

Your artist bio should be a condensed, narrative version of your resume. Let your personality shine through your writing!

#### **STEP 2: RESUME**

Artist resumes typically include contact info, website, education, awards / grants / honors, publications, list of exhibitions / collections, and any professional experience related to your artistry.

#### **STEP 3: ARTIST STATEMENT**

This section is where you describe your work. Include whatever formal, conceptual, historical, etc. considerations you feel are relevant to its consideration.

***\*If the work you want to submit is video or sonic art, you can upload it to another hosting service (vimeo, youtube, etc.) and include the link in this section.***

#### **STEP 4: IMAGES**

You are allowed to submit up to 4 jpeg images per entry. The maximum image size is 2,000 pixels on the longest edge. To submit an image file (jpg or jpeg only) click 'browse', and locate the appropriate file on your computer. When you have located the file you would like to upload, click 'Open'. After clicking 'Open', the dialog box will close. To complete the image upload process, simply click the 'Upload' button (to the right of the 'Browse' button). Be sure that all text fields are completed.

***\*If you are uploading more than one image, click the 'Create Image' button and repeat the process for uploading additional entries.***

When you are pleased with your entry, click 'Save' at the very bottom of the screen.

#### **STEP 5: SHOPPING CART**

After clicking 'Save' you will be taken to the 'Shopping Cart'.

Click 'Checkout' to review and confirm your information. Be sure to verify the items in your cart and their cost. A single entry to the Biennial is \$35. You will need to click the field 'I Agree with the Policy Information' to continue.

Click 'Continue to Next Step'.

#### **STEP 6: REVIEW YOUR ORDER**

Again, review your order and verify all the information is correct. Select your payment option.

Click 'Continue to Next Step' to finalize your order. Take note of the confirmation# for your records.

**Thank you for your application!**