



Greater Columbus Arts Council

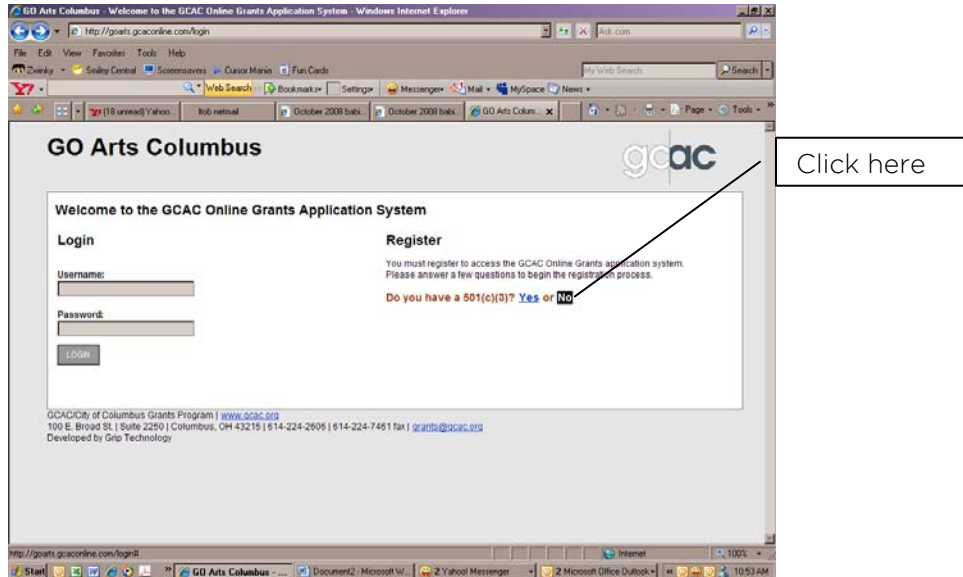
GoArts Online Application System

2011 Visual Arts Fellowship

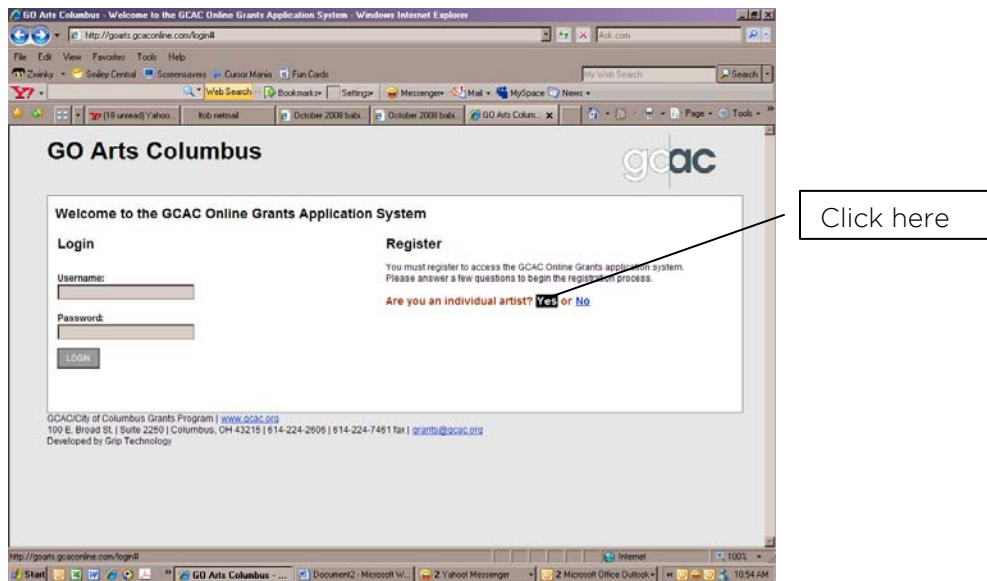
Application Tutorial

Begin by registering as an individual. If you are already registered in the GoArts Online Application system as an **individual**, skip to page 4.

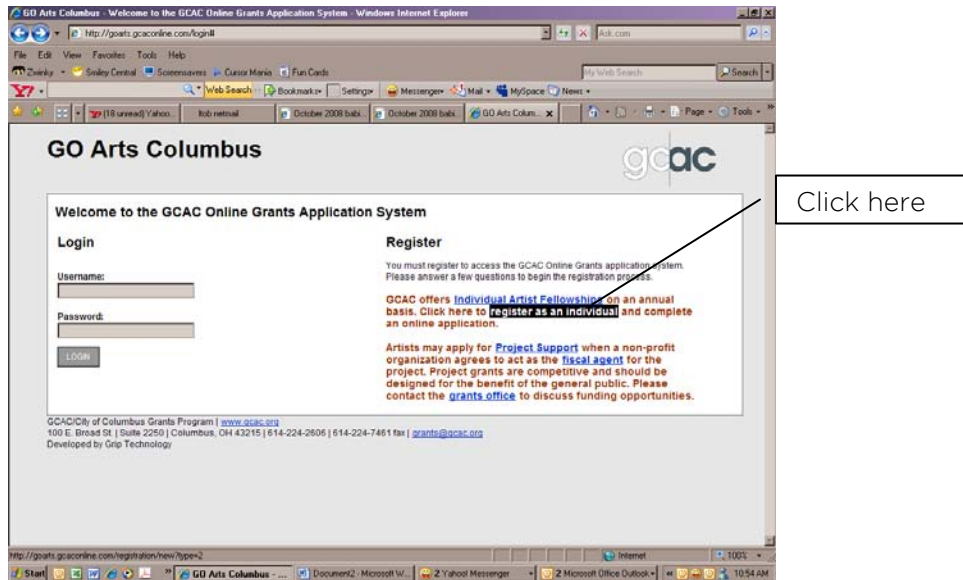
Click NO



Click YES



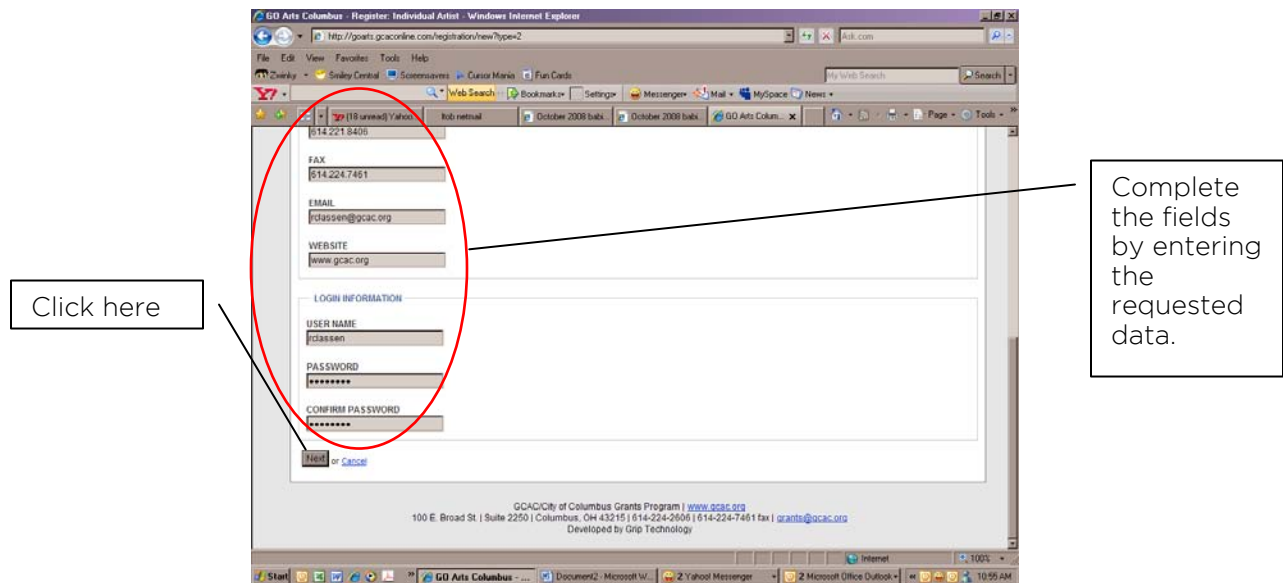
Click “REGISTER AS AN INDIVIDUAL”.



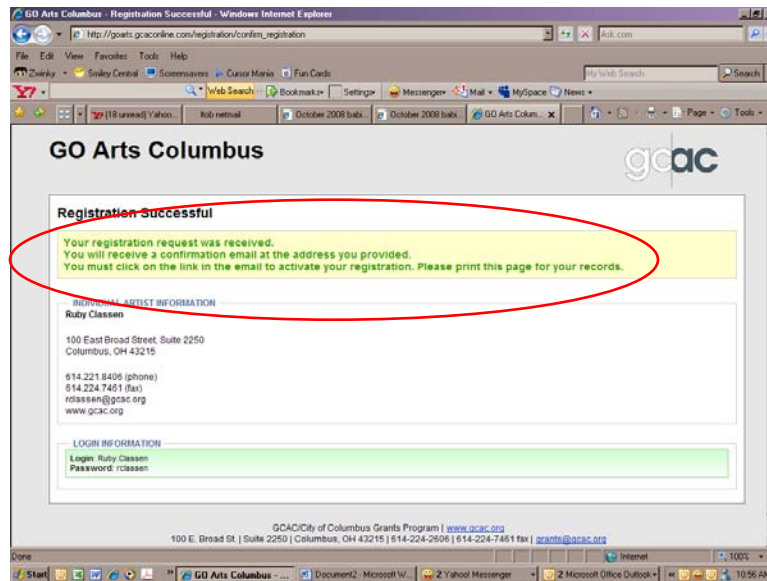
Complete the registration page by providing contact information, username and password.

When selecting a username and password, remember that the system is case-sensitive.

If you forget your password, we can send you the information, by calling or emailing Ruby Classen.



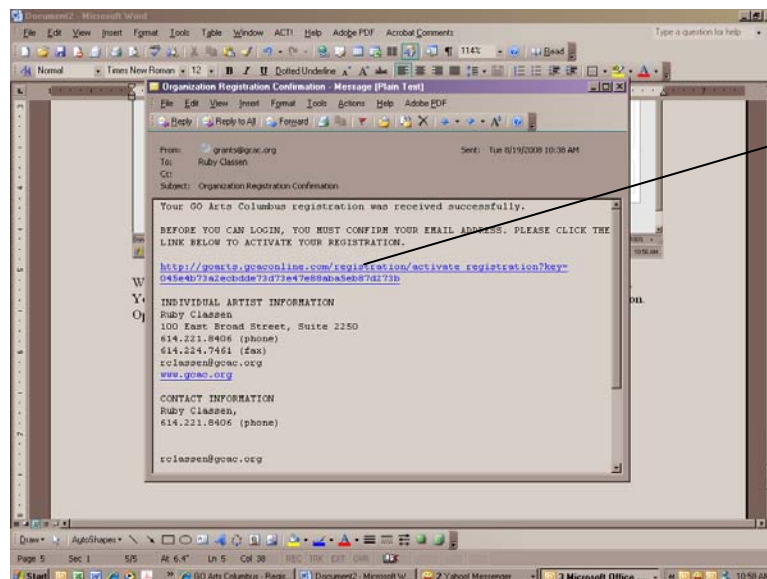
Click NEXT and you will be directed to a registration confirmation page.



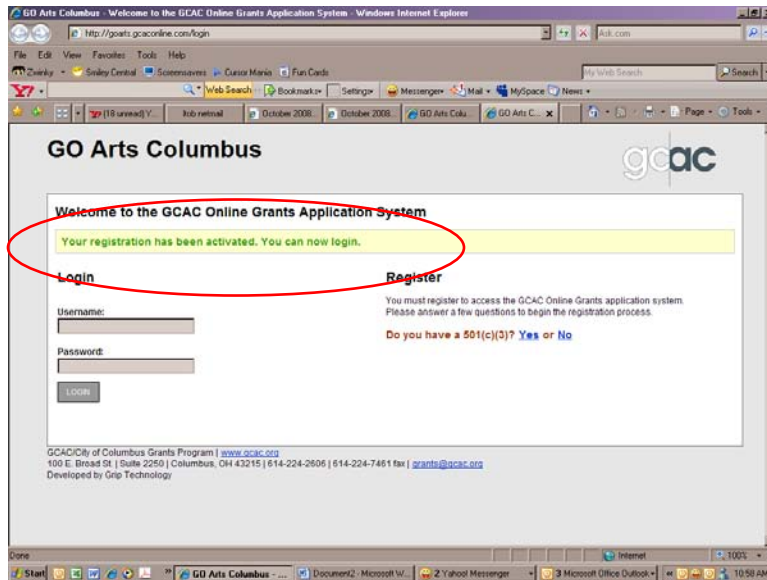
Within minutes, you will receive an email confirmation with a link to activate your account.

You must activate your account by clicking on this link in order to continue to the application.

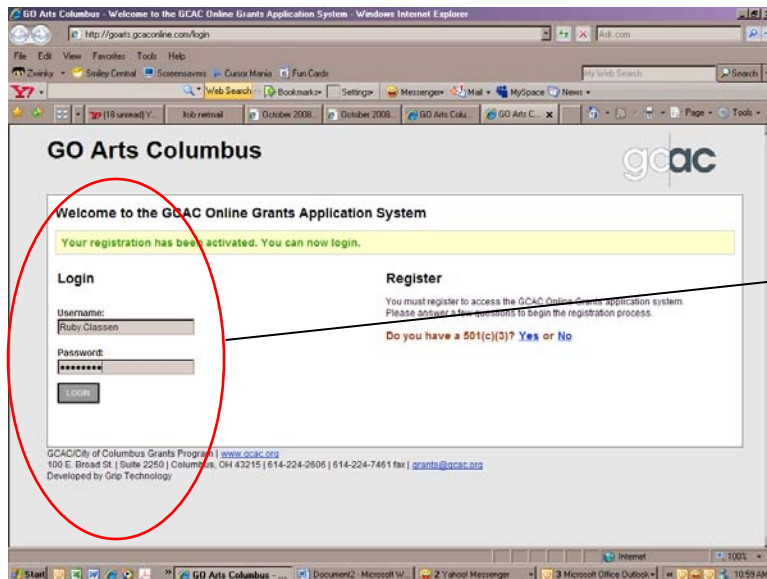
Open the email and click on the link.



You will be directed to a confirmation page and can now log into the system.



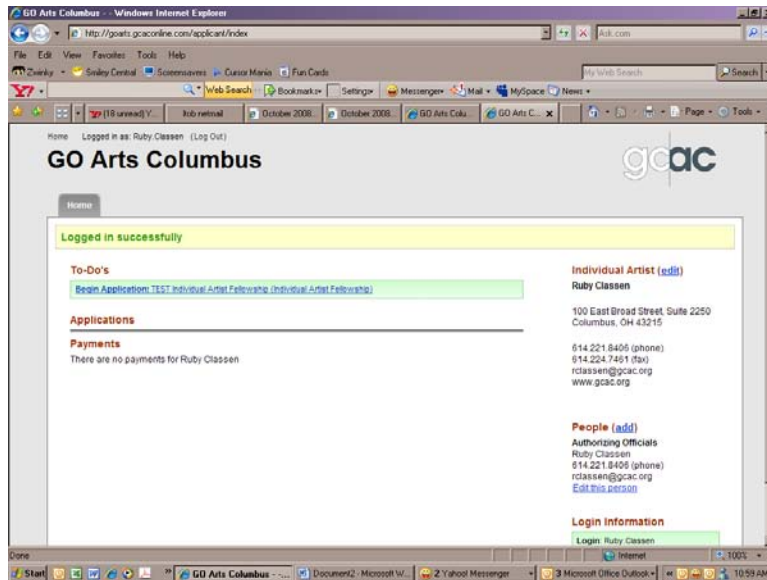
You log in by entering your username and password in the fields provided,



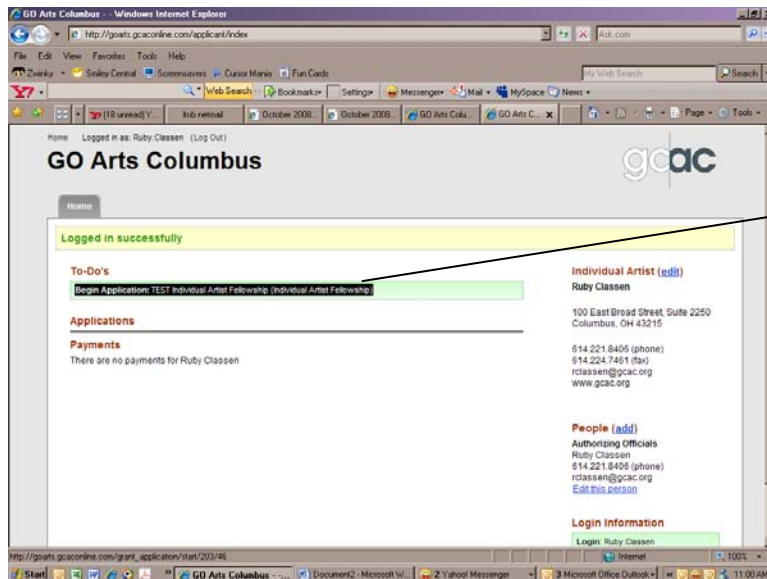
Enter your
username
and
password
here

Click LOGIN

You will be directed to your customized home page.

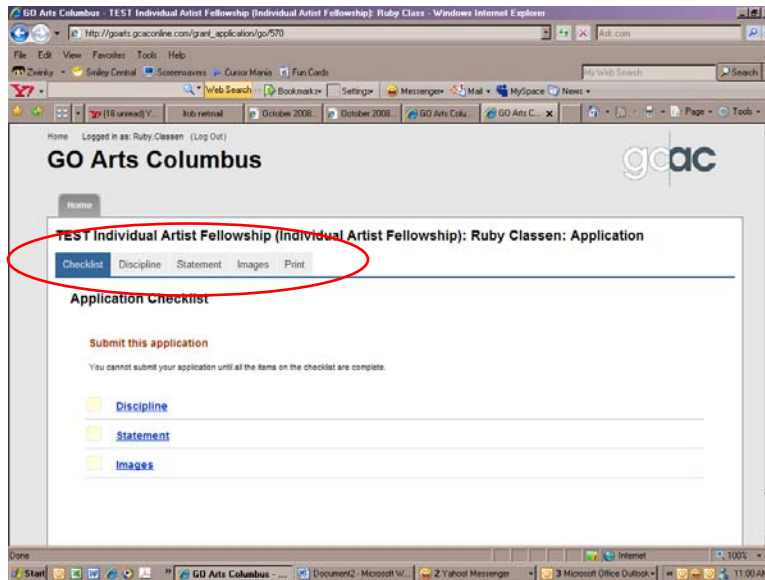


From this page, you will select the active link under “To-Do’s”



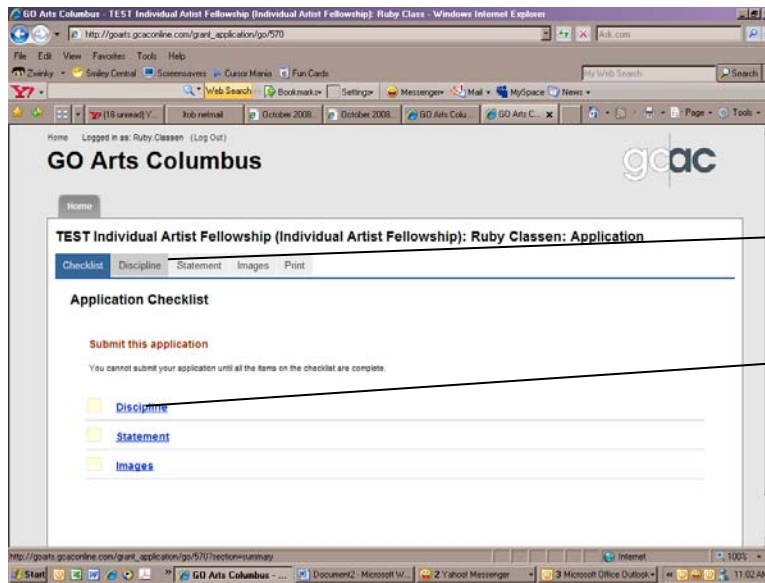
This will launch the application.

You will notice Tabs across the top and active links on the checklist.

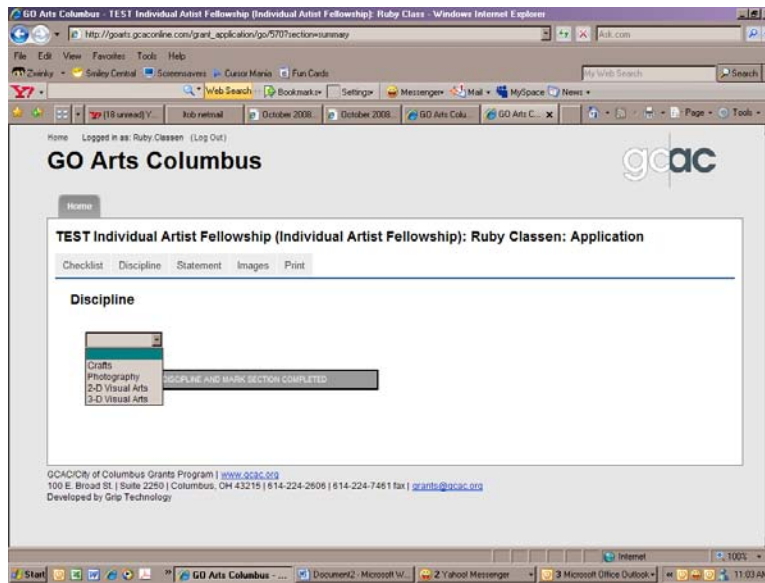


Begin the application by completing the DISCIPLINE section.

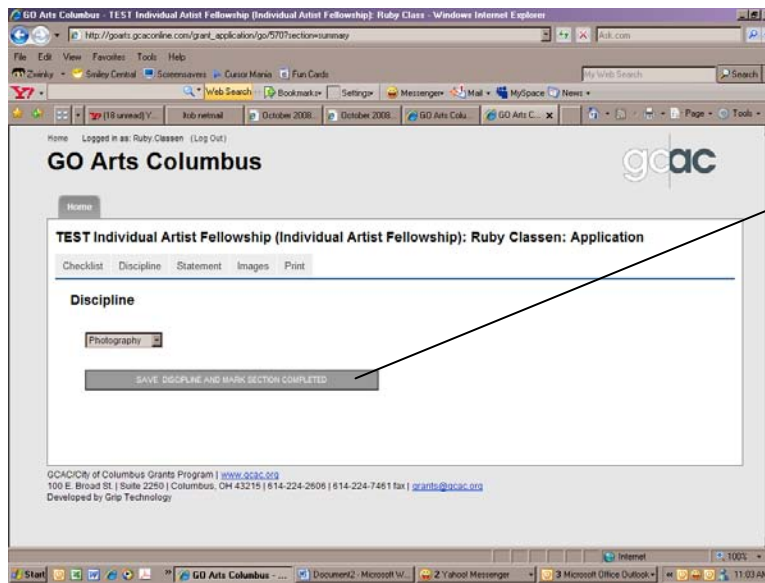
To access this section, click on DISCIPLINE tab or on the checklist link [Discipline](#).



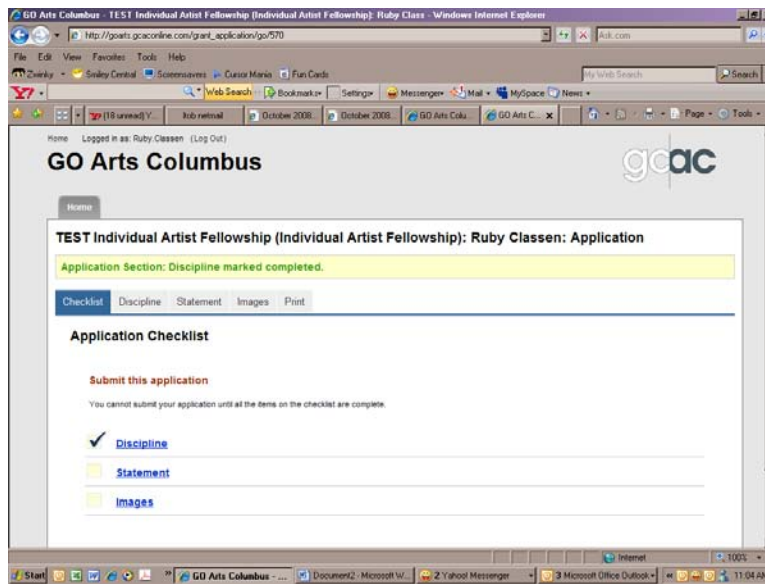
Make a selection from the drop down menu that best describes the body of work you are submitting.



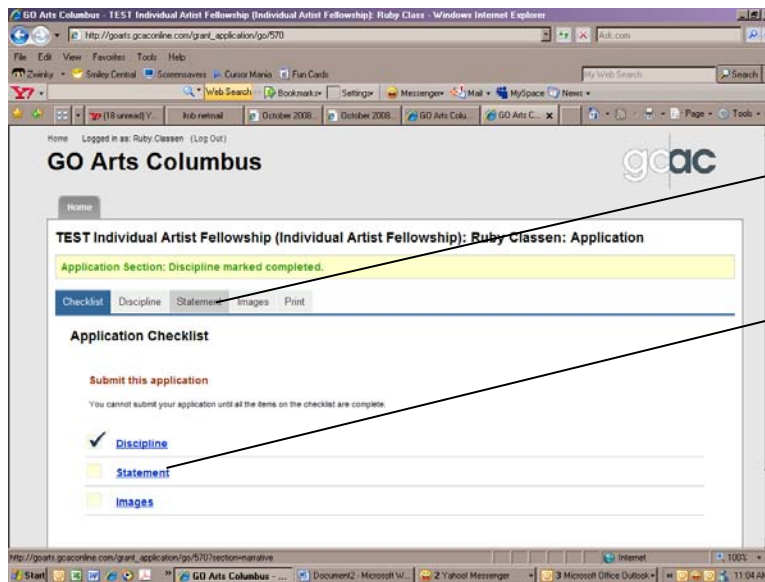
Click SAVE DISCIPLINE AND MARK SECTION COMPLETED



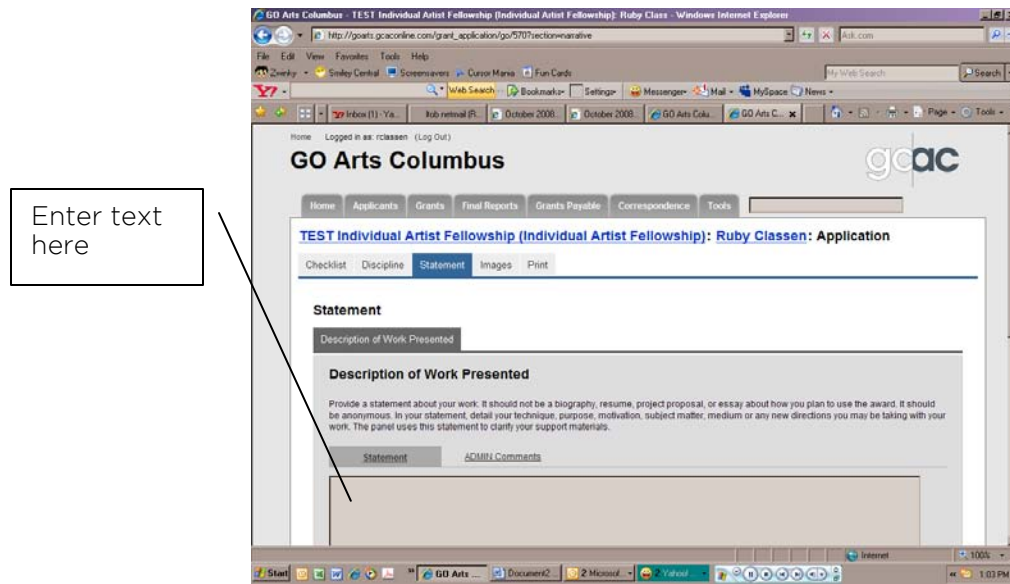
You will be directed to the checklist indicating that the DISCIPLINE section is completed.



To continue, click on STATEMENT tab or on the checklist link [Statement](#).



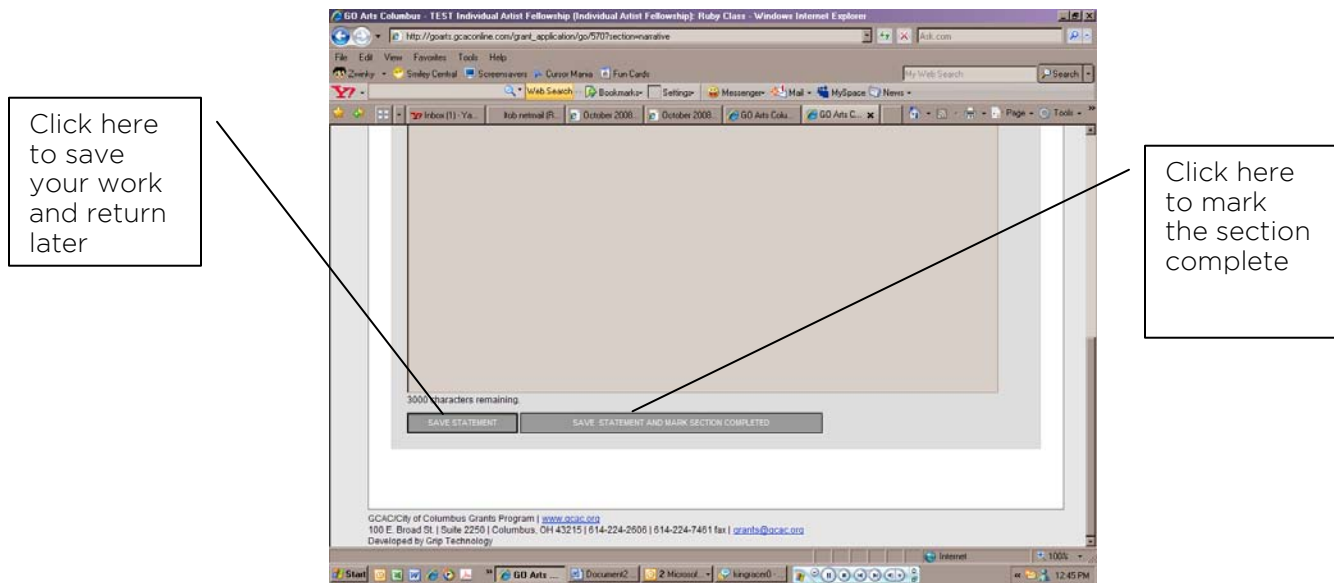
You will be directed to the Artist Statement narrative section.



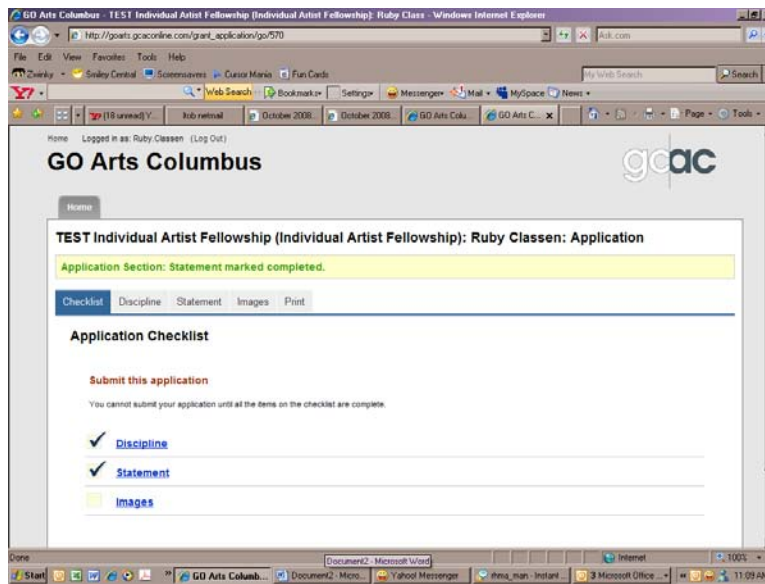
You are allowed 3000 characters in the text box.

You can save your work and return later by clicking on SAVE STATEMENT.

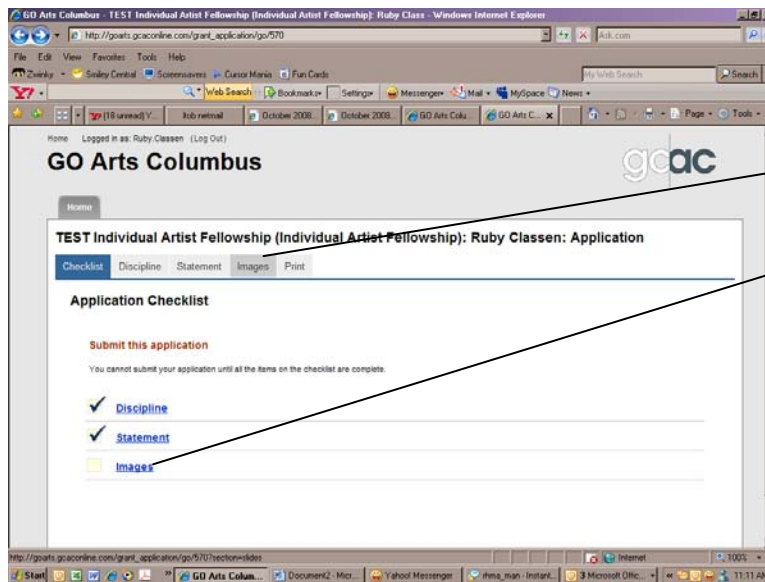
Once you are satisfied with your statement, you will click SAVE STATEMENT AND MARK SECTION COMPLETE.



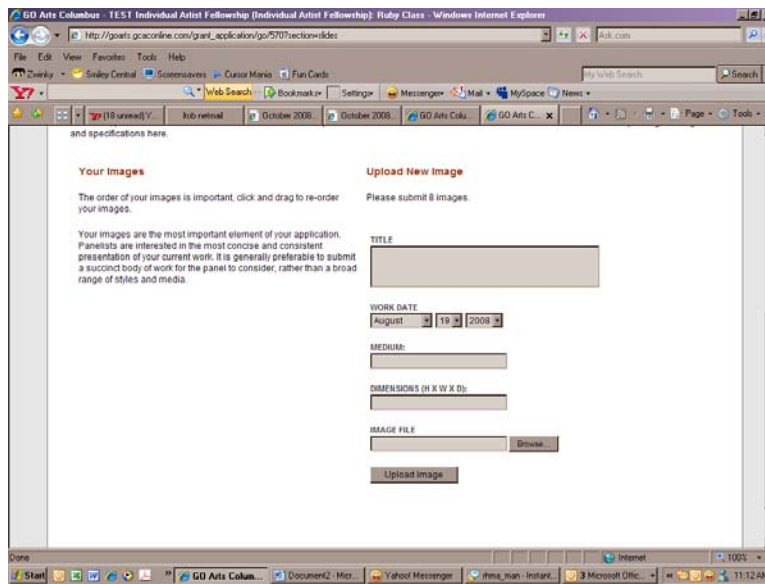
When you have marked section complete, you will be directed to the checklist indicating the Statement is completed.



To continue click on IMAGES tab or on the checklist link [Images](#).

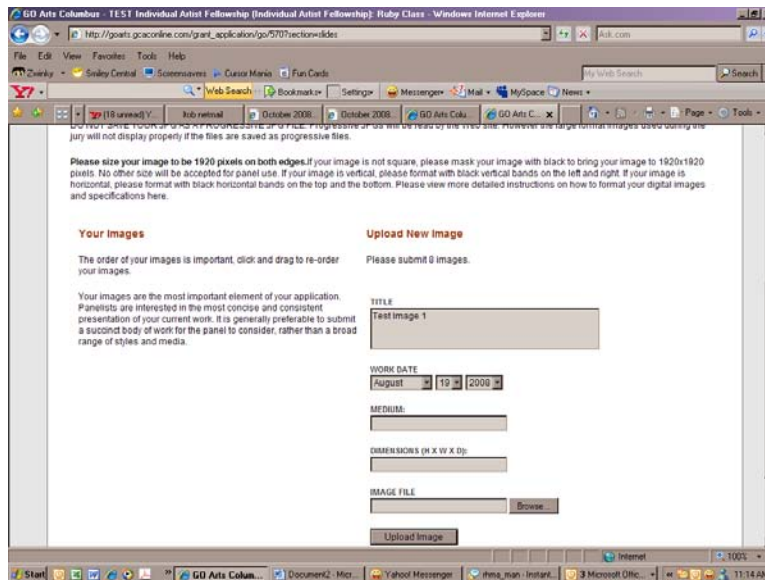


You will be directed to the IMAGES page to begin uploading your images.

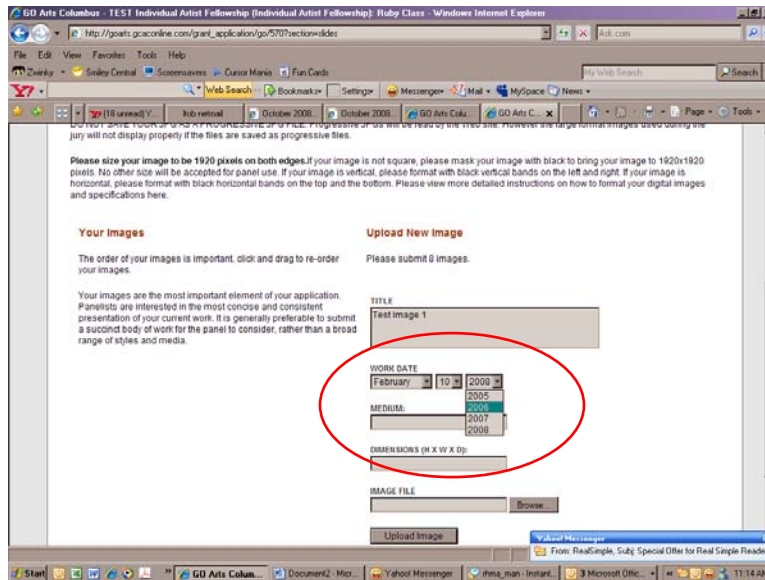


NOTE: For tutorial purposes, the files used have not been formatted to specifications. Please make sure your images are to specifications prior to uploading them to the system.

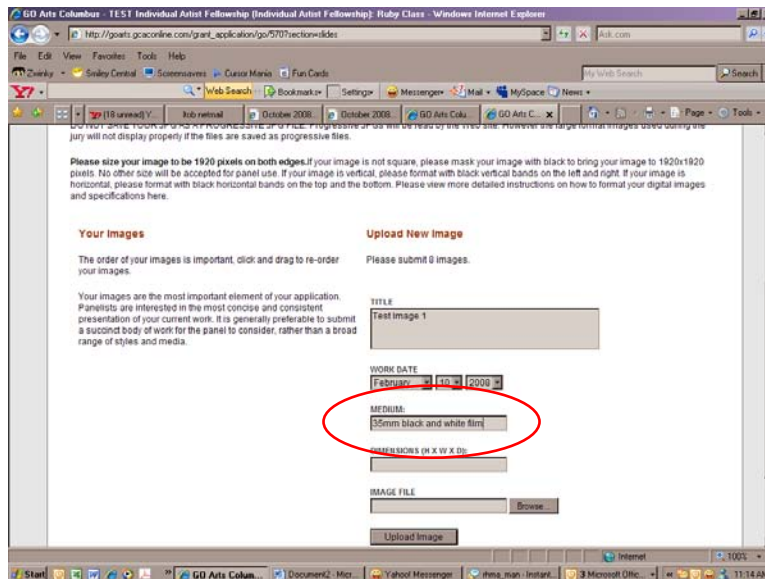
To upload an image, enter the TITLE



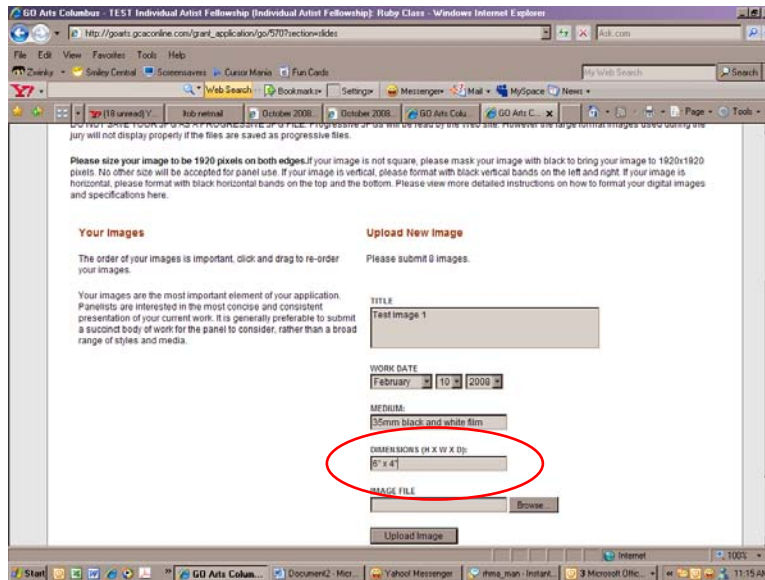
Assign a WORK DATE using the drop down menus



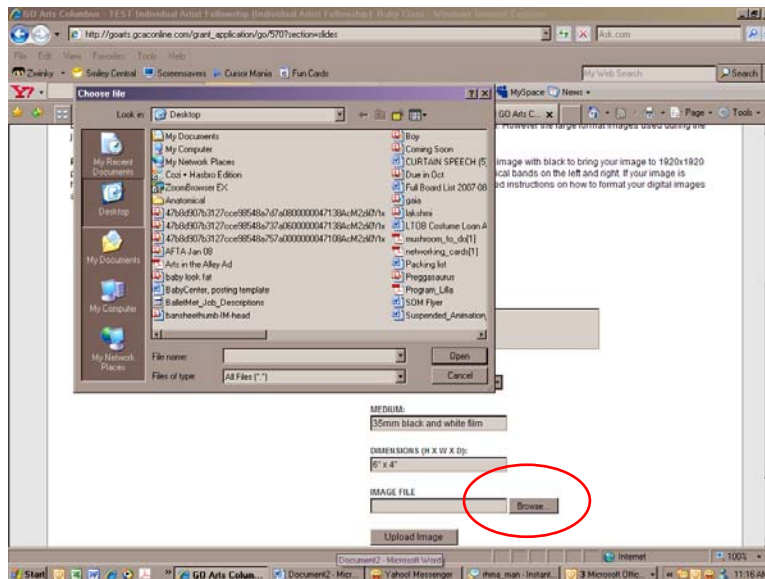
Provide the MEDIUM used to create the piece



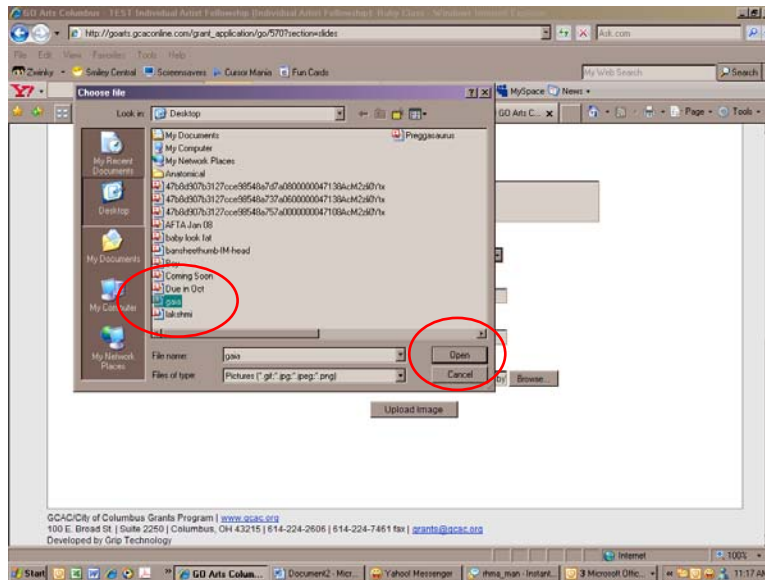
Provide the DIMENSIONS



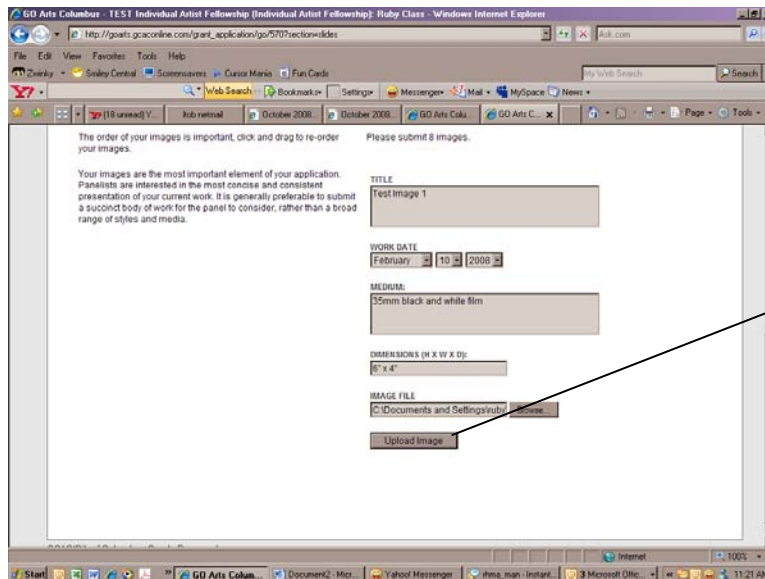
Click on BROWSE to locate the image file on your computer



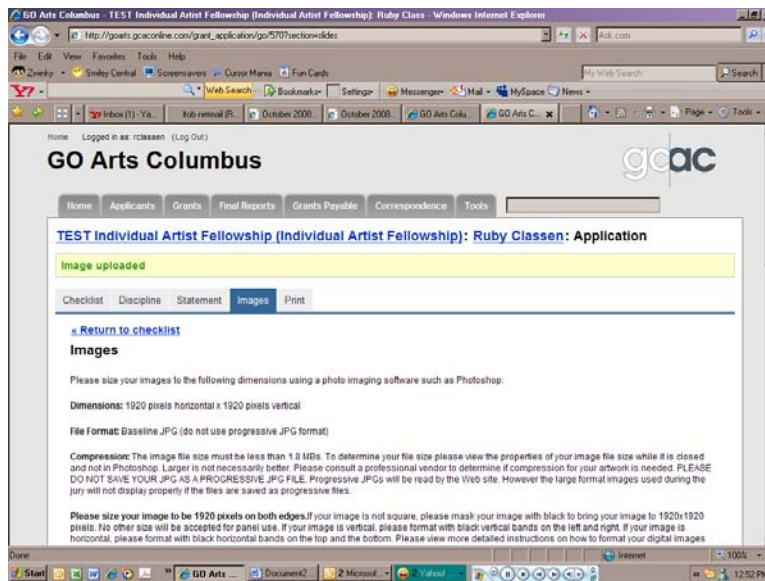
Select the image by clicking on it and then clicking on OPEN.



Once you have selected the image, click UPLOAD IMAGE.

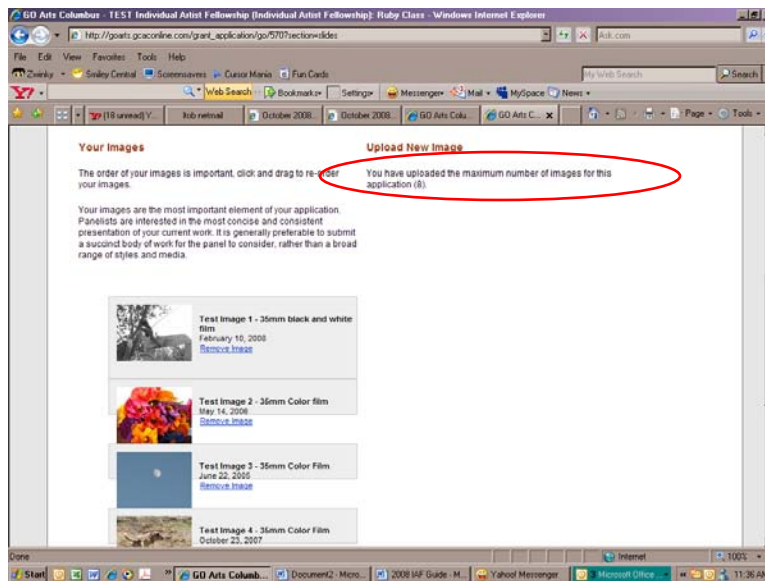


The page will refresh and provide confirmation that your file uploaded successfully.



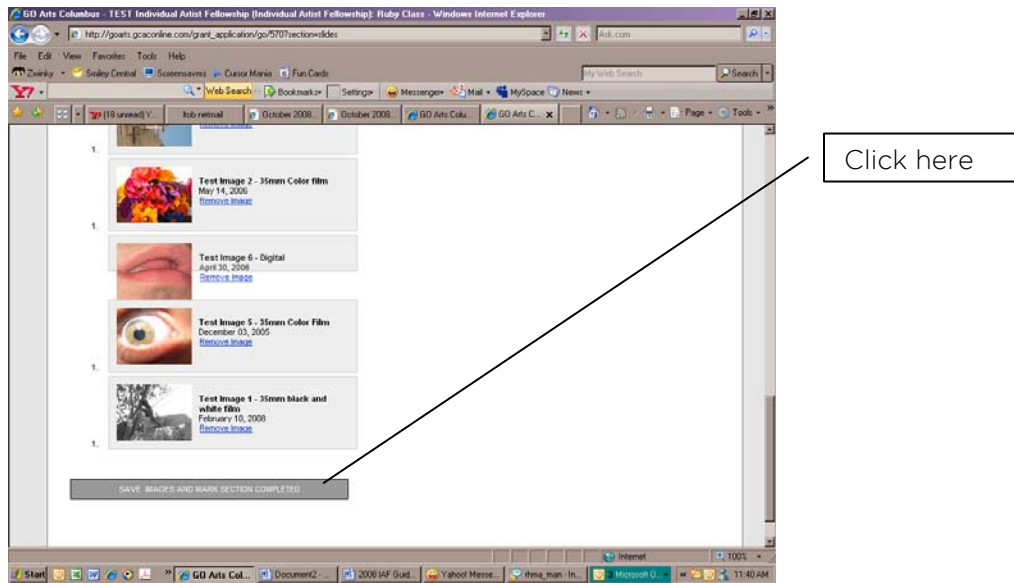
Continue uploading your desired images.

Once you have uploaded the maximum number of images, the upload function will no longer be available.

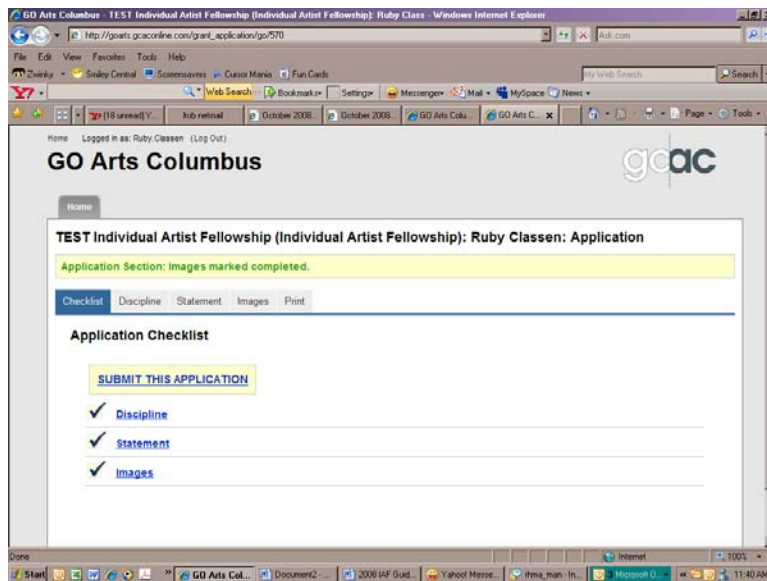


At this time, if you did not upload your images in the order you want to have them presented, you may drag and drop them into your desired order.

When you are satisfied with the order of your images, click on **SAVE IMAGES AND MARK THIS SECTION COMPLETED.**



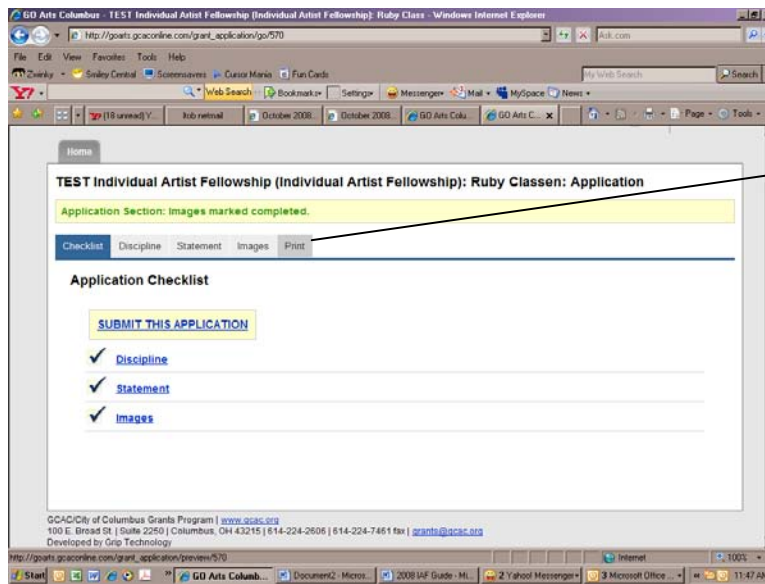
You will be directed to the checklist indicating that the image section is complete.



You will also see an active link to submit the application.

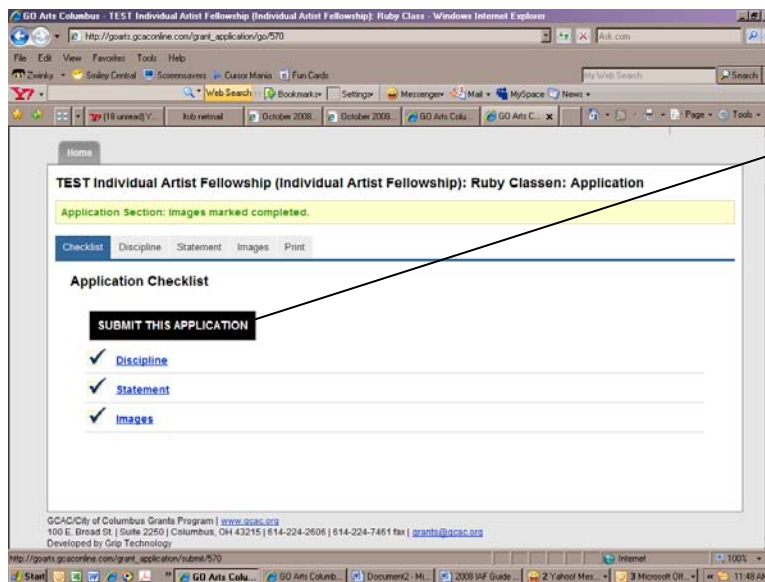
BEFORE you submit the application, you may want to review your sections one last time. You can access completed sections by clicking on the tabs, or the checklist links.

Additionally, you can print a preview of your application by clicking on PRINT.



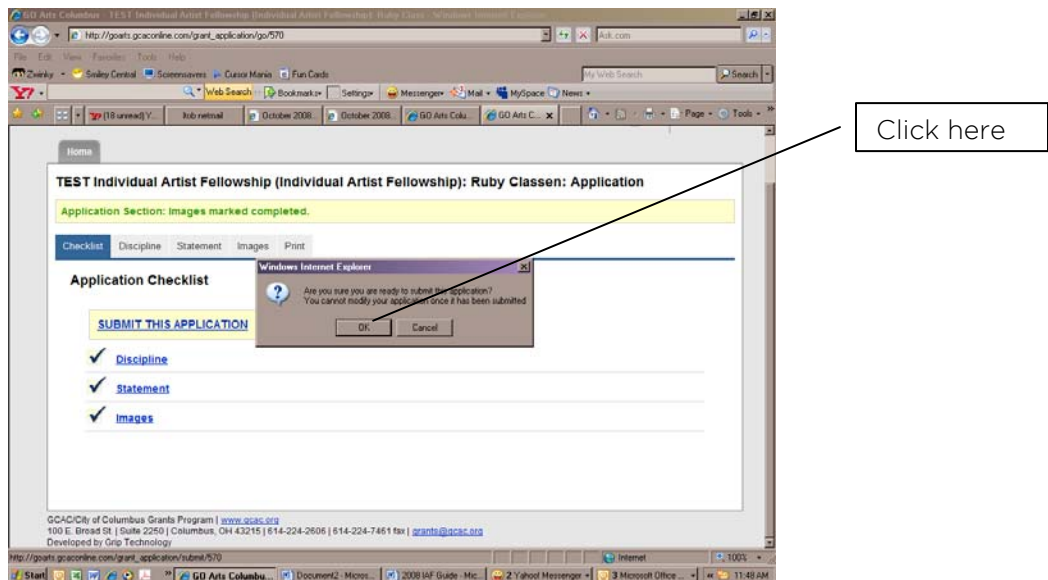
This will generate a window containing your application and thumbnails of your uploaded images in the order you selected.

When you are ready to submit your application, click on the active link **SUBMIT THIS APPLICATION**.

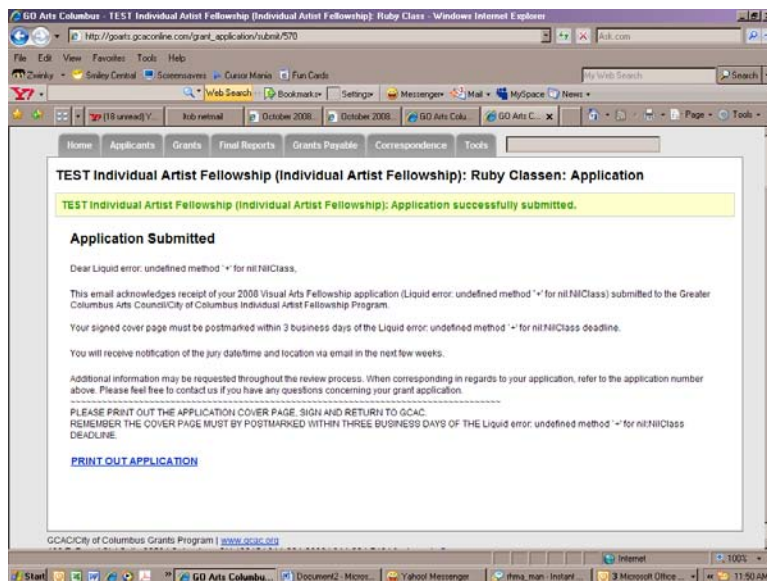


You will be asked to confirm that you are ready to submit.

Click OK to continue.

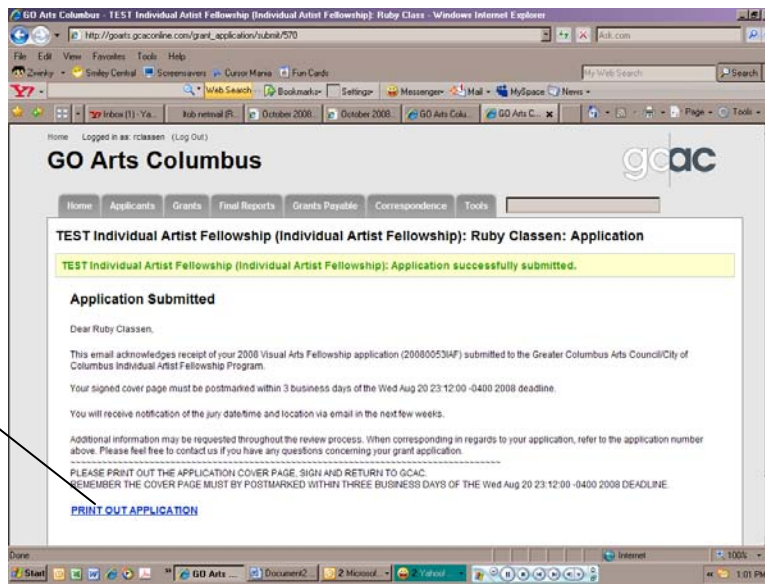


You will be directed to a confirmation page.



You will also receive a confirmation email delivered to your designated email account.

To print the submitted application, click on the active link
PRINT OUT APPLICATION.



Sign and mail the cover page postmarked within 3 business days of the deadline.

You can return to your application through your home page and can reprint the submitted application as often as needed.