

South East Open Studios

How to apply online



Applying online is our preferred method and is quicker and easier for you too. It also means your new web page will go live much sooner than a postal entry. Even if you've never filled in an online form before you will find it very easy. Have your directions (150 characters), statement (160 characters) both including spaces, and image file ready before you start. Your image should be a high resolution jpeg or tiff file, less than 5Mb with the longest side at least 600 pixels long. As a rough guide, if it can fill your monitor screen without appearing blurred, it's OK. Most digital cameras will produce this or better. The name of your file must end in the file type (.jpg or .tif). Keep it on your desktop so it's easy to find when you need to upload it. You'll also need your credit or debit card.

Here's how to do it...

Go to the SEOS website <http://www.seos-art.org>

Full Members, please log-in using your existing username and password.

Non-members and Associate Members, please click on the links- **How to Join** and **Sign Up** to create a free SEOS account.

Your new website account will also allow you to post messages on the SEOS Message Board and add text to your web page (Artist Update).

When you are logged in, click on **Fill in online entry form**. You will now see the first part of the form.

The form is in stages. When you have completed one stage, click the **Continue** Button to move to the next.

Progress buttons at the top of the page show what stage you are at. Click on a progress button to go back or move forward to other parts of the form (see page 4).

Information buttons with a question mark can be found throughout the form. Pass your cursor over them for instant help and information.

What to do if you make a mistake:

Text- delete and retype.

Tick box- click again to remove the tick.

Button- just click the correct button, the wrong button will unclick. To clear all your entries press the button marked **Reset** at the top or bottom of the form.

After you have submitted your form, you can still make changes for up to 72 hours by logging in to your SEOS account. If you were unable to complete part of the form, the stages you did complete will be saved, so you will not need to start again..

Name

If you wish to enter a company name, leave First Name blank and enter the company name in Last Name.

First Name

Last Name

Post-Nominal Letters - BA Hons etc.

1. Click to the left of the type area below **First Name** and type your name. Please use normal large and small letters, NOT ALL CAPITALS. Do the same for your last name and any post nominal letters.
Tip- if type areas are marked in yellow, as here, they can be filled in by your browser's AutoFill facility with just one click. For information about this, see your browser's Help menu.

Studio Address

Address sub unit - If you are in a building shared with other artists and there are unit numbers within the same location, then add the unit details here. e.g. 'Unit 3'

Studio Address

Village

Town

County

Postcode

For each of the options below, you can choose to tick a box to hide the entry. This allows you to give your contact details to SEOS so that we can contact you in the event of a query without making all of your contact details publicly available on the website or in the printed guide.

Studio Telephone no.

Hide telephone no.

Alternative Studio Telephone no.

Hide alternative tel. no.

Your Mobile telephone Number

Hide mobile no.

2. Type in your studio address including your postcode. Please supply the address at which your event will taking place.
Important: we must have your correct postcode. This is needed to locate your studio on the SEOS map. Add your telephone and mobile numbers- please give at least one contact number.
 You can choose to hide a number, this means it will not appear in the guide or on the website but will still be available to SEOS if we need to contact you about your entry.

Home Address

Home Address

Town

County

Postcode

Home Telephone no.

Alternative home telephone no.

3. Give your home address if different to your studio. Please supply your home address and phone number if different from your studio. This is only for SEOS to contact you. It will not appear in your Guide or Website entries.

Website and Email

Website e.g. www.mywebsite.co.uk

Website link e.g. http://www.mywebsite.co.uk

e-mail

Hide e-mail address

4. Add your website (if any) and email address. Add your website address if you have one. This will appear in the address bar at the top of your browser window when you go to your home page, e.g. http://www.mywebsite.co.uk. Your email address will already be entered on the form, please change it if you would prefer to log-in using a different email address. You **MUST** supply a valid email address but you can choose to hide it so it will not appear in the guide or on the website.

Directions to Studio

Maximum 160 letters (including spaces).

5. Give directions to your studio. Please make your directions clear and concise. You have a maximum of 150 characters including spaces.

Click **Continue**.

Artist Statement

Maximum 160 letters (including spaces).

6. Add your artist's statement.

You have a maximum of 160 letters including spaces.

Media

Please tick the boxes to indicate which categories your work falls into.

Calligraphy Metal Sculpture
 Ceramics Mixed media Textiles
 Digital art Painting Wood
 Glass Photography
 Jewellery Printmaking

7. Media. Tick the categories you will be exhibiting in your Open Studio. *This helps visitors search for a particular type of work in the Guide and on the SEOS website. Please do not include categories that will NOT be on show. **Tick a maximum of three categories.***

Click **Continue**.

Dates & Times

Please tick the boxes to indicate when your studio will be open.

Tick Dates for Main : am - : pm

Open Times:
 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21

Tick Dates for Other : am - : pm

Open Times:
 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21

Tick Dates when Artist not Present
 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21

Tick Dates when Demonstrating:
 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21

Open Other Times by Appointment

8. Fill in your opening times and days open.

During the event, you can open as many or as few days as you wish.

Main open times. *These are usually 10am–5pm or 11am–6pm, but can be varied. Tick boxes for the days you wish to open.*

Other open times. *These can be used in one of two ways:*

- 1. A later open time on the same day** as a main open time e.g. 7pm–9pm. *This option can give you a break before an evening session, but please make sure main and other open times on the same day do not overlap.*
- 2. A longer or shorter open time on other days** e.g. 11am–8pm or 10am–1pm. *Tick only the Other Times row for days with these times.*

Tick the days your studio is open but you are not present.

Tick the days you will be demonstrating and if you wish to open at other times by appointment.

Wheelchair Access

No curbs, stairs or door thresholds more than 1.5 inches high. Mostly level paths that are a minimum of 30 inches wide. Clear 30 inch wide access to all open areas.

Wheelchair Access

9. Wheelchair access

*Tick this box only if you are sure your studio meets the specifications shown. Click **Continue**.*

Survey

How did you hear of SEOS?

What are your expectations for participating in SEOS?

Would you be interested in helping to organise SEOS in any capacity?
 Yes
 No

Please indicate your age:
 under 30
 30-39
 40-59
 60+

10. Please fill in our survey.

We need this information to obtain grants and sponsorship.

Web Entry Options

Please note: If you have an existing SEOS web page, then it will be replaced by your 2008 entry.

Please tick here if you do not wish your new page to go live until March 1st 2008. You may wish to do this if you have an existing page with extra images and/or text.

11. Website entry options. *If you have an existing SEOS web page, this will be replaced by your new page. Tick the box if you prefer to delay this until after March 1st. You may wish to do this if your existing page has extra images and/or text.*

Click **Continue**.

Image

Image title, Medium & Size (width & height in cm)

Details of how to send your image will be found on your confirmation email after you have submitted your entry.

Upload your Image

Geographic Location

Latitude: 50.997680 Longitude: 0.596051

Map Satellite Terrain Show labels

SEOS Entry Form 2009

South East Open Studios 2009

Artist Search... Home Artists How to Join Messages Downloads Members Links Press News Media Coverage Interviews Advertising Contact Log In

Multimedia work reflecting this year's involvement in both a large Environmental exhibition and an exhibition and installation based on Eyford Castle.

tel: 01322 864023
mob: 07956 296760
e-mail: frannyswann@hotmail.com
www.re-tittle.com

Address
Studio 2, The Gallery, Hextable Gardens, Dawson Drive.

Declaration

I have read the **rules and guidelines of SEOS 2009**.

I undertake to open my studio and to be there for the dates and times I have indicated.

I have established contact with my **area coordinator**. Your area coordinator can give advice about running your open studio, coordinate open times and keep you updated about SEOS and opportunities in your area.

I agree that SEOS may use the images I am providing for publicity purposes and that return cannot be guaranteed. I realise the deadline is 31st January 2009, and if I miss this date entry is not guaranteed. (If entry is not included, entry fee will be returned. If it is received after the deadline but can be included, a surcharge of £55 will be applicable). I understand that if I show a non-member's work in my studio space it may result in immediate removal from the website and withdrawal of membership.

Thank you for applying online to join SEOS. An email with your application number will be sent to you shortly. If you have not uploaded your image, you can send it to us by post. The email will give you full details of how to do this.

Remember, you can log in and edit your page for 72 hours after it's submitted.

If you do not receive an email from us within one hour, please check your spam or junk mail folder. It will be from info@seos-art.org (non-reply address).

And that's it!

You will then receive an email with your application number and contact details for your area coordinator.

Please note: If you do not receive an email within one hour, please check your spam or junk mail folder.

If you download your email, you may need to log in to your email account at your ISP's website to do this.

To avoid this problem, please add **info@seos-art.org** to your contact list or safe sender list.

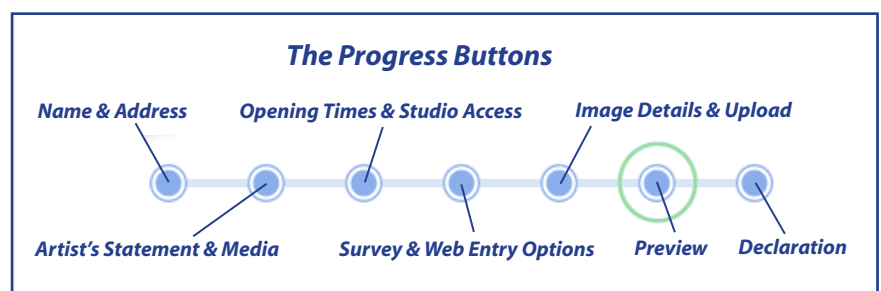
To send a print by post, mark the top and write your name and application number on the reverse side (block capitals please). For digital images please write your name and number on the front of your CD. Make a note of your number and quote it if you need to contact us. Please see your email for specifications and address details.

To make changes up to 72 hours after your entry, log in and click on **Edit online entry**. During this time you will have a last opportunity to upload an image. To make changes after this (text only) send an email with your name and number to guide@seos-art.org as soon as possible and no later than 14th February 2012.

12 Add your image details. To upload your image, click **browse** to locate the file and click **OK**. Click **Continue** to start the upload. Image upload may take several minutes depending on your connection speed and file size (max. 5Mb). When complete, you will see a preview of your new web page. If you prefer to send your image by post, Click **Continue** to preview your page without an image. Details of how to send your image by post will be sent to you by email after your application.

13. Check and adjust your studio location. The map will show your post code area. Move the pointer to your exact studio location. Click **Continue**.

14. Preview your web page. Check all your entries are correct, especially your postcode, email address, opening times and days open. If you need to make changes, use the progress buttons at the top of the page to go back and re-type your entries. Click the preview button (6th from left) to see the updated web page. Information shown on your web page will be used for your Guide entry. Note: only jpeg (camera) files will appear in the web page preview. Click **Continue**.



15. Please read the Declaration carefully and tick all four boxes. Click **Submit Entry**. You will then see our Welcome page. Click the **Pay Now** button. This will take you to our PayPal secure website. Area Coordinators only need to submit their entry, no payment necessary.

Our PayPal payment facility will open in a separate window. Payment is by Credit Card, Debit Card or PayPal Account. Cards accepted are: Visa, Delta, Electron, Mastercard, Eurocard, Maestro, Solo, American Express and PayPal Top Up card. We must receive immediate payment to validate your entry.

If our online payment facility is unavailable, details about payment will be sent to you by email.