

# New BSA Exhibiting Member File Upload Instructions

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[Print and have these instructions on your desk as you complete your application.]

The Buffalo Society of Artists is using an online tool called **EntryThingy**, which is in use by many of our sister art organizations to facilitate “calls for work” and the upload of documents and art images. If you have never used **EntryThingy** before, you will need to first register with your name, email address, and a password of your choice.

Proceed as follows:

1. MAKE SURE YOU HAVE READ AND UNDERSTOOD THE NEW MEMBER PROSPECTUS.
2. Pay the \$20 entry fee at <https://buffalosocietyofartists.org/product/apply-exhibiting-membership/>.
3. Register or log in as instructed at <https://bsacalls.com/newexhibitingartists/>.
4. When first registered, you will be prompted to enter an Artist’s Statement and your Resume. This can be typed in, or you may copy and paste from a document on your computer. NOTE: MS Word formatting will not be carried over when you cut and paste.
5. Click on the **My Profile** link, followed by “edit profile”. Be sure to enter all fields marked with an asterisk (\*) to complete your profile. You may edit your profile, including your statement and resume, at any time. Then continue to your entry.
6. Choose ONE **Category** from the drop-down list that best matches your art specialty. Check the box to agree with the “terms of entry” and continue. (Your resume can include additional art categories.)
7. The art images you upload should be **at least one MB in size** and have a file extension of **.jpg**. Image file sizes that are less than one MB may not be considered by the jurors.
8. Upload the required number of images, describing each with Title, Dimensions, Material, and Year. Note the permitted file types (**jpg** for images, **mp4** for video). If you are a video artist and have only the video file, enter NA for Material.
9. Press the **Submit this Entry** button to complete your entry.
10. Your submission will be juried according to the criteria listed on the next page.

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Below are the criteria used by the BSA jurors to evaluate new exhibiting member applicants:

<b>Context</b>
<ul style="list-style-type: none"><li>• <b>Artist Statement:</b> statement clearly and concisely describes the artist’s understanding of the “why” and “how” of their work</li><li>• <b>Relevance:</b> the ideas, issues and intentions expressed reflect thoughtful visual exploration with the content and form effectively interfacing with contemporary culture</li></ul>
<b>Content</b>
<ul style="list-style-type: none"><li>• <b>Innovation:</b> work demonstrates creative use of materials and technique, and/or the production of art in a new way</li><li>• <b>Perception:</b> work reveals an understanding of the organization of elements and principles of visual aesthetics (color, value, composition, design, etc.)</li></ul>
<b>Form</b>
<ul style="list-style-type: none"><li>• <b>Technical Facility:</b> work shows mastery in the use of chosen media and represents a consistent and cohesive effort</li><li>• <b>Presentation:</b> work is appropriately and professionally framed and/or presented and digital images accurately represent the work</li></ul>
<b>Artists Resume</b>
<ul style="list-style-type: none"><li>• <b>Exhibition History:</b> resume indicates that the artist has exhibited their work (take note of the number of exhibitions, venues, solo shows, and accomplished jurors, etc.)</li><li>• <b>Awards and Collections:</b> resume indicates awards and honors received for the artist’s work and collections in which the artist’s work appears</li><li>• <b>Articles:</b> resume has a list of printed articles and reviews about the artist’s work or by the artist (take note of the publications)</li></ul>

For assistance, send an email to [help@bsacalls.com](mailto:help@bsacalls.com).  
Someone will respond within 24 hours.