

# BSA Exhibition Upload Instructions

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## **NOTE: Only BSA Exhibiting Members may participate**

Please read these instructions in their entirety prior to registering and uploading image(s) of your artwork for the **2024 BSA Summer Exhibition**.

We're using a tool called **EntryThingy**, which is in use by many of our sister art organizations. An important feature of this tool is that you'll be able to edit your entry prior to paying for it and submitting it.

To access the upload website, visit <https://bsacalls.com> via your Web browser. There you will see a link in blue ([2024 BSA Summer Exhibition](#)). Click on that link to begin the process. Follow the on-screen instructions to submit your entry.

**If you participated in any of the BSA exhibitions in the past three years**, please use the email and password you established for that exhibition to log into the site. If this is your first time using this tool, you'll need to create your user account with your name, email address and a password. **Note:** These login credentials are **NOT related** to your BSA website ID and password at [buffalosocietyofartists.org](http://buffalosocietyofartists.org).

Don't forget to press the PayPal button as the final step after uploading your art images, allowing you to pay the registration fee of \$35 and submit your entry. (NOTE: You DO NOT need a PayPal account. You will have the option to use a credit card.)

Keep the following in mind as you upload your images:

1. You may enter two (2) works of art, as per the exhibition prospectus. If your work is 3-dimensional, you may add up to three detail images for each piece.
2. If the work will be framed, make sure you enter dimensions for **both** framed **and** unframed **in inches** (for example: 28 x 24, 22 x 18).
3. If your piece is NOT for sale, **add NFS** after the price.
4. The images you upload must be **between 500 KB (.5 MB) and 4 MB** and have a file extension of **.jpg**. A file size outside that range will result in an error.
5. You may modify or delete your images and associated information any time **PRIOR** to submitting your entry (up to 11:59 PM, Thursday, May 23, 2024).
6. You will be required to pay your \$35 entry fee via the PayPal "Pay Now" button, using a major credit card, **OR** your PayPal account – if you have one. You **DO NOT** need to have a PayPal account.

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If you have ANY difficulty, please do not hesitate to send an email to

**[help@bsacalls.com](mailto:help@bsacalls.com)**

This email address will be monitored throughout the upload process.

Upload begins at 12:01 AM, Thursday, May 16

Upload ends at 11:59 PM, Thursday, May 23

Good Luck!