



How to apply to calls for entry on CaFE™  
Website: [www.callforentry.org](http://www.callforentry.org)

**First time users** must be registered first before they can login. **Existing users** may proceed to login.

After login, use the tab menu to navigate between pages: My Portfolio, Apply To Calls, Checkout

### Step 1 Manage Portfolio

- ▶ To upload artwork samples, click **My Portfolio**.
- ▶ Click **Upload Media** and select the type of file to upload (Image /Audio /Video) then navigate your computer to locate the file for uploading. Open the documents folder and highlight the individual file, click Open. Be sure you followed the **CaFE Media Prep** requirements before uploading any image, audio, or video file because there are system specifications you must meet. Not all calls accept all media types, be sure to read each call for entry description carefully to know what kinds of artwork samples you can apply with.
- ▶ **Fill-out the artwork description form for your type of file.** Items in bold are required. Do not use non-standard characters such as !@#%&^><"{} in any of the fields and do not use quotation marks around titles.
- ▶ Click **ADD TO MY PORTFOLIO** to upload artwork samples.
  - o Wait for the progress window to load the file (will take a few seconds based on connection speed).
  - o Once the upload is complete the page will display a thumbnail image sample.
  - o Repeat the upload steps for each art work sample you need to upload. You will be able to re-order images later in the entry process, not now.

### Step 2 Apply to Calls

- ▶ **To Start an entry and to apply, click Apply to Calls.**
- ▶ Search and find your specific call, click **View More Info**. The full view displays detailed info and submission guidelines, read it thoroughly.
- ▶ After reading the details click **Apply to this Call**.
- ▶ Read the sponsor's agreement and terms, click **Yes, I Agree**.
- ▶ The next page displays the sponsor's entry form. **Complete the application form requirements**
- ▶ Choose the required number of artwork samples to apply with by ticking the check box for each image. All your artwork samples will appear at the bottom of the page, you may re-use these samples as often as needed to apply them to other calls.
- ▶ Click **Save Application** to save your entry. Continue your review to make corrections, re-order images, or checkout.
  - o It is important that you save your application even if you are not ready to checkout. You can return to your entry from the My CaFE Entries tab and checkout by or before the deadline.

### Step 3 Checkout

- ▶ When your entry is Ready for Submission click **Checkout**.
- ▶ Choose the entry to checkout by ticking the check box. Note, not all agencies have an entry fee.
- ▶ **Choose payment method, if any**
- ▶ Click **Re-Calculate**
- ▶ Click **Proceed to Checkout**
  - o If there is no fee (\$0.00) related to the entry, you still need to checkout. If you're paying by check, you still need to checkout.
  - o If you wish to change any information on the entry form, do so at this time, click My CaFÉ Entries or go back to My Images to revise or review.
- ▶ **Submit payment information**, if any, for either check or credit card payment (Visa/MC only).
- ▶ **Click to Finalize Entry and Submit Payment**
  - o Print or save the transaction receipt. A receipt will also be sent to your email address.

You must complete Steps 1, 2, and 3 in the application process in order to successfully submit your entry and transmit it to the sponsor agency.

CaFE™ technical support is available at [cafe@westaf.org](mailto:cafe@westaf.org) or by calling **303-629-1166**.