PGA Google Form Instructions

Please follow these directions carefully.

You must fill out a Google Form for all artwork to be displayed in the gallery.
There are 3 different types of forms: Call to Art, Replacement, and Replenish Stock. In addition, there are 2 versions of the Call to Art and Replacement forms – one with and one without image (see detailed instructions below.) This means that there are 5 different forms. All of these forms are available on the members-only area of the website.

A. Which form should I fill out?

Call to Art Forms:
- Use only when invited through a Call to Art.
- Calls to Art will be sent by the Curating Committee several times a year.
- These forms will only be active and accepting submissions during a Call to Art.
- Late submissions will be declined.

Replacement Forms:
- Use only when replacing a unique item that has sold.
- Artist will be contacted by the Curating Committee for replacements.
- Items will be entered into Square weekly, before opening on Tuesdays.

Replenish Stock Form:
- Use only when adding stock for a previously submitted item that has multiple quantities.
- Artist must coordinate with the Curating Committee before replenishing items.
- No new image is needed.
- Item quantities will be updated in Square weekly, before opening on Tuesdays.

Call to Art and Replacement Forms appear to be the same BUT they are linked to different spreadsheets for POS Committee use. **Please use the appropriate form.**

B. How do I submit Images?
- Submitting images is only necessary for either Call to Art or Replacement Forms.
- There are two options: one form with image uploading and one form without image uploading.
- Why are there two options?
  Google requires that you be logged into a Gmail account in order to upload images into a google form. We wanted to provide an option for those who do not have or do not wish to create a Gmail account. Choose one of the options.

- What is the benefit of uploading images into a google form?

If you choose this option, you do not need to rename your photos and submit them separately. Use Call to Art Submission or Replacement WITH Image.

- How do I submit images if I chose not to upload images into a form?
  Fill out Call to Art Submission or Replacement WITHOUT Image. Then send an email to POScommittee@gmail.com with your images attached.
  - Be sure to send this as a new email, not as a reply to an email.
  - Include your last name and the word "images" in the subject line.
  - Name each photo so that it exactly matches the title of your piece.
- **IMPORTANT IMAGE SIZE:** All image submissions **must be low resolution images** (see Tips for Images below.)

C. What's the deal with these Inventory Numbers?

- Why are we using Inventory Numbers?
  Inventory numbers will be used to provide better tracking of inventory and ease in finding certain types items in Square (see list below).
- How are they created?
  Artists should create their own numbering system and include these numbers on their own labels before bringing work into the gallery. If starting a new inventory numbering system, a simple way to do this is to use your initials followed by sequential numbers. For example, if your name is Alice Baxter and you make mugs, your inventory numbers for the mugs could be AB100. If you have questions, please contact the POS committee.
- What type of items need Inventory Numbers?
  - 2D items that are not hung on the wall and/or have multiples and **all 3D work** need to have associated inventory numbers. This includes: ceramics, stained glass, jewelry, notecards, prints/giclees, books, scarves, woodblocks on shelves, or any other items you feel may be difficult to tell apart at point of sale.
  - 2D work that hangs on the wall are not required to have inventory numbers; however, 2D artists are welcome to provide them for their items if they wish.
- **IMPORTANT: All artwork brought to the gallery needs to be individually labeled on the back with the following information: Artist name, title of piece, price, and inventory number (if applicable.) This information will be confirmed during art drop off/check-in.**

D. What are multiples?

Multiples are items that are considered interchangeable by the artist and have the **same price**. For example, you make blue dot mugs and red dot mugs that all sell for $15 each and you don't care to track which of these gets sold, then enter the blue and red dot mugs as 1 item by submitting one form with multiple quantities; select a representative image to submit. If the distinction between selling red or blue mugs does matter to you, then enter as 2 separate items by submitting two forms with multiple quantities; submit an image with each form.

E. Finally: Step-by-step Instructions for Call to Art and Replacement Forms

Submit one form for each unique item to be displayed in the gallery. If submitting an item with multiple quantities, submit one form and enter the correct quantity.

To complete "Call to Art Submission WITH Image" or "Replacement WITH Image" Form:

1. **Log into your personal Gmail account (if not already logged in).**
2. **Enter your email address.**
3. **Name (first, last):** Enter the exact same spelling for each submission.
4. **Title:** Enter exactly what you want to appear on gallery label.
5. **Media:** Enter exactly what you want to appear on gallery label.
6. **Dimensions (h, w, d):** Enter whole number in inches or number with decimal point. Do not use symbols. Do not use fractions.
   a) You do not need to fill these fields out if it doesn't make sense, such as for earrings or cards.
   b) Please complete for 2-dimensional work and pottery.
   c) For necklaces, please give length in the height field.
7. **Quantity:** Enter a value of 1 or greater for each item.
8. **Unit:** Select option.
9. **Inventory Number:** Enter inventory number (if applicable.)
10. **Price:** Enter numbers only. Do not enter a dollar symbol. Decimal points okay.
11. **Select 2D or 3D.**
12. **Image:** Click on "Add file" and follow instructions to upload a low-resolution image. **Image should be no more than 600 pixels on longest side.**
13. **Click submit.**
14. **Choose** "edit your response" or "submit another response."
15. **NOTE:** A confirmation message will automatically be sent to you to allow for easy review of your submission. (Check your junk folder.) Click "edit your response" if you wish to change anything. **Click submit after editing.**

To complete "Call to Art Submission WITHOUT image" or "Replacement WITHOUT Image" Form:

Follow instructions above (starting with step 2) to complete form except instead of submitting images, send images in a separate email to POScommittee@pittsboroarts.org
   a. Enter your last name and the word "images" in subject line (e.g., Baxter images)
   b. Resize images so that they are no bigger than 600 pixels/side
   c. Name each photo so that it **exactly** matches the title of your piece
   d. **PLEASE DO NOT REPLY to this email with your images. Send images in a separate email.**

Tips for Images

Resizing Images:

Here is a bulk resizing tool

https://bulkresizephotos.com/en

Here is a bulk resizing tutorial for photoshop

https://www.youtube.com/watch?v=_U68MQKQljs

Here is a bulk resizing tutorial on a mac

https://www.youtube.com/watch?v=d4PDrmel2CA

If you have Microsoft outlook, view this tutorial to bulk resize https://www.youtube.com/watch?v=Owe6AbjQycQ

Renaming images:

To rename images, right click on the image file name, select "rename," and then enter the title of your artwork.

If you have any problems or questions, please contact the POS committee at: POScommittee@pittsboroarts.org