

FREQUENTLY ASKED QUESTIONS

HOW MANY WORKS CAN I SUBMIT?

Artists may submit TWO works no larger than 80 cm in any one direction (outer frame size) in any medium.

SHOULD MY SIZE HEIGHT/WIDTH/DEPTH INCLUDE FRAMING?

Yes, please include the completed size of the work - including the frame. The maximum size we accept is 80cm in any direction. You will be required to input the completed size of your work when uploading your submission. Oversized works will not be accepted.

HOW MANY IMAGES OF EACH WORK CAN I SUBMIT?

You can submit ONE image per work. Please ensure that you include good quality images that will do justice to your work and that adhere to the specifications noted on the website. We recommend JPG files of about 800 pixels on the longest and 1MB in size.

HOW MUCH DOES IT COST?

An Entry Fee is required for each work: Students £6 per work / Artists £10 per work or £18 for two works. In line with other exhibiting societies there will also be a £10 administration fee for any works hung in the exhibition payable on Hand In days. Any works not included in the final selection will be refunded this admin fee. Submissions will not be accepted without payment and refunds not be offered for works not selected or handed in.

HOW DO I MAKE PAYMENT?

- Payment can be made online with a PayPal Account or by credit/debit card. Submissions will not be accepted without payment and refunds will not be offered for works not selected or handed in
- If you do not have a PayPal account, there is an option to pay online using a credit or debit card through the PayPal payment option also. (You will not be required to register with PayPal if you choose to use the credit/debit option.)

I WANT TO PAY BY CARD INSTEAD OF PAYPAL

Log-in to the site and go to the Payment section, then click the orange "Pay Now" button.

You will then be transferred to the payment page where there will be two options, "Pay with my PayPal account" and "Pay with a debit or credit card".

Select "Pay with debit or credit card" at the bottom right of the page and you will then be asked to fill in your payment details.

I WANT TO CHANGE FROM SUBMITTING ONE WORK TO TWO (OR VICE VERSA) BEFORE PAYMENT

BEFORE PAYMENT - To change number of work before payment click the green "Cancel" button under the green "Payment" button. This will take you back to your Homepage where you can again select to "Enter" the exhibition and then fill in the correct number of works you wish to submit before proceeding to payment.

ADDING A SECOND WORK AFTER PAYMENT

To pay for a second work after already submitting one go to the "3. Submit Artwork" tab. Near the bottom of the page you will see "Click here to pay to enter more artworks".

CAN I EDIT MY APPLICATIONS?

Yes, you can edit your application until you have confirmed your entry (or the deadline has passed). Please double check all information is correct before confirming your entry.

HOW DO I CONFIRM MY ENTRY?

Go to the "Submit Artwork" tab and click "Submit". Under your entry/entries click "Preview". You will then see a preview page of your work which you can print for your records if you wish. If you are happy with your entries click "Confirm". Your application will now be complete and you will no longer be able to make changes.

HOW DO I UPLOAD MY IMAGE?

- Firstly please ensure the image you have is of good quality and large enough to then resize without it distorting i.e. if your original image is 700kb, and you then re-size to a larger size of 1mb then this will distort your image. **Always make adjustments to a copy and not to the original image.**
- We recommend JPG files of about 800 pixels wide and 1MB in size.
- Open your image in your photo-editing software and check its size. The file size of your submitted images should not exceed 1MB and the quality should be at least 72 dpi. Your work should be at least 800 pixels on its longest edge.
- If you do not have access to Photoshop etc, there are various free online tools that will resize images for you such as Picasa. Images larger than 1MB will upload but are not ideal as they may take a while to process depending on your connection speed.
- Once you are happy with your image, save your image as a JPG.

MY IMAGE WON'T UPLOAD

- Check image is a jpeg- any other file type may not upload.
- Check file size- if you are having problems uploading the image it's almost certainly too big!
- Resize on PC: Open your Jpeg in Paint. Click "Resize" near the top right of the page. In the window that opens select "Pixels" then change the longest side to 800 pixels. Ensure that "Maintain aspect ratio" is ticked so that the other side adjusts automatically. Click "OK" then save your re-sized jpeg as a copy.
- Resize on Mac: Follows these instructions [http://www.wikihow.com/Resize-Pictures-\(for-Macs\)](http://www.wikihow.com/Resize-Pictures-(for-Macs)) . When you get to step 6 change the "cm" box to "pixels". Set your longest side to 800 pixels and it should automatically re-scale the other side proportionally if you have "Save Proportionally" option ticked. Save this as a copy.
- Resize on iPad/iPhone: Follow these instructions <http://www.iosappweekly.com/resize-photos-iphone-ipad/>

CAN YOU RECOMMEND COURIERS?

Scotland

McAuley Fine Art - 07740 941715
Van GoGo2 (Stuart Horsburgh) - 07867 501778
Artlink - info@artlinktransport.com - 07850 451882
John Lawrence - johnlawrence48@icloud.com - 07866 037217
Lloyd Houston - lloydphouston@aol.com – 07835548698
Sam Adams - 07889 348510

UK/Europe

Picture Post - collection points across UK including Edinburgh - www.picture-post.webnode.com
Aardvark Art Services - 01253 794673
Constantine - 01236 750055
Gallery Support Group - 020 3053 0753
Central link Couriers - Covers all European countries - www.central-linkcouriers.co.uk

DO I NEED TO PROVIDE MY OWN SOUND / VISUAL EQUIPMENT / PLINTH / PROJECTOR / SOUND EQUIPMENT ETC.

- Plinths/shelves for sculptures/AV equipment for Electronic submissions must be supplied with the work on the receiving days or the work will be rejected.
- Plinths must be stable and the appropriate size for the work. The RSA reserves the right to paint plinths unless expressly prohibited by the artists. Works whose stability, materials or method of construction could present a hazard to the viewing public may be rejected on these grounds. Pieces having moving parts or utilising electrical/mechanical elements must comply with health and safety regulations. A composite work must be accompanied by clear instructions for assembly.

DO I HAVE TO BE SCOTTISH/ BASED IN SCOTLAND TO SUBMIT?

No, anyone can enter.

CAN I SUBMIT AS A COLLABORATION?

Yes, but please note that an artist may only submit a maximum of two works in total (i.e. you may not submit two works as a collaboration and then two works as an individual artist).

I CANNOT REMEMBER MY PASSWORD

Click on the 'forgotten password' link on the site and you will receive an email.

DO I STILL HAVE TO REGISTER IF I HAVE SUBMITTED IN PREVIOUS YEARS?

Yes but you can use the same login details as last year.

INTERNATIONAL ARTISTS

Please see separate instructions for International Artists (downloadable on our website).

CAN I SUBMIT A DIPTYCH/TRIPTYCH AS ONE WORK?

Yes, but the combined size of the work (including spaces when hung) must be within the 80 x 80cm size restriction. Separate parts must be labelled clearly (e.g. 1 of 2, 2 of 2) and indicate hanging order.

CAN I ENTER AN ARTIST'S BOOK?

Yes. If it is to be exhibited open/extended please ensure that its full size is within the 80 x 80cm size restriction.

DO I HAVE TO INCLUDE THE FRAME IN MY PHOTOGRAPH?

No, but when filling in dimensions you must include the outer frame size.

THE WEBSITE DOESN'T RECOGNISE MY NAME/I CANNOT REGISTER, WHAT'S THE PASSWORD?

- You have to register using the enter button on the site.
- You must fill in your contact details and complete registration before you are able to use the artist log in area. Please take note of your login details for future use.
- If you have registered in previous years you will use the same login details to enter. If you cannot remember your password select "forgotten password" and an email will be sent to you- please check your junk box for the email.

HOW DO I FIND OUT IF I AM PRE-SELECTED?

Log back into the site from the 26th of October and you will be informed if your work has been selected

DO I HAVE TO HAND WORK INTO THE GALLERY MYSELF?

No. If you are pre-selected and invited to bring your work to the gallery you may ask a friend or agent to deliver on your behalf. Please note that, as stated in the guidelines, works must have labels attached and all packaging removed before handing over to the RSA staff; these conditions must be fulfilled by whoever delivers your work.

CAN I HAND IN AN ALTERNATIVE WORK TO THE ONE PRE-SELECTED?

No, only the pre-selected work can be handed into the gallery.

DO I HAVE TO SUPPLY MIRROR PLATES/HANGING MECHANISMS?

- No, we will supply and fit all mirror plates and hanging mechanisms.
- If your work has an unusual or specific hanging method then, if you are pre-selected, please speak with staff at hand-in. You may wish to attach hanging instructions to the back of the work.
- Please ensure that no hanging mechanisms are attached to work when handing in as this could cause damage to your work and others.