

NMWS

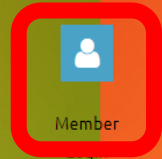
Step-by-Step Instructions for Exhibition Registration and Upload of Digital Photos

Many members find it helpful to display these directions on a tablet or mobile device, next to the computer being used for Registration, or to print out the “slides” in this presentation.

Following the directions carefully,
step-by-step, will ensure success in Registration and Image Upload.
You may always call the Exhibition File Manager for assistance.



Renew
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Donate



Members Log-In Here with complete Email and Password

HOME ABOUT NMWS ▶

This set of "slides" is just a GUIDE to assist you in the new, simplified registration process. It is not the real website and does not function. Please go to the real NMWS website: www.nmwatercolorsociety.org to log-in and register for exhibitions and workshops.

Start with Log-In Above

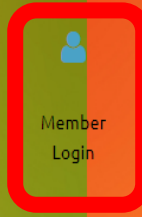




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Successful Log In turns the White icon to **BLUE**

HOME ABOUT NMWS MEMBERSHIP EXHIBITIONS WORKSHOPS OUTREACH NMWS CALENDAR



My Profile

EDIT PROFILE

[My directory profile](#)

Profile [Privacy](#) [Email subscriptions](#) [Member photo albums](#) [Invoices and payments](#)

MEMBERSHIP DETAILS

Membership level **Active Membership - \$40.00 (USD)** [Change](#)
Subscription period: 1 year, on: January 1st
No recurring payments

Membership status **Active**

Member since Thursday, January 01, 2009

Renewal due on Monday, January 01, 2018

RENEW TO TUESDAY, JANUARY 01, 2019

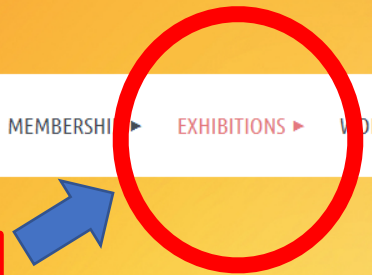
User ID 10138675

First name Barbara

Last Name McCune, NMWS

Check your personal information to be sure that it is correct and up to date.

DOUBLE Clicking on the word "EXHIBITIONS" will display a page with details about all NMWS shows. (Ignore the drop down menu, momentarily.) Scroll to the bottom to see "Hanging Standards" and photo examples of Acceptable and Non-Acceptable frames and finishes.



Exhibitions

of the important *benefits* of Membership in the New Mexico Watercolor Society is the opportunity to exhibit your work in juried

al NMWS Juried Exhibitions (most are for members-only):

- Spring (members-only) Exhibition, annually in May
- Spring Exhibit (members only), annually - could be in March, April, May or June.
- Journey ONLINE Exhibition (members-only), annually in November
- all NATIONAL Exhibition (non-members allowed), annually in October

- 5) The Masterworks of NM Exhibition in ABQ (non-members allowed), annually in April
- 6) The Western Federation of Watercolor Societies Exhibition (members only), annual but dates and venue vary throughout the Western region - rotational hosting by member societies, as well as our non-juried "Alternate Spaces" shows in various venues around the state.

A. NMWS Exhibitions

New Mexico Watercolor Society Members, Active and Signature, are invited to participate in our three annual shows, the ABQ Spring & Fall

New Mexico Watercolor Society

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Member Login

HOME ABOUT NMWS MEMBERSHIP EXHIBITIONS WORKSHOPS OUTREACH NMWS CALENDAR

Exhibitions

- SCHEDULED EXHIBITIONS & EVENTS
- REGISTER FOR EXHIBITIONS & EVENTS
- EXHIBITION PLACEMENTS GALLERY
- DIGITAL SCRAPBOOK OF RECENT ACTIVITIES

EDIT PROFILE My directory profile

Profile Privacy Email subscriptions Member photo albums Invoices and payments

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RENEW TO TUESDAY, JANUARY 01, 2019

User ID 10138675

First name Barbara

Last Name McGuire, NMWS

Click on **EXHIBITIONS** in the Menu Bar to open the list of drop-down choices.
a) To **VIEW** a list of current and upcoming Exhibitions, select the top choice.
b) To **REGISTER** for a currently available Exhibition, select the second choice.



REGISTER for Exhibitions

NMWS Members **MUST First LOG-IN** to Website on the HOME page (upper right corner) to see all available Exhibitions.

Exhibitions - Open to all Active, Honorary, Contributing and Patron Members.

USE LISTINGS ON THIS PAGE FOR EXHIBITION REGISTRATION AND PAYMENT ACTIVITIES.

For step-by-step directions in registering for shows - without the frustration, please READ thoroughly

[2018-09 Regist - Upload Instructions.pptx](#)


If you don't own cropping and re-sizing photo software, BEFORE you start to register, please use these FREE tools to properly crop, re-size and set the resolution for your painting images to the specifications listed in the Exhibition Prospectus. (NOTE- pixel size and resolution-dpi are DIFFERENT measures). If you don't understand the directions, please call the FILE MANAGER for assistance. It's a learning process and help is available to all NMWS members!!!

Start with a photo of at least 5 MP (megapixels)

Do FIRST - USE * <https://convert.town/image-dpi> to change the dpi (resolution) if needed (there is NO need to download the program or to register for anything)**

Do SECOND - USE * [2017 NMWS Pixlr.com Instructions.pdf](#) (to resize pixels on long side of image)**

UPCOMING EVENTS

 [Switch to Calendar View](#)

REGISTRATION for 2019 Western Fed Exhibition May 1-31, 2019

WFWS REGISTRATION

Start Saturday, September 01, 2018

Southwest Cyberport: We x (7) Roundcube Webmail: x New Mexico Watercolor: x

Secure | https://nmwatercolorssociety.org/register_exhibitions/

Admin view | Log out

UPCOMING EVENTS

Switch to Calendar View

REGISTRATION for 2019 Western Fed

a) Scroll down to view all currently available Exhibitions. ↓

Start: Saturday, September 01, 2018 8:00 AM
End: Monday, November 12, 2018 6:00 PM
Location: The San Diego Watercolor Society, San Diego, CA
Registered: [1 registrant](#)

REGISTER

44th Annual
Western Federation of Watercolor Societies Exhibition,
May 1 - May 31, 2019

b) Click on "Show details" to read all about the show, and to open & print the Prospectus.

» [Show details](#)

ABQ Fall National Exhibiti

The 2018 NM Watercolor Society ABQ Fall National Exhibition

Registration will open at 8:00 AM on Monday, July 23, 2018.

NMWS Members as well as Non-Members are invited to enter this Fall National Exhibition.

The **Guest Juror** is Keiko Tanabe, AWS/NWS of San Diego, CA.

The **File Manager** for the Spring Show is Woody Duncan - (505) 344-3613. Please contact Woody for all questions regarding the Exhibition Prospectus.

Please **READ and PRINT OUT** the Spring Exhibition Prospectus, below. Please contact Woody...

» [Show details](#)

c) Click **REGISTER** when you are ready to start the process. Please have your photos selected, sized, and named, your prices and measurements done and handy.

New Mexico Watercolor Society logo and navigation menu (HOME, ABOUT NMWS, MEMBERSHIP, EXHIBITIONS, WORKSHOPS, OUTREACH, NMWS CALENDAR). Buttons for Renew, Join, Donate, Member Login, Admin view, and Log out are visible.

2018-05 Western Fed Exhibition Prospectus & ENTRY REGISTRATION

Event: 2018-05 Western Fed Exhibition Prospectus & ENTRY REGISTRATION
Saturday, October 14, 2017 8:00 AM - Friday, December 01, 2017 11:59 PM
Center Plaza, Tucson, AZ

Enter registrant email
E-Mail:
Mandatory fields

a) Confirm that your email address is correct.

b) Then click on "Next" to proceed to the Reg. start page.

New Mexico Watercolor Society
P.O. Box 11604
Albuquerque, NM 87192

[NMWS Contact Us](#)

New Mexico Watercolor Society - SC
PO Box 1571
Las Cruces, NM 88004-1571

Enter search string

Event REGISTRATION for 2019 Western Fed Exhibition May 1-31, 2019
Saturday, September 01, 2018 8:00 AM - Monday, November 12, 2018 6:00 PM
Location: The San Diego Watercolor Society, San Diego, CA
Registration type 2019 Western Federation of Watercolor Societies Exhibition – \$35.00
Total amount \$35.00 (USD)

Enter registration information

* Mandatory fields

First name

Last Name

Mailing Address

City

State

Zip Code

Home Phone

Work Phone

E-Mail

* Rules & Regulations I have READ and AG
Registrants are respons

* San Diego Watercolor Society A commission of 30

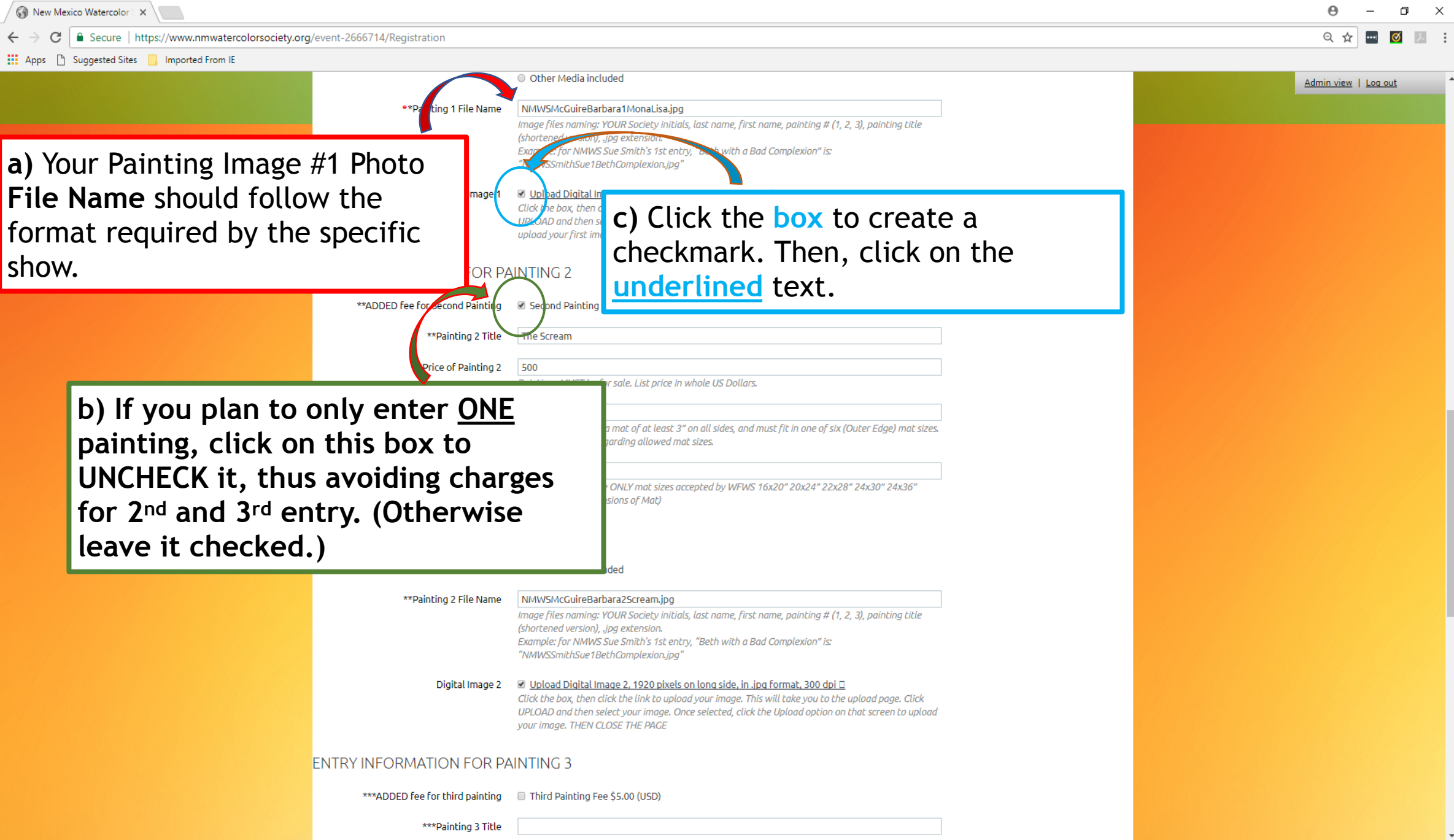
Price for ONE Painting is \$35
Do not type in this space

**Painting 1 Title

a) Your personal information will be automatically be filled in to these spaces.

b) Click **both** of these boxes to create checkmarks.

Then, fill in each of these fields with your Painting # 1 information.



a) Your Painting Image #1 Photo File Name should follow the format required by the specific show.

b) If you plan to only enter ONE painting, click on this box to UNCHECK it, thus avoiding charges for 2nd and 3rd entry. (Otherwise leave it checked.)

c) Click the **box** to create a checkmark. Then, click on the underlined text.

New Mexico Watercolor x New Mexico Watercolor x

Secure | https://www.nmwatercolorssociety.org/page-1799232

Admin view | Log out

Exhibition Digital Upload

A. AFTER YOU HAVE UPLOADED YOUR FIRST PAINTING IMAGE,
CLOSE THIS WINDOW!

You will return to the Registration Form to add information if you wish to enter a second painting, then

B. CLICK ON THE SECOND BOX and "Upload Digital Image 2" to Upload your SECOND Painting Image
THEN CLOSE THIS WINDOW!

You will return to the Registration Form to add information if you wish to enter a third painting, then

C. CLICK ON THE THIRD BOX and "Upload Digital Image 3" to UPLOAD your THIRD Painting Image
THEN CLOSE THIS WINDOW!

D. TO FINISH (after uploading 1, 2 or 3 paintings) and complete the REGISTRATION PROCESS,
Click "NEXT" in the LOWER RIGHT

All photos (13) My photos (0)

dated on: Tuesday, November 07, 2017

IGNORE the images you might see already here on this page.

INSTEAD, click on the circle to the left of "My photos (0)" to darken it.

UPLOAD

Incomplete event registration
"2018-05 Western Fed Exhibi..."

MESSAGES

Exhibition Digital Upload

A. AFTER YOU HAVE UPLOADED YOUR FIRST PAINTING IMAGE,

CLOSE THIS WINDOW!

You will return to the Registration Form to add information if you wish to enter a second painting, then

B. CLICK ON THE SECOND BOX and "[Upload Digital Image 2](#)" to Upload your SECOND Painting Image

THEN CLOSE THIS WINDOW!

You will return to the Registration Form to add information if you wish to enter a third painting, then

C. CLICK ON THE THIRD BOX and "[Upload Digital Image 3](#)" to **UPLOAD** your THIRD Painting Image

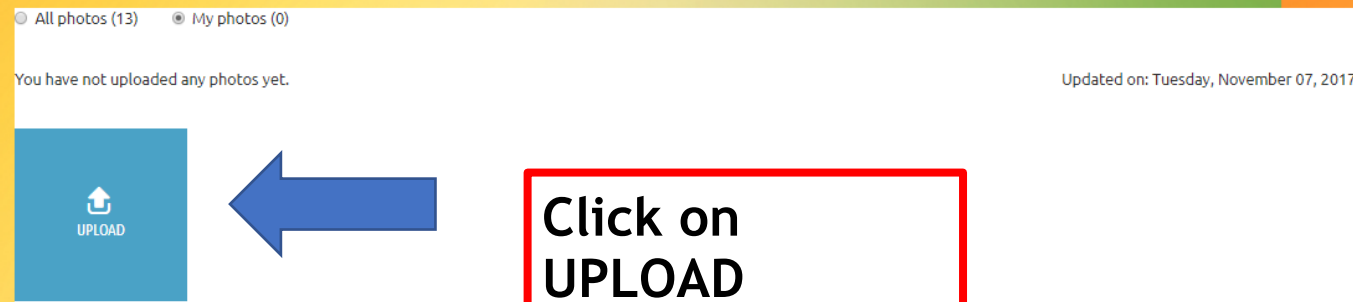
THEN CLOSE THIS WINDOW!

D. TO FINISH (after uploading 1, 2 or 3 paintings) and complete the REGISTRATION PROCESS,

Click "NEXT" in the LOWER RIGHT

All photos (13) My photos (0)

You have not uploaded any photos yet. Updated on: Tuesday, November 07, 2017



Southwest Cyberport: We x Roundcube Webmail :: W x New Mexico Watercolor S x New Mexico Watercolor S x

Secure | <https://www.nmwatercolorssociety.org/page-1799232?own=true>

Admin view | Log out

Exhibition Digital Upload

A. AFTER YOU HAVE UPLOADED YOUR FIRST PAINTING IMAGE,
CLOSE THIS WINDOW!

B. CLIC

C. CLICK ON THE THIR

D. TO FINISH (after upl

Click "

Upload photos

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Each photo may be up to **100MB** in size.
Supported file formats: **.jpg, .gif, .png and .tif**

Upload Cancel

All photos (4) My photos (0)

You have not uploaded any photos yet.

UPLOAD

Powered by W

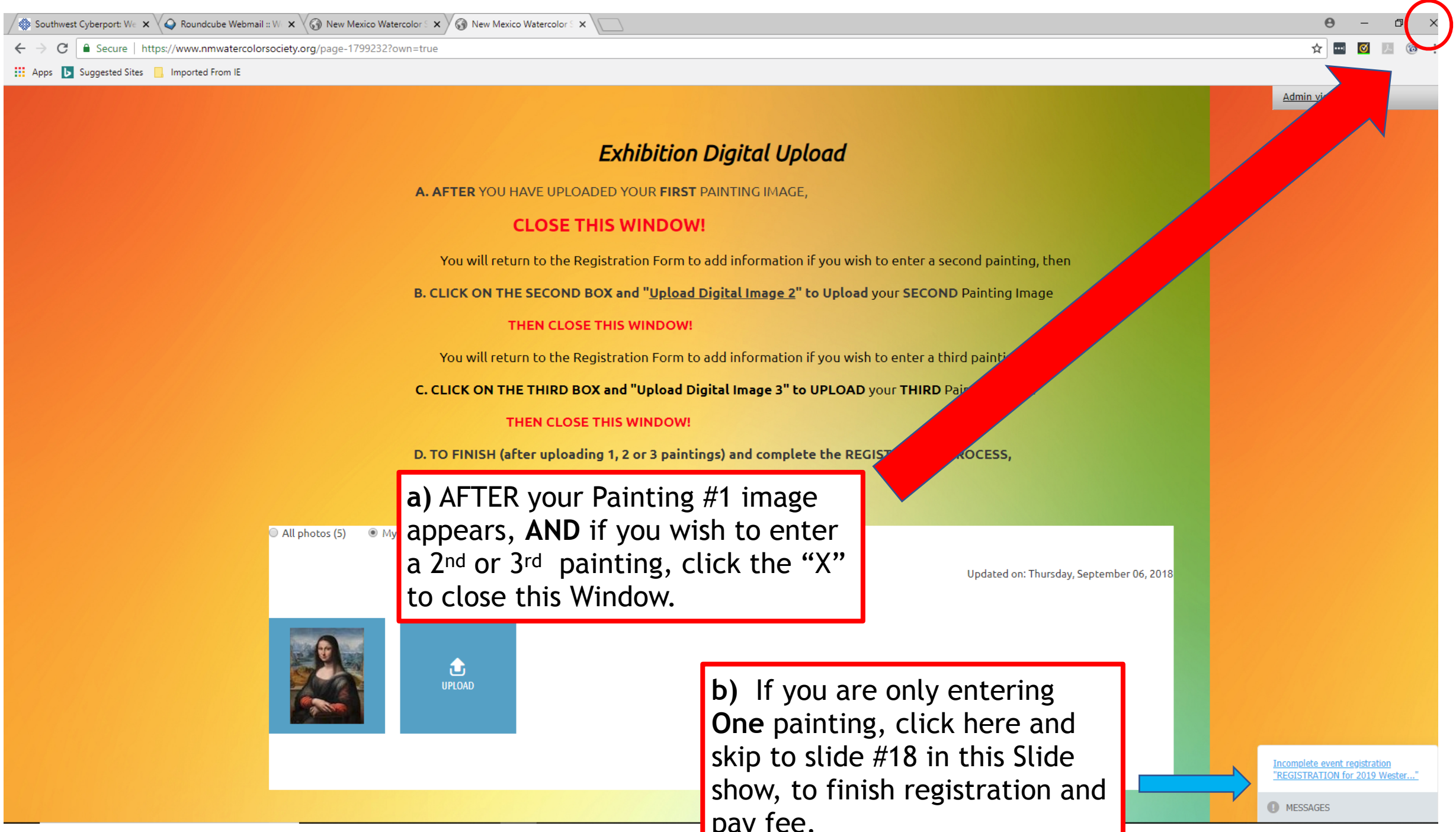
MESSAGES

a) This box will appear on the page.

b) Click the top "Choose File".

Then, select the photo for Painting # 1, on your computer - which has already been properly named, cropped, sized to the # of long side pixels as stated in show Prospectus (e.g. 1200 or 1920), and exported as a .jpg at 300 dpi.

c) Then click on **Upload** here, then WAIT until your image appears.



Exhibition Digital Upload

A. AFTER YOU HAVE UPLOADED YOUR FIRST PAINTING IMAGE,

CLOSE THIS WINDOW!

You will return to the Registration Form to add information if you wish to enter a second painting, then

B. CLICK ON THE SECOND BOX and "Upload Digital Image 2" to Upload your SECOND Painting Image

THEN CLOSE THIS WINDOW!

You will return to the Registration Form to add information if you wish to enter a third painting,

C. CLICK ON THE THIRD BOX and "Upload Digital Image 3" to UPLOAD your THIRD Painting Image

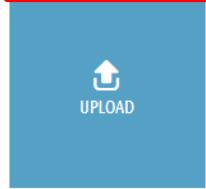
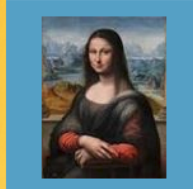
THEN CLOSE THIS WINDOW!

D. TO FINISH (after uploading 1, 2 or 3 paintings) and complete the REGISTRATION PROCESS,

a) AFTER your Painting #1 image appears, AND if you wish to enter a 2nd or 3rd painting, click the "X" to close this Window.

b) If you are only entering One painting, click here and skip to slide #18 in this Slide show, to finish registration and pay fee.

All photos (5) My



Updated on: Thursday, September 06, 2018

[Incomplete event registration "REGISTRATION for 2019 Wester..."](#)

MESSAGES

Southwest Cyberport: W... (1) Roundcube Webmail... New Mexico Watercolor... New Mexico Watercolor... New Mexico Watercolor... New Mexico Watercolor...
Secure | https://www.nmwatercolorssociety.org/event-2666714/Registration
Admin view | Log out

ENTRY INFORMATION FOR PAINTING 2

****ADDED fee for Second Painting** Second Painting Fee \$5.00 (USD)

****Painting 2 Title**

****Price of Painting 2**
Paintings MUST be for sale. List price.

****Painting 2 Size (H x W, whole inches)**
Paintings must have a mat of at least 3" on all sides, and must fit in one of six (Outer Edge) mat sizes. See next category regarding allowed mat sizes.

****Painting 2 Matted H x W, Outer Edge**
The following are the ONLY mat sizes accepted by WFWS 16x20" 20x24" 22x28" 24x30" 24x36" 30x40" (Outer Dimensions of Mat)

****Medium Painting 2** [Clear selection](#)
 100% Watercolor
 Other Media included

****Painting 2 File Name**
*Image files naming: YOUR Society (shortened version), .jpg extension
Example: for NMWS Sue Smith's 1st entry, "Beth with a Bad Complexion" is: "NMWSSmithSue1BethComplexion.jpg"*

Digital Image Upload Digital Image 2, 1920 pixels on long side, in .jpg format, 300 dpi
Click the upload button when you click the link to upload your image. This will take you to the upload page. Click UPLOAD when you select your image. Click CLOSE when you are done.

ENTRY INFORMATION FOR PAINTING 3

*****ADDED fee for third painting** Third Painting Fee \$5.00

*****Painting 3 Title**

*****Price of Painting 3**
Paintings MUST be for sale. List price. In whole US Dollars.

*****Painting 3 Size (H x W, whole inches)**
Paintings must have a mat of at least 3" on all sides, and must fit in one of six (Outer Edge) mat sizes. See next category regarding allowed mat sizes.

*****Painting 3 Matted H x W, Outer Edge**
The following are the ONLY mat sizes accepted by WFWS 16x20" 20x24" 22x28" 24x30" 24x36" 30x40" (Outer Dimensions of Mat)

www.nmwatercolorssociety.org/Default.aspx?pageld=1799232

2017 NMWS Pixlr.....pdf Show all

a) Make sure this box is checked to add the proper fee to register your second painting.

b) Then, fill in each of these fields with your Painting # 2 information.

c) Click the upload button to create a checkmark. Then, click on the upload text.

a) This box will appear again.

b) Click the 2nd "Choose File".

Then, select the photo for Painting # 2, on your computer; which has been properly named, cropped, sized to the # of long side pixels as stated in show Prospectus (e.g. 1200 or 1920), and exported as a .jpg at 300 dpi.

c) Then click on **Upload** here, then WAIT until your image appears.

Southwest Cyberport: W... (2) Roundcube Webmail... New Mexico Watercolor... New Mexico Watercolor... X

Secure | https://www.nmwatercolorssociety.org/page-1799232?own=true

Admin

Exhibition Digital Upload

A. AFTER YOU HAVE UPLOADED YOUR FIRST PAINTING IMAGE,

CLOSE THIS WINDOW!

You will return to the Registration Form to add information if you wish to enter a second painting, then

B. CLICK ON THE SECOND BOX and "Upload Digital Image 2" to Upload your SECOND Painting Image

THEN CLOSE THIS WINDOW!

You will return to the Registration Form to add information if you wish to enter a third painting, then

C. CLICK ON THE THIRD BOX and "Upload Digital Image 3" to UPLOAD your THIRD Painting Image

THEN CLOSE THIS WINDOW!

D. TO FINISH (after uploading 1, 2 or 3 paintings) and complete the REGISTRATION PROCESS,

a) AFTER your Painting #2 image appears, AND if you wish to enter a 3rd painting, click the "X" to close this Window.

b) If you are only entering Two paintings, click here and skip to slide #18 in this Slide show, to finish registration and pay fee.

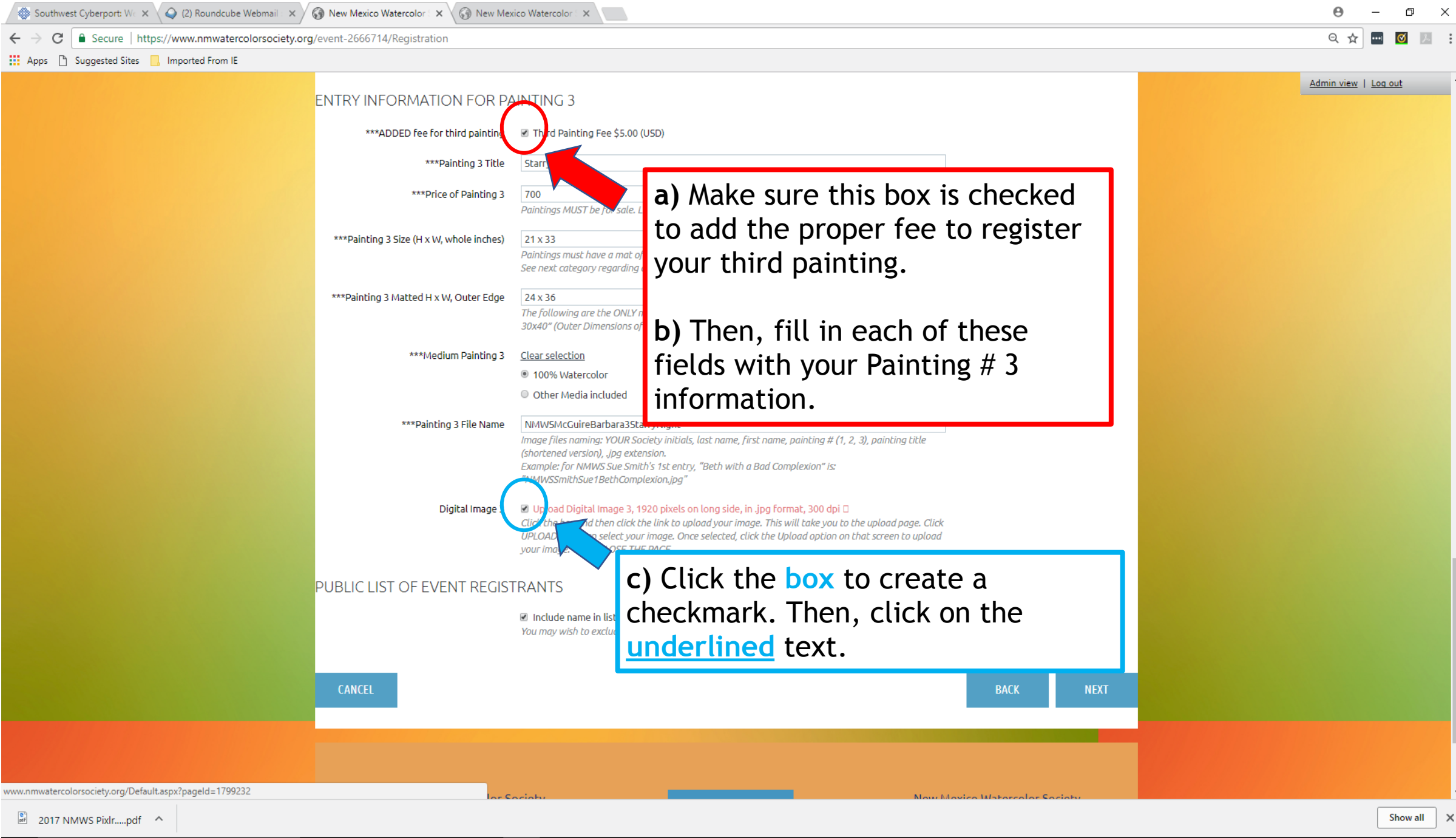
All photos (4) My photos (2)

Sunday, November 19, 2017

2017 NMWS Pixlr.....pdf

MESSAGES

Show all X



ENTRY INFORMATION FOR PAINTING 3

***ADDED fee for third painting Third Painting Fee \$5.00 (USD)

***Painting 3 Title

***Price of Painting 3
Paintings MUST be for sale. L

***Painting 3 Size (H x W, whole inches)
Paintings must have a mat of
See next category regarding

***Painting 3 Matted H x W, Outer Edge
The following are the ONLY r
30x40" (Outer Dimensions of

***Medium Painting 3 [Clear selection](#)
 100% Watercolor
 Other Media included

***Painting 3 File Name
Image files naming: YOUR Society initials, last name, first name, painting # (1, 2, 3), painting title (shortened version), .jpg extension.
Example: for NMWS Sue Smith's 1st entry, "Beth with a Bad Complexion" is: "NMWSSmithSue1BethComplexion.jpg"

Digital Image Upload Digital Image 3, 1920 pixels on long side, in .jpg format, 300 dpi
Click the [button](#) then click the link to upload your image. This will take you to the upload page. Click [UPLOAD](#) to select your image. Once selected, click the Upload option on that screen to upload your image. [CLOSE THE PAGE](#)

PUBLIC LIST OF EVENT REGISTRANTS

Include name in list
You may wish to exclu

a) Make sure this box is checked to add the proper fee to register your third painting.

b) Then, fill in each of these fields with your Painting # 3 information.

c) Click the box to create a checkmark. Then, click on the underlined text.

Southwest Cyberport: W... (2) Roundcube Webmail... New Mexico Watercolor... New Mexico Watercolor... New Mexico Watercolor...

Secure | https://www.nmwatercolorssociety.org/page-1799232?own=true

Admin view | Log out

Exhibition Digital Upload

A. AFTER YOU HAVE UPLOADED YOUR FIRST PAINTING IMAGE,
CLOSE THIS WINDOW!

You will return to the main page after you upload a second painting, then

B. CLICK ON THE SECOND "Choose File" button to upload your **SECOND** Painting Image

You will return to the main page after you upload a third painting, then

C. CLICK ON THE THIRD "Choose File" button to upload your **THIRD** Painting Image

THEN CLICK ON THE "Upload" button.

D. TO FINISH (after uploading your third painting image), click on the "Close" button.

Click "Close" button to return to the main page.

a) This box will appear again.

Upload photos

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Each photo may be up to **100MB** in size.
Supported file formats: **.jpg, .gif, .png and .tif**

Upload Cancel

b) Click the 3rd "Choose File".

Then, select the photo for Painting # 3, on your computer; which has been properly named, cropped, sized to the # of long side pixels as stated in show Prospectus (e.g. 1200 or 1920), and exported as a .jpg at 300 dpi.

c) Then click on **Upload** here, then WAIT until your image appears.

Exhibition Digital Upload

A. AFTER YOU HAVE UPLOADED YOUR FIRST PAINTING IMAGE,

CLOSE THIS WINDOW!

You will return to the Registration Form to add information if you wish to enter a second painting, then

B. CLICK ON THE SECOND BOX and "Upload Digital Image 2" to Upload your SECOND Painting Image

THEN CLOSE THIS WINDOW!

You will return to the Registration Form to add information if you wish to enter a third painting, then

C. CLICK ON THE THIRD BOX and "Upload Digital Image 3" to UPLOAD your THIRD Painting Image

THEN CLOSE THIS WINDOW!

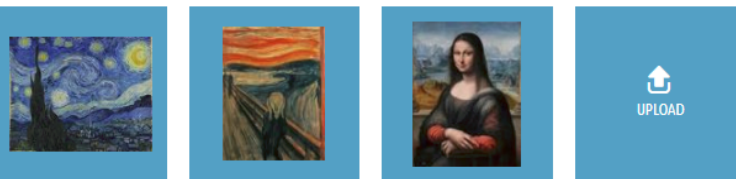
D. TO FINISH (after upload)

Click "N

a) AFTER your Painting #3 image appears, click the "X" to close this Window.

All photos (5) My photos (3)

Updated on: Sunday, November 19, 2017



Powered by [Wild Apricot](#) Membership Software

[Incomplete event registration](#)
["2018-05 Western Fed Exhibi..."](#)

MESSAGES

Show all X

***Painting 3 size (H x W, whole inches)
Paintings must have a mat of at least 3" on all sides, and must fit in one of six (Outer Edge) mat sizes. See next category regarding allowed mat sizes.

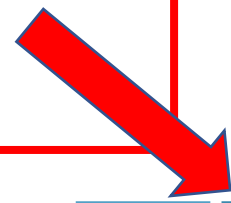
***Painting 3 Matted H x W, Outer Edge
The following are the ONLY mat sizes accepted by WFWS 16x20" 20x24" 22x28" 24x30" 24x36" 30x40" (Outer Dimensions of Mat)

***Medium Painting 3 [Clear selection](#)
 100% Watercolor
 Other Media included

***Painting 3 File Name

Digital Image 3

a) You will be taken back to this page. Review your Titles, Prices, Dimensions and File Names for accuracy.
b) Scroll down
c) Click on "NEXT"



PUBLIC LIST OF EVENT REGISTR...

[CANCEL](#) [BACK](#) [NEXT](#)

New Mexico Watercolor Society
P.O. Box 11604
Albuquerque, NM 87192

[NMWS Contact Us](#)


New Mexico Watercolor Society - SC
PO Box 1571
Las Cruces, NM 88004-1571

Enter search string

Southwest Cyberport: W... (2) Roundcube Webmail... New Mexico Watercolor... New Mexico Watercolor... New Mexico Watercolor... X

Secure | https://www.nmwatercolorssociety.org/event-2666714/Registration

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Member Login

HOME ABOUT NMWS MEMBERSHIP EXHIBITIONS WORKSHOPS OUTREACH NMWS CALENDAR

Event Registration

Subject & ENTRY REGISTRATION Add to my calendar

Subject & ENTRY REGISTRATION
Friday, December 01, 2017 11:59 PM
Plaza, Tucson, AZ
Societies Exhibition - \$35.00

Extra costs \$10.00
Total **\$45.00 (USD)**
amount

Payment: NMWS Event Registration
instructions: Full payment of WFWS Registration fee is due at the time of registration.

CANCEL BACK INVOICE ME PAY ONLINE

Registration information
First name: Barbara

2017 NMWS Pixr....pdf Show all X

- a) Check the Total amount due.
- b) If the Total is **NOT** correct, click **BACK** to review your registration info and make corrections.
- c) To uncheck a box, click it again or click the "Clear Selection" text, if available.





d) If the Total amount is correct, select "**PAY ONLINE**" to pay with your personal credit card or your PayPal account.

New Mexico Watercolor Society

<https://nmwatercolorsociety.org/>

Enter credit card details

Card number

mm / yy CVV

Barbara McGuire, NMWS

Billing information

Address 1

Address 2

City

United States

State/province

ZIP/postal code

Phone

Details

Invoice #05030 \$45.00

- Registration for "REGISTRATION OPEN 2019 Fall National Exhibition (Oct. 6-27)" (Thursday, August 01, 2019 8:00 AM - Saturday, August 31, 2019 6:00 PM, Albuquerque, NM), Registration 2019 Fall National Exhibition
- Painting B Entry - Add \$15 - Painting B Entry
- Painting C Entry - Add \$10 - Painting C Entry

Total amount: \$45.00 (USD)

Store card details for faster checkouts



[Cancel](#)

[Pay \\$45.00 \(USD\)](#)

- Enter your credit or debit card info, as well as your Billing address, then click “**PAY (\$ amount)**”.
- If the amount listed as owed is incorrect, click back to correct it or send an email to the File Manager explaining the problem.

You are DONE!

You will receive a receipt by email with all of your entry information on it. Please **SAVE** it for your records ... (The email confirms the fees and list of paintings you entered in this exhibition!)