

GUIDELINES FOR ISSA ACTIVE MEMBERSHIP SUBMISSION

**Submissions may be made at any time of year.
You may apply up to twice in a calendar year.**

Evaluation for Active membership levels will be by digital images ONLY. Do NOT send prints, slides or actual artwork. Good image quality is very important to the jury of your work. Images should be cropped to show only the artwork; no framing or background should be included. For consideration for active membership submit 5 images of your work. **All images should be saved as jpeg files and should be sized at between 1000 pixels on the longest side.**

Naming your image files for submission: Each image file submitted should use the following format for naming the file: Artists last name, First name, Title and Size (height by width) separated each with a dash.

Example – “**SmithJohn-DarkForest-8x10.jpg**”

Do not use any punctuation other than dashes when saving the files. Images should be submitted by our on-line form: If images are not named correctly, or are incorrectly sized, this could be cause for rejection by the jury committee. Jury fees are non-refundable.

Upon receiving your application for active membership you will receive an e-mail confirmation. Jury results will be emailed to you within 30 days of your submission. If you submit an application and do NOT receive an email confirmation within 24 hours please contact us at info@scratchboardsociety.com

The \$20.00 jury fee is in US funds, and is to be paid electronically using PayPal (See PayPal Instructions below). We will not evaluate your submission until your payment has been received.

Once you have received confirmation that you have been accepted, you will receive notification and further instructions on how to pay your membership fee. This must be done within 30 days in order to finalize your membership.

Notes Regarding Re-Use of Images from previous applications: You may re-use no more than two images used in a previous Active membership application.

PayPal Instructions

For those who have a Paypal Account:

- 1- Go to www.paypal.com and enter your login/password information
- 2- Select the “Send Money” tab
- 3- Enter (treasurer@scratchboardsociety.com) for recipient
- 4- Enter payment amount and select the “Services/Other” option. In the comment area enter: “Jury Fee payment for <artist name here>”
- 5- Press “Continue”, then review summary page and press the “Send Money” button.

For those who **do not** have a Paypal Account:

- 1- Use this area if you do not have a Paypal account.
- 2- Click on the “Make a Donation” button.
- 3- For the description, enter: “Jury Fee payment for <artist name here>”
- 4- Enter the amount
- 5- At the bottom of the page, press the “continue” button next to the question “Don’t have a Paypal account?”
- 6- Enter the requested information including name and credit card number
- 7- Press the “Review Order and Continue” button
- 8- Follow additional instructions to make payment.