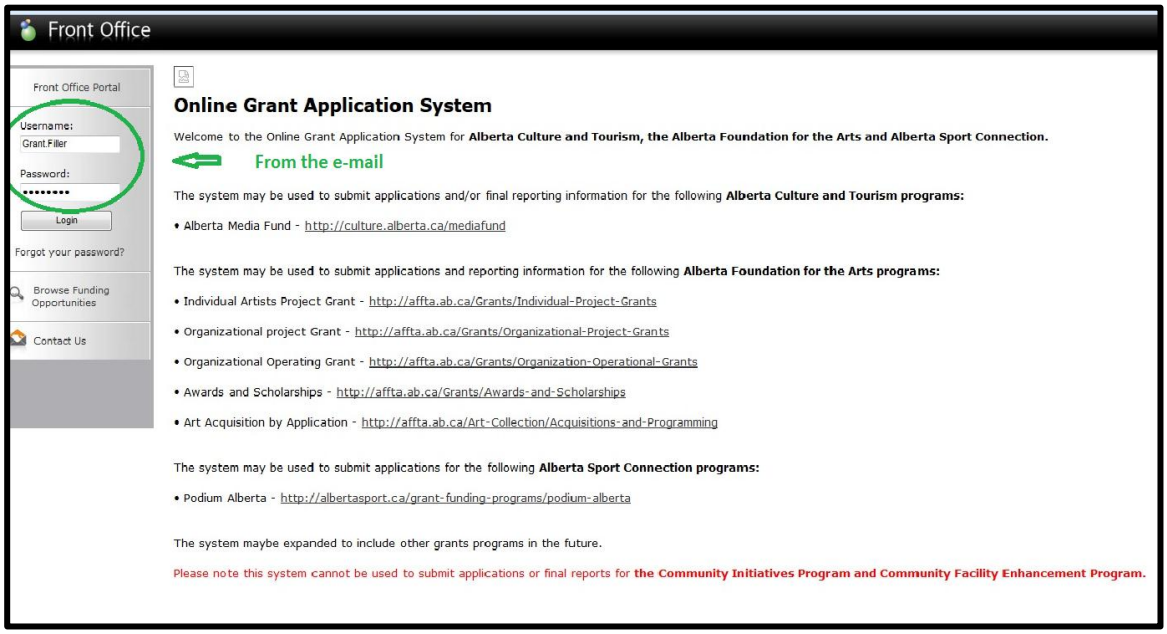
Submitting an Application to AAA

Follow these instructions to submit an application to the **Art Acquisition by Application** program.

Overview:

- You can **only** submit an application once you have completed your Applicant Profile—if you have not yet finished that, return to the other guide.
- The application draws information from your completed Applicant Profile, so ensure the information entered there is accurate and up-to-date.

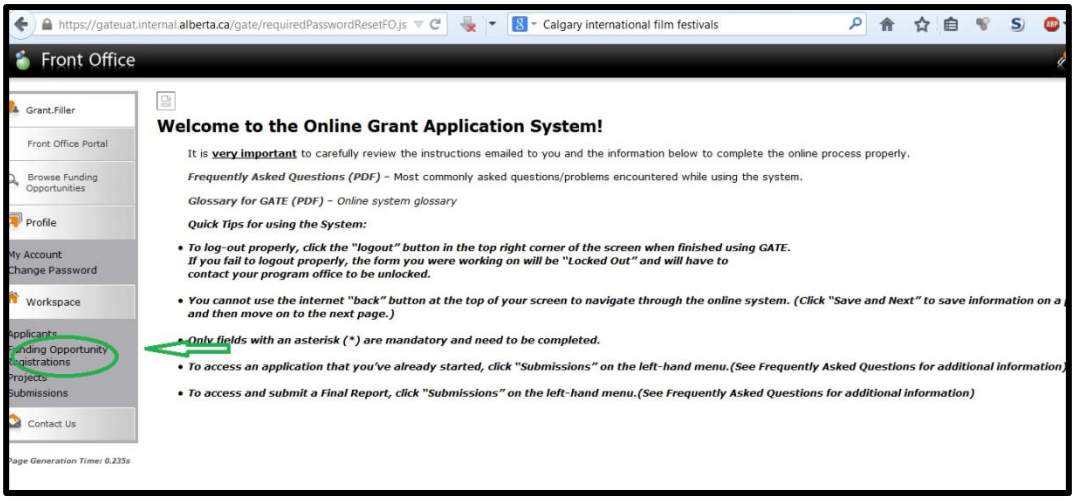
Figure 1 — Logging in to the System



1. Log into the system using the user ID and password provided.

2. Click on “Funding Opportunity Registrations” on the left-hand menu to find the **Art Acquisition by Application** funding opportunity.

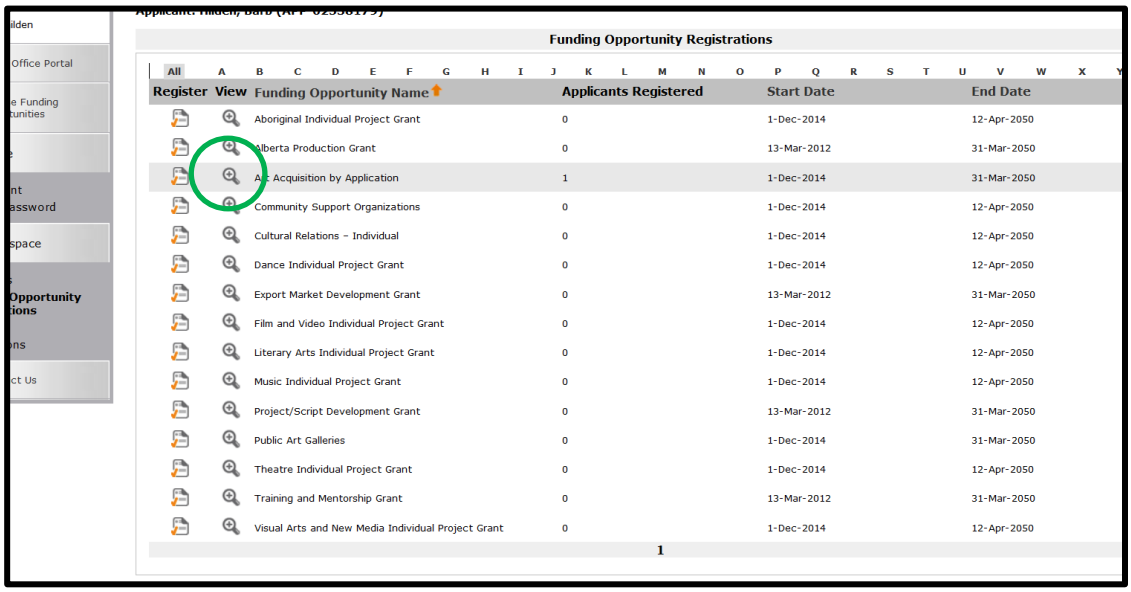
Figure 2 — Register for AAA Funding Opportunity



3. Find **AAA** in the list.

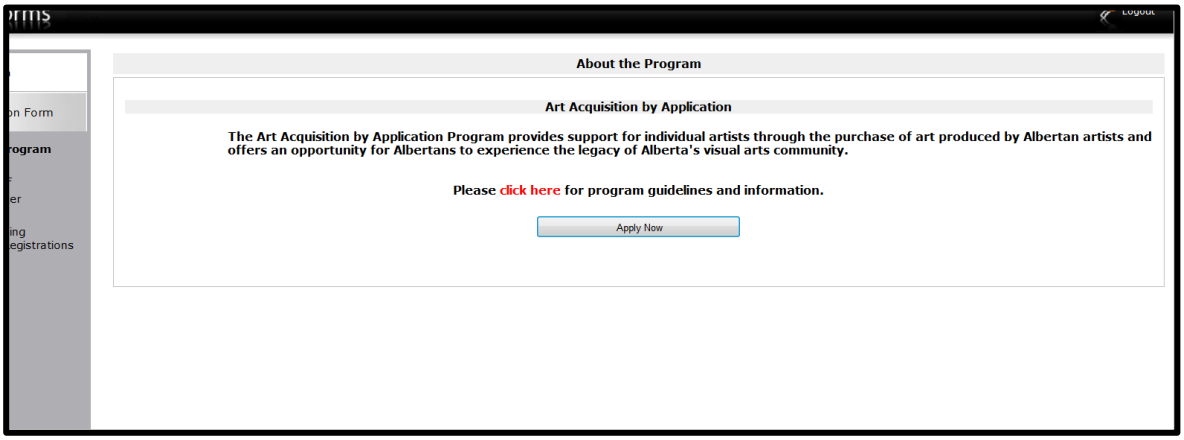
4. Click on the magnifying glass.

Figure 3 — Open the AAA Application



5. Click “Apply Now.”

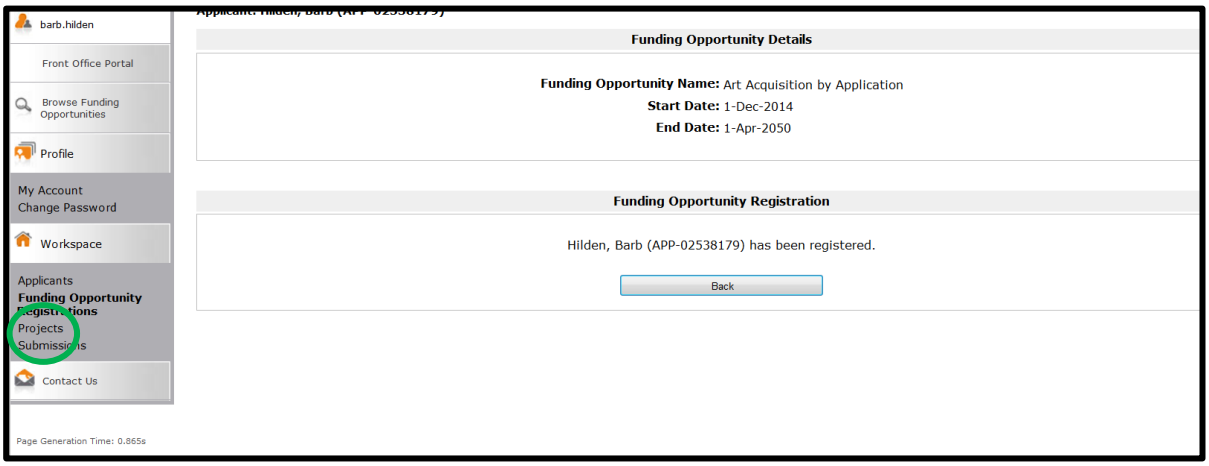
Figure 4 — Begin the Application



6. You are already registered for AAA—you did that when you set up your Applicant Profile. Now you can begin the application: in GATE language, this is called “starting a project.”

7. Click “Projects” in the left-hand menu.

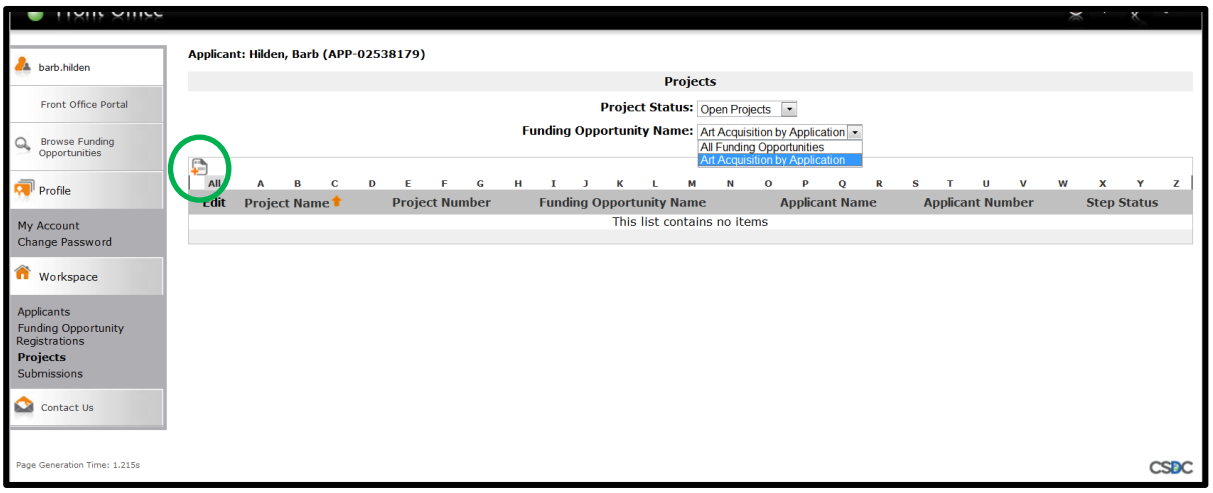
Figure 5 — Begin the Project



8. This screen lists all current projects (or *applications*). To create your application, select **Art Acquisition by Application** from the drop-down "Funding Opportunity Name" menu.

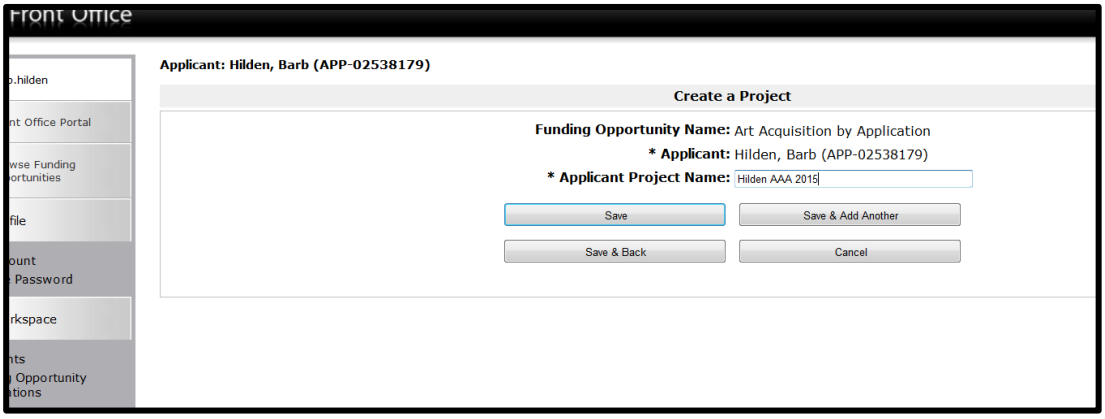
9. Click the icon with the orange plus sign.

Figure 6 — Add your Project



10. Please name your Project with your [last name] and [AAA 2015].

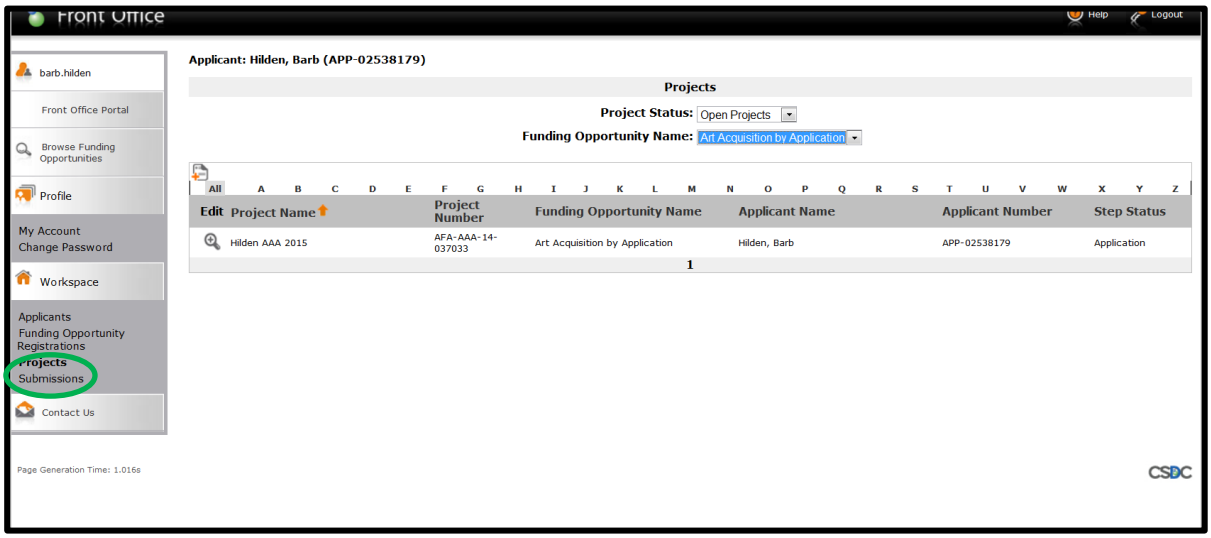
Figure 7 — Name your Project



11. Click “Save & Back.”

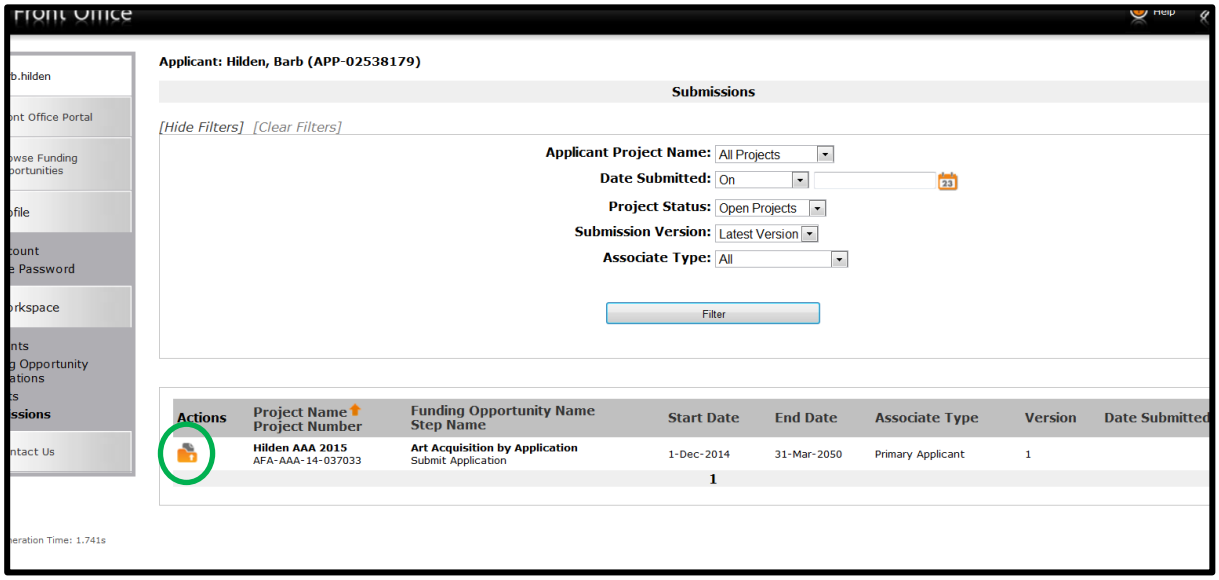
12. You’ve created a new Project! Now you can add details.

Figure 8 — Add Project Details



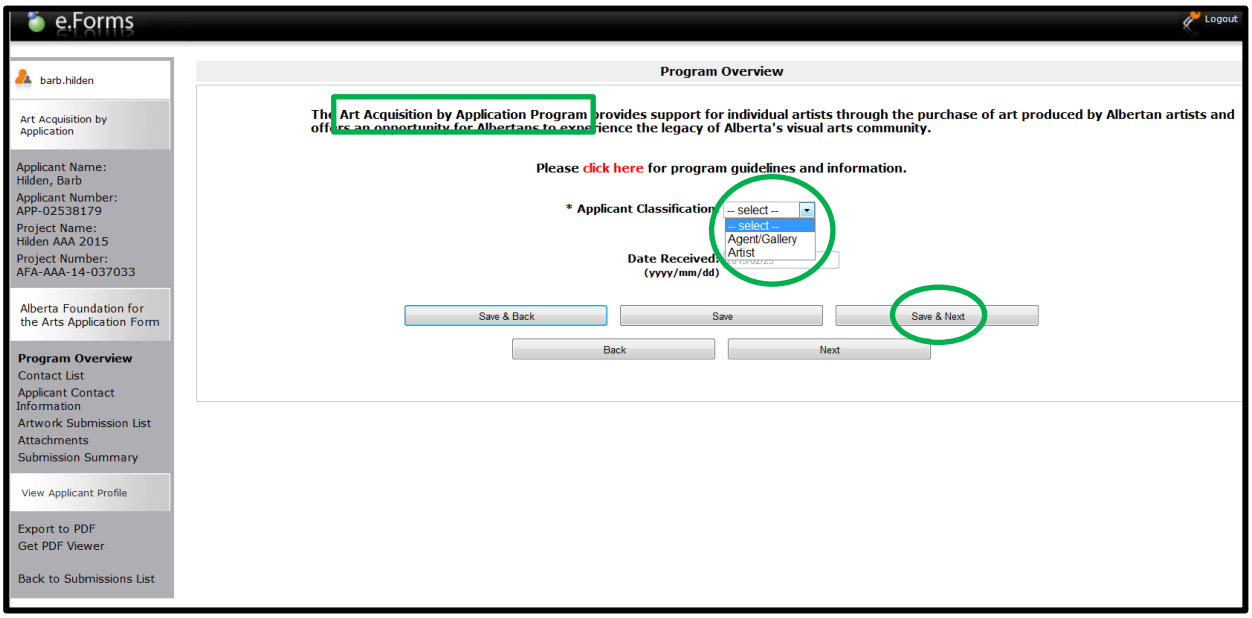
13. Click “Submissions” in the left-hand menu. If you leave the project and return to it later, this is how you will get back in.

Figure 9 — Open the Project



14. Ignore everything at the top of the page. To open your project, click on the little orange file folder.

Figure 10 — Program Overview

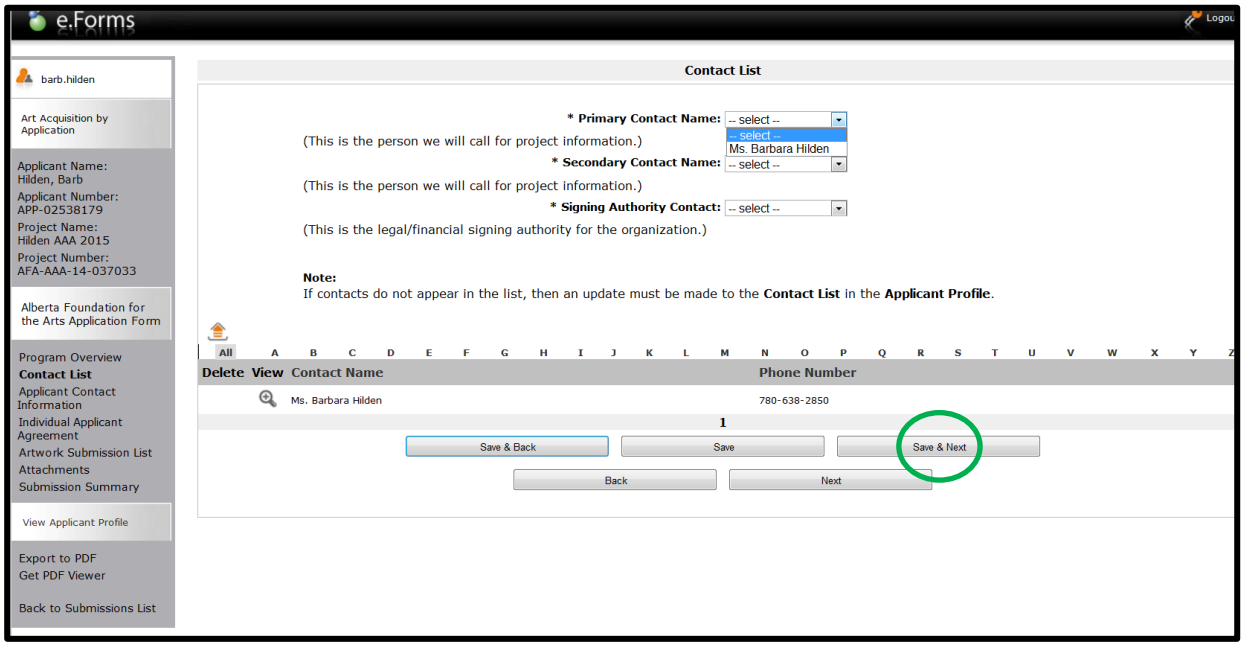


15. Verify the application is for **AAA—**the description is at the top of the page.

16. Select “Artist” from the drop-down menu.

17. Click “Save & Next.”

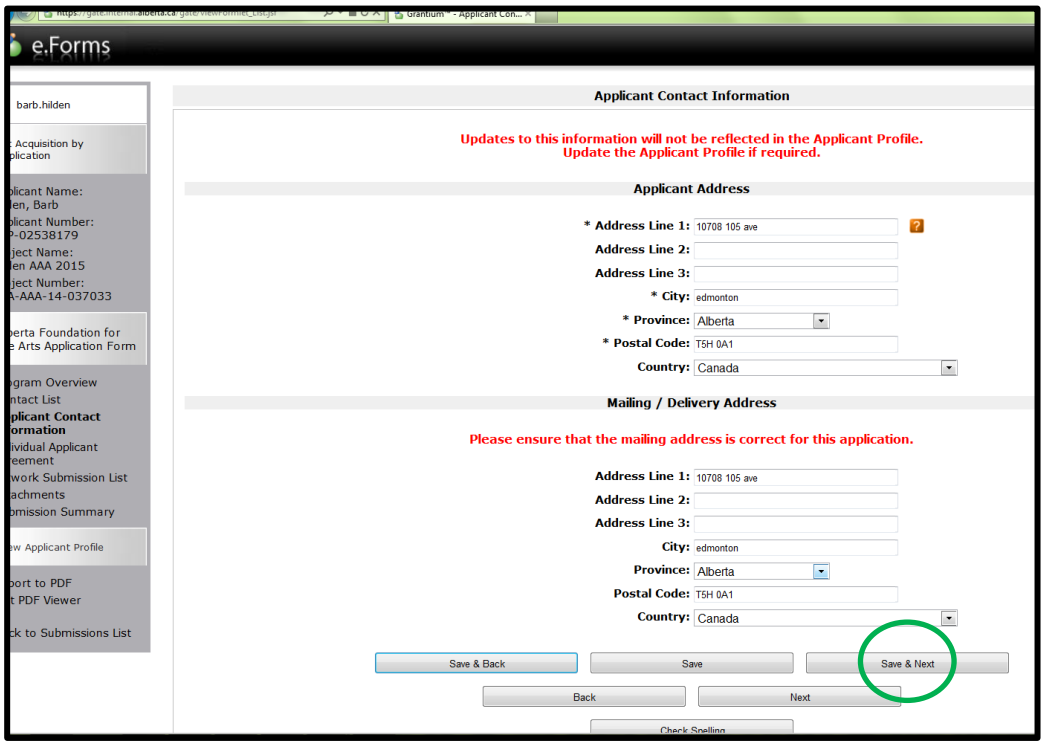
Figure 11 — Selecting Contacts



18. The contact information has been automatically filled from your Applicant Profile. If you want to make any changes to contacts, you will need to go back to the Applicant Profile and change them there.

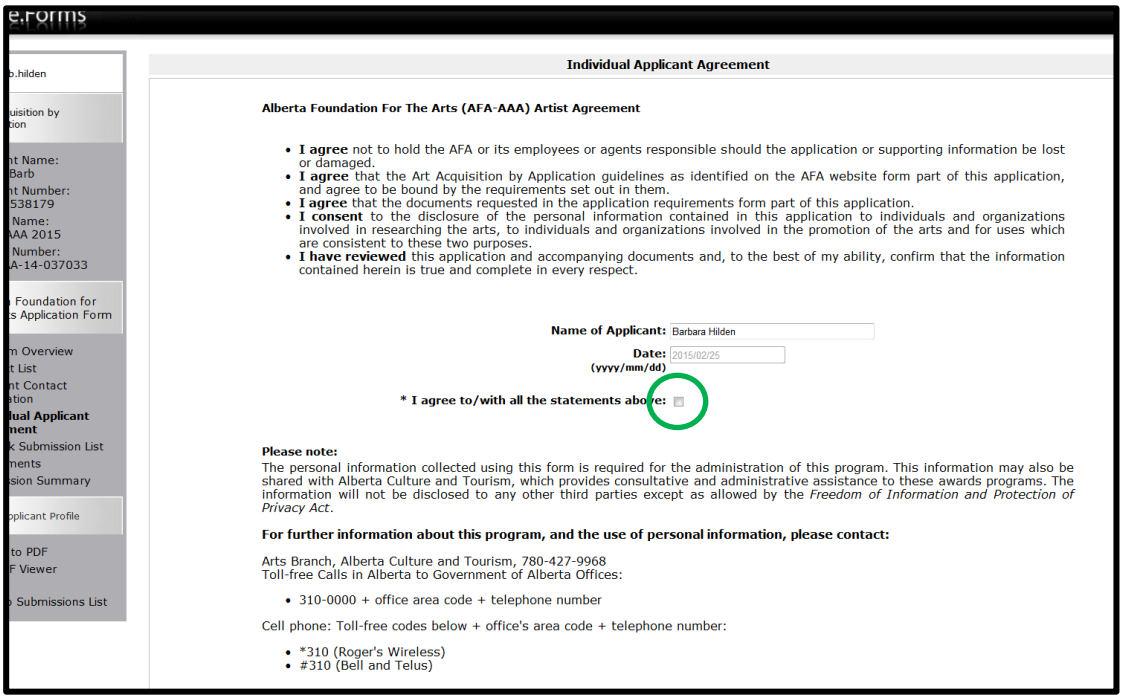
19. Select each contact from the drop-down menus and click “Save & Next.”

Figure 12 — Address Information



20. Address information has also been automatically filled from your Applicant Profile. Verify it's correct and click "Save & Next."

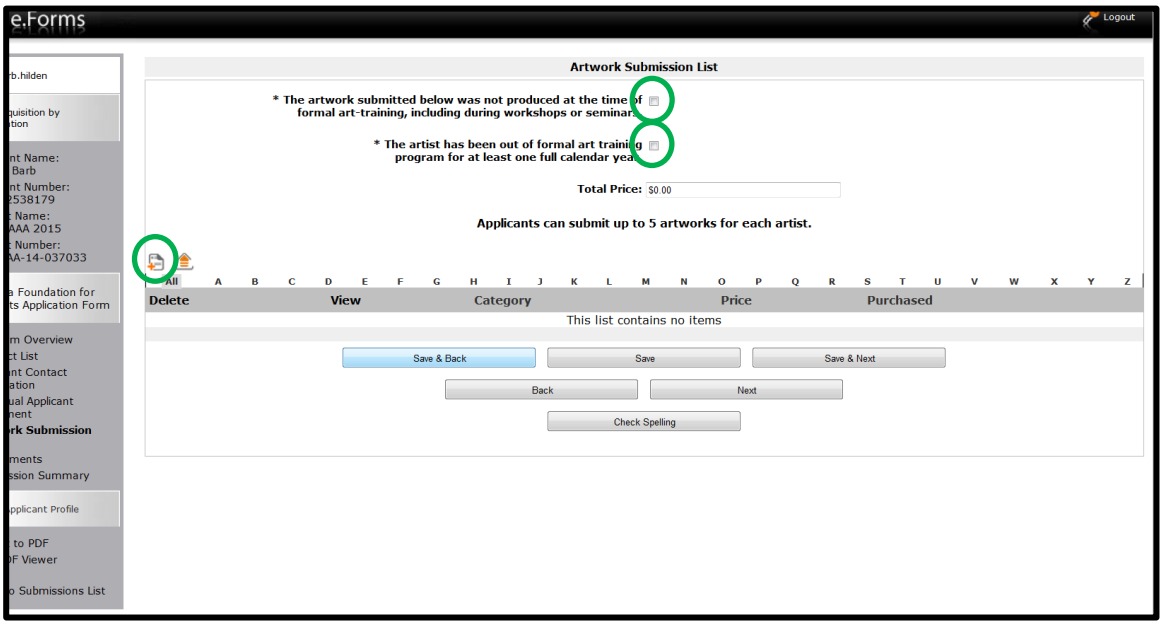
Figure 13 — Applicant Agreement



21. Read the agreement and click "I agree." This serves as your signature.

22. Click "Save & Next."

Figure 14 — Artwork Submission List

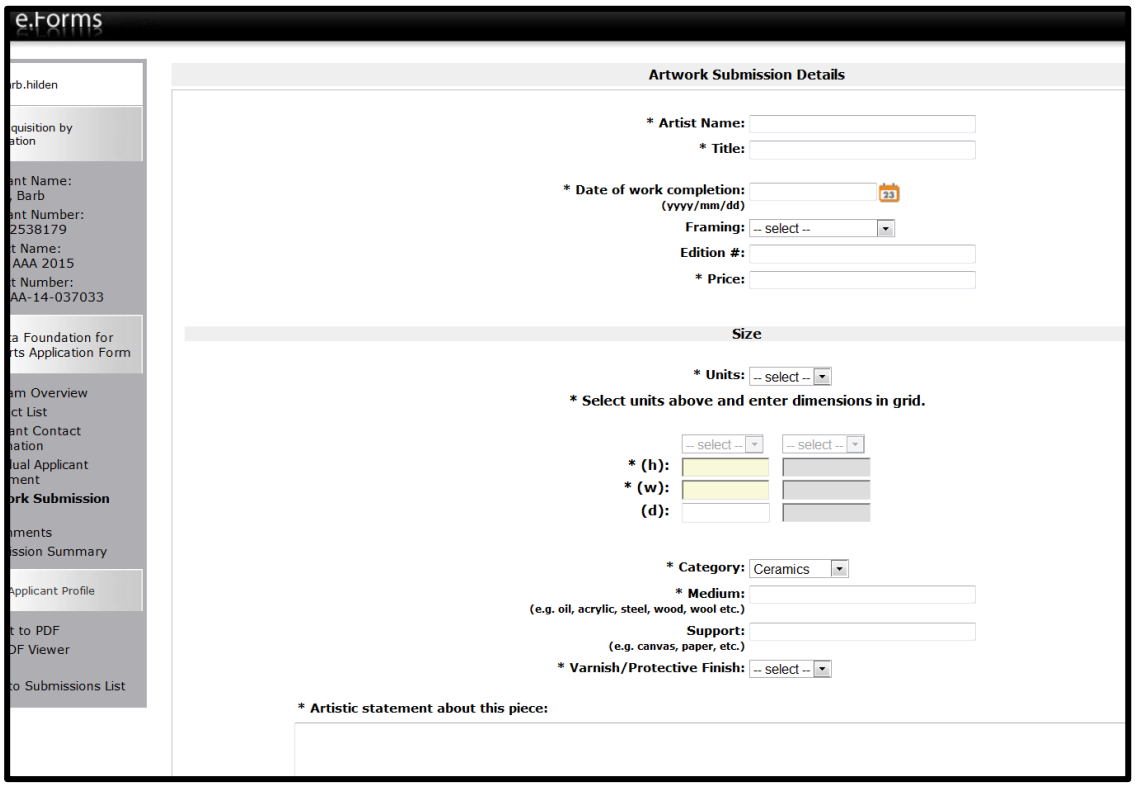


23. This is where you enter your artworks. You may submit up to five pieces for consideration.

24. Click the boxes to agree with each of the statements.

25. Click the icon with the orange plus sign to add an artwork.

Figure 15 – Artwork Submission Details



26. Fill in the details for the first piece of artwork. Only items marked with an [*] are mandatory.

27. Remember that, in order to be eligible, an artwork must have been completed within the last five years.

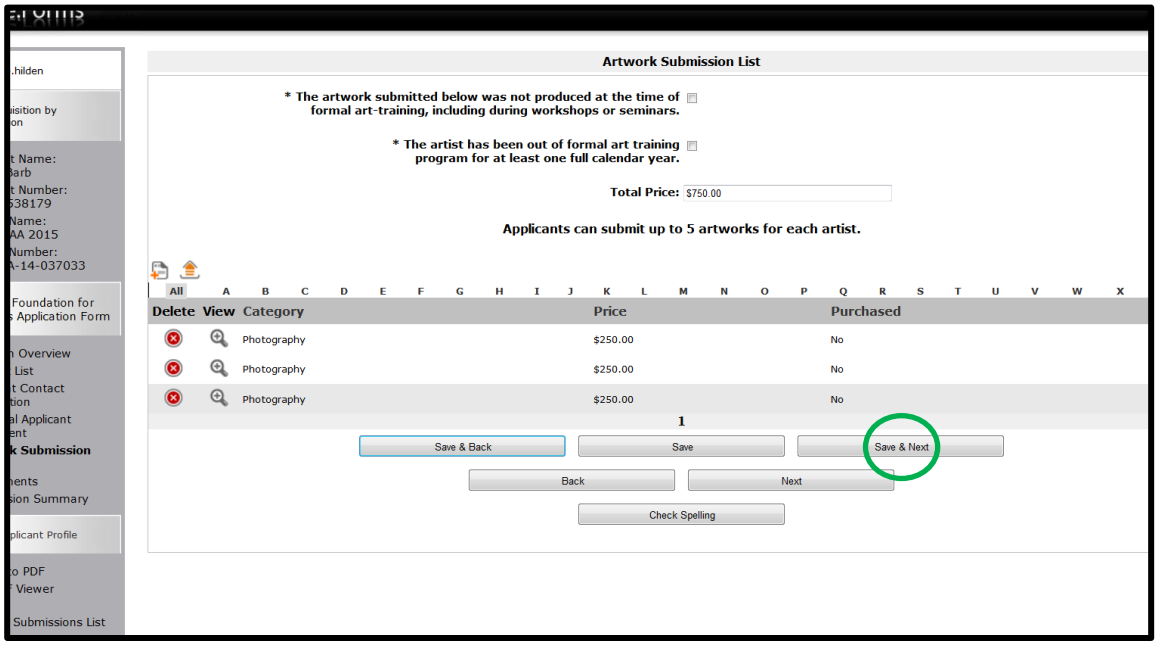
28. There is an option to list all exhibitions in which the artwork has been exhibited, if applicable.

29. If you have more than one artwork to submit, click “Save & Add Another” when you have filled in the form.

30. Repeat the process as many times as necessary.

31. When you have entered all information for all the artworks you wish to submit, click “Save & Back to List.”

Figure 16 – Completed Artwork Submission List

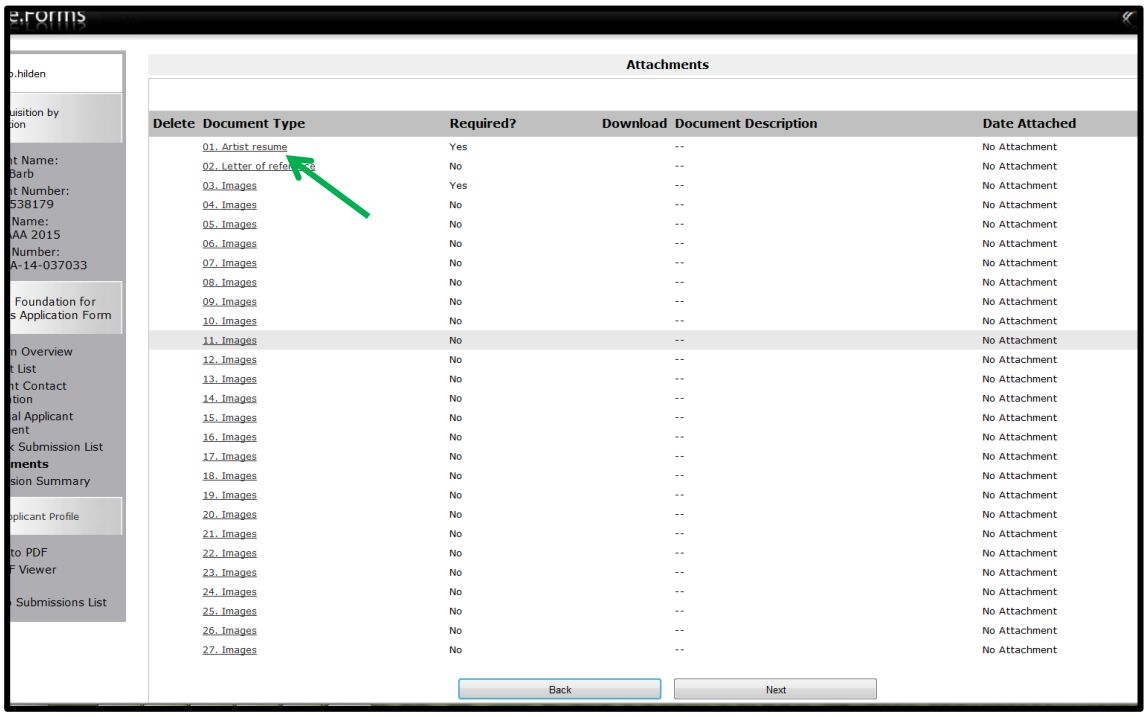


32. You will now see a summary of all artworks you have submitted for consideration. The total price has been automatically calculated from the information you submitted.

33. (Ignore the “Purchased” boxes. They will reflect the jury’s decision and be updated after adjudication.)

34. Click “Save & Next.”

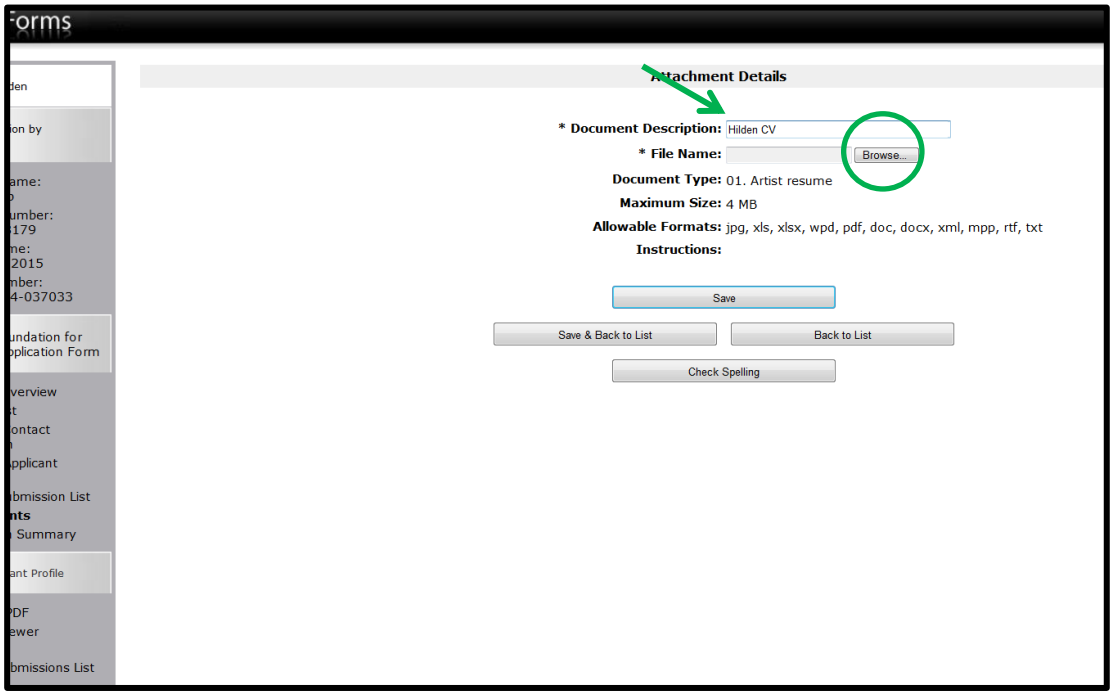
Figure 17 – Attachments



35. This is your opportunity to upload supporting materials (your CV) and artwork images. You may submit a maximum of **five images per artwork.** If you are submitting five artworks, for example, and have five images for each one, you will have a total of 25 image attachments and one CV attachment.

36. Click on “01. Artist Resume” to upload your CV.

Figure 18 — Attachment Details

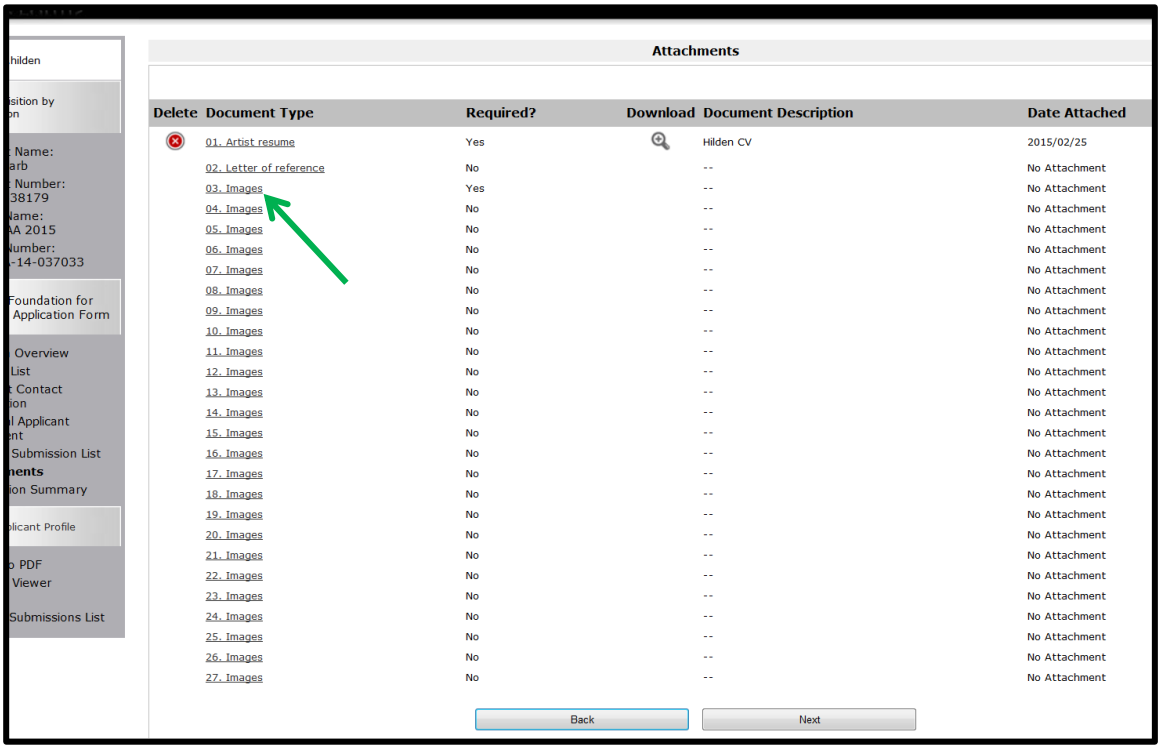


37. Title your CV using [your name] and [CV].

38. Click “Browse” to locate the file on your computer and upload it.

39. Click “Save & Back to List.”

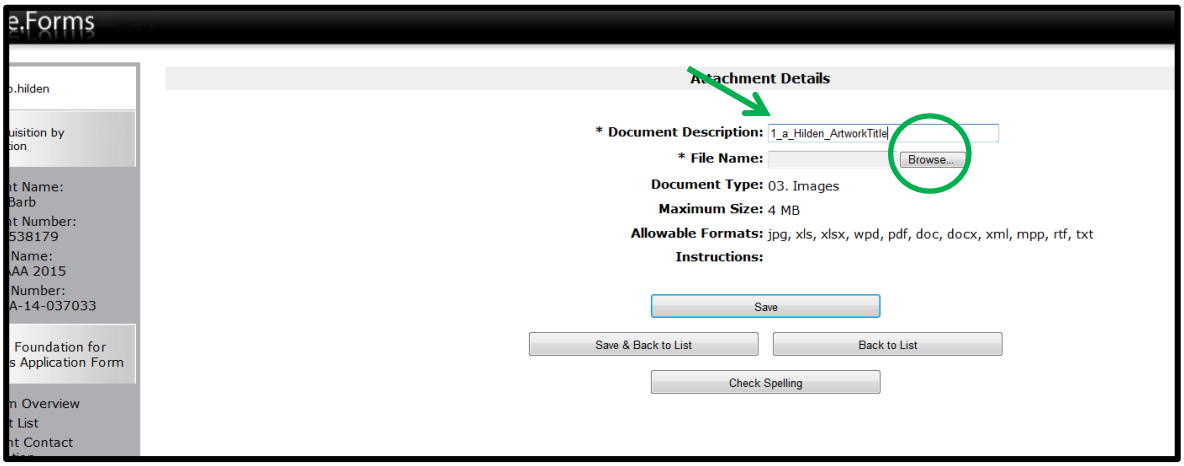
Figure 19 — Attachments



40. You will now see your CV successfully uploaded in the Attachments list.

41. Click “03.Images” to upload your first image. (You may add a letter of reference if you wish, but it is not required.)

Figure 20 — Attachment Details

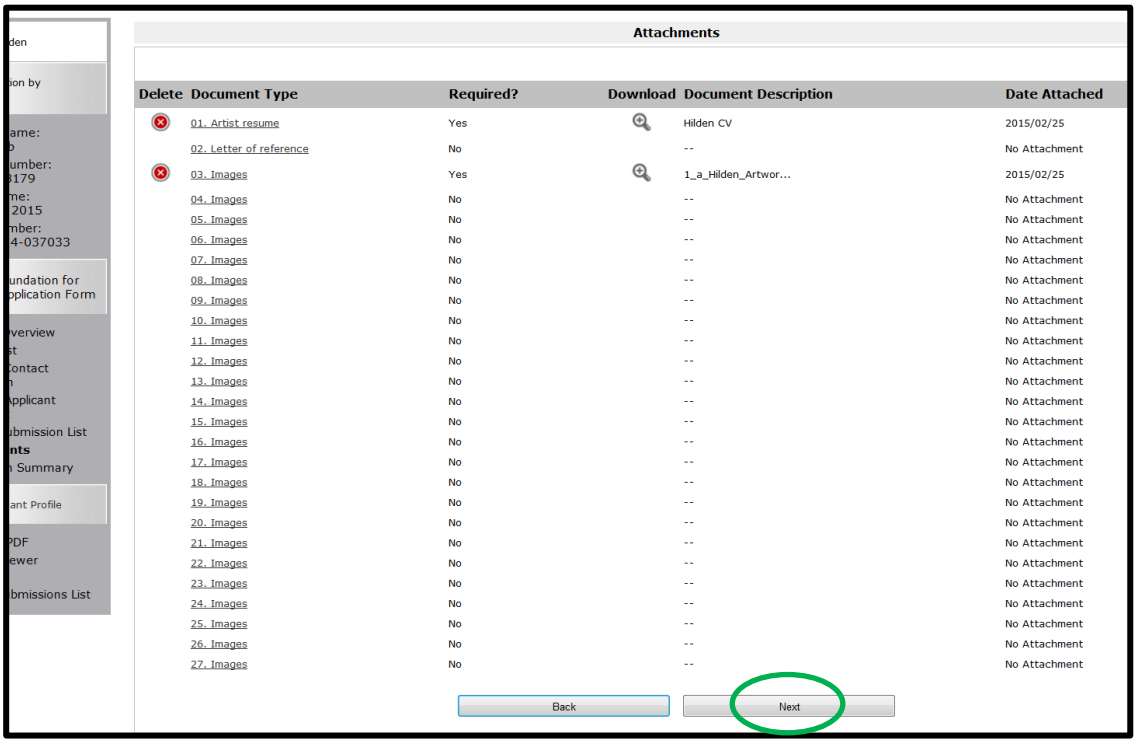


42. Describe the first image with your last name, the title of the artwork, and number 1. If you are submitting multiple views of the same artwork, add letters (a, b, c, d, e) after the number. For example:
    - 1_LastName_ArtworkTitle
    - 1_a_LastName_ArtworkTitle

43. Click “Browse” to locate the file on your computer and upload it.

44. Click “Save & Back to List.” You will return to the Attachments page and now see your CV and first image uploaded.

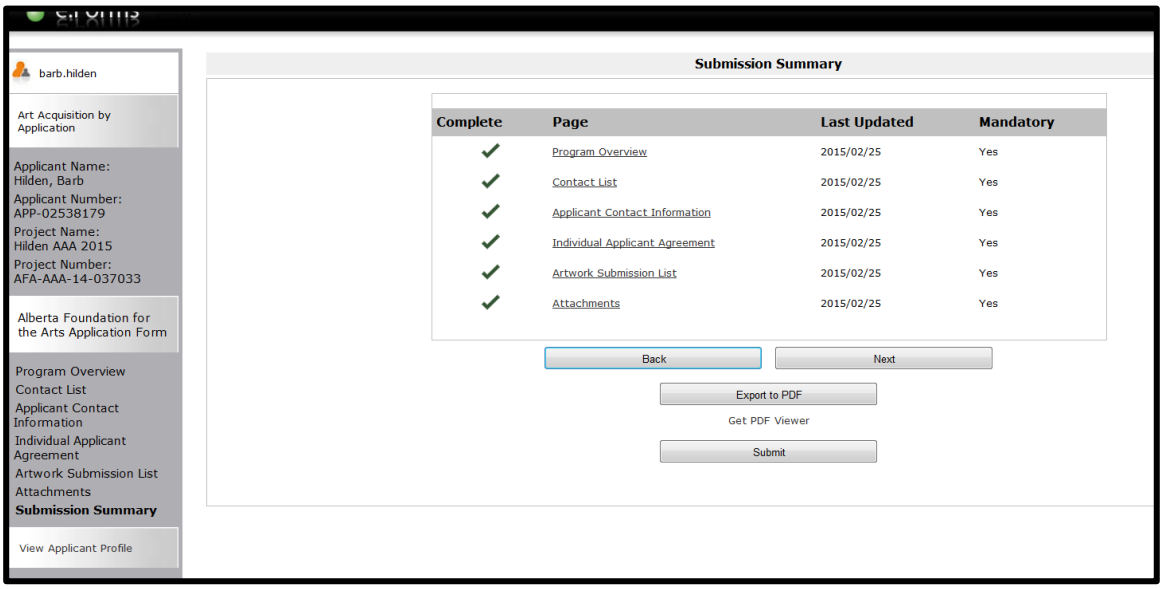
Figure 21 — Attachments



45. **Repeat steps 41 through 44 as often as necessary to upload all the images for all your submitted artworks.**

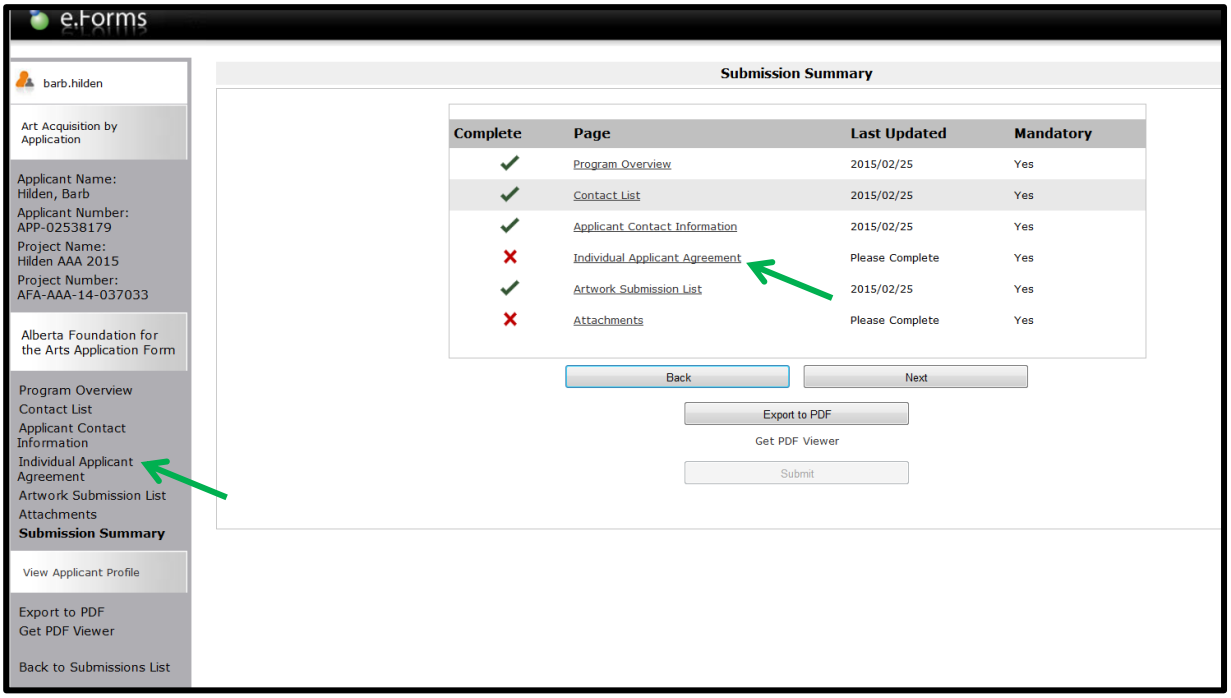
46. When you have uploaded all the images you wish to, click “Next.”

Figure 22 — Submission Summary (Complete)



47. You will now be taken to the final stage of the application. If you have entered everything correctly and met all the minimum mandatory requirements, you will see a row of green checkmarks under the “Complete” column, as above.

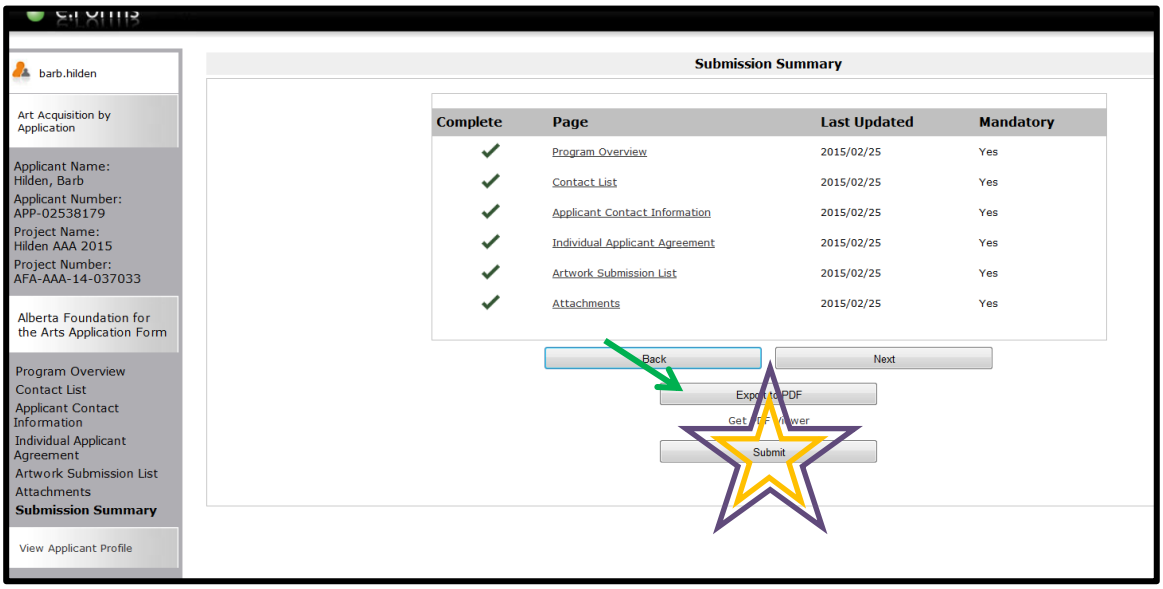
Figure 23 — Submission Summary (Incomplete)



48. If you have missed entering any information, you will see a red X by the stage that still needs to be completed. Navigate to the incomplete stage by clicking on its name either under the “Page” column or in the left-hand menu.

49. **Only once all stages are complete will the “Submit” button become visible!**

Figure 24 – Submission Summary (Complete)

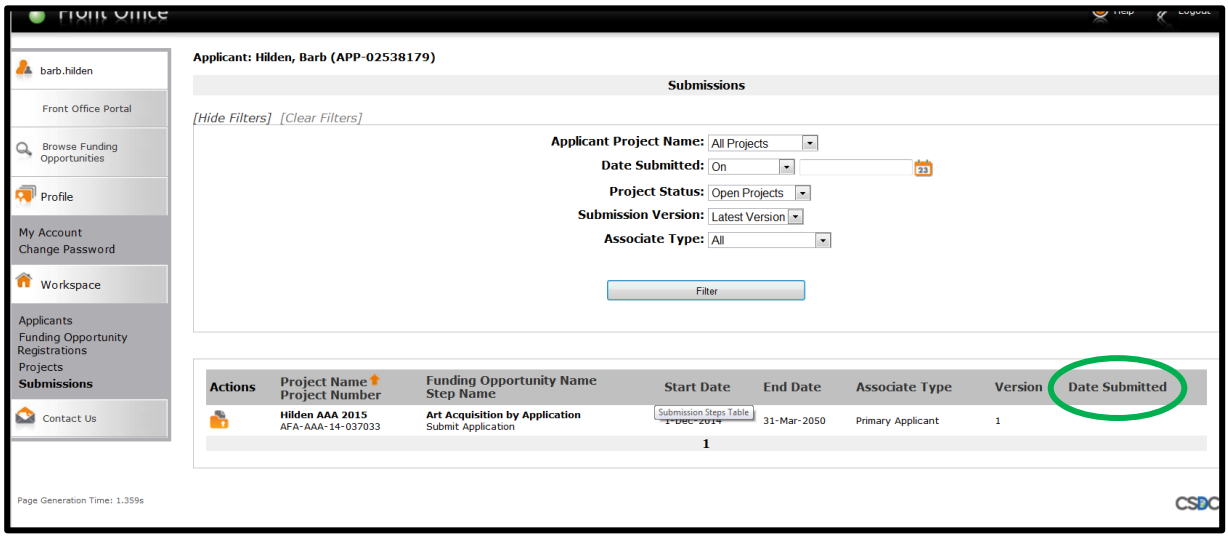


50. If you wish to save a pdf version of your application, click “Export to PDF.”

51. You can still review any stage to ensure information has been accurately entered—last chance!

52. **To submit your application to AAA 2015, click “Submit.” *You will not be able to edit, alter, amend, or correct your application once you do this!***

Figure 25 — Confirm Submission



53. You can verify that your application has been successfully submitted by clicking “Back to Submissions List” at the bottom of the left-hand menu and ensuring that today’s date appears under the “Date Submitted” column next to your project.

Congratulations! You’ve applied to AAA 2015!