

CaFÉ™ Call Setup Checklist

When your new call is ready to edit, follow this checklist to make sure everything is set up properly (you can also check out our [help tutorials](#) for more detailed instructions). To begin, go to the **Event > Management** tab, select your call, and click on the **Call Editor** button.

Step 1: Set up the Event Information page

Call Editor > Event Information

- Front End Status:** Only set to **Active** once the call is 100% ready to go live.
- Short Description:** Provide a short summary of the prospectus.
- Long Description:** Provide a long description of the prospectus.
- Legal Agreement:** Site Terms & Conditions for artists applying to your call.
- Deadline Date:** Confirm the date is correct.
- Jury Type:** Confirm the type for your jury process is correct.
 - Scoring by Art (Jury by Artwork):** Jury based on individual works of art. Each image/audio/video that is submitted will be juried and scored individually.
 - Scoring by Application (Jury by Artist):** Jury based on an artist's body of work. A grouping of image/audio/video that is submitted will be juried and scored as a whole.
- The **Invitational** feature & the **Confirmation** deadline remain **Disabled**.
- Click **Preview Application Description** to ensure your description is completed correctly.

Step 2: Build Your Application

Call Editor > Application Editor

- Artist Statement Options:** Choose **Active** if you require Artist Statements from the applicants. Click **Modify** to save changes to the artist statement options.
- Application Custom Questions:** Use to ask questions and to collect resumes, bios, etc. from the artists. This feature is not to be used to collect images.

- Categories Editor:** Choose **Active** *only* if you need to create categories to organize the artists' applications.
- Allow Range of Images:** Confirm the quantities of Images, Audio, and Video files that will be collected in each application are correct. **NOTE:** CaFÉ Staff must edit those quantities for you. Please contact us at cafehhelp@westaf.org if you need to make changes to these fields.
- Click **Preview Application Questions** to ensure the application is set up correctly.

Step 3: Set Up Your Entry Fee(s)

Call Editor > Product Editor

- Entry Fee:** Confirm the cost to apply is correct. If there is no entry fee, the product editor should say **\$0.00** in the cost field.
- Media Fee:** *Available to Scoring by Art (Jury by Artwork) calls only.*
 - Use this product if you jury by artwork image AND you need to charge per each additional image.
- Coupons:** If you offer a discount on the entry fee, click **Create a Coupon Code** to set up the promo code.

REMINDER

- You are responsible for the accuracy and completeness of the information and data you provide on the Call Editor form as it will be displayed on the website.
- We ask that you thoroughly comb through and review your call's fields and requirements and make corrections as needed.
- Remember to verify and edit your Product Editor fees as needed to ensure proper payment and expected revenues will be received from applicants.

Any questions? Email cafehhelp@westaf.org.