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

- ❏ **Organization Details:** Enter your organization details and contact information where artists may reach you.

- ❏ **Call Listing Details:**

    - ❏ **Call Name:** Enter the title of the call as it will appear on CaFÉ. Short titles display best on mobile devices.

    - ❏ **Short Description:** Provide a short summary of the prospectus.

    - ❏ **Long Description**: Provide a long description of the prospectus.

    - ❏ **Application Requirements:** Outline the requirements for completing the application, including the materials an artist must submit (e.g. resume, references, media requirements, etc.)

    - ❏ **Eligibility:** Enter the eligibility criteria the artists must meet to apply to the call.

    - ❏ **Rules and Terms to Apply:** Outline your agency's terms and conditions to apply. Applicants must agree to these terms before they can access your application.

❏ **Important Dates:**

  ❏ **Accept Applications:** Confirm the date you will begin accepting applications is correct.

  ❏ **Application Deadline Date:** Confirm the date is correct.

❏ **Additional Settings:** If applicable, adjust additional settings.

  ❏ **Invitational Private Listing:** Leave **Off** if your call is open to the public.

  ❏ **Confirm Invite and Purchase Due Date:** Leave **Off** unless invited applicants will owe you an additional, post-jury fee to participate.

❏ **Jury Type**: Confirm the type for your jury process is correct.

  ❏ **Scoring by Art:** Jury based on individual works of art. Each image/audio/video that is submitted will be juried and scored individually.

  ❏ **Scoring by Application:** 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.

❏ Click **Preview Call** to ensure your description is completed correctly.

Step 2: Build Your Application

Call Editor > Application Editor

❏ **Work Sample Requirements:** Verify the numbers of images, audio samples, and video samples allowed are correct. Contact CaFÉ if you would like to change these requirements.

❏ **Artist Statement Options:** Turn **On** if you require Artist Statements from the applicants. Click **Save Section** to save changes to the artist statement options.

❏ **Submission Categories:** Turn **On** *only* if you need to create categories to organize the artists' applications.

❏ **Custom Form Questions:** Click **Build New Question** to create questions and to collect resumes, bios, etc. from the artists. This feature is not to be used to collect images.

❏ Click **Preview Call** 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 calls only.*

  ❏ Use this product if you charge for each additional work sample *above* the minimum work sample requirement. (e.g. $10 for 1 minimum work sample, $5 for each additional work sample up to the maximum.)

❏ **Coupons:** If you offer a discount on the entry fee, click **Create Coupon** to set up the promo code.

Step 4: Publish Your Call

❏ **Request your call to be published: [Submit a help ticket](#)** to request that your call be published.

  ❏ If your **Call Status** is set to **Pending**, we are still awaiting payment for the call.

  ❏ Requests will be answered within 24 business hours, 8:30 a.m. to 5 p.m. Monday - Friday. Please give yourself enough time to edit your call details so it can be published by your intended date.

  ❏ **We will notify you when your call is published.** The **Call Status** will be updated to **Published** and artists will be able to apply starting on your **Accept Applications** date.

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 cafehelp@westaf.org.