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Creative West

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, log in at the **admin portal**, go to the **Event > Management** tab, select your call, and click on the **Call Editor** button.

Step 1: Set Up the Event Information Page ([tutorial link](#))

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. Max 1000 characters.
 - 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 deadline date is correct.
 - ❑ **Note:** Dates are based on the time zone setting!
- ❑ **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 ([tutorial link](#))

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.
- ❑ **Submission Categories:** Turn **On** *only* if you need to create categories to organize the artists' applications.
- ❑ **Artist Statement Options:** Turn **On** if you require Artist Statements from the applicants. Click **Save Section** to save changes to the artist statement options.
- ❑ **Custom Form Questions:** Click **Build New Question** to create questions and to collect written material such as resumes, bios, etc. from the artists. This feature is **NOT** to be used to collect artwork images.
- ❑ Click **Preview Call** to ensure the application is set up correctly.

Step 3: Set Up Your Entry Fee(s) ([tutorial link](#))

Call Editor > Product Editor

- Entry Fee:** Review 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 image work sample, \$5 for each additional image 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. Ensure your coupon expires on the day of deadline or as you choose.

Step 4: Publish Your Call ([tutorial link](#))

- Request your call to be published:**
 - Log in to CaFÉ Admin and go to the **Call Editor**.
 - Click **Publish Call** in the Status section.
 - Click **Send Publish Request**.
 - 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 URL will be automatically sent to you after we publish. The **Call Status** will be updated to **Published** and artists will be able to apply starting on your **Accept Applications** date.
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Final Pre-publish Checklist

- **Accuracy:** Did you review all fields, form questions, and requirements carefully? You are responsible for the completeness of your call information.
- **Fee Verification:** Are your entry fees in the Product Editor correct to ensure accurate costs and revenue collection?
- **Finality:** Do you understand that certain features **cannot be changed** once submissions begin?

Need a Hand?

Please contact us **before** publishing. We're here to help you get everything perfect!

Email: cafehlp@wearecreativewest.org