



creative**hub**



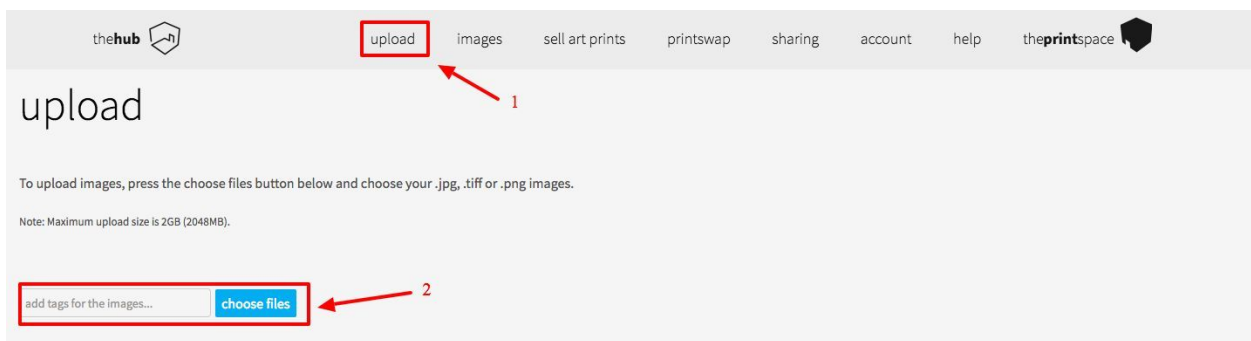
## Delphian Gallery Open Call 2018 - Submission Instructions

### Step 1

- Create/sign-in to your (free) creative**hub** account:  
<https://hub.theprintspace.co.uk/UserAccount/Login>

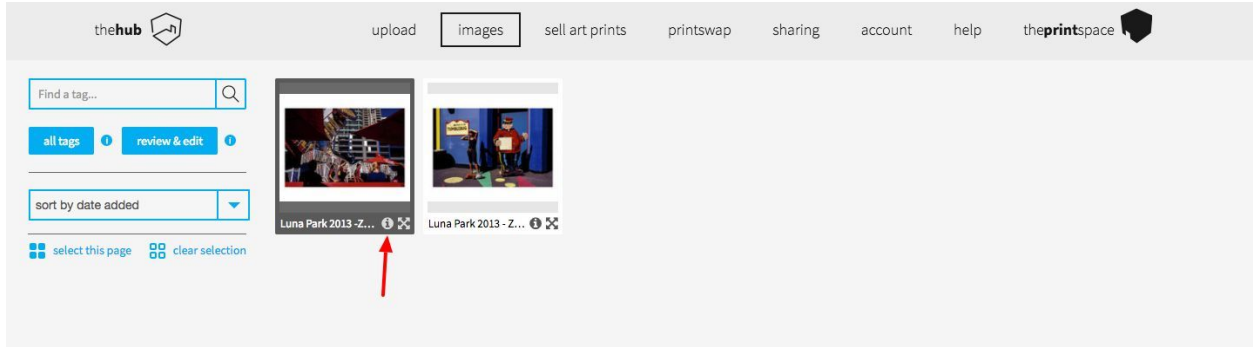
### Step 2

- Upload the work you wish to submit to the Delphian Gallery Open Call.
- To do this, click the 'upload' button on the top menu, choose your files and upload.

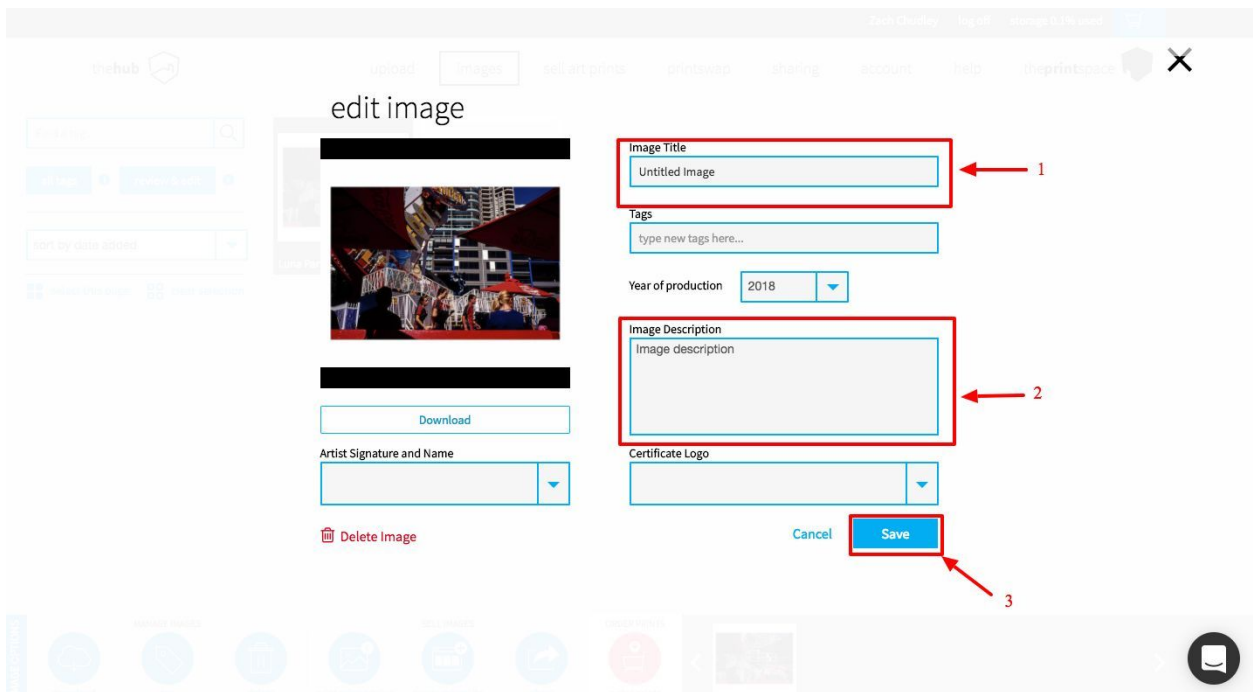


### Step 3

- Navigate to "Images" in the top menu.
- Add image 'title' and 'description' to each image.
  - To do this, click the information icon located to the bottom right of each image.

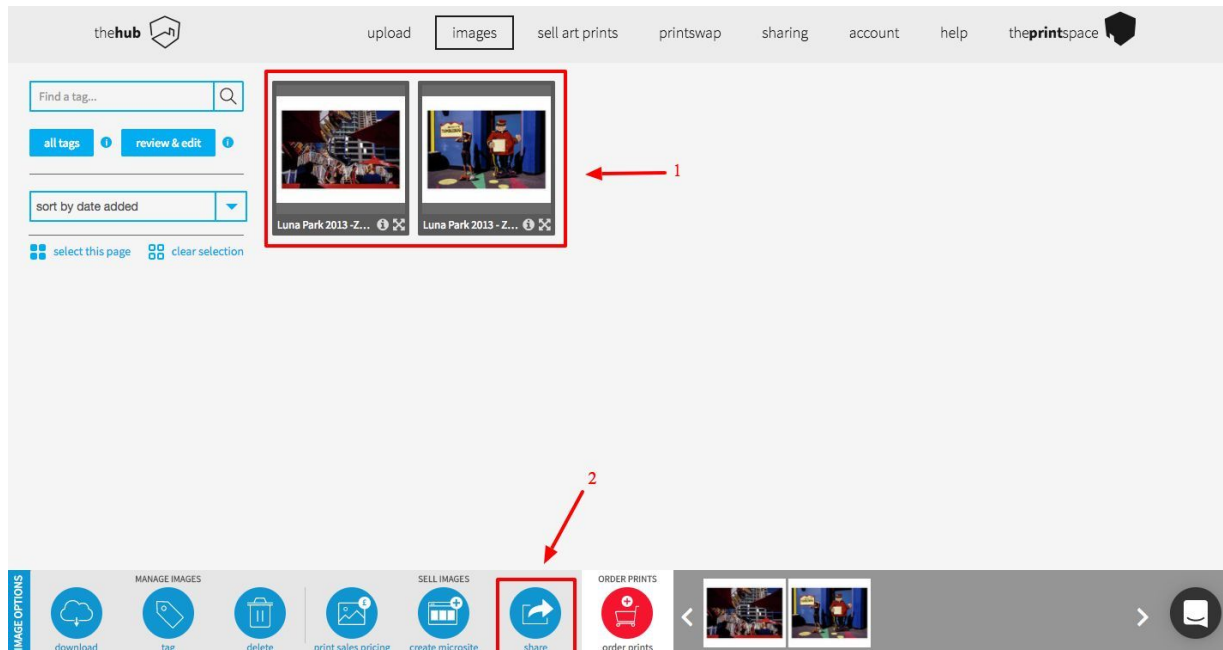


- Fill in your required fields, then click 'save'.

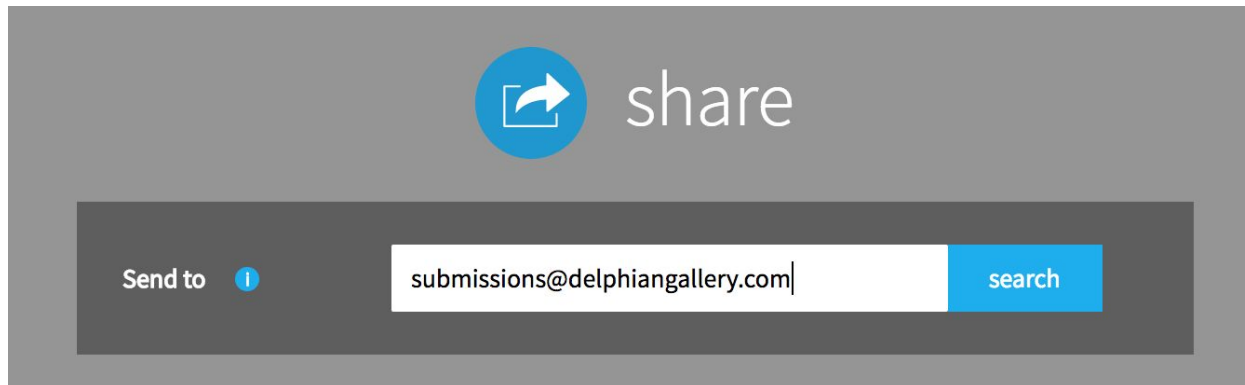


#### Step 4:

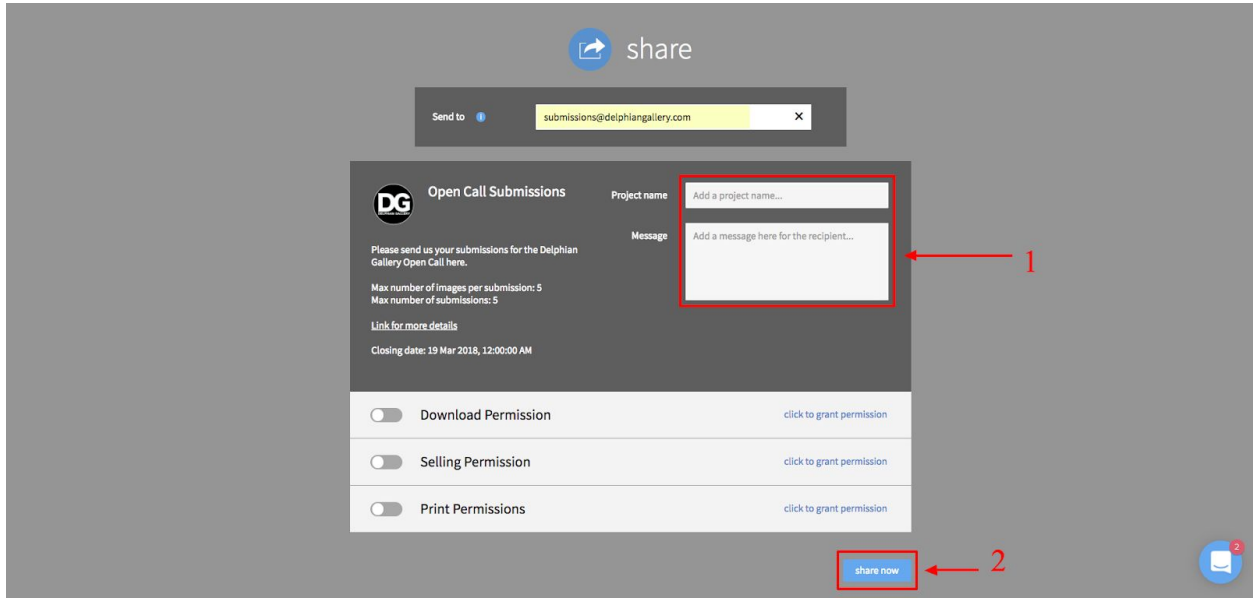
- 'Share' your image(s) with Delphian Gallery.
  - To do this, select all the images you wish to submit by clicking them (the image will turn dark grey when selected)
  - Click 'share' located on the bottom page menu.



- In the 'send to' field, enter: [submissions@delphiangallery.com](mailto:submissions@delphiangallery.com)



- Enter the 'project name' and in the "message" box write a short description of the work in no more than 100 words.



- Click 'share now'

**That's it, you're done!**