



# **Delphian Gallery Open Call 2018 - Submission Instructions**

## Step 1

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

#### 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.

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upload		<b>\</b> 1						
To upload images, press the choose files button below and choose your .jpg, .tiff or .png images. Note: Maximum upload size is 2GB (2048MB).								
add tags for the images Choose files								

## 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.

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

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## 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.

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• In the 'send to' field, enter: <a href="mailto:submissions@delphiangallery.com">submissions@delphiangallery.com</a>

Send to () submissions@delphiangallery.com search	Send to 🌗

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

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	Download Permission	click to grant permission		
	Selling Permission	click to grant permission		
	Print Permissions	click to grant permission		
		share now	<b>←</b> 2	2

• Click 'share now'

That's it, you're done!