



## Online Exhibition Submissions System (OESS)

### User Guide and FAQs

Welcome to the RWA Online Exhibition Submissions System (OESS). This guide is designed to help you use OESS to submit work and to answer any questions you may have about how to use or navigate the site. For all exhibition queries, please read the Terms & Conditions and Exhibition Guidance documents.

If you submitted work to last year's Annual Open Exhibition, or if you have previously joined [The OLIST](#) when applying for other national open exhibitions that use OESS – such as The Mall Galleries, you may use your existing account. If not, you must set up a new one.

For support with any technical issues, please contact Andy Laffan ([andy@oess.uk](mailto:andy@oess.uk)) or Emma Rennie ([emma@int-tech.co.uk](mailto:emma@int-tech.co.uk)) or the RWA on [info@rwa.org.uk](mailto:info@rwa.org.uk) / 0117 973 5129.

### **To Register a New Account:**

Go to <https://rwa.oess.uk/> You will see a **Call to Artists** page and the *166 Annual Open* exhibition details. You can also view the Entry Requirements (including Terms & Conditions) by clicking on the link (Entry Requirements will open in a new tab).

Click green **Enter** button.

To register a new account, click green **Register** button. This will take you to the **Artist Registration** page.

Enter your email address and a password of your choosing (you will need to enter this twice).

At the bottom of the page on the left you can opt out of (if you wish to) receiving a monthly newsletter from The OLIST detailing upcoming open exhibitions. You must, however, tick the box agreeing to the Terms & Conditions of OESS (you can view these by clicking on them, which will open a new tab).

Once registered, an email confirmation will be sent to you; however you do not need to receive this email in order to login.

If at any point you forget your password, you can request a one by clicking on the 'Forgot your password?' link. An email with instructions will then be sent to your email address (see FAQ's for more details).

Once you have created an account, you will simply need to enter your email address and password in order to login.

Click **Login** button to access your account.

You will then see **My Home Page**, and underneath Call to Artists and the details for the RWA *166 Annual Open* exhibition.

Click **Enter**.

### **To Submit Work:**

**My Details** page: before you are able to enter your work details, you will first need to enter some personal details, including your address and contact number. All fields marked with a red asterisk are mandatory. There is also the option to include your social media links, website and date of birth, should you wish to. Once you have filled in these details, click the **Update & Proceed** button.

You will now see the **Exhibition Details** page. You will need to enter how many artworks you would like to submit (maximum of 3 for all artists or 4 for RWA Academicians), whether you qualify as a Concession (see FAQ's for more details), and how you heard about *166 Annual Open* from the options in the drop down menu.

You must tick the box confirming that you have read the RWA's T&Cs before continuing. You can view these by using the Click Here button which will bring them up in a new tab.

Click **Confirm**.

You will now be directed to the **Payment** page. The amount to pay will show up on this page, based on how many entries you chose to make on the previous page. You can pay either by logging into your personal Paypal account, or by choosing the 'Guest' option and entering your credit or debit card details. RWA Academicians will bypass the payment page altogether, as entry is free.

After your payment has gone through, you will be directed to a page titled **The Royal West of England Academy – Artist Application Details**. For the purposes of your submissions, this is your Homepage. You will see Exhibition Details, Applicant Details and Application Details along the top of the page, and once you have uploaded your work details these will appear at the bottom of the page.

Under **Artwork Details**, click the **Click Here to Add Your First Artwork** button.

This will take you to a **Submit Artwork** page. You must enter the title of your work and then click **Proceed**.

You will then be taken to an **Artwork Details** page, where you must upload your image (for more details on image sizes see FAQ's). Click **Upload Image 1** after selecting the

correct file from your computer. You may only submit one image for 2D work (there is no need to include the frame); for 3D and installation work you may upload 2 images.

Now you must enter your work details. Mandatory fields are: **Artwork Type**, **Artwork Title** (this will be automatically filled in for you from entering it on the previous page), **Artwork Medium**, **Dimensions**, **Artwork Completion Date** (approximate) and **Artwork Price**. There is also the option to enter Collaboration Details, any Special Instructions and details of Editions, if applicable.

Notes on work details:

- **Artwork Type** – please choose the category which most accurately describes your work, or select 'Other' if it does not fit into any of the categories listed.
- **Artwork Medium** relates to the specific medium of the work, and this is what will appear on the label, if the work is selected.
- **Dimensions** must include the frame if the work is framed. If the work is an installation or sculpture, please take the highest, widest and deepest dimensions.
- **Artwork Price** must include the RWA's commission of 35% + VAT (30% + VAT for RWA Academicians).
- **Editions** – please see FAQ Section for details on how to fill this in.

Once all of the applicable work details have been filled in, click **Update Your Artwork**. You will now be redirected to the **Artist Application Details** page, where you will see **Artwork Details** at the bottom of the page. Your first artwork will show up here; you can use the grey **Edit** or **Delete** buttons to the right hand side if you need to make any changes.

To submit your next work, use the green **Click Here to Add Your Next Artwork** button and follow the same steps as above.

On completing your submission, you can **Confirm** using the button at the bottom of the page. An email will be sent to you acknowledging confirmation. Once you have confirmed, you will have access to a PDF of your submissions to save or print for your records, and you will also be able to download and print labels to attach to your works for delivery to the RWA (see T&C's for more details). There is also the option to **Unconfirm** at any stage, if further amendments need to be made. Changes can be made at any point until submissions close at 5pm on Tuesday 21 August.

### **Viewing your results:**

**Results for online Pre-selection will go live on Friday 31 August at 1pm.** You will need to login to your account to view your results – please note that emails containing results will NOT be sent, it is the artist's responsibility to check this. Once you have logged in, click the green **My Applications** button on the left hand side and then click **View Application**. You will then be able to view your results under **Artwork Details** at the bottom of the page.

If one or more of your works has been Pre-selected at this stage, you will then need to deliver them to the RWA on one of the hand-in dates (see Exhibition Guidance document) or book regional transport (see Transport Regulations document).

**Final Selection results will go live Friday 28 September at 1pm.** Again, you will need to login to your account to view these results.

## **FAQ SECTION**

### **I have forgotten my password.**

If you have forgotten your password, you can reset it by going to the OESS Artist Login page (<https://royalwestofenglandacademy.oessl.uk/artistlogin.aspx>) and clicking the link next to **Forgot your Password?** You will then need to enter your email address and click **Verify Email**. A code will be sent to your email address (you may need to wait a few minutes and check your Spam or Junk folder if it does not appear immediately). Either retype or copy and paste the verification code into the box of OESS and click **Verify**. You will then be able to create a new password.

### **I want to change my personal details.**

You can change your personal details by logging in to your account and clicking on **My Details** on the left hand side. You will then see a page called **Personal Details**, under which you can click **Edit Registration Details** to make changes. Remember to click **Update & Proceed** after making these changes to ensure they are saved.

### **Do I qualify as a concession?**

Members of the general public should always select 'None' from the drop down Concessions menu, unless you are a student and qualify for a £5 discount per work.

The categories RWA Friend, RWA Network, RWA Candidate and RWA Academician are not for general use and are for RWA members only. If you register the incorrect category your works may not be valid for entry; please contact the RWA if you have registered in the incorrect category and we will be able to change this for you.

### **Where can I provide additional information about my work?**

There is a section on the submitting artwork page called **Special Instructions** which allow you to include additional information about your work and any hanging or handling instructions.

Please note that we will contact artists directly if we need a statement about the work, so it is not necessary to include it at the submission stage unless specifically requested in the Terms and Conditions.

### **I don't know what category my work falls under.**

Choose the category that closest reflects your work.

If it does not fit into any category then select 'Other' and provide further detail under medium.

Please note that it is the medium, not the category, that will appear on your work label if the item is selected so please ensure that it is accurate and spelt correctly.

### **What is the maximum size of work I can submit?**

Please refer to the exhibition Terms and Conditions.

### **Do I put the size of the artwork or the size of the framed work?**

This is the overall size of the submitted work. So if your work is framed please give the framed size. Please refer to the Terms and Conditions regarding fixtures and fittings.

### **What does catalogue price mean?**

This means the price you would like to sell your work for and must include the RWA commission of 35% + VAT\* and any framing or production costs.

OESS will automatically calculate the amount the artist will receive after commission has been deducted underneath the price box.

\*The RWA's commission rate for Academicians is 30% + VAT.

### **What kind of image should I attach?**

Your image should be as clear as possible and represent the work you wish to submit.

If it is a 2D work we do not need to see the frame in the image, just the work. If the work is 3D please upload up to 2 images that best represent the work. Images should be a JPEG file and should not exceed a maximum size of 3MB. The time it takes for images to upload may vary depending on your browser settings and internet speed, so please be patient and resize your image if necessary.

Please ensure your image file is saved as your work title: do not include symbols and characters in your filename.

### **I don't know how to answer the questions about Editions on OESS.**

**Artwork Price** and **Edition Number** relate to the framed work you are entering, which will be hung at the RWA, if selected. So, for example, you may want to charge £1000 (including RWA commission) for a print that is number 7 in a run of 50. These figures go in the first two boxes.

**Editions Note** relates to any additional editions of this work from this run that you have available for sale, so you will need to enter the number available here, for example 6.

**Unframed Edition Price** relates to the selling price of these further editions, so please enter the amount (including RWA commission) for these editions, for example £750.

### **Do my editions have to be framed?**

No, all editions must be sold unframed.

### **Can I submit my works online but pay by cheque or cash?**

No. The online payment page is secure and you should pay for all submissions online. Submissions must be paid for before work details are entered. If you do not have a Paypal account, click the 'Guest' option and you will be directed to fill in your card details in order to process the payment.

### **When do I print out my labels?**

Labels will be available to print if your work is Pre-selected online, so anytime after Friday 31 August. Please attach these to your work before delivering to the RWA. See our T&Cs for how to attach labels to your works.

### **I have already submitted and paid but want to change details about my artwork.**

You can change any detail including the actual piece of work that you are submitting (and its image) up until the closing date (5pm, Tuesday 21 August). Log in to your account, go to **My Applications** then click **View Application**. You will see your details and those of the works you have submitted. You can use the grey **Edit Details** button to make changes, or **Delete** a work if it has been entered in error. Please note that even if you have clicked **Confirm**, there is the option to **Unconfirm** and make amendments.

### **I don't understand my results.**

The *166 Annual Open Exhibition* has a two-stage selection process. The first is an online Pre-selection. You will need to log into your OESS account on or after Friday 31 August at 1pm to view your Pre-selection results, which will be listed as either '**Pre-Selected**' or '**Not Selected**' next to each work. Pre-Selected artworks will then need to be delivered to the RWA on Tuesday 18 or Wednesday 19 September for Final Selection on Thursday 20 September.

Final Selection results will be available to view (again, by logging into OESS) on Friday 28 September at 1pm. Your work will show '**Selected**', '**Not Selected**' or '**Selected Not Hung**'.

Any works Not Selected will need to be collected on one of the collection dates listed on the T&C's. If you have some work **Selected** and some **Not Selected**, you may collect all of your works on the collection dates after the exhibition.

\*Please note that the RWA reserves the right to alter the hang at any point up until the opening, therefore please be aware that although you may hear that your work has been 'Selected' we cannot guarantee that it will make the final hang.

For more information about the selection process or collection dates please refer to the Terms and Conditions and Exhibition Guidance.