Submission tutorial
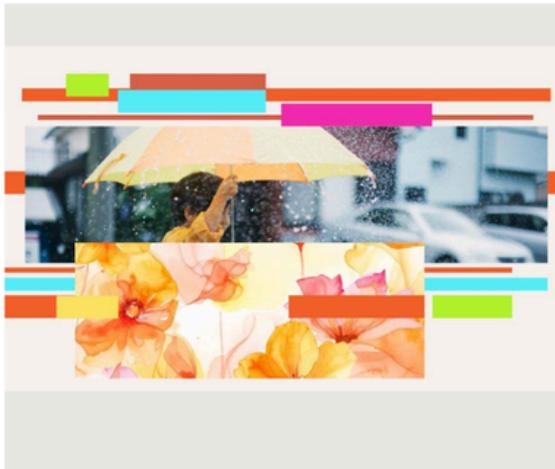
Step one: Click the link for the exhibit and follow these steps

ARTWORK
ARCHIVE

Spring Fling From AGOP

Applications close in about 1 month

Type: Exhibition
Geography: Local
Submission Deadline: April 03, 2026 @ 11:59PM (America - New York)
Event Dates: Apr 09, 2026 -
Award: Yes
Submission limit: 2 pieces

Submit to Call

about 1 month left

Create Spring inspired artwork, 2D as well as 3D

Award Info:
Toni Charneco Best in Show; First, Second, Third, 2 Honorable Mentions

Eligibility Criteria:
paid member of AGOP

Rules and Terms:
SHOW STANDARDS
1 Original work of the submitting artist
2 Completed within the previous three (3) years
3 Framed and matted in accordance with AGOP
Show Standards below.
STANDARDS

to begin: Click on this button "Submit to call"

ARTWORK ARCHIVE

Apply to Spring Fling

Create a Free Call Submission Account to continue

Easily apply to calls for entry and track your submissions

- **Upload, submit & store images**

- **Save application drafts:** Start now, finish later.

- **Sort your artwork into collections:** Group your pieces based on themes or styles

- **Track submission progress:** Monitor the status of your applications.

- **Get deadline reminders:** Get alerts for upcoming deadlines.

- **Find new opportunities:** Access the best open calls with our curated opportunity lists.

- **Access artist resources:** Explore our learning center for tips on career growth, marketing your art, and industry insights.

Already have an Artwork Archive account?

Log Back In

New here? Create a Free Submit Account.

G Sign up with Google

or

Name

Email

Password (12+ characters. At least 1 letter and number)

☐ I agree to the Terms and Privacy Policy

Sign up

You will now create a FREE account.

type in your name, email and create a password and click the Box to agree to the terms.

Apply to Spring Fling

Create a Free Call Submission Account to continue

Easily apply to calls for entry and track your submissions

- **Upload, submit & store images**

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Already have an Artwork Archive account?

Log Back In

New here? Create a Free Submit Account.

G Sign up with Google

or

Piper Sawyer

Pipersawyer007@gmail.com

••••••

☑ I agree to the Terms and Privacy Policy
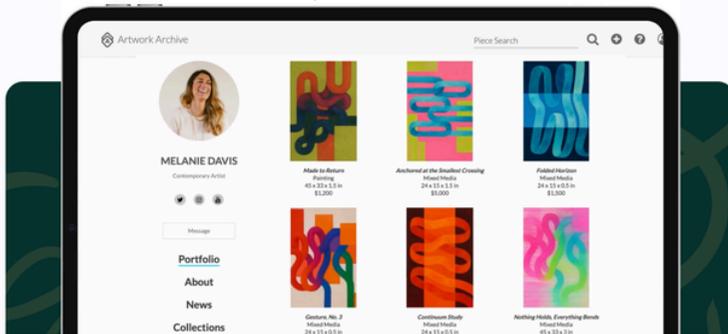
Sign up

It should look like this.

This pop-up message will appear telling you to go to your email inbox to verify this account you created.

Your Complete Art Management Solution

Designed for artists, collectors, and arts organizations.
Catalog your work, stay organized, save time, and showcase your art with ease.

Do Not Click this button.

Free 14-Day Trial

MELANIE DAVIS

Contemporary Artist

Message

Portfolio
About
News
Collections

Made to Return
Painting
45 x 33 x 1.5 in
$1,200

Anchored at the Smallest Crossing
Mixed Media
24 x 15 x 1.5 in
$5,000

Folded Horizon
Mixed Media
24 x 15 x 0.5 in
$1,500

Gesture, No. 3
Mixed Media
24 x 15 x 0.5 in

Continuum Study
Mixed Media
24 x 15 x 0.5 in

Nothing Holds, Everything Bends
Mixed Media
45 x 33 x 3 in

Trusted by artists, collectors, art professionals, and organizations worldwide

Now you will click on "SIGN IN"

Your Profile

This is how you will appear when you submit to an opportunity

Piper Sawyer
Address: None
Phone: None
Links: None

Edit Profile

Anna from Artwork Ar...

Set Up Your Submit Account Profile

Before applying to calls, complete your profile information in the My Profile tab of your Free Submit account.

Snooze   1 of 5

You are on a free Submit Account. Try the full version here.

Your Library   View All Artwork   Add New Pieces

Add artwork here that you want to submit to calls and opportunities. Make sure all the data and images are how you want them to be submitted.

No artwork

Get started by adding your first piece.

Add Artwork

Call Submissions   View All Submissions   Find New Opportunities

Once you have Artwork in your Library, submit to calls and view your status here.

Spring Fling   Draft

Organization: AGOP
Deadline: Apr 03, 2026

0 pieces selected   View Details →

This is the screen you will see once you "Sign in"

Dashboard
Call Submissions
Pieces
Schedule
My Profile

Collections
Private Rooms
Locations
Contacts
Editions
Income
Reports
Artwork Insights
Public Profile

Learning Center
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Account

Piece Search

- Dashboard
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- Pieces
- Schedule
- My Profile

- Collections
- Private Rooms
- Locations
- Contacts
- Editions
- Income
- Reports
- Artwork Insights
- Public Profile

- Learning Center
- Resources
- Account

You are on a free Submit Account. Try the full version here.

Your Profile

This is how you will appear when you submit to an opportunity

Piper Sawyer
Address: *None*
Phone: *None*
Links: *None*

⌯ Edit Profile

Click on "Edit Profile"

Your Library   👁 View All Artwork   ⊕ Add New Pieces

Add artwork here that you want to submit to calls and opportunities. Make sure all the data and images are how you want them to be submitted.

No artwork

Get started by adding your first piece.

Add Artwork

Call Submissions   👁 View All Submissions   ⊕ Find New Opportunities

Once you have Artwork in your Library, submit to calls and view your status here.

Spring Fling   Draft

Organization: AGOP
Deadline: Apr 03, 2026

0 pieces selected   View Details →

https://www.artworkarchive.com

Complete your personal information

Like this.

Piece Search

You are on a free Submit Account. Try the full version here.

Dashboard

- Dashboard
- Call Submissions
- Pieces
- Schedule
- My Profile

- Collections
- Private Rooms
- Locations
- Contacts
- Editions
- Income
- Reports
- Artwork Insights
- Public Profile

- Learning Center
- Resources
- Account

Your Profile

This is how you will appear when you submit to an opportunity

Piper Sawyer
Address: 1747 Eagle Watch Dr
Phone: 904-484-8637
Links: *None*

Edit Profile

Your Library   👁 View All Artwork   ⊕ Add New Pieces

Add artwork here that you want to submit to calls and opportunities. Make sure all the data and images are how you want them to be submitted.

No artwork

Get started by adding your first piece.

Add Artwork

Click on "Add Artwork"

Call Submissions   👁 View All Submissions   ⊕ Find New Opportunities

Once you have Artwork in your Library, submit to calls and view your status here.

Spring Fling   Draft

Organization: AGOP
Deadline: Apr 03, 2026

0 pieces selected   View Details →

New Piece ⓘ

* Title

This is the page that will pop up

Piece Images

Add Images

30 image limit

Video Links

Add Video Links

Audio

Add Audio

Add up to 5 supporting audio files.

Medium

Subject matter

Landscape, Still Life, Portrait, etc

Type of art

Tags (press comma or tab to enter new tag)

Enter tags...

Status

Available

☐ Archived

Piece Condition

Condition notes

Cancel   Create Piece

This window will pop up allowing you to "Browse" or "Drag and Drop" your art in to this box.

Select from your own files.

Next click "Open"

Artwork Archive

Piece Search

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New Piece

You are on a free Submit Account. Try the full version here.

Name

The Queen's Garden

Complete this info about your Art.
These 6 items must be completed!

Piece Images

Add Images

30 image limit

Video Links

Add Video Links

Audio

Add Audio

Add up to 5 supporting audio files.

Medium

Medium

Acrylic On Canvas

Subject matter

Landscape, Still Life, Portrait, etc

Type of Art

Type of art

Painting

Tags (press comma or tab to enter new tag)

Enter tags...

Creation Date

Creation Date

Creation date

2026   January   8

☐ Show creation date as "Circa" ?

Creation date override

For dates like "20th Century" or "2007-2010" use this override
Enter it here and we will show this as the creation date.
Note: We can't sort by the override. If you want to sort/filter by creation date, also enter a year in the creation date field above.

Status

Available

☐ Archived

Piece Condition

Condition notes

Dimensions

Dimensions of Work (Unframed, inches)
Use decimals when needed. (eg: 10.5 instead of 10 1/2)

H 16   W 24   D

Dimension field override

Cancel   Create Piece

Price

Price

85.00

Wholesale Price

Use the dimension override field in situations where your measurements do not conform to the HWD option above.
Examples: "Variable dimensions" or "12" diameter with adjustable base"
Note: Dimensions entered in the override field will not be part of a sort or filter.

Add Framed Size

Add Paper Size

Add ... (for ... performance, installation, etc)

Add Weight

Description

Cancel   Create Piece

Once you have all
6 completed, Press
"Create Piece"

New Piece ⓘ

* Title

The Queen's Garden

Piece Images

Caption

Make Primary

Add Images

30 image limit

Video Links

Add Video Links

Audio

Add Audio

Add up to 5 supporting audio files.

Medium

Subject matter

Landscape, Still Life, Portrait, etc

Type of art

Tags (press comma or tab to enter new tag)

Enter tags...
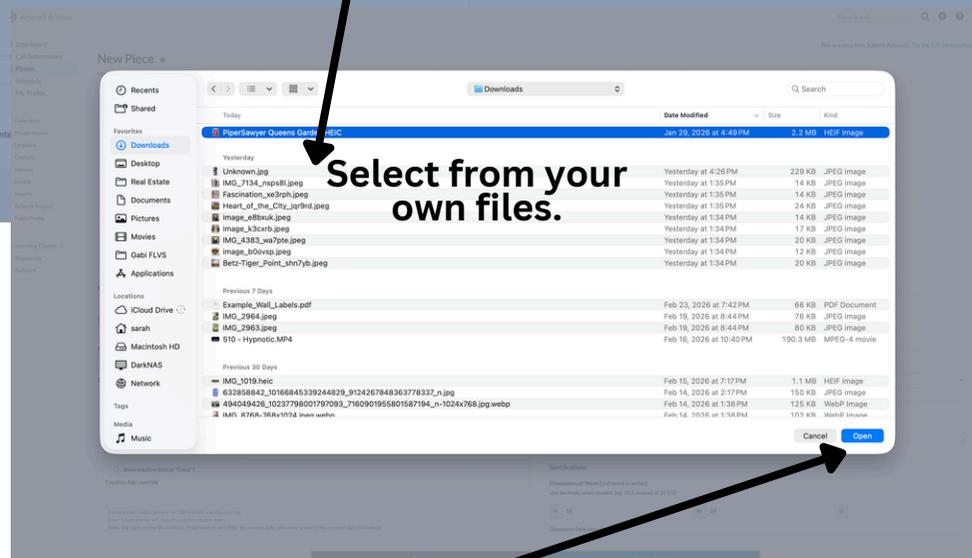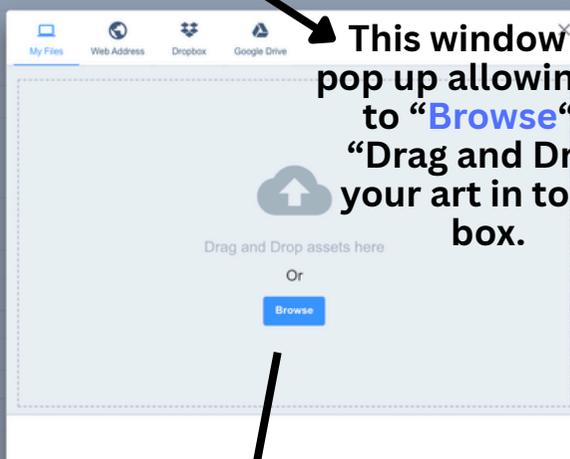
Creation Date

Creation date

☐ Show creation date as "Circa" ?

Upload Queue

PiperSawyer Queens Garden.HEIC

☁ Upload more   ✓ Done

Click "Done"

Piece Condition

Condition notes

Specifications

Cancel

Create Piece

This is what you shoud see next.

Artwork Archive

- Dashboard
- Call Submissions
- Pieces
- Schedule
- My Profile

- Collections
- Private Rooms
- Locations
- Contacts
- Editions
- Income
- Reports
- Artwork Insights
- Public Profile

- Learning Center ∨
- Resources ∨
- Account

The Queen's Garden / Pieces

New Report Edit Copy $ Register Sale Donate Gift

Size (h w d): **16 x 24 in**
Type: **Painting**
Price **$85**
Creation Date: **January 08, 2026**

Status: Available ▾

Original Image Files

Delete Piece   Archive Piece

Created on 02/25/2026 by pipersawyer007@gmail.com - View Activity

Sale Info 🔒

Current Location 🔒

Location History 🔒

Exhibition History 🔒

Publication History 🔒

Original Editions 🔒

Additional Files 🔒

Expenses 🔒

Click on "Call Submissions"

Artwork Archive

Piece Search

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Account

Call Submissions (1)   Search Submissions

You are on a free Submit Account. Try the full version here.

Sort: Submission Date (new-old) ▾

Find Calls

▼ Filter   Submission Deadline   Notification Date   Status

Call	Dates	Submission	Actions
Spring Fling DRAFT (not yet submitted)	Submission Deadline: April 03, 2026 Notification Date: February 24, 2026	0 pieces 0/0 questions 0 files	Show Edit Delete

Piece Search

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Draft Application / Call Submissions

Edit Submission

Spring Fling by AGOP

Apr 03, 2026
Submission Deadline

Feb 24, 2026
Notification Date

Applications close in about 1 month

Submit up to 2 pieces
Email: meplante@aol.com
Phone: (904) 707-5027

Submission Page

DRAFT (not yet submitted)

Artwork to Submit

No Artwork Selected. Add Artwork

Click on the BLUE "Add Artwork"

Additional Files for Submission

Please include photo of each piece

Additional Files

Add New File

Edit submission info

Add a new piece

Or...

Select your pieces to submit (Up to 2 pieces)

Pieces (2)

Piece Search

Add all 2 pieces

The Queen's Garden
Status: Available
Created: January 08, 2026
Size: 16 x 24 in
Price $85

The Queen's Garden
Status: Available
Created: January 08, 2026
Size: 16 x 24 in
Price $85

Add 1

Selected Pieces (0)
Remove all 0 pieces

Click on your Art and Hit the BLUE "Add 1" button

Cancel   Save Submission as Draft

Piece Search

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Spring Fling by AGOP

Apr 03, 2026
Submission Deadline

Feb 24, 2026
Notification Date

Applications close in about 1 month

Submit up to 2 pieces
Email: meplante@aol.com
Phone: (904) 707-5027

Edit submission info

Add a new piece

Or...

Select your pieces (Up to 2 pieces) ⓘ

Pieces (1)

Piece Search

Add all 1 pieces

The Queen's Garden
Status: Available
Created: January 08, 2026
Size: 16 x 24 in
Price $85

Here you will see that your Art is Selected

Selected Pieces (1)
Remove all 1 pieces

The Queen's Garden
Status: Available
Created: January 08, 2026
Size: 16 x 24 in
Price $85

Cancel   Save Submission as Draft

Next, Hit the "Save Submission as Draft"

Artwork Archive

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- Learning Center ˅
- Resources ˅
- Account

Now, you can see your Draft Application to confirm all your details

Draft Application / Call Submissions

✎ Edit Submission

Spring Fling by AGOP

Apr 03, 2026
Submission Deadline

Feb 24, 2026
Notification Date

Applications close in about 1 month

Submit up to 2 pieces
Email: meplante@aol.com
Phone: (904) 707-5027

(Submission Page)

DRAFT (not yet submitted)

Artwork to Submit

The Queen's Garden

Missing required fields: **Description, Medium**

Price: $85
Size: 16 x 24 in
Type: Painting
Creation Date: January 08, 2026

✎ Edit

☐ Include all images (primary and additional)
☐ Include all video
☐ Include all audio

Additional Files for Submission

Please include photo of each piece

Additional Files

(Add New File)

Now, Hit the GREEN " Submit to call" Button

(Edit Submission)

OR

(Submit to Call)

This Checklist will pop up now for a last look before the final Submit. You cannot make changes once you Submit.

⊘ Submission Checklist

Review these important items before submitting.

✔ Review submission guidelines carefully
✔ Ensure artwork dimensions are accurate
✔ Check image quality meets requirements
✔ Ensure your personal information is up to date

By submitting, you confirm that you meet all eligibility requirements and accept the terms for this call.

Back to Editing   Submit

Now hit the GREEN "Submit" button.

If you have anything required Missing, you will see this message in red and you should hot the WHITE "Back to Editing" Button and update your entry

! Possible Issues
Some required items might not have been completed.
• Missing additional files
• Some artwork is missing required fields
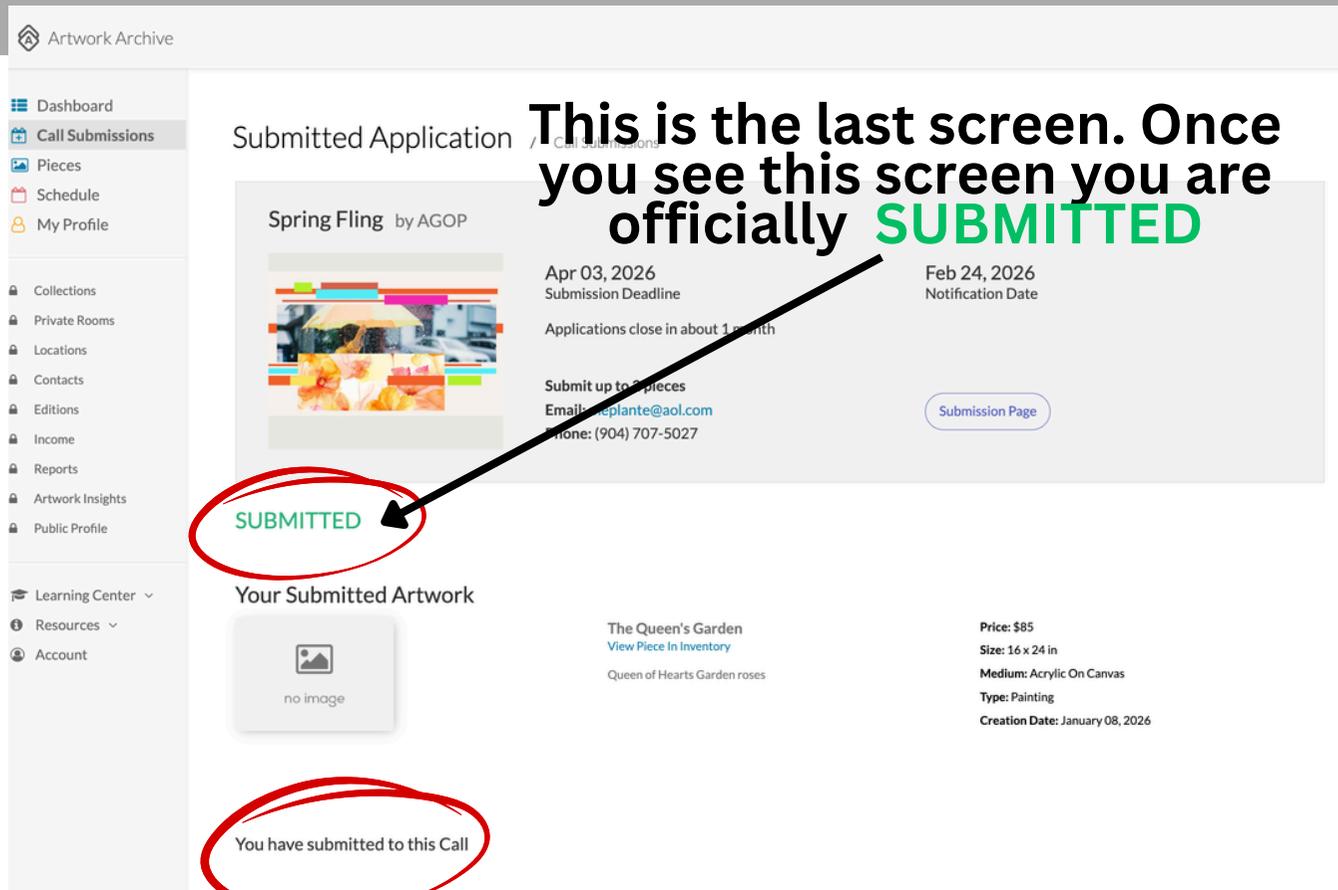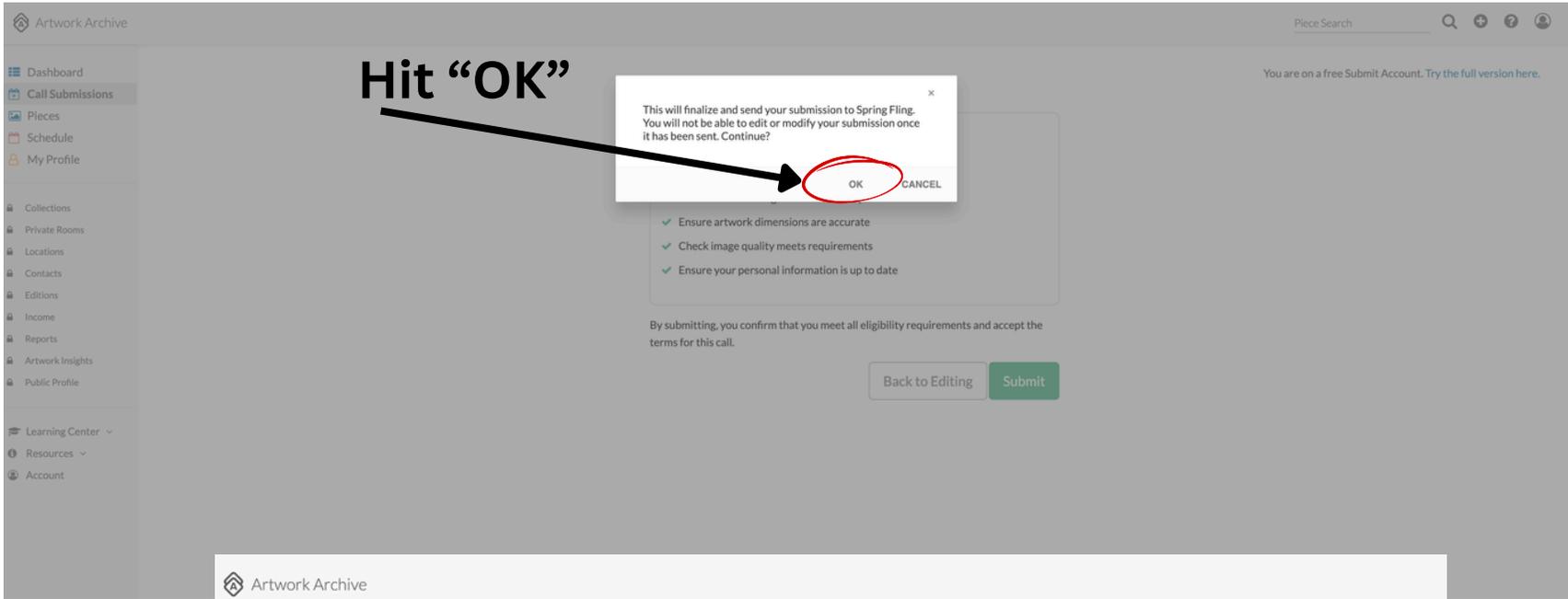
⊘ Submission Checklist
Review these important items before submitting.

✔ Review submission guidelines carefully
✔ Ensure artwork dimensions are accurate
✔ Check image quality meets requirements
✔ Ensure your personal information is up to date

By submitting, you confirm that you meet all eligibility requirements and accept the terms for this call.

Back to Editing   Submit

Hit "OK"

This will finalize and send your submission to Spring Fling.
You will not be able to edit or modify your submission once
it has been sent. Continue?

OK   CANCEL

✓ Ensure artwork dimensions are accurate
✓ Check image quality meets requirements
✓ Ensure your personal information is up to date

By submitting, you confirm that you meet all eligibility requirements and accept the
terms for this call.

Back to Editing   Submit

Artwork Archive

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- Resources ⌄
- Account

You are on a free Submit Account. Try the full version here.

Artwork Archive

- Dashboard
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- Learning Center ⌄
- Resources ⌄
- Account

Submitted Application / Call Submissions

This is the last screen. Once you see this screen you are officially SUBMITTED

Spring Fling by AGOP

Apr 03, 2026
Submission Deadline

Feb 24, 2026
Notification Date

Applications close in about 1 month

Submit up to 3 pieces
Email: eplante@aol.com
Phone: (904) 707-5027

Submission Page

SUBMITTED

Your Submitted Artwork

no image

The Queen's Garden
View Piece In Inventory

Queen of Hearts Garden roses

Price: $85
Size: 16 x 24 in
Medium: Acrylic On Canvas
Type: Painting
Creation Date: January 08, 2026

You have submitted to this Call

You can log in anytime to check your status. you do NOT need to do the Trial or buy the Full Version to submit.

If you need help, please contact Kathy Plante meplante@aol.com or Stevie Tolley Sasiemons@gmail.com

We can't wait to see your beautiful work!