2026 ARTIST REGISTRATION AND ARTWORK ENTRY

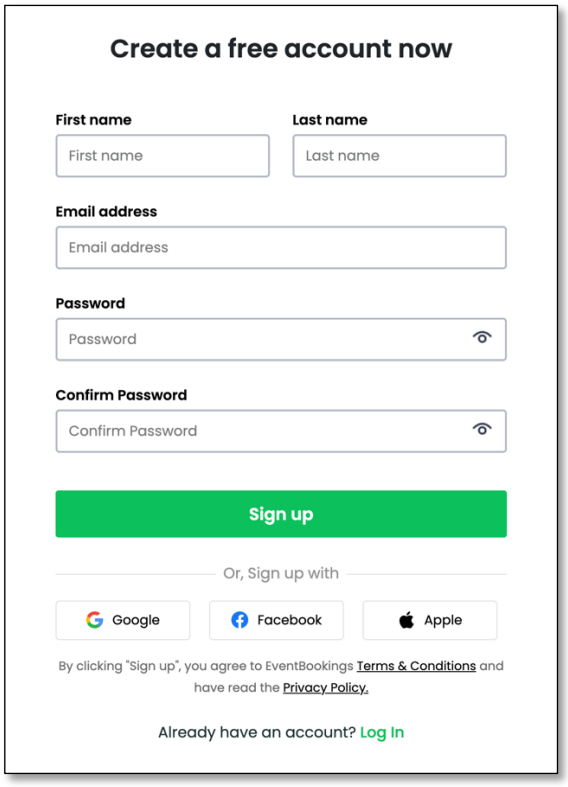
To make the process simple for yourself please read the steps below before you start the entry process!

Important Points to Note:

- Artworks must be recently completed - **after January 2025**
- There is no limit to the number of entries per artist – **Entry Fee is $50 (inc GST) per work**
- You will need the **overall size in cm including frame** (if applicable) of each work
- You will need **1 good quality JPEG image of each work**
- When you enter you are deemed to have accepted our **Terms and Conditions** – you can view them **here**.
- We are using the **EventBookings** platform to process entries and it is recommended that you **Sign Up**.
- **If you are entering multiple artworks** then you need to ensure you have **all information and images** ready to be uploaded so that you **can proceed quickly through the entry process** – delays may result in **you having to restart the process or some information not being sent through to us**.
  Note that you do not have to enter all your works at the same time – you can always come back and submit another entry up until the closing date
- The **submission process is not complete until payment is made** in the final step.

Sign Up and/or Sign In with EventBookings:

1. To create a new account with EventBookings click **here** or go to:
   https://identity.eventbookings.com/auth/signup



Once the account is setup (or If you already have an **EventBookings account**) then **Sign In**.

Open the Event Page:

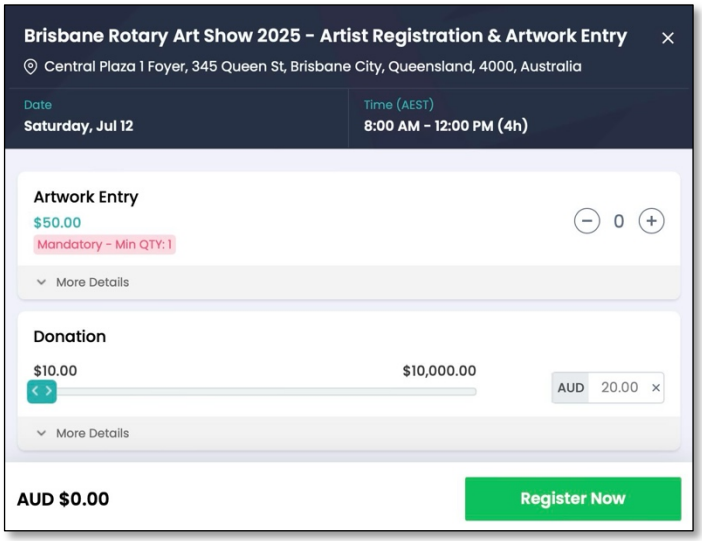
2. Click **here** or go to: https://www.eventbookings.com/b/event/2026-brisbane-rotary-art-show-artist-registration-artwork-entry

   Please read all the information on that page, including reviewing the **Terms & Conditions** which are displayed further down the page – once you enter, they are deemed accepted by you.

Start the Entry Process:

3. Click the green **Register Now** button:

4. You will see a **form** to select the number of artworks you wish to enter (Register):



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Set the number of Artworks you are entering:

5. Set the **number of Artworks** you wish to enter (Register) –**If you are entering multiple artworks** then you need to ensure you have **all information and images** ready to be uploaded so that you **can proceed quickly through the entry process** – delays may result in **you having to restart the process or some information not being sent through to us**.

   To reduce the chance of have technical issues **we recommend entering only 1 work at a time,** but you will need to re-enter your details each time.

   Remember: You do not have to enter all your works at the same time – you can always come back and submit another entry up until the closing date

6. If you have more to enter start another entry once you have completed this one.

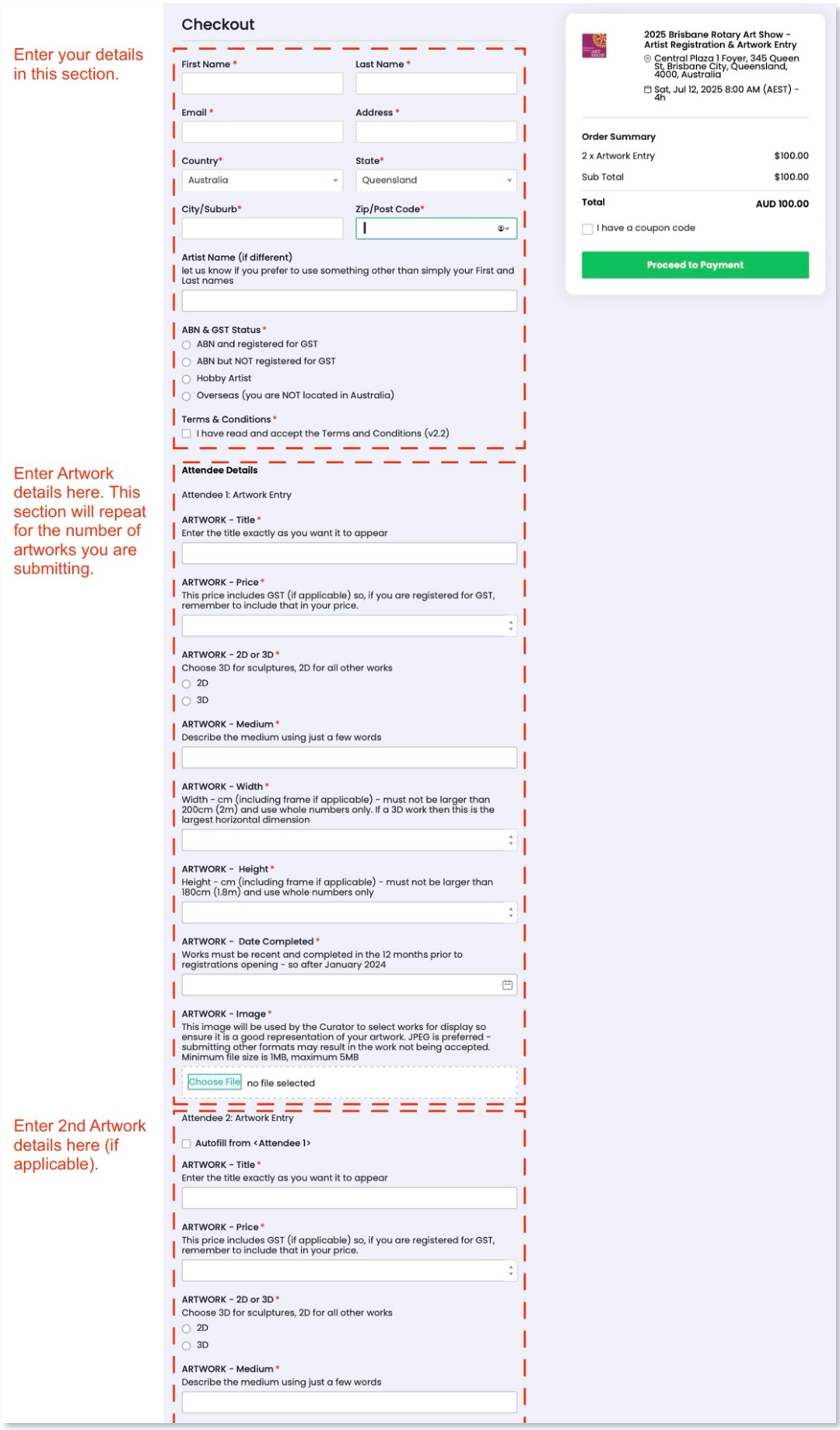
   The overall total at the bottom left matches the number of Artworks entered - initially $0.00 as zero Artworks are selected.

7. **Donation is optional** (but always appreciated!) The amount shown is a suggestion but will not be charged. Enter the Donation amount or use the slider to select - otherwise **leave as is and a Donation will NOT be included**.

8. Click the green **Register Now** button:

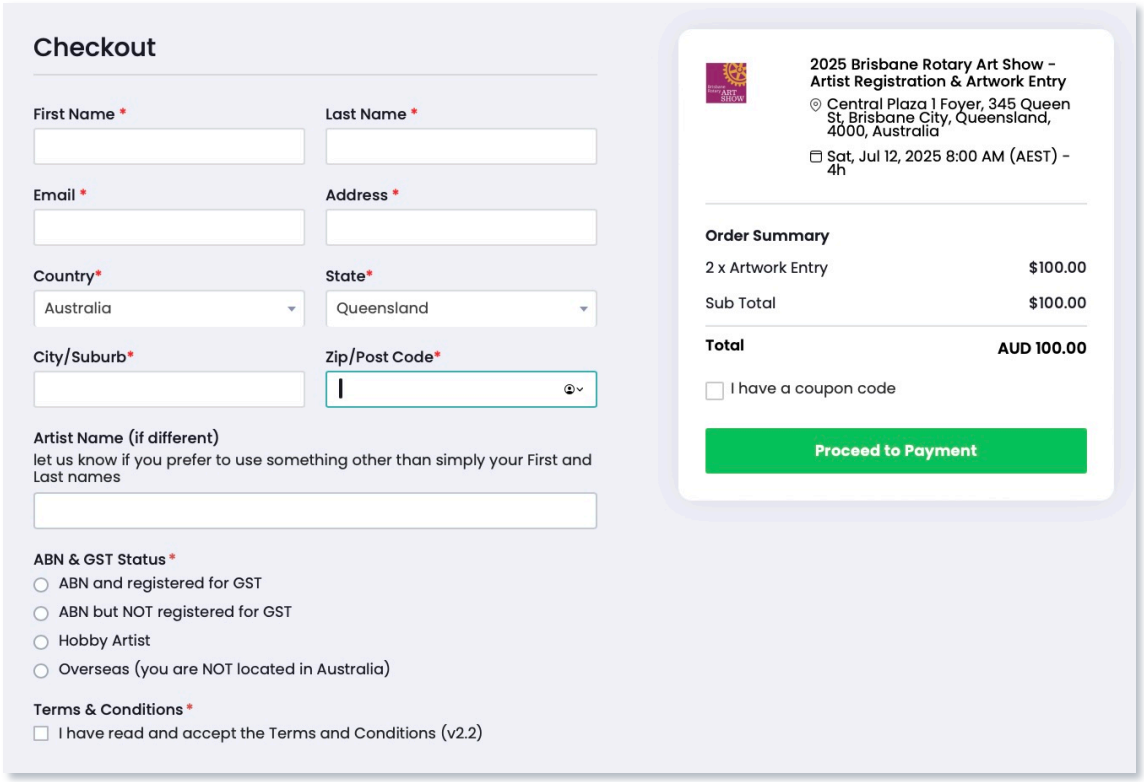
You will then see the Registration Form:

Note: To ensure the connection does not time out you need to ***quickly enter the details for all the works*** *you are entering so* ***have all the information on hand before you start the entry process****.*



Enter Your Details:

9. Enter **your details at the top of the form:**



Make sure your details are correct *– particularly your email as this is where the confirmation email will be sent once you successfully complete the submission process and make the required payment.*

ABN & GST *- If you select either of the options where you have an ABN an additional box will appear to allow you to enter your ABN.*

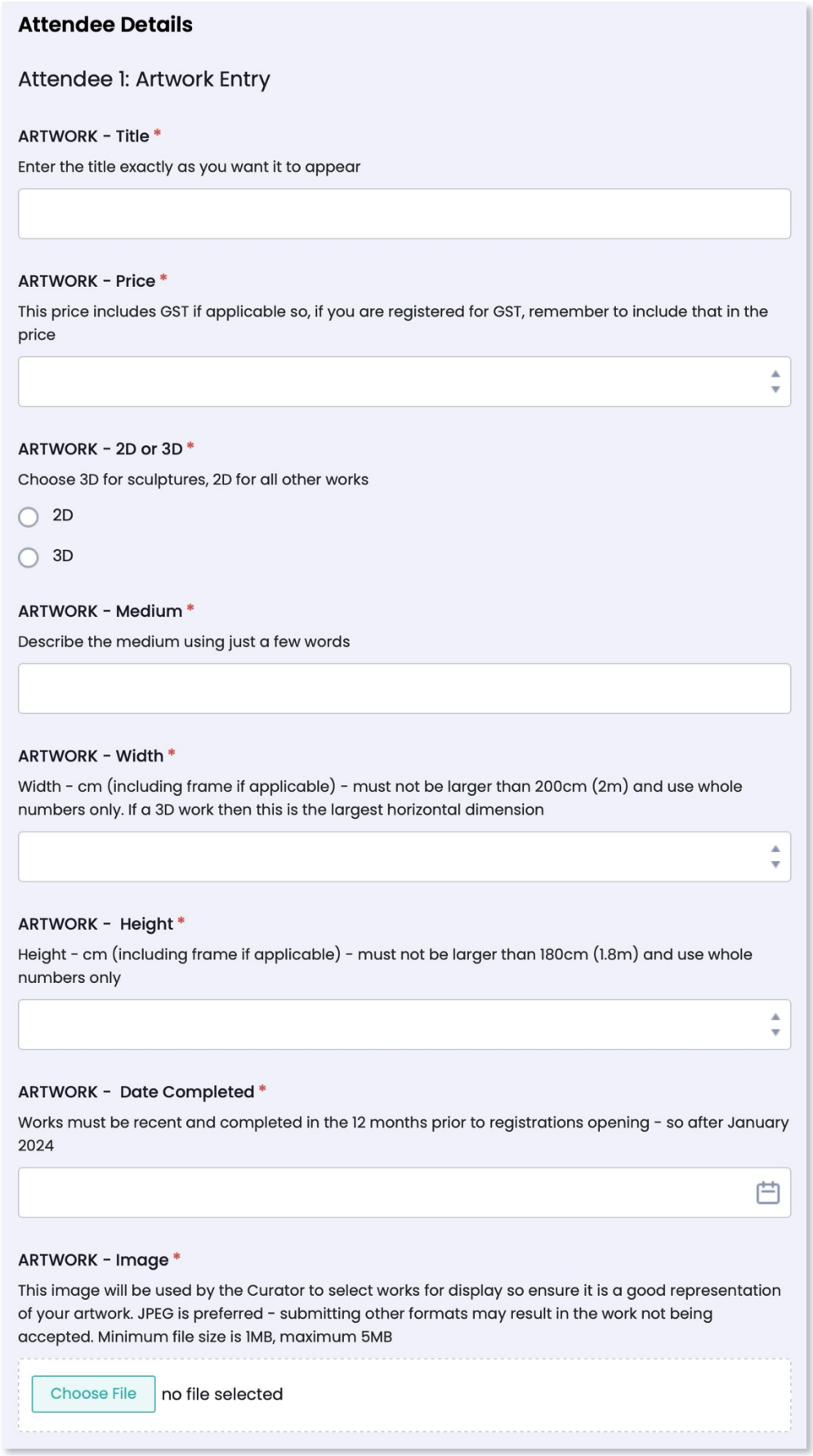
Terms & Conditions *– you will need to tick this box accepting the Terms and Conditions to proceed.*

Enter Artwork(s) Details:

Note that in this system ***Attendee = Artwork****.*

10. Enter the **details of each Artwork** in the **Attendee section**. This part of the form will be repeated, **once for each of the Artworks you have chosen to enter**:

(image over page)



File Upload: *Each image must be of the entire work, supplied in JPEG format and with a minimum file size of 1MB and maximum file size of 4MB per image. The Curator will rely on this image to select the works for display in the exhibition and so the image must be a good and fair representation of the work. The Curator reserves the right to reject any artwork that subsequently proves to be significantly different to the image originally submitted.*

Payment & Submission:

11. Once all the information has been entered click the green **Proceed to Payment** button:

12. Enter your **Credit or Debit Card** details and tick the **I agree** box at the bottom left.
    Then click the green **Confirm & Pay** button:

    *Note: The registration & entry submission process is **not complete until confirmation of successful payment**.*

Confirmation:

13. Once you have successfully completed the above steps and made payment a confirmation email will be sent, by **EventBookings,** to the email address you provided earlier. That email will include the details of your entry submission(s).

Selection & Notification:

14. That completes the Artists Registration and Artwork Entry process. The Curator will select which of the many entry submissions received are to be included in the show. Selection is solely at the discretion of the Curator and that process will be completed by the end of May 2026. Notification emails (successful or otherwise) will be sent soon after.

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