

## **JURYING VIA THE FCA ONLINE SYSTEM**

### **Chapter Handbook**

#### **What is the FCA Online System?**

This is the online applications system that the FCA in head office uses to receive, sort and jury artwork submissions for their exhibitions.

#### **Why use the Online System?**

Creating an exhibition involves a lot of volunteer hours, this effort means that many Chapters only have enough resources to host one exhibition a year.

Let us help with your workload by receiving and monitoring your submissions and finding jurors for your exhibition. We'll notify you when your jury is finished, inform you of award winners, and email you printable resources for your exhibition.

Using the FCA Online Jury system is a fair and objective way to determine who is eligible for inclusion in exhibitions. Creating an exhibition in this way removes Chapter Board representatives from the administrative and jury process, allowing your volunteer to focus on the important and more creative parts of putting together an exhibition.

<b>Online System</b>	<b>Benefit</b>
Online Call for Entry	Submissions are accessible from anywhere with access to the internet, no paperwork and stress free. All the Show Chair needs to do is complete the Chapter Exhibition Application Form
Remote Assistance	The Vancouver office creates the call, monitors all submissions to ensure they meet FCA standard requirements and notifies the Show Chair and Chapter President of results
Jury	Chapters can choose to source their own panel of Signature Members to jury or let the Vancouver office select Signature jurors on their behalf
Results Pack	Once an exhibition has been juried, the Show Chair and Chapter President receives access to download show results, award images, PDF's and sign in and out sheets.
E-Notifications	Each artist will receive an email notifying them of any accepted or declined artworks, along with a waiver to print and sign.
Online Exhibition	Successful Artworks will be represented at <a href="http://www.artists.ca">www.artists.ca</a> in an online exhibition for the Chapter

### **How Online Jury Works:**

- Prior to your submission deadline, three Signature Member (two SFCA and one AFCA) jurors are selected and briefed for jury
- As submissions are received, the Gallery Coordinator monitors entries to ensure they meet FCA standards and the requirements of the call as stated by the Show Chair
- After the deadline date, the Gallery Coordinator reviews any outstanding entries and approves them for jury
- Jury starts, each juror receives a link to login and view the submissions at random, individually. The only information displayed at the time of jury is the title, size medium and price as submitted by the artist. Jurors are never notified of the submitting artists' names.
- Jurors rank each submission on a scale of 1 – 7 where:
  - 1: Decline
  - 2-3: Non-Qualifying
  - 4-5: Qualifying
  - 6-7: Qualifying and eligible for Awards
- Acceptance is based on the accumulated votes of the three jurors. Notifications are then sent to artists outlining if their artworks were:

Declined:	Not eligible for display at the exhibition
Non-Qualifying:	Eligible for display to make up numbers to fill the exhibiting venue. Non-Qualifying artworks are not recognised by the FCA as eligible points towards Signature Status and must be clearly labelled as “Non-Qualifying” at exhibition.
Qualifying:	Eligible for display and count as a point towards Signature Status Applications with the FCA. Artists can only receive one point per exhibition, so regardless if an artist has one work or several accepted as qualifying, their acceptance into the exhibition counts as one point.

Delivery times, exhibition dates, drop-off and collection information, as determined by your Show Chair, is also included in these notifications. An exhibition takes up to three days to jury. The results of the jury are not shared individually with the participating artists or Chapter representatives. An audit of the exhibition can be requested by the Chapter Executive, which takes place at the FCA in Office in Vancouver, in person to ensure confidentiality.

### **How much does it cost?**

Fees are based on the amount of entries to your Chapter Call for submission as follows:

Up to 43 Image Submissions	\$8.00 Per Entry
44 – 150 Image Submissions	\$350.00 Flat Rate
151+ Image Submissions	\$400.00 Flat Rate
Juror Only	If you would just like the FCA to source Signature Members jurors for your exhibition there is a \$100.00 Flat Rate

### **How do we Start?**

First your Chapter needs to determine a **Show Chair**. This person will be the one point of contact for Head Office when creating your call. The Show Chair works with your **Exhibition Committee** and the **President** of the Chapter to make the exhibition a reality.

The Show Chair completes the “Jurying via the FCA System” application form. It is a good idea to bring this form to your Exhibition Committee meetings to help determine what information you’ll need to provide to create the call for submission.

Head Office does not determine deadlines or dates for your call, the best way to work your deadlines is to work backwards from the date of your exhibition. Head Office will advise you of a submission deadline based on the date you require your results pack by.

We advise allowing at least a week for delivery to your venue, two weeks if members from other Chapters are participating and need time to arrange for courier or delivery.

Once the form has been completed and sent to the Gallery Coordinator at Head Office via [fcagallery@artists.ca](mailto:fcagallery@artists.ca), the call will be established within 48 hours.

The Show Chair will then be emailed a URL link to check the submission requirements. Once the Show Chair has proofed the URL, if any changes are needed the Gallery Coordinator will make them and then email a new URL. If no changes are needed the Show chair can immediately distribute this URL to their Chapter membership via email or sharing the link on their Chapter website.

### **How do Chapter Members Participate?**

Chapter Members can access the submission through the URL distributed by the Show Chair. Once they receive this email, members click the link to login and start submitting as they would for any other FCA exhibition. Only Active and Signature members in good standing are eligible to enter FCA exhibitions. All members, upon acceptance as Active, are given a username and password. If members are unsure of their login details they need to contact the Administrative Assistant via [fcaadmin@artists.ca](mailto:fcaadmin@artists.ca)

Members must be in good standing with the FCA Head Office in order to participate in any FCA related exhibitions or activities. You may not accept members into your Chapter without first confirming that they are members in good standing with the Head Office.

Head Office does not keep a record of membership standing in your Chapter. The Show Chair is responsible for confirming applicant standing in your Chapter with the Membership Chair of your Chapter. If they are not in good standing with their membership dues, they are not permitted to enter the Chapter exhibition.

### **Submission Assistance**

It is the responsibility of the Show Chair to inform the Chapter membership of the resources available to them to help with their online submission. You can offer your Chapter Members help with their submissions through:

- A designated Chapter representative who is familiar with the process to assist with submissions
- “Submission Session” events where Chapter members meet to submit as a group
- Hosting a special Chapter meeting that walks through the process

The resources offered by Head Office are:

- The tutorial video they can watch online at - [http://artists.ca/member\\_resources](http://artists.ca/member_resources)
- Assistance from the Gallery Coordinator – please note that Head Office will not complete submissions on member’s behalf. They will assist members in making their own application via telephone 604-681-8534. Members should contact the office 3 days prior to the deadline if they need assistance with their submission.

### **Non Chapter Member Entries**

At the discretion of the Chapter Executive, Chapters may open up their submissions to all or select Chapters for a joint Chapter Show. The same fee rates apply.

### **How Can Chapters Promote their Calls?**

Chapters calls can be promoted for free when submitted as Chapter News in Art Avenue to [artavenue@artists.ca](mailto:artavenue@artists.ca) We’ll also promote your call in the FCA blog, accessible from the FCA homepage at [www.artists.ca](http://www.artists.ca) If a Chapter would like to use a poster or visual aid in their promotions in either Art Avenue or the E-Newsletter, advertising fees apply.

### **What Next?**

If you have further questions about arranging your next Chapter Exhibition using the FCA online jurying system, or would like to request the application form, please contact the Gallery Coordinator via [fcagallery@artists.ca](mailto:fcagallery@artists.ca)