

# How to create a digital portfolio and upload portfolio to Juried Art Services

All detailed instructions are available at Juried Art Services - tutorial:

<https://juriedartservices.com/help/contact-support>

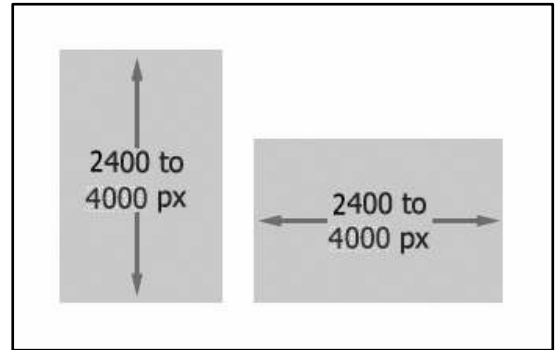
Technical support is available at Juried Art Services: Email: [support@jurying.net](mailto:support@jurying.net)

## Steps to submitting an application online

**Prepare your images:** Before starting the online application have your portfolio images prepared.

**Write your Artist Statement** and have it ready to copy and paste into the application.

**Images must be no less than 2400 pixels on the smallest side, and no more than 4000 pixels on the widest side.** See below for detailed instructions.



Images must be of high enough resolution to be used to produce prints for the exhibition

Do not submit images taken with a camera phone or designated as "web ready"

Set camera at "extra fine" or "fine" resolution

Images must be JPG files with the .jpg extension

Image size should be no smaller than 2400 pixels (8 inches) on the smallest side and no more than 4000 pixels on the widest side

Images should be 300 PPI (Pixels Per Inch)

Recommended color mode is RGB

Saved images should be oriented correctly for the viewer (Not upside down or sideways)

Images that are of poor quality or improper resolution will not be accepted

Digital File names of images in this format: last name\_image number.jpg

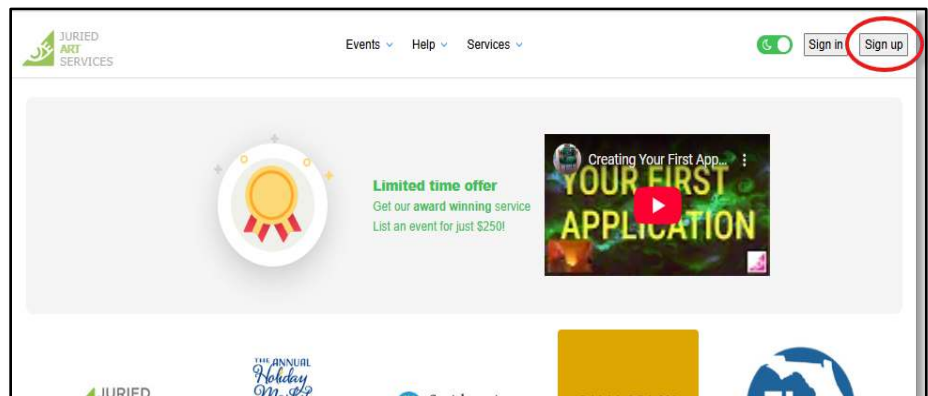
**For example:** Brenda Gregory's image 3 would have a file name: **gregory\_3.jpg**

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## Complete the New Member Registration

GO TO: <https://juriedartservices.com/>

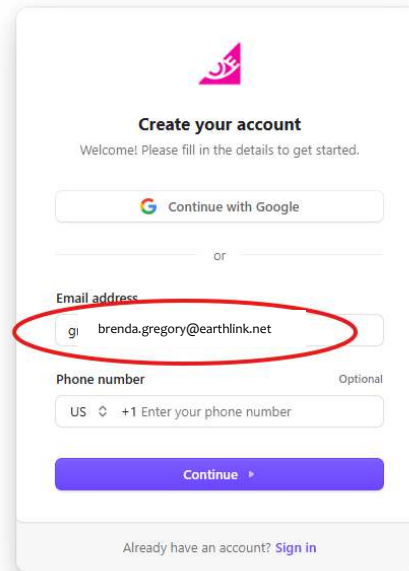
**SELECT** the "Sign up" button



## 1) Create your account

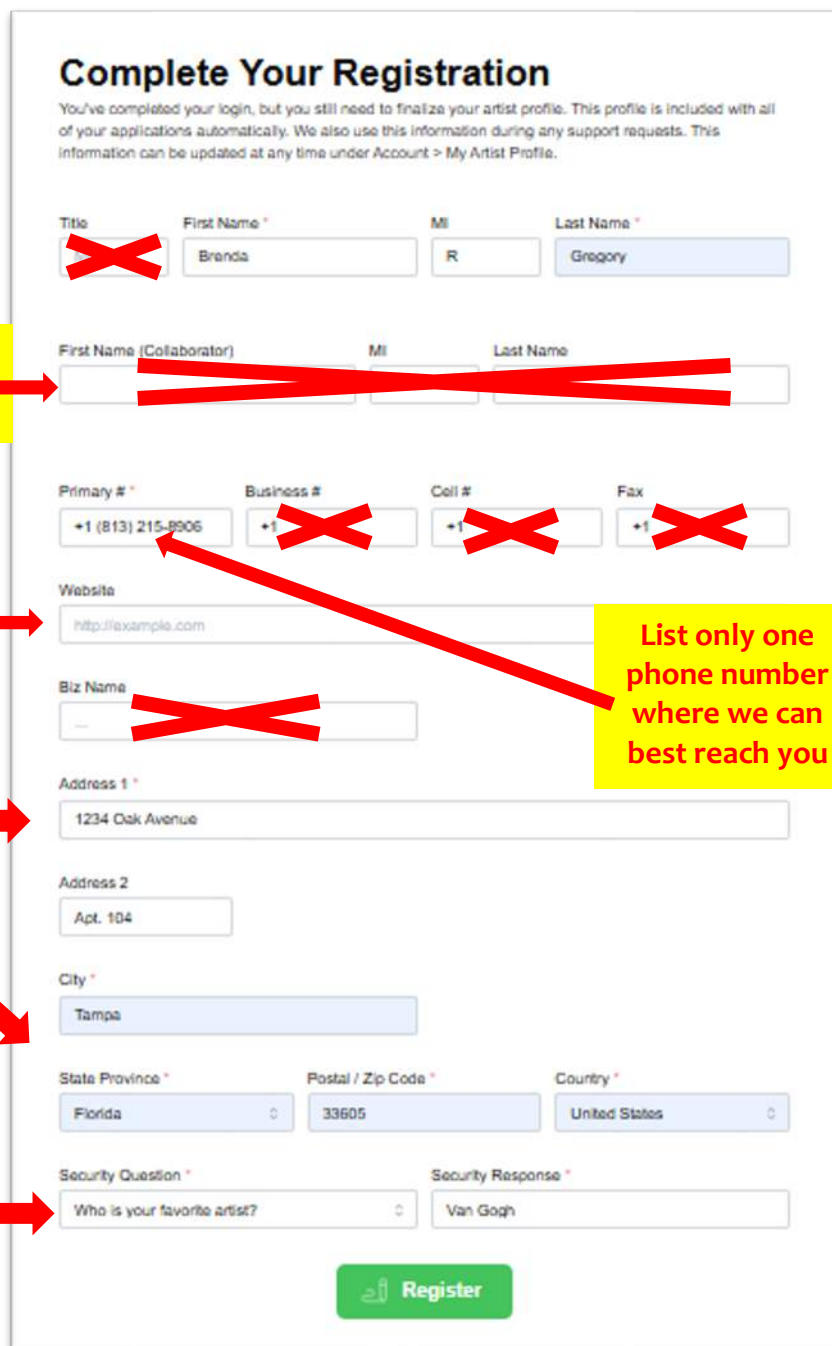
Use your email address to "Sign Up"  
You will be asked to verify your email  
A verification code will be sent to your email address

To verify you email, **ENTER** code from email  
**SELECT** "continue" button to go to the "Complete Your Registration" page



## 2) Complete Your Registration

**Fill in** the fields described below  
**SELECT** the "Register" button



DO NOT list a collaborator

Website optional

Home Mailing Address.

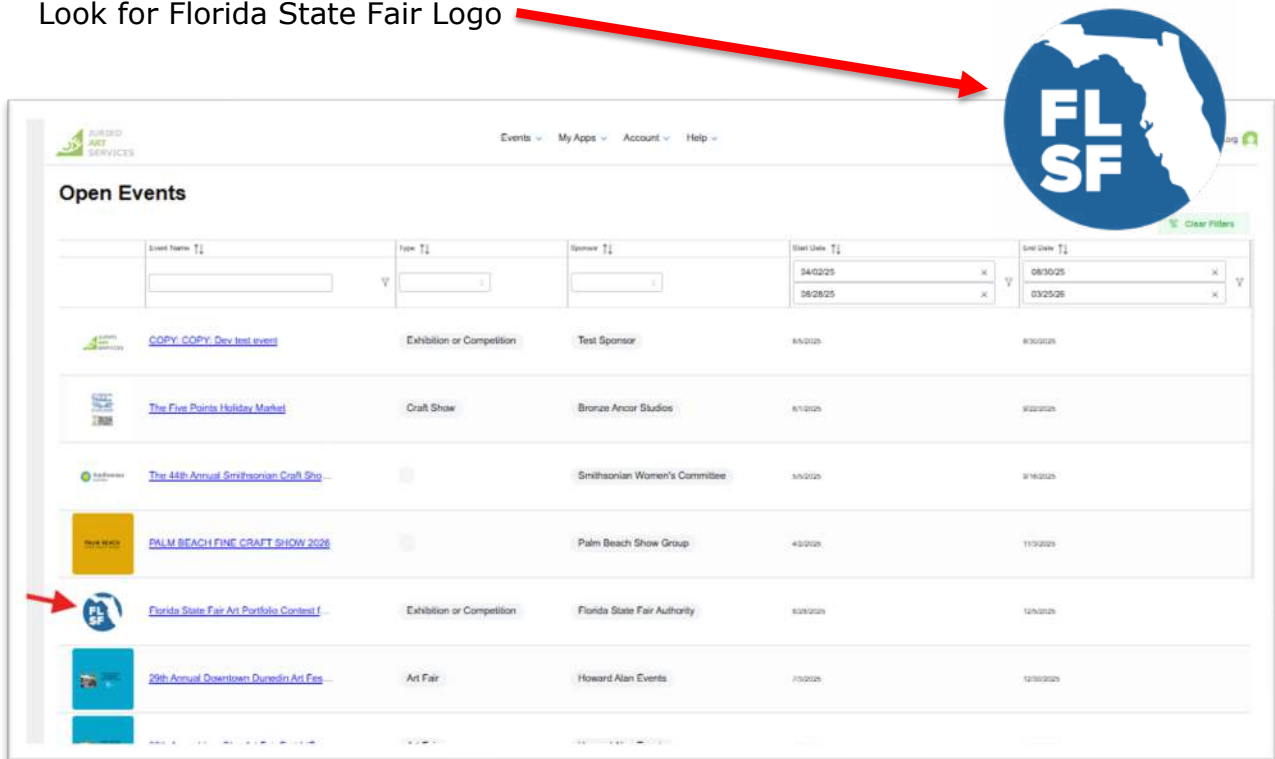
Answer a security question that you will remember

List only one phone number where we can best reach you

Once you **SELECT** "Register" you are taken to an "Open Events" page.

At this point you can start to **complete your application** or **Sign out** to complete at a later time.

To go to the application **SELECT** the "Florida State Fair Art Portfolio Contest" link. Look for Florida State Fair Logo



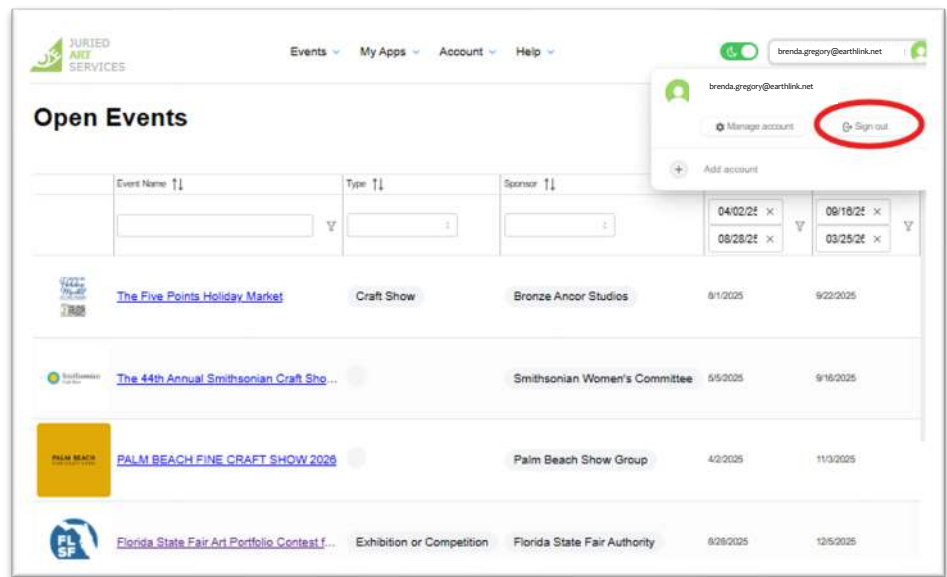
The screenshot shows the 'Open Events' page on the 'JURIED ART SERVICES' website. A red arrow points from the text 'Look for Florida State Fair Logo' to a circular logo in the top right corner of the page. The logo features a map of Florida with the letters 'FL' and 'SF' overlaid. Below the logo, a table lists various events. The event 'Florida State Fair Art Portfolio Contest' is highlighted with a red arrow pointing to its logo, which is identical to the one in the top right.

Event Name	Type	Sponsor	Start Date	End Date
<a href="#">COPY_COPY Dev test event</a>	Exhibition or Competition	Test Sponsor	8/5/2025	8/30/2025
<a href="#">The Five Points Holiday Market</a>	Craft Show	Bronze Ancor Studios	8/1/2025	9/22/2025
<a href="#">The 44th Annual Smithsonian Craft Sho...</a>		Smithsonian Women's Committee	5/5/2025	9/16/2025
<a href="#">PALM BEACH FINE CRAFT SHOW 2026</a>		Palm Beach Show Group	4/2/2025	11/3/2025
<a href="#">Florida State Fair Art Portfolio Contest f...</a>	Exhibition or Competition	Florida State Fair Authority	8/28/2025	12/5/2025
<a href="#">29th Annual Downtown Dungeni Art Fes...</a>	Art Fair	Howard Alan Events	7/3/2025	12/30/2025

## How to Sign Out

If you decide to return to complete the application at a later time.

Sign out of "Juried Arts Services"



The screenshot shows the 'Open Events' page with the user's account menu open in the top right corner. The 'Sign out' button is circled in red. The event list is the same as in the previous screenshot.

Event Name	Type	Sponsor	Start Date	End Date
<a href="#">The Five Points Holiday Market</a>	Craft Show	Bronze Ancor Studios	8/1/2025	9/22/2025
<a href="#">The 44th Annual Smithsonian Craft Sho...</a>		Smithsonian Women's Committee	5/5/2025	9/16/2025
<a href="#">PALM BEACH FINE CRAFT SHOW 2026</a>		Palm Beach Show Group	4/2/2025	11/3/2025
<a href="#">Florida State Fair Art Portfolio Contest f...</a>	Exhibition or Competition	Florida State Fair Authority	8/28/2025	12/5/2025

### 3) Complete your Application

**GO TO:** <https://juriedartservices.com/>

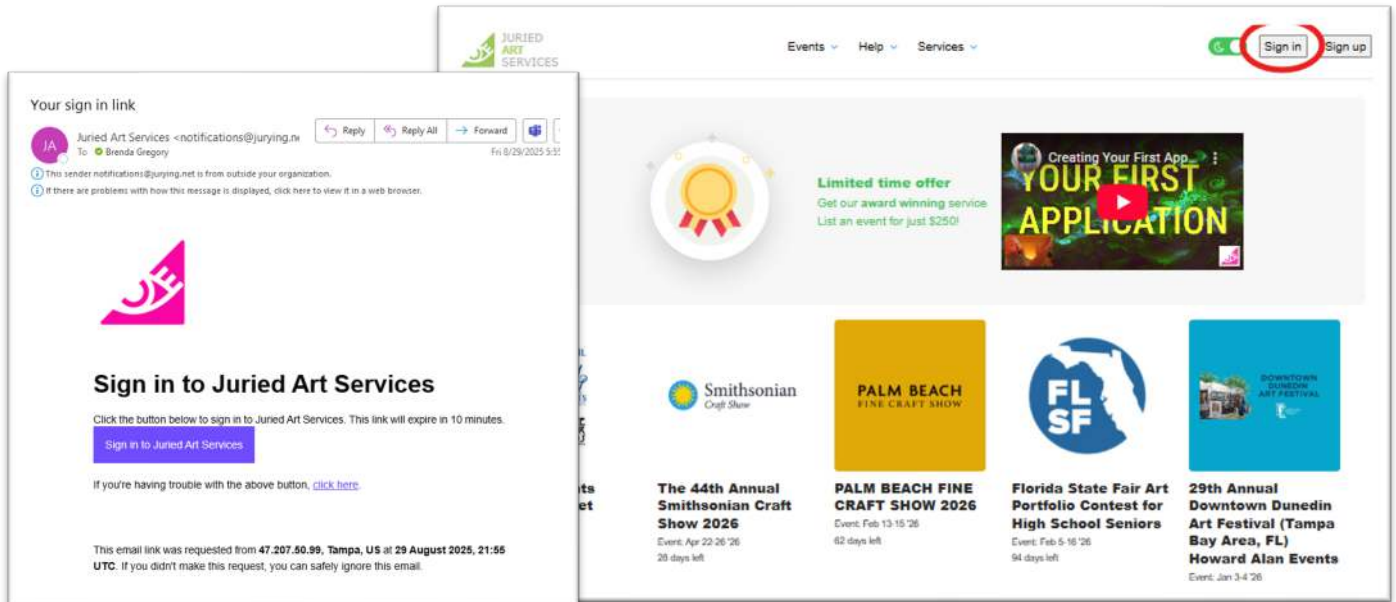
**SELECT** the "Sign in" button

You will be asked to verify your email

A verification code will be sent to your email address

To verify you email, **ENTER** code from email

**SELECT** "continue" button to go to the Juried Art Services home page



Look for Florida State Fair Logo

**SELECT** the link to the application  
This will take you to the application landing page.

**SELECT** "Apply Now" button at the bottom of the page.

**Remember this show is for high school seniors only**



### 3) Complete your Application... *continued*

Once at the actual application you will see your **Primary Artist Profile** information down the left-side of the page.

Check to ensure that this information is accurate

If edits need to be made **SELECT** the "Edit Artist".

**NOTE:** To get back into the application after editing your "Primary Artist Profile" you will **GO TO:**

<https://juriedartservices.com/events/2257>

**SELECT** the category that best describes your artwork

Provide an **artist statement** when submitting your online application (This is not a biography).

Tell us why you create art and what your art is all about. (See page 2 for tips)

Limit artist statement to 1000 characters.

Complete all the fields in the application

**SELECT** the "Create New Application" button

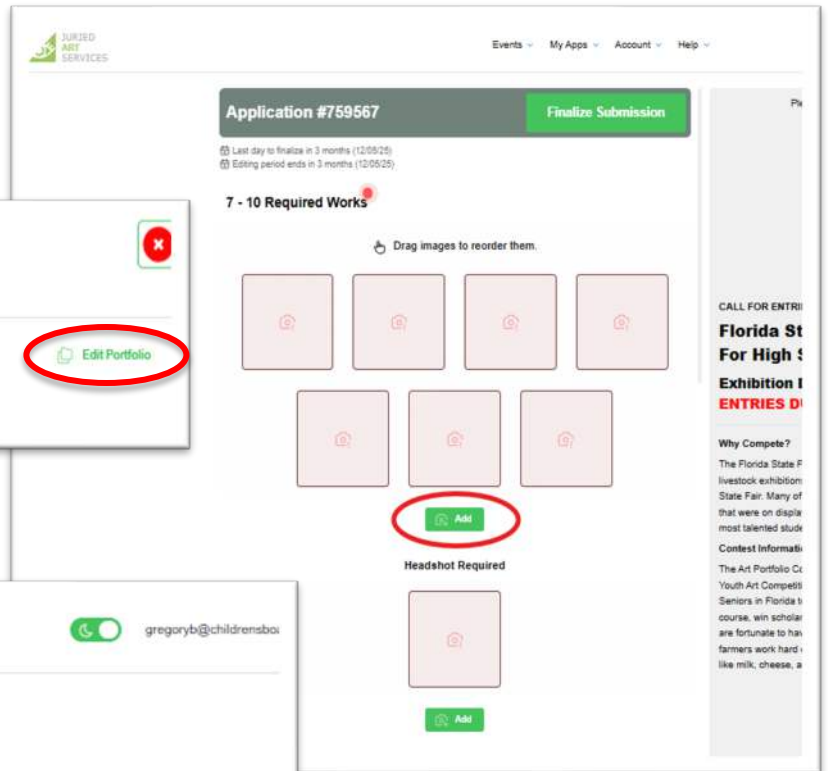
This will take you to the page to upload your portfolio images

## 4) Uploading portfolio images and headshot to your application

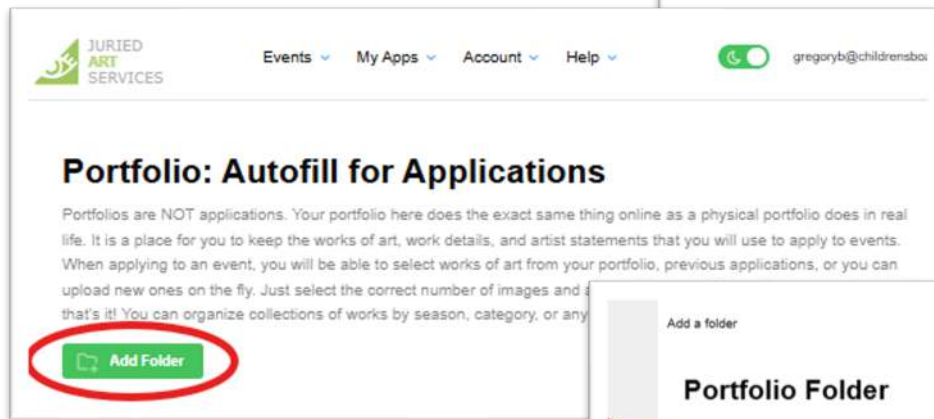
**SELECT** the "Add" button

You will be taken to a page called **"Add Artwork to Application"**

**SELECT** the "From Portfolio" Tab



**SELECT** the "Add Folder" button

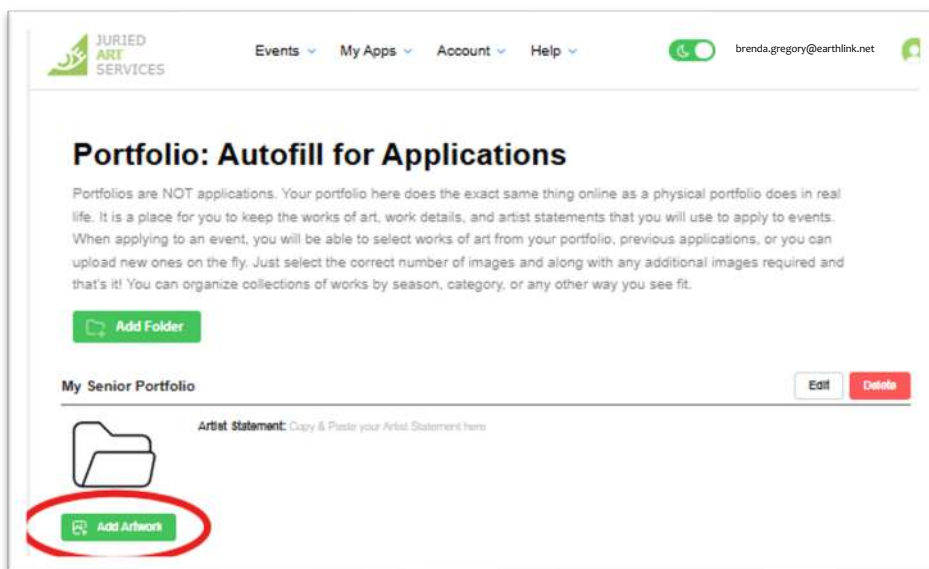
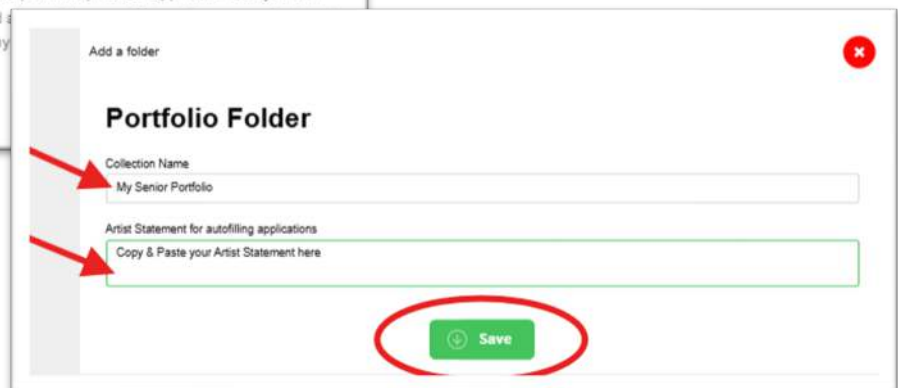


**NAME** your collection.

You will need to add your **artist statement** again. Copy and paste into the "Artist Statement" field.

**SELECT** the "Save" button

This will take you to the "Portfolio: Autofill for Applications" page

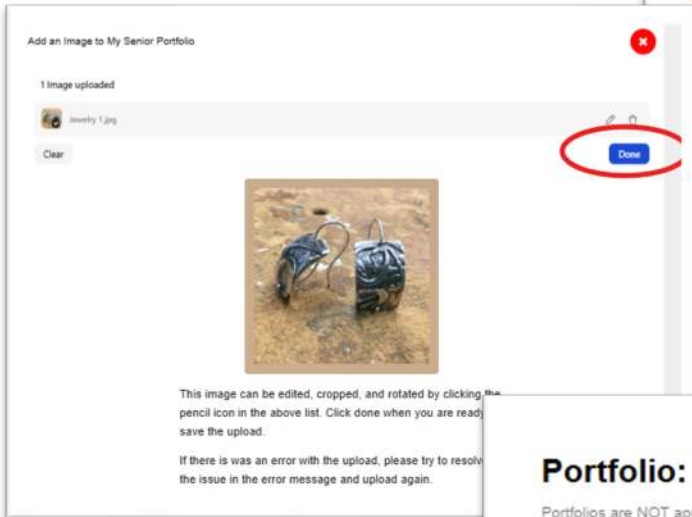
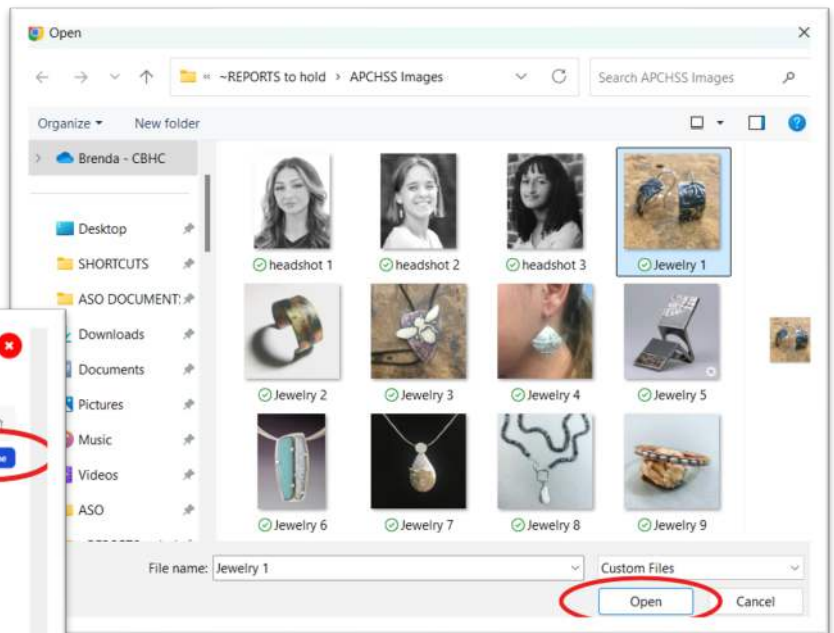


**Navigate to** where your images are on your computer.

**SELECT** one image at a time.

You will see it load to the page.

**SELECT** "Done" button when image has uploaded



You will see it load to the page.

**SELECT** the "Add Artwork" button to add another image to your portfolio, until all images are added

**Add your headshot to the portfolio**

## Portfolio: Autofill for Applications

Portfolios are NOT applications. Your portfolio here does the exact same thing online as a physical portfolio does in real life. It is a place for you to keep the works of art, work details, and artist statements that you will use to apply to events. When applying to an event, you will be able to select works of art from your portfolio, previous applications, or you can upload new ones on the fly. Just select the correct number of images and along with any additional images required and that's it! You can organize collections of works by season, category, or any other way you see fit.

[Add Folder](#)

My Senior Portfolio

[Edit](#) [Delete](#)



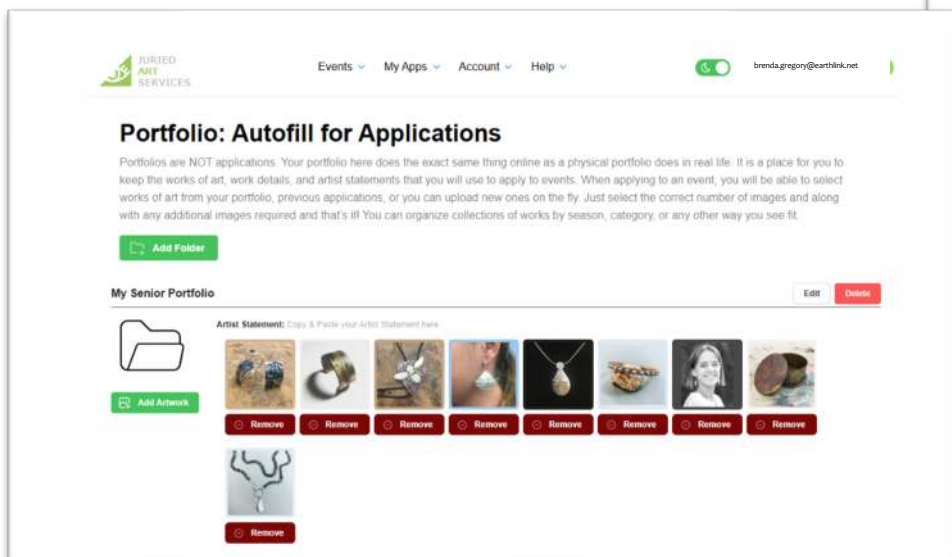
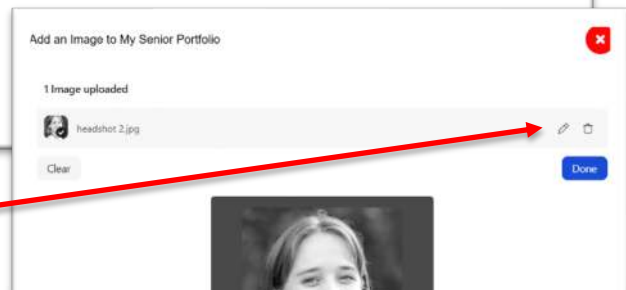
Artist Statement: Copy & Paste your Artist Statement here



[Remove](#)

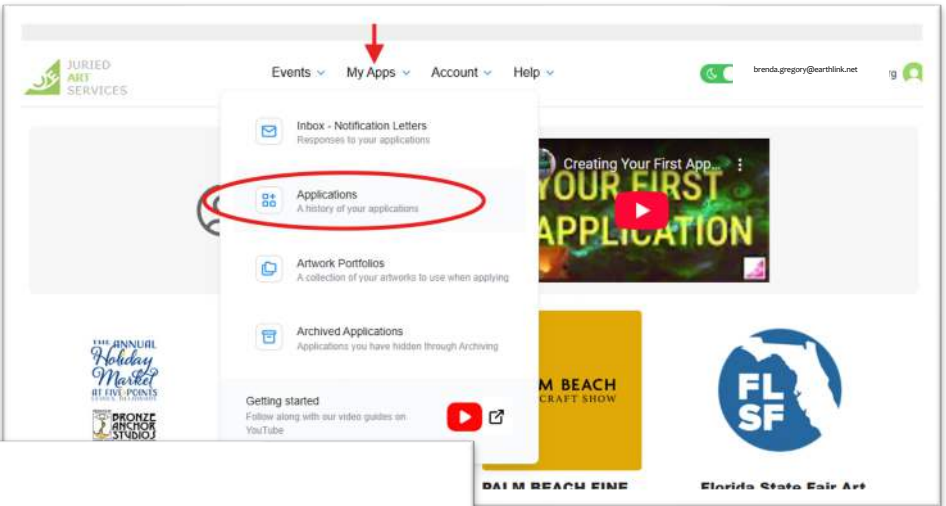
[Add Artwork](#)

**NOTE:** if you want to Edit the image, **SELECT** the "Edit" icon. The Edit feature allows you to crop, rotate, flip, mirror & tune an image.

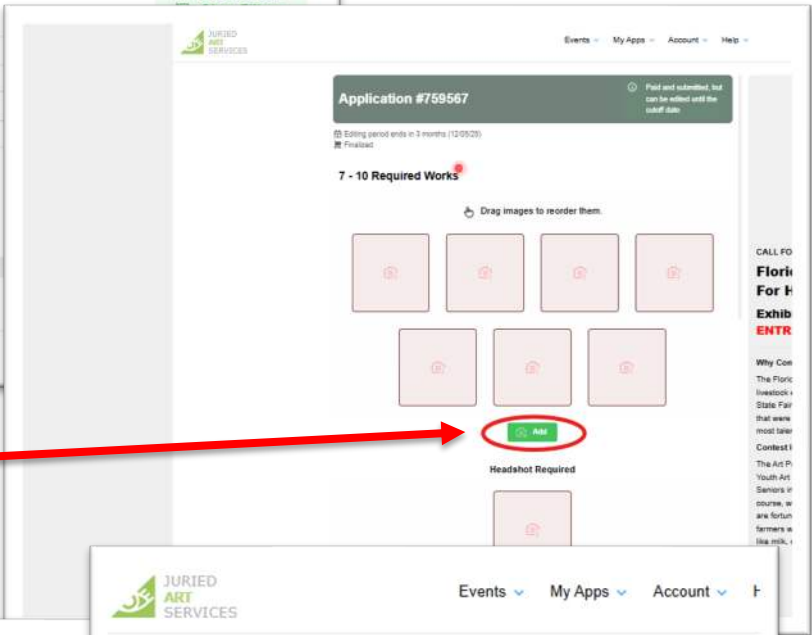
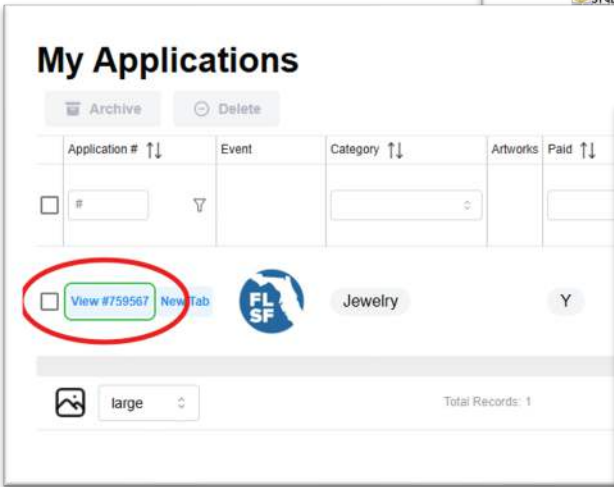


# Load images from your "Portfolio Folder" to your application

Return to the "Home Page"  
**SELECT** the "My Apps"  
dropdown Tab to go to  
your "Applications" page.

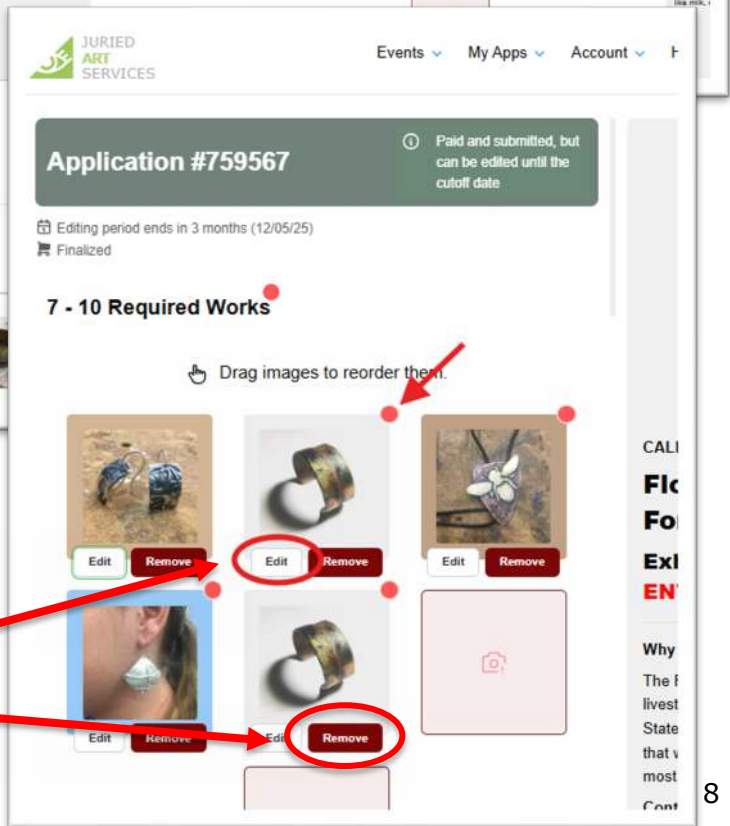
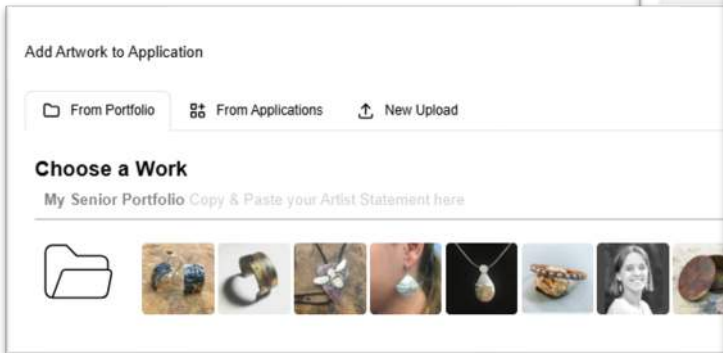


**SELECT** your application.



**SELECT** the "Add" button. This takes  
you to the page where all your images  
are stored.

**SELECT** the image(s) that you want  
to upload



They will load to your application.

If there is a **RED dot** to the right of your  
image you need to complete the information  
needed to describe each piece.

**SELECT** the "Edit" button for each image  
to add specific information on each piece.

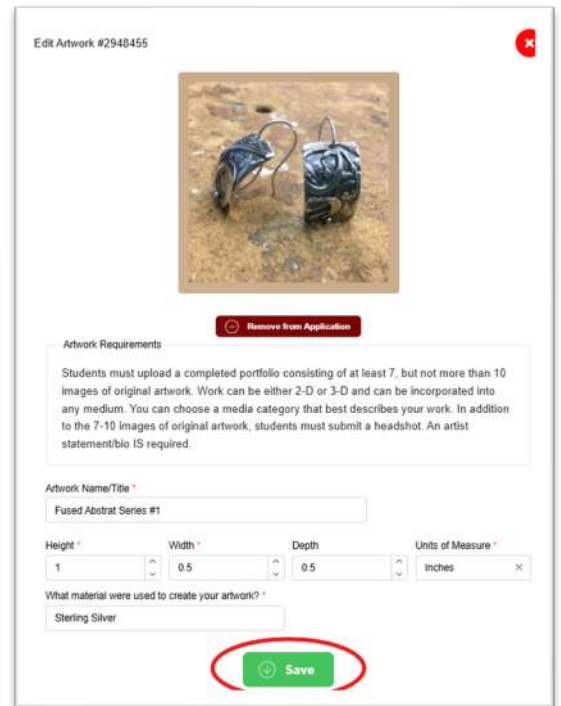
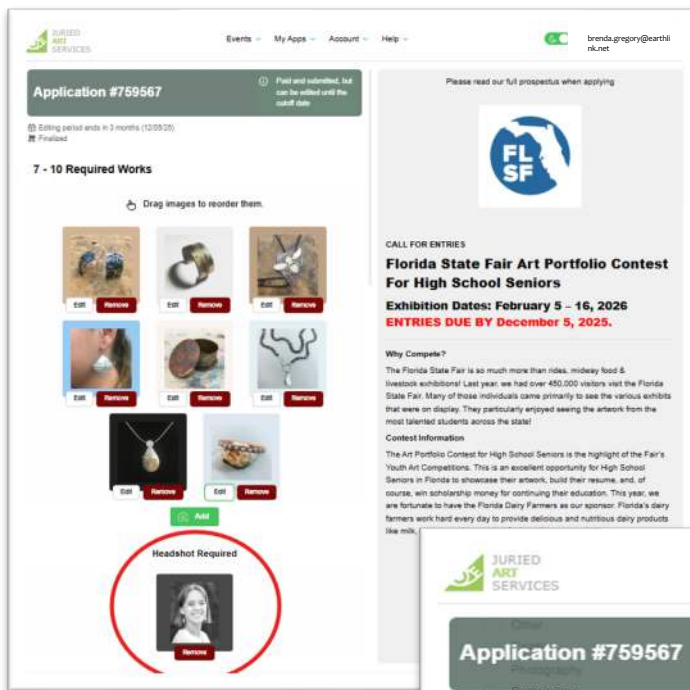
**SELECT** the "Remove" button to delete a  
duplicate image

It is best to complete the **Artwork Requirements** while you are completing the application.

**SELECT** the "Save" button

Every piece will need to have this information.

**Upload your headshot**



**SELECT** the "Save changes" button at the bottom of the page.

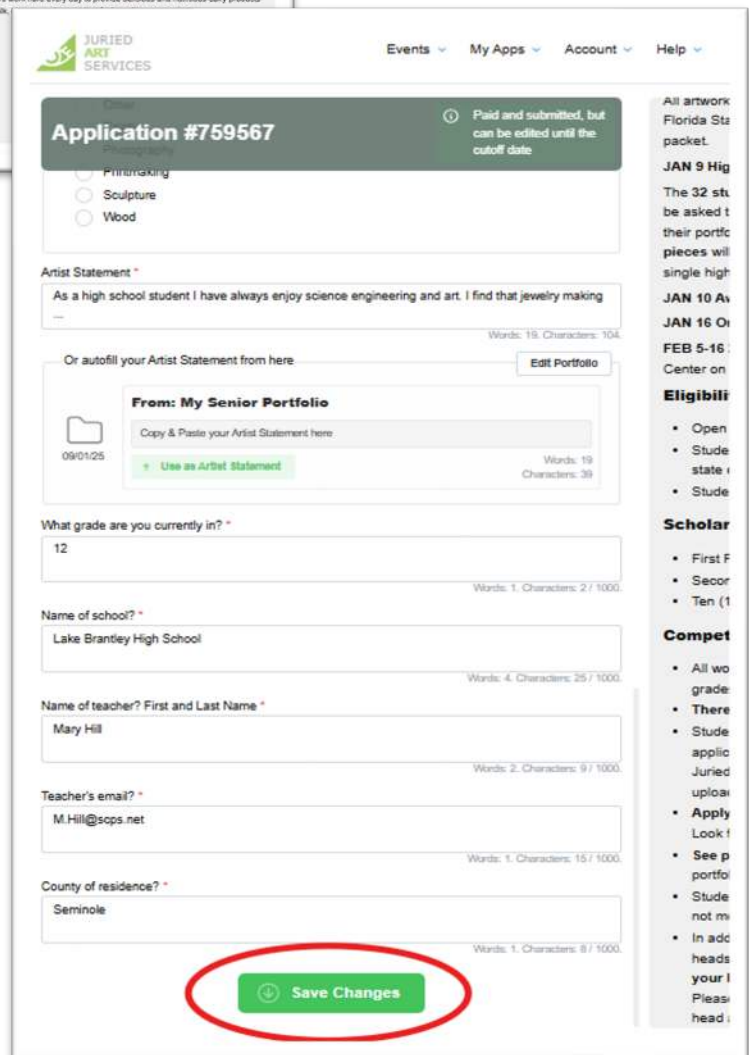
**NOTE:** You can edit your images at anytime before the application deadline date.

**Sign In to Juried Art Services**

From the **My Apps** dropdown **SELECT** "Applications"

**SELECT** the "View #app" link

You should be able to edit images or change copy in any of the application fields.



**For more information** contact Brenda Gregory at 813-215-8906 **OR** email [brenda.gregory@earthlink.net](mailto:brenda.gregory@earthlink.net).

**Technical support is available at Juried Art Services:** <https://juriedartservices.com/help/contact-support>