

Welcome to the ZAPP™ Front End reference manual. Outlined in this front-end reference manual are instructions on how to complete art show applications from the standpoint of an artist applicant.



Access

Go to <http://www.zapplication.org> to access ZAPP™. A pop-up window appears emphasizing the importance of preparing your images to ZAPP™ image specifications before starting the application process. Please click on [Imaging Tips](#) to read about ZAPP™ image specifications. If you fail to prepare your images properly in advance, the application process will not be as smooth.



Register

For new users:

- Click on [New Users Register Here](#).
 - Read and agree to the terms and conditions. If you decline the terms and agreement, you cannot apply to shows using ZAPP™.
- Complete the profile form. You may select your own personal username and password. Do not use spaces or special characters when entering a username and password. All fields marked with an asterisk are required fields. This information will only need to be entered once. You may update this profile at any time when you are using ZAPP™.



Please fill out all required fields

Username:

Password:

Re-Type Password:

First Name:

Last Name:

If you work in a calibration please enter the first name of your partner:

Partner's First Name:

Partner's Last Name:

Address:

City:

State:

Zip Code:

Phone:

What is your phone preference?:

Cell Phone:

Fax:

Email Address:

Re-Type Email:

Website:

REGISTER NOW

- Click **Register Now**. A message will be automatically sent to your e-mail address listing your newly established username and password for ZAPP™.
- Click **Continue** to access ZAPP™.
- For returning users:
 - Enter your username and password in the login area on the home page. If you have forgotten your username and/or password, click on **Forgot Password?** Enter the email that you entered when you completed the profile. You will receive an e-mail with your username and password.



My ZAPApplications

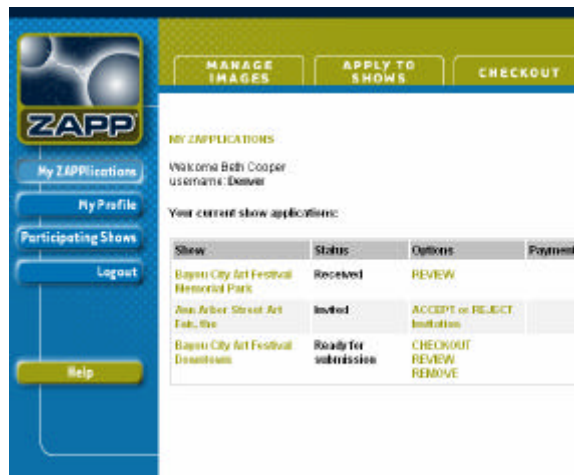
My ZAPApplications is your “control center” for ZAPPT™. The center of the page will always display the status of each of your open and submitted applications.

The left-hand navigation includes these buttons:

- My ZAPApplications: Selecting this button will always bring you back to the status page.
- My Profile: Selecting this button will allow you to update your contact information or change your username and password in your core record.
- Participating Shows: Selecting this button will list all shows that use ZAPPT™. You can sort shows by name, application date and region.
- Logout: Selecting this button exits you from ZAPPT™.
- Help: Selecting this button provides helpful tips for using ZAPPT™.

At the top of the each Web page are three very important tabs. These tabs are the main tools for applying to shows. They also illustrate that the application process can be completed in three simple steps. The tabs are:

- Manage Images: Selecting this tab allows you to upload, remove and edit digital images. Here you will manage your bank of up to 20 digital images that you will use to apply to shows.
- Apply to Shows: Selecting this tab will allow you to complete show specific applications. Here you will find a list of the shows accepting applications with their show details and guidelines and links to the show specific application.
- Checkout: Selecting this tab will allow you to submit show applications and pay application fees by credit card or check.



As your “control center,” you manage your applications from the Options column of the table located in the center of the screen. Options are:

- Accept or Reject: Accept or decline a show invitation. See **Managing Applications** for more detail.
- Checkout: Submit and pay for a show application.
- Purchase: Select and buy a booth or other provide items for a show. See **Purchasing Show Items** for more detail.
- Remove: Delete an application to a show. This option is only available prior to submitting an application to a show.
- Review: Review a submitted application. You can print your application from this view.

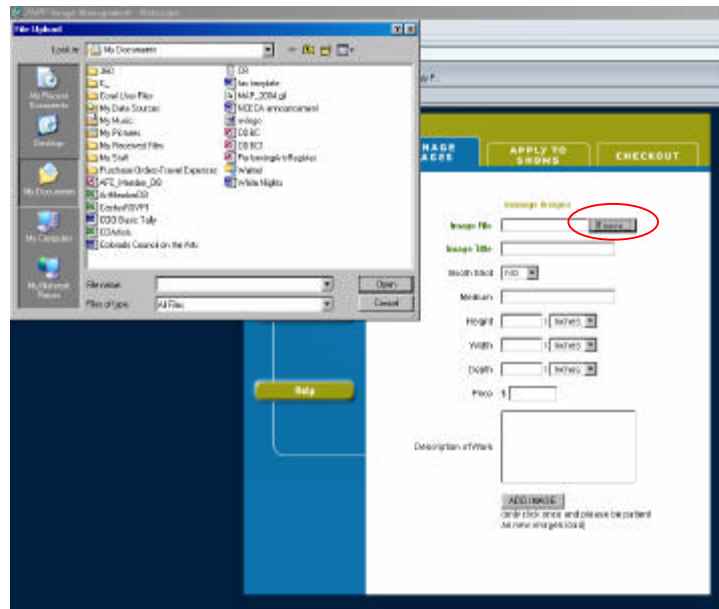
Step 1: Manage Images

Before you can apply to shows, you must create a bank of images. You can upload up to 20 images. These 20 images become your portfolio of images from which you will choose when applying to participating shows.

- Click Manage Images at the top of the page.
- ZAPP™ will tell you how many images you have available in your image bank. Click on Add Images.



- Click **Browse** to locate an image on your personal computer that you want to upload. The file name of the image will populate the “Browse” field.



- Complete the image form. Title the image you have selected. Select from the drop-down menu to indicate if this image is a booth shot. If the image is a booth shot, choose YES. Enter the medium of the artwork. Dimensions are required fields for artwork images. ZAPP will not accept the image if you have not entered the dimension. The description of the artwork should be no more 100 characters (includes spaces).

- Click Add Image.
- An Image Upload Progress screen will appear. It may take several minutes for your image to upload depending on the speed of your Internet connection. This window will automatically close when the upload is complete.
- A thumbnail of your image will display after it successfully uploads.

If the image you upload does not meet the specifications,

i.e., the image is too small, a warning message will appear telling you that the image is too small. Review the Image Tips provided by ZAPPT™ (a link to Image Tips can be found at the bottom of every page) and return to your image program to adjust the image. Go back to [Manage Images](#) and repeat the upload process.



- Click on [Add Another Image](#), and repeat the process.
- As you add images, thumbnails of each image will appear in the main section of Manage Images. Click [Manage Images](#). You may edit, view as an enlarged image, or remove the image.



- Many images will show as “Image is Committed”. This means you have submitted the image(s) to one or several shows. The image cannot be edited or removed until the show(s) has completed its jury. At that time, the image will no longer be locked, and you can edit or remove it.

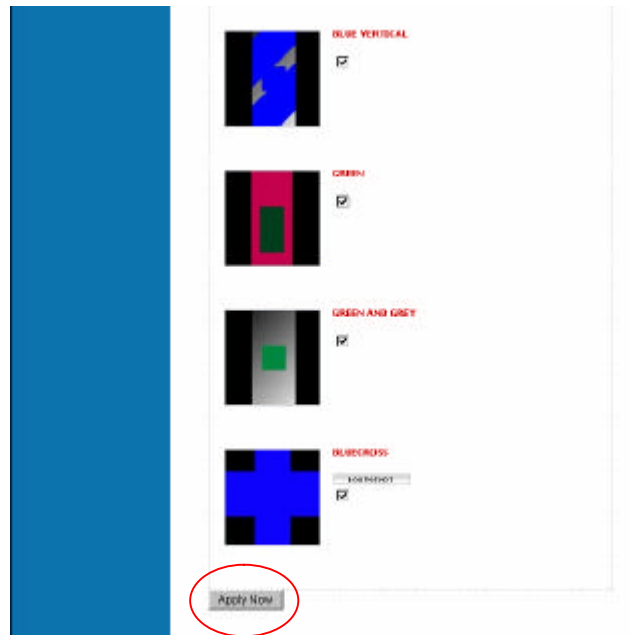
Step 2: Apply to Shows

Click on [Apply to Shows](#) from the top menu. This step allows you to preview all of the shows currently accepting applications. The list of shows may be sorted by name, date or location. You may review each show's details by clicking on [More Info](#). To apply for a show, follow these steps:

- Choose a show that you want to apply to.
- Click [Apply](#), and you will be taken to the show's online application.



- Read and agree to the terms and conditions of the show. If you decline the terms and agreement, you cannot apply to the show.
 - The questions asked are show-specific questions. Answer every question.
 - Select the appropriate number of artwork images to send to the show.
 - Select a booth shot, if necessary, to send to the show.
- Click [Apply Now](#).



- Review your selected images and order them by using the pull-down menus to the right of each image. The order you rank your images will be the same order in which the jury will see your images. If a booth shot is submitted to a show, it will always appear after the artwork images.
- Click [Next Step](#).
- Review the order of your images. If you need to reorder the images, click [Go Back](#).
- If you are ready to submit your application to the show, click [Checkout](#). If you would like to apply to other shows before proceeding to Checkout, select [Apply to Shows](#) at the top of the page.

Step 3: Checkout

The Checkout of ZAPP™ is similar to a shopping cart on Web sites such as Amazon.com and ebay.com. The Checkout page will list all of the applications you have completed for shows. You have the choice to pay for one or all applications by check or credit card. Follow these steps to pay for your show application(s):

Checkout

Select the items that you would like to purchase. If you choose to pay for one item with a check and another item with a credit card, select only one item to purchase per transaction.

Bayou City Art Festival Memorial Park - [Remove Show](#)

Pay Fees

☒ \$25.00 Application Fee

MAIN ST. Fort Worth Arts Festival 2005 - [Remove Show](#)

Pay Fees

☐ \$36.00 Application Fee

[Re-Calculate](#)

- Check the applications you want to pay for.
- If you choose to pay for one application with a check and another application with a credit card, select only one application to purchase per transaction.
- Click the [Re-Calculate](#) button to continue through the checkout process.
- The next screen is a review of the applications you have chosen to submit and the total amount due. If have a coupon, enter the coupon code in the next to the item you are purchasing.

MANAGE IMAGES **APPLY TO SHOWS** **CHECKOUT**

ZAPP

My ZAPApplications
My Profile
Participating Shows
Logout
Help

Checkout

Select the items that you would like to purchase. If you choose to pay for one item with a check and another item with a credit card, select only one item to purchase per transaction.

Bayou City Art Festival Memorial Park - [Remove Show](#)

Pay Fees
☒ \$25.00 Application Fee

MAIN ST. Fort Worth Arts Festival 2005 - [Remove Show](#)

Pay Fees
☐ \$30.00 Application Fee

Total: \$25.00

Payment Preference
 Visa or Mastercard
 Visa or Mastercard
 Check

Review your items, deselect the check in the box.
 Click the Re-Calculate button to show the new correct amount due.

- If you choose to remove an item, deselect the checkbox and click Re-Calculate.
- Select your payment preference from the pull-down menu.
- Click Proceed to Checkout.
- If you have chosen to pay by credit card, enter the credit card information.

The screenshot shows the ZAPP checkout interface. On the left is a navigation menu with links: My ZAPApplications, My Profile, Participating Shows, Logout, and Help. The top navigation bar has buttons for MANAGE IMAGES, APPLY TO SHOWS, and CHECKOUT. The main content area is titled 'Checkout' and contains a table with the following data:

Show	Description	Cost
MAIN ST. Fort Worth Arts Festival 2005	Cover Booth (Add) (50% Booth Discount applied)	\$272.50

Below the table, it says 'Purchase with Credit Card (Visa or MasterCard Only)'. The 'Total Charge' is \$272.50. There are input fields for 'Name On Card', 'Card Number', 'Expiration' (with month/year dropdowns), and 'Zip or Card'. A 'Submit Payment' button is at the bottom. A 'Payment Services by VeriSign' logo is also present.

- Click Submit Payment. You will receive a confirmation receipt of your payment. Print this receipt for your records. You will also receive the confirmation information in an e-mail.
- If you choose to pay by check, review that the payment selection is correct. Your payment has not yet been submitted at this point.

The screenshot shows the ZAPP checkout interface for check payment. The navigation and top bar are identical to the previous screenshot. The main content area is titled 'Checkout with Check' and contains a table with the following data:

Show	Description	Cost
MAIN ST. Fort Worth Arts Festival 2005	Cover Booth (Add)	\$545.00

Below the table, it says 'Purchase with Check'. There is a red circle around the 'Enter Check #' input field. The 'Total Charge' is \$545.00. A 'Terms' section states: 'You have indicated that you would like to pay by check. Your check must be post marked by 11/22/04. The MAIN ST. Fort Worth Arts Festival 2005 mailing address will be provided on the next screen. If your check is not received in time your application will not be valid.' A 'Click to Complete' button is at the bottom.

- Enter the check number. This check must be sent along with your confirmation receipt to the art show. Arts shows will use the check number to match your application with your payment.
- Click [Click to Complete](#).
- You will receive a confirmation receipt and directions on where to send your check. You must print the confirmation receipt and send it along with your check. You will also receive this information in an e-mail.

Managing Applications

From My ZAPApplications, your control center, you can review the status of each submitted application. The statuses that you may see for show applications are:

- Accepted: Your invitation to a show has been accepted and the show is preparing for you to participate.
- Awaiting Payment by Check: You chose to pay for your application fee by check, and the show has not yet received it. When the show receives the payment, your status will change to "Received."
- Awaiting slides: Some shows will accept slides. When the show receives your slides, your status will change to "Received."
- Confirmed: You have accepted an invitation to a show, and you have completed all the show-specific documents like the contract. You have also purchased your booth.
- Declined: You have rejected a show invitation.
- Incomplete: You have submitted an application to a show. The show has reviewed the application and feels that there are parts that are incomplete. You can re-enter the application, complete it, and re-submit it to the show.
- Invited: A show invites you to participate.
- Not Invited: Your application did not score high enough during the jury process, and you are not invited to a show.
- Received: You successfully submitted your application to a show.
- Wait List: A show has placed you on a wait list for participation. If a show has availability, your status will change to "Invited."
- Withdrawn: You accepted an invitation to a show but then decided that you did not want to participate.

The critical action item to manage from this page is to accept or decline invitations to shows. Follow the steps outlined to accept or decline a show invitation.

- From the My ZAPApplications page, click on [Accept or Reject Invitation](#).
- You have three choices: Accept Invitation, Reject Invitation or Decide Later.

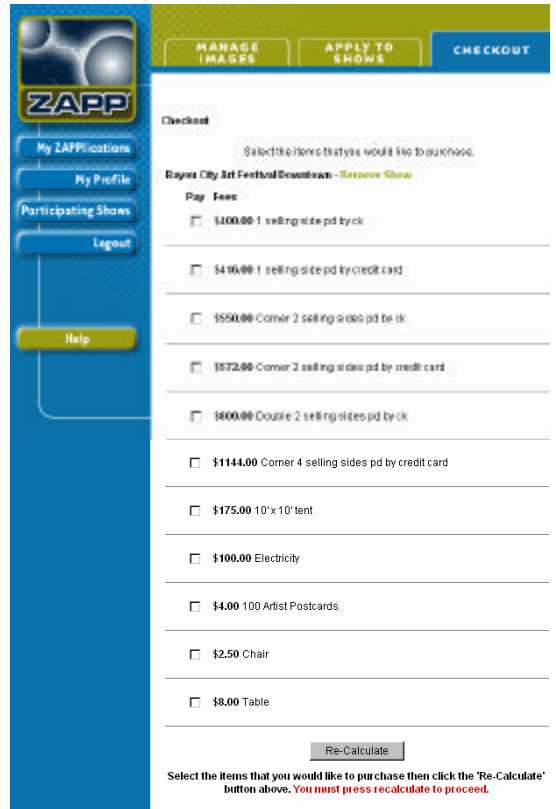


- If you accept the invitation, you are re-directed back to My ZAPApplications, where you can then click [Purchases](#) to purchase a booth or other products. See **Purchasing Show Items** for more details.
- If you reject the invitation, your decision is final. Your invitation will be granted to another artist. Your application fee is not refundable. In My ZAPApplications, you will see that your status for the show is "Declined."
- If you click [Decide Later](#), you will be directed to My ZAPApplications. No action has been taken, and you can return to ZAPP to accept or decline the invitation at a later date.

Purchasing Show Items

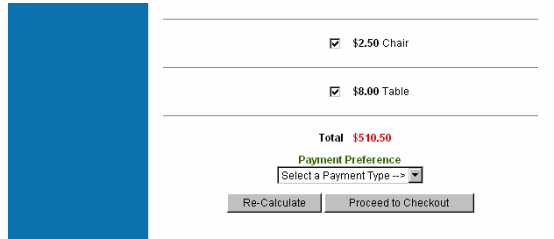
You have accepted an invitation to a show. The next step is to purchase a booth and other show-provided items.

- Click [Purchases](#) from the My ZAPApplications status menu to review the list of items provided by a show.
- Check the items that you want to purchase.
- Click [Re-Calculate](#).



- Review the selected items and total amount due.
- Enter coupon codes if applicable for the items you have selected to purchase.
- Select a payment type from the pull-down menu.

- Click Proceed to Checkout.



- If you have chosen to pay by credit card, enter the credit card information.
- Click Submit Payment. You will receive a confirmation receipt of your payment. Print this receipt for your records. You will also receive the confirmation information in an e-mail.
- If you choose to pay by check, review that the payment selection is correct. Your payment has not yet been submitted at this point.
- Click Click to Complete.
- You will receive a confirmation receipt and directions on where to send your check. You must print the confirmation receipt and send it along with your check. You will also receive this information in an e-mail.

Congratulations! You have completed a full cycle of applying to a show. Each show application will follow the same process.

Managing Your ZAPP™ Account

To return to ZAPP™ and manage your applications, simply enter your username and password from the home page. You will be taken directly to My ZAPApplications™.