

# Albany Center Gallery

## Submittable New User Guide

Use this step-by-step guide to create your account on *Submittable*, and to start and edit your art submissions to ACG.

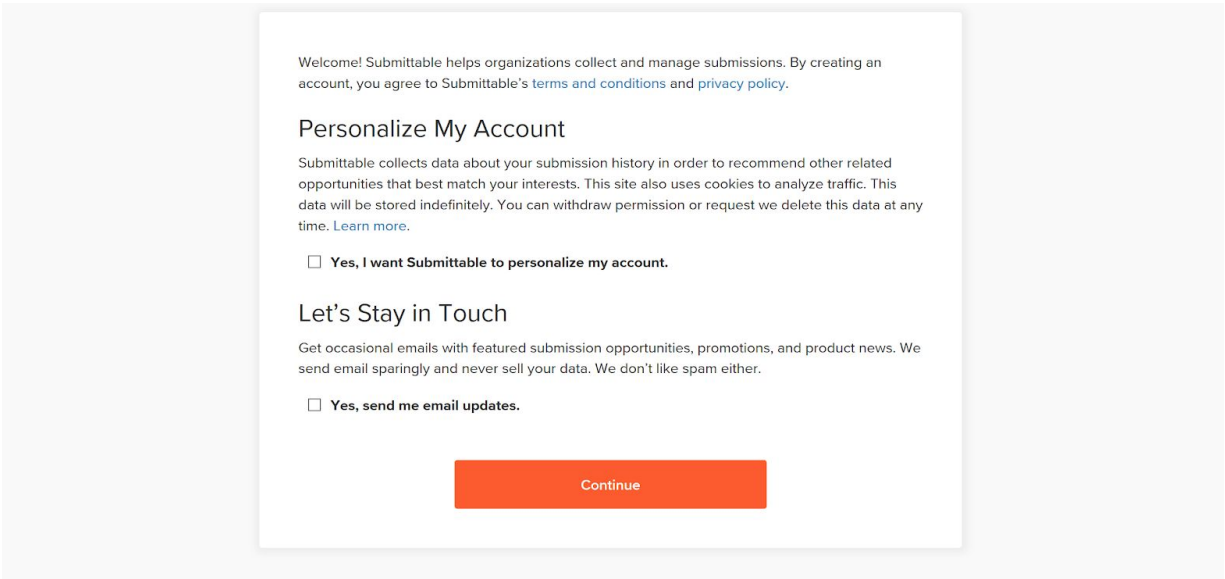


### Part 1: Creating your account

1. Click this [link to ACG's Submittable page](#)
2. Click the title of the submission you would like to participate in (Annual Call for Art, The Store @ ACG submission, etc.).
3. Read the info and guidelines for the submission, and scroll down to enter your basic personal information and a password to begin creating your account.  
**\*\*Make sure to remember your password to log back in later\*\*** Click the "Create Account and Continue" button.

A screenshot of the 'Create your account' form on the Submittable website. The form is titled 'Create your account' and has a toggle for 'Have an account? Sign in'. It contains several input fields: a 'Name' field with sub-fields for 'Name', 'Mid.', and 'Last name'; an 'Email' field with a note 'Please enter a valid email address.'; a 'Password' field with a note 'Your password must be at least 6 characters.'; and a 'Confirm password' field. At the bottom of the form is an orange button labeled 'Create Account and Continue'. The Submittable logo is visible in the bottom right corner of the form area.

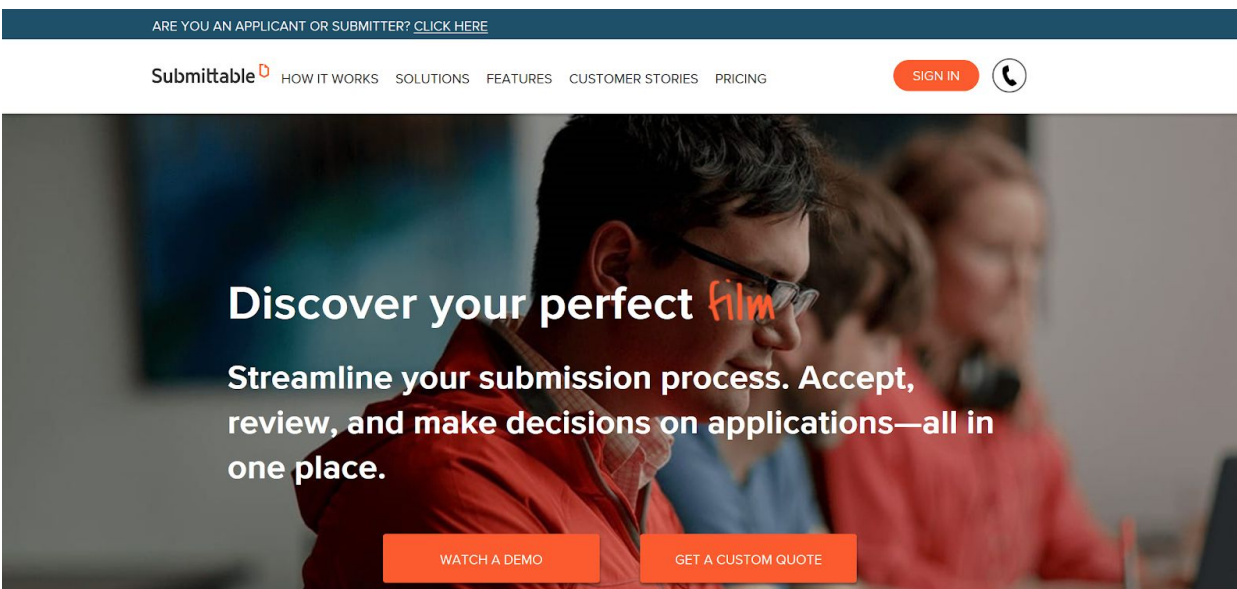
4. Choose whether you'd like *Submittable* to collect data about you by checking or unchecking the box. Choose whether you'd like to receive email updates by checking or unchecking the box, then click "Continue."



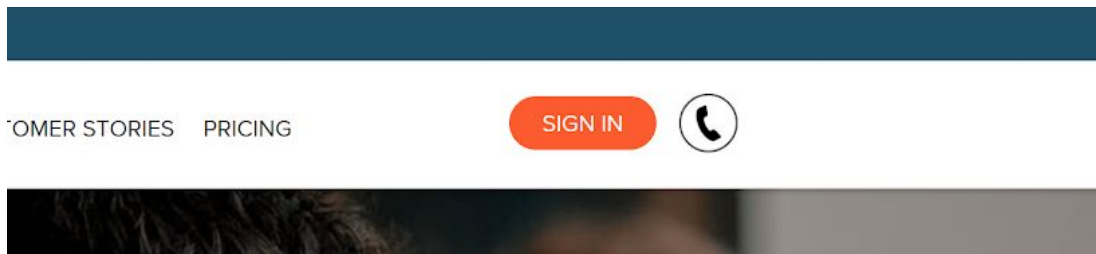
5. You are now logged into your new account. Scroll down to fill out the art submission form. Click "Submit" to finalize your art submission, or "Save Draft" to save your progress and finish later.

## Part 2: Logging in and continuing a saved draft

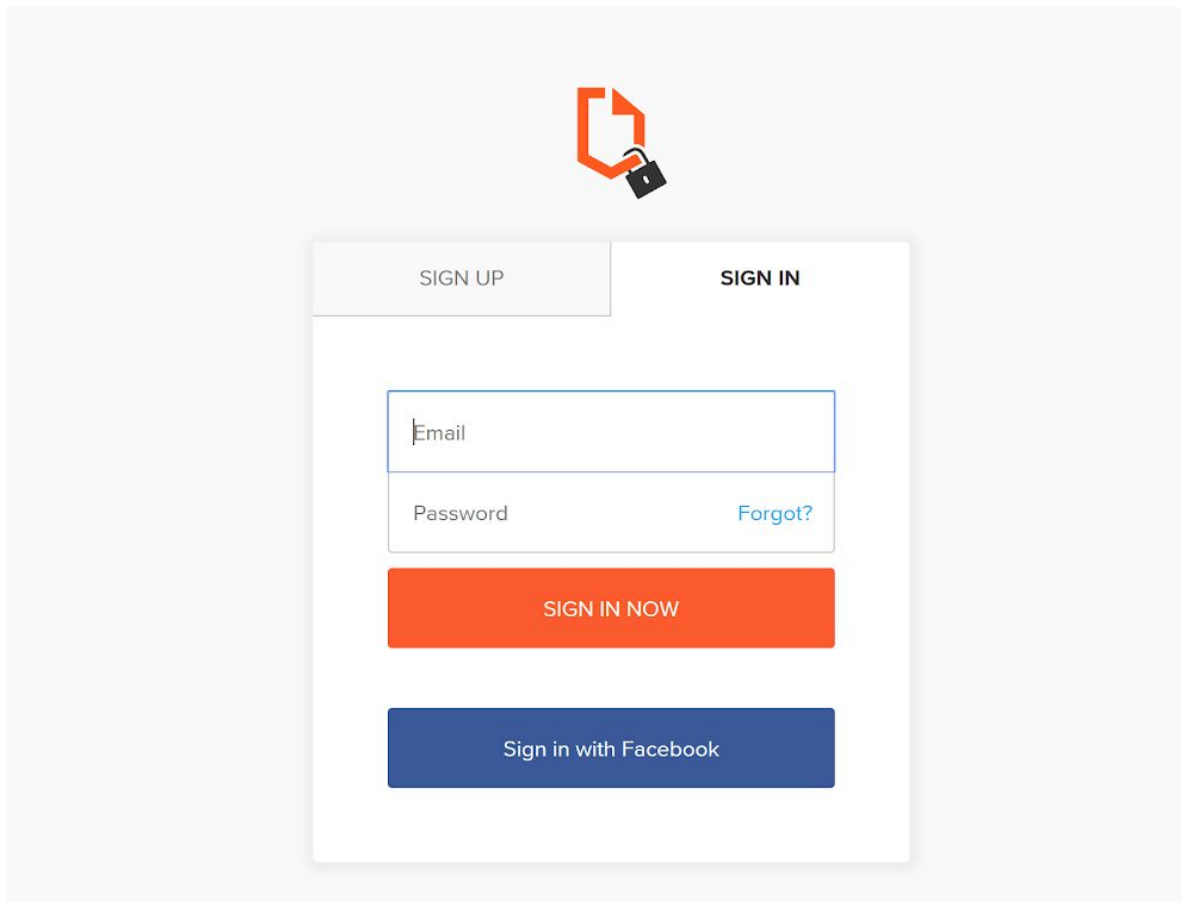
1. Click this [link to the Submittable homepage](#). It should look like the page below.



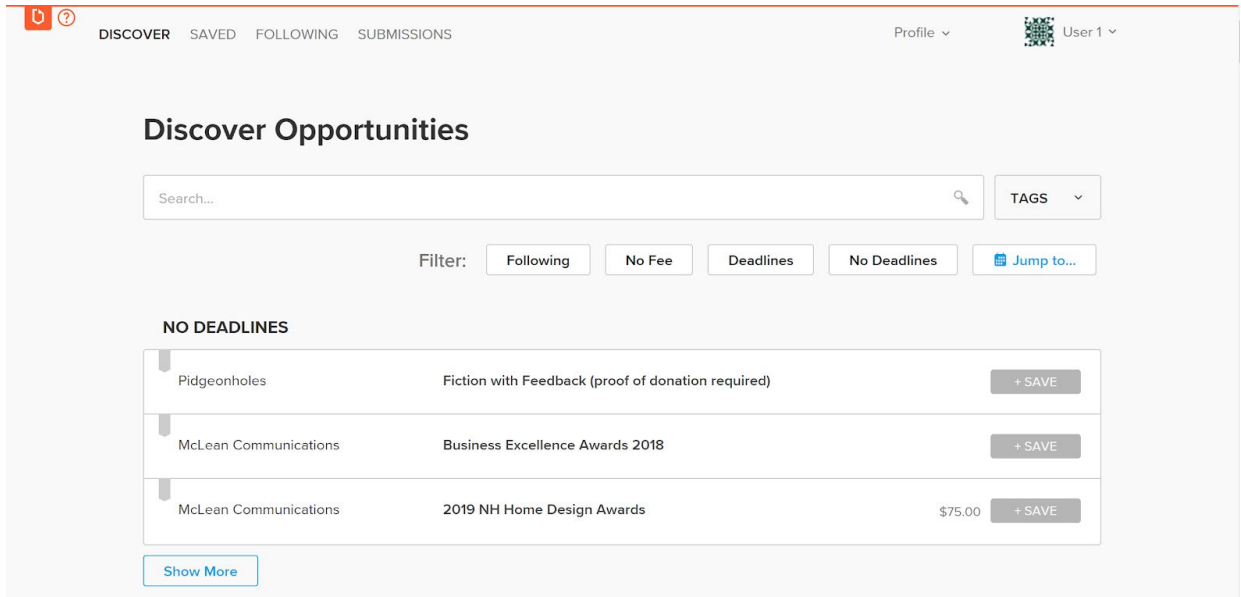
2. Click the orange “Sign In” button located in the top right corner of the page.



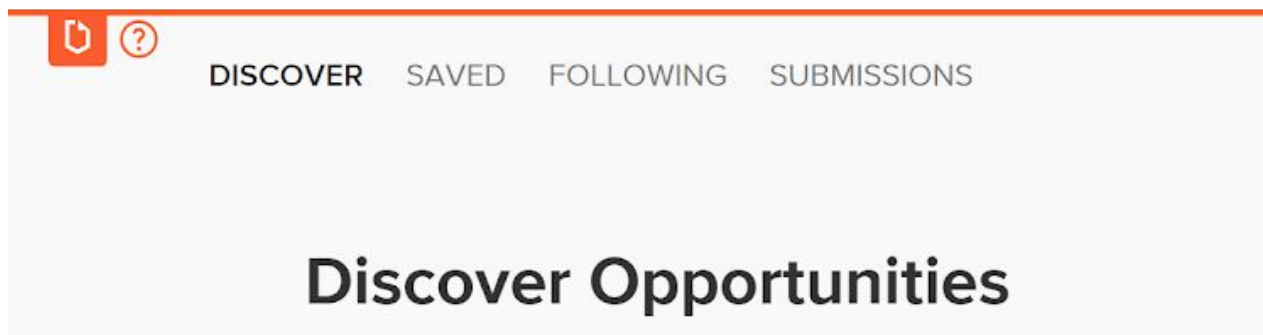
3. On the next page, type in your email address and password under the “Sign In” tab, and click the “Sign in Now” button.



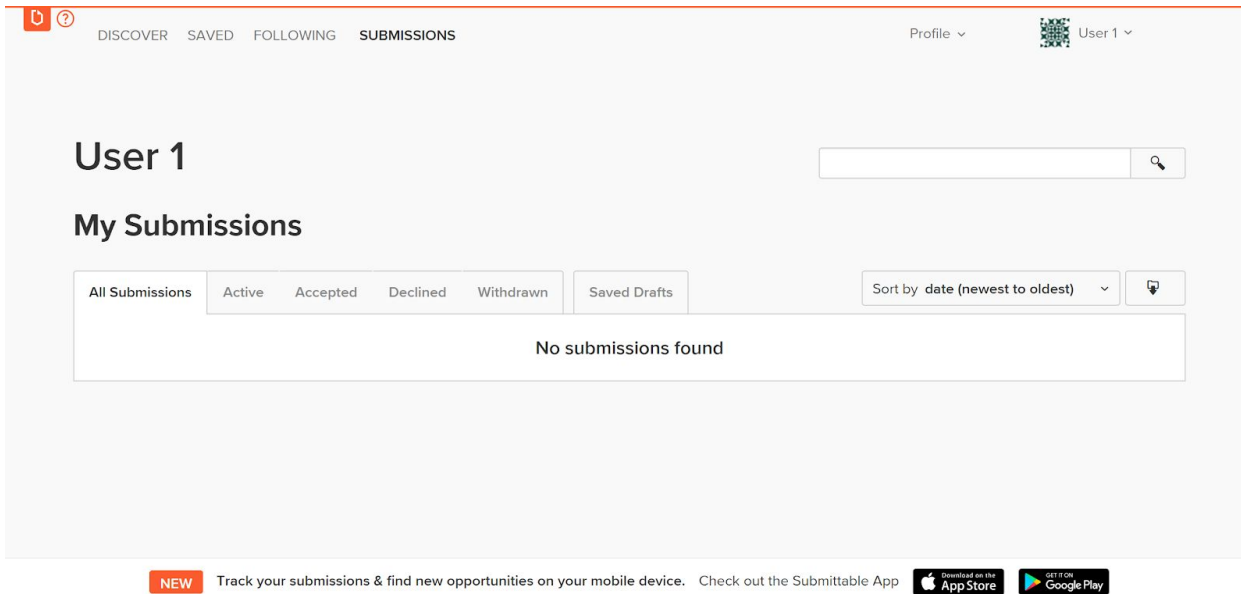
4. The next page should look like the one below.



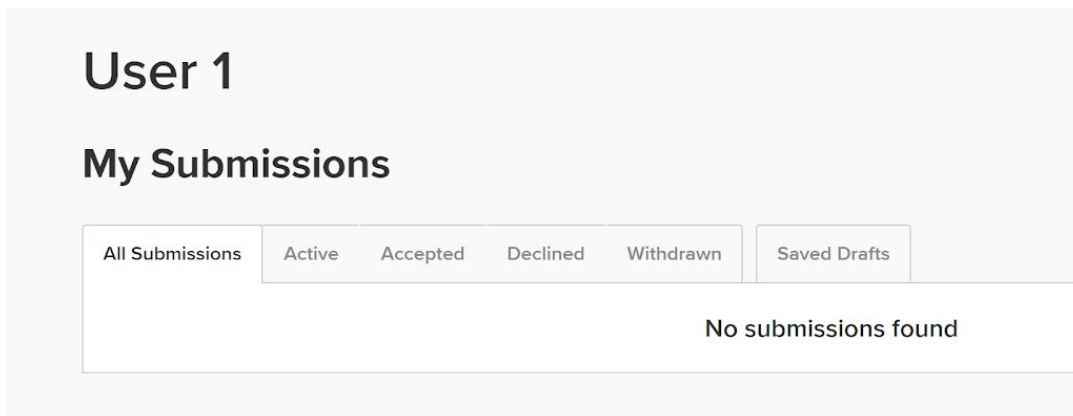
Click "Submissions" at the top of the screen.



5. On the following screen,



Click the “Saved Drafts” tab seen below on the right.



6. You should now see the title of the submission you began earlier. Click “Continue,” seen below on the right hand side of the screen.

**User 1**

**My Submissions**

All Submissions	Active	Accepted	Declined	Withdrawn	<b>Saved Drafts</b>
Albany Center Gallery	Creations: Connections & Collections (for AC...			Due:06/24/2018 12:00 AM	<a href="#">Continue</a>   <a href="#">Delete</a>

7. This will open up a new page with the submission form. Scroll down and the fields you completed earlier should be filled in already. When you are ready to submit, click the orange “Submit” button at the very bottom of the page. Otherwise, click “Save Draft” at the very bottom to save your progress and resume your submission later. Repeat these 7 steps whenever you want to resume working on a submission.