

Steps to apply on CaFE™ and requesting Letters of Reference

First time users on CaFE™ must register first before they can log in and apply to a call for entry. Existing users may proceed to log in and apply to a call for entry. Skip to [letters of reference](#) if Steps 1 and 2 have been completed.

STEP 1 UPLOAD IMAGES TO MY PORTFOLIO

- Upload artwork samples on the My Portfolio page.
- Click Upload Media. Select a file type to upload: Image | Audio | Video

Not all calls accept every media type, make sure to read each call for entry description carefully to know what kinds of media you can apply with before spending the time uploading.

- Choose a file from your computer.
- Fill-out the description form for each artwork. All green, bold fields are required.
- Click Add to My Portfolio

Wait for the progress window to load the file. (It may take a couple seconds depending on the Internet speed.)

- Once the upload is complete the page will display a thumbnail image sample.
Depending on the call, you will be able to re-order images later in the application process, not now.

- Choose Add Media to add additional artwork samples.
Your portfolio artwork samples will be available for you to use for other calls. The My Portfolio section will act as library to store your samples for use later.

STEP 2 APPLY TO CALLS

- To find a call to apply to and to start an entry, choose Apply to Calls.
- When you have located a call from the list, click View More Info.
- Read the full description thoroughly. Each call for entry is sponsored by a different organization and therefore each call for entry requirement and eligibility is unique.
- Next, click on Apply to this Call.
- Read the sponsor's agreement and terms to apply, then click Yes, I Agree. If you don't agree, you will not be able to start the application.
- On the next page, complete the entry form requirements.
- At the bottom of the entry form you will choose your artwork samples by selecting the check-box under the image/media. Be sure that the number of samples you select match the requirements of the call.
- Click Save Application to save your work and continue.

It is Important that you save your application even if you're entry is not complete and you are not ready to checkout, as CaFE doesn't save your work automatically.

Requesting confidential letters of reference:

On the Letters of Reference page read the instructions and be prepared to submit your request to a referrer (the person whom you need a letter from).

- Click on Reference Request #1
- Enter the name and contact information of the person you are requesting the letter from.
- Send your request.
- Do this for each letter you will need.

- ☐ Referrer will receive an email indicating the Reference Request is from you with a link for them to submit the letter before the deadline.
- ☐ Referrer will click on the link taking them to the page titled CaFE Reference Form where they will submit the letter. This page is accessible only by referrer.
- ☐ You will receive a Reference Request: Completed email after the referrer has submitted the letter.

When all the letters have been submitted by your referrer(s) you will return to CaFE to complete and submit your application entry. Letters and submission of entry must be completed by or before the deadline.

- Log in at CaFE
- Go to My CaFE Entries
- Choose Complete next to options
- Click Save Application at the bottom of the page
- Proceed to Checkout and submit

STEP 3 CHECKOUT AND SUBMIT

- When your entry is ready for submission, go to Checkout to finalize and submit your entry.
- Select the check-box next to the application(s) you wish to checkout and select Re-Calculate.
- Select a Payment Preference and Click Proceed to Checkout
Note: If there is no entry fee, you must still proceed to checkout to finalize your submission.
- Submit payment information, if applicable.

If you are paying with a check, your page will look similar to this. Enter your check number and select "Click to Complete."

If you are paying with Visa/MasterCard, your page will look similar to this. Enter the name on the card, card number, expiration date and zip code where your statement is billed to and hit "Submit Payment."

- A confirmation receipt will also be sent to your email address and on the My CaFE Entries, your application will now be in the "Received" status.

Technical Support Question? Contact: cafe@westaf.org