BTG 20th Anniversary Submission Form

Note: The submission process is intuitive and easy to follow.
These detailed instructions provide additional support if needed. They look long because they are a step by step guide, with screenshots!

The simple steps are:-
1. Follow the Link to CuratorSpace
2. Read the Description and FAQs
3. Make a submission, adding both text and images
   - You will be asked to create an account or login before you start
   - You can save a draft as you go
4. Send the submission
5. Pay your submission fees
6. Make any changes to text/images before the 30th March deadline
7. Make up to three submissions with no additional fee to pay after the first one.

PLEASE read the FAQs if you have any queries, but if you can't find an answer there, 'Contact the Curator' – this will send your query to the BTG Exhibition Team via email.

Curator Space Link

https://www.curatorspace.com/opportunities/detail/btg-th-anniversary-exhibition--picking-up-the-thread-the-past-present-and-future-of-tapestry/9053

The Curator Space Webpage

1. Follow the link above to CuratorSpace and the BTG Submission Form
2. The first page gives a 'Description' of the Exhibition and Submission Process
3. Alongside the 'Description', there are tabs for 'FAQs', 'Make a Submission' and 'Contact Curator'.
4. Please read the Description and FAQs before making your submission or before contacting the organisers with any questions
5. Once you have read these, click the tab or link to 'Make a Submission'
6. Before you 'Make a submission' you will need to either login to an existing account or create a new one (Register). It is free to register a new account.
7. When you Register for the first time you will be asked to verify your email address by clicking on a link that is sent to your email. Once you've done this, click on the link above to return to the BTG 20th Anniversary Exhibition page and select 'Make a Submission' again.

8. You can 'Contact the Curator' but will need to login. This will take you to a typical web-based contact form. Your message will be forwarded to the Exhibition Team via email and they will respond in due course

The Submission Form

1. You should complete a submission form for EACH tapestry (please see the FAQs for information on series/multiple works).
2. If you are submitting more than one form (up to a maximum of 3), it is a good idea to copy and paste information such as the artists statement from a document on your computer so you don't have to type it in again. Please check your word count!
3. The Submission Form is just like a standard manual submission form, with all the questions you would expect to see
4. Questions with a '*' are required entries and you will not be able to complete your submission without answering them
5. There is a text description under each question explaining the information required

6. At the end of the form you will be requested to 'Add Images'

Select Images   ✕

Remember to select images by clicking on "select" below the image and then add them by clicking on "choose these images".
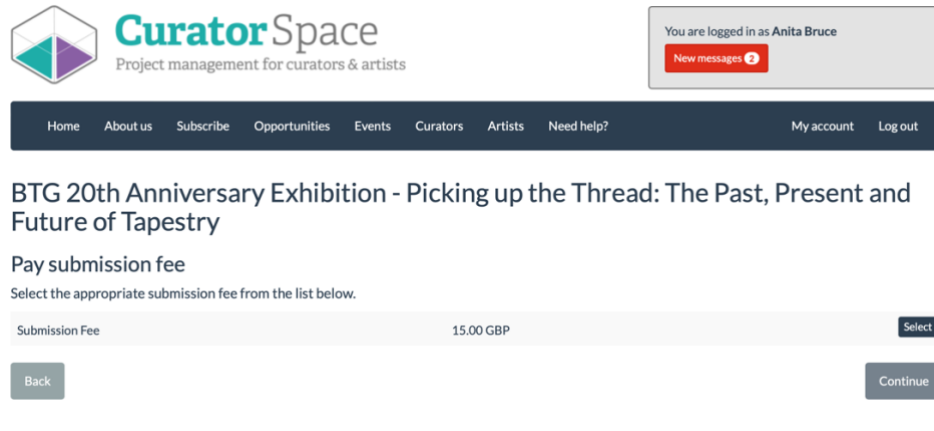
[Upload new images]   [Choose these images]

You don't currently have any images in your media manager. Click on 'upload new images' above to start uploading images. Once these are uploaded you will need to select them and click on 'choose these images' to attach the images to your submission.
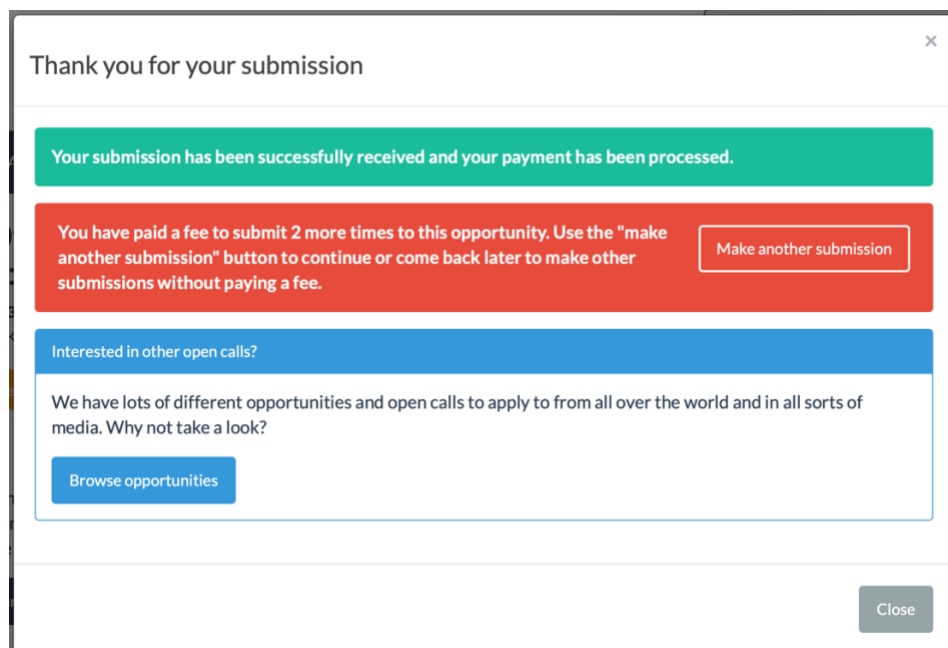
- Upload new images from your computer or phone
- Select the ones that you want to include with this submission
- Then 'Choose these images'
- They will be added to your submission
- A maximum of 4 images can be included. You can remove an image and add others using the same process. They can be added singly or some/all at once

7. You can save your submission form as a draft and come back to it at any time.
    - It will be listed under 'Draft Submissions' next time you log in
    - Select 'Complete' to edit a draft submission
8. Once you have finished your submission select 'Send Submission'.
    - You will need to tick the box, just below this to authorise CuratorSpace to share your form with the BTG Exhibition Team

Submission Fees

1. You will be taken to the payment screen to pay the submission fee of £15
   - Select the submission fee
   - Enter name and card details, post code as usual
2. Once your payment has been made, you will be able to make a further 2 submissions without additional fees. These submissions can be added now or at a later date (before the deadline)

3. You will get a receipt from CuratorSpace for your payment and confirming that your submission has been received
4. You will then see a summary of your submission

Reviewing your Submission

1. You will also be able to see your submission(s) whenever you login to CuratorSpace.
2. You can see all the 'Details' of your submission, including being able to download full sized images.
3. You can also 'Update' any of the details, including changing any images, UNTIL the submission deadline of 30th March 2025. No changes can be made after this date.
4. Do REMEMBER to 'Save Changes'