

WRAP REGISTRATION INFORMATION

For Participants:

Artist on-line registration is from the AWA website, wiscartists.org. Each WRAP is listed as a separate event, and the three upcoming WRAPs with earliest workshop dates are listed on the homepage under Upcoming Events. The complete listing can be most easily reached by clicking on the link More events. This takes you to the WRAP Exhibits and Workshops page which has the listings of all scheduled WRAPs as well as information on how to enter a WRAP.

Click on the WRAP you want to enter. The first page has the WRAP description with the basic information that is printed in the TT calendar and Contour Notes. Click on the Register button to start entering information into the form. After you have finished the form you will need to pay the \$30 entry fee with a credit card to complete your registration. You will receive an email confirmation letter which includes details from your registration form.

If you do not want to register and pay online, you can still use a paper registration form and check as in the past.

For Coordinators:

Artists will register for your WRAP using the instructions above. Our on-line registration system uses a start date and end date for registration for your WRAP. Currently the end date is set to your entry due date, and the start date is set to 2 months before your entry due date. If you want your registration start or end date changed, just let me know. Also, I would recommend that you click on your WRAP event and check that the information given is correct. The information given as event description is taken from your listing in the TT calendar, but some descriptions were shortened to fit in the space allowed. Again, let me know if you want changes to the description and I will edit it.

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Our system does not allow you to access the on-line entries yourself. However, I receive a copy of each email confirmation letter and am happy to forward the ones for your WRAP to you. The system also allows me to easily download participant lists and spreadsheets showing all registration information to date, and I'm happy to email these to you periodically. Just let me know your preference for what information you'd like to receive, and how often.

You can add information from paper forms to the system yourself as follows:

1. Click on the Register button for your WRAP.
2. Enter the email address of your artist. If no email is given, use noemail@wiscartists.org as the email address. (No spaces in noemail)
3. Choose the Coordinator registration option.
4. Use your last name, all in caps, as registration code.
5. Fill out the rest of the form using the information from your paper form.
6. No charge will be incurred, and the entry will appear in your spreadsheet along with online registrations.

After your entry due date, I will email you a spreadsheet with information from all on-line entries to your WRAP. Once you have this spreadsheet, you can add information from paper entries if you have not already done so on-line.

If you have questions contact me at wrap@wiscartists.org.