



GUIDE: HOW TO ENTER THE 40TH ANNUAL OPEN EXHIBITION

The following is a step-by-step guide to complete the application for your entries into the 40th annual Open Exhibition at Castle Park Arts Centre.

By completing your entry in the new system, you will have the chance to be exhibited and sell via our new online gallery that will run for the length of our exhibition!

Before you begin, it will be useful to have to hand the following:

- **High quality images of the pieces you will be submitting – these images will be used to complete the final selection of what will be displayed so make sure these show off your pieces as best they can!**
- **Ensure the image files are named as follows:
“SURNAME_FIRSTNAME_IMAGE_TITL HxWcm.jpg”**
- **Title, price and dimensions of pieces; measure your artwork HxWxD unframed AND framed**
- **Credit or debit card for making payment for entry**

To being your registration:

1. Go to <https://castleparkarts.oess1.uk/>

You will see this:

Castle Park Arts Centre: Call to Artists

Current Calls. Listed by deadline date



Castle Park Arts Centre
Castle Park Arts 40th Annual Open Exhibition
Celebrating 40 years of Arts in the heart of Cheshire
Castle Park Arts seeks works from all disciplines as part of its 40th Annual Open Exhibition. Entry is open to both amateur & professional artists of all ages.
...
[Full Details, Entry Terms & Conditions](#)

OPEN FOR ENTRY
Entry Deadline: 04/10/2025, 4pm

Enter

Exhibition Location: Global
Exhibition Type: Gallery and Online

2. To proceed, click “**Enter**”. You will be taken to the following page:

Artist Log in

Please enter your email address and password.

Please Note: This login page is for artists only, if you are a selector or administrator please contact the call organiser for your URL and login details.

Email

Password

☐ Remember me?

Log in

[Forgot your password?](#)

[Register as a new user](#)

3. Click “**Register as new user**”. This will take you to the New Artist Registration (OLIST/OESS) page.

New Artist Registration (OLIST/OESS)

Please enter a name, valid email address and create a new password.

First Name

Last Name

Email

Please note: Your password must be at least 6 characters long, and include at least 1 number, an uppercase letter and a NON alphanumeric character.

Password

Confirm password

Register
and
Proceed

Welcome to the OLIST/OESS.

To enter calls managed on the OESS (Online Entry, Submission and Selection) system, you must register to use our entry system.

Once registered you will have access to all open calls that use the OESS.

How We Use Your Data.

The OESS (Open Exhibition Submission and Selection) system and The OLIST are hosted and operated by Interactive Technology Limited.

We collect your personal details, manage and store your artwork images and the information relating to the entry of many open exhibitions.

Sharing Your Data.

We will only share your information with the open exhibition organisers whose open calls you choose to enter.

5. Enter your name, email address and choose a password. Double check your email address is spelt correctly as failure to do so may result in you not receiving your confirmation or being notified about selection results.

Click **Register and Proceed** to continue to the Artist or User Registration page.

6. Complete the artist registration:

Artist or User Registration

Thank You for Registering with the OESS and OLIST.

When you register and add your details to our database you will be able to login to any of the Open Calls that we manage on the OESS.

Fields marked with an * are mandatory.

First Name*

First name is required

Daniel

Last Name*

Last name and is required.

Halwell

Post Nominal Letters

e.g. RSA, RA, SSA, BA(Hons) etc.

Date of Birth

Date of birth is required if Young Artist discount is available and required.

dd/mm/yyyy



Address Line 1*

Your address is required.

Address Line 2

Town/City

County/Province

Country

Your country is required.

Select Country



Post Code

Your postcode is required.

Contact Number

Your contact number is required

I want to receive the OLIST newsletter: ☐

I want to receive the OLIST reminders: ☐

[Terms and Conditions](#)

I confirm that I have read and agree to your Terms & Conditions for using the OESS online entry system: ☐

Create Account

Account Details

How We Use Your Data.

The OESS (Open Exhibition Submission and Selection) system and The OLIST are hosted and operated by Interactive Technology Limited. We collect your personal details, manage and store your artwork images and the information relating to the entry of many open exhibitions.

Sharing Your Data.

We will only share your information with the open exhibition organisers whose open calls you choose to enter.

How We Contact You.

Here at Interactive Technology Limited we take your privacy seriously and will only use your personal information to administer your account, manage the open exhibitions you enter and contact you regarding your entry application.

Registration also entitles you to receive reminders of open calls nearing their entry deadline dates as well as our monthly update of calls to artists. To consent to receiving these emails, please tick the relevant boxes.

Accepting Our Terms and Conditions.

When making changes or using the OESS to enter an open exhibitions, you must view and accept our terms and conditions.

Access to Your Information.

We want to make sure that your personal information is accurate and up to date. You can update or correct any information that you think is inaccurate after you have registered by logging in and using the 'My Details' section of the website. After you have registered if you wish to delete your account please contact us at info@int-tech.co.uk or via our main contact details shown in our Terms and Conditions

The OLIST.

You can also view and edit the personal information that we hold at any time by visiting The OLIST and logging in using your email and password. [Click Here to visit The OLIST.](#)

7. Once you have completed all of the required entries and clicked “**Create Account**”, you will be taken back to the application landing page.

Now you have completed your registration, you can start your application. You will be taken to this page:

1. Click **“Enter”**

Castle Park Arts Centre: Call to Artists

Current Calls. Listed by deadline date



Castle Park Arts Centre
Castle Park Arts 40th Annual Open Exhibition
Celebrating 40 years of Arts in the heart of Cheshire
Castle Park Arts seeks works from all disciplines as part of its 40th Annual Open Exhibition. Entry is open to both amateur & professional artists of all ages.

...

[Full Details, Entry Terms & Conditions](#)

OPEN FOR ENTRY
Entry Deadline: 04/10/2025, 4pm

Enter

Exhibition Location: Global
Exhibition Type: Gallery and Online

2. This takes you to the New Application page:

Enter how many artworks you would like, if you are under 18 you can select a junior concession, and provide answers for the Additional Details section.

New Application

Castle Park Arts Centre : Castle Park Arts 40th Annual Open Exhibition

[Full Details, Entry Terms & Conditions](#)

Thank you for choosing to enter this call. Please review the entry terms and conditions before answering the questions below and making any entry payments which may be due.

Standard Entry Prices	Your Entry	Additional Details/Questions	Enter and Continue
Standard Entry Price, No Concession Maximum Artwork Entries: 3 First or Single Entry Price: £10.00 Additional Entries: £10.00 per artwork up to 3 artworks. Concessions Young Person Young Artist under 18 years old. Maximum Artwork Entries: 3 First or Single Entry Price: £5.00 Additional Entries: £5.00 per artwork up to 3 artworks.	How many artworks would you like to enter? 0 Please enter a number between 1 and 3 Concession type if applicable No Concession Payment Due: £0	Extra information requested by the organisers How did you find out about this call? Please Select Question: Where did you see or hear about our Artist Call? Please Answer Yes or No Question: Have you entered our OPEN exhibition before? Please Answer Yes or No Question: Do you intend to attend the OPEN evening? Please Answer Yes or No	I confirm that I have read and agree to the organisers Terms & Conditions for entering this call to artists: ☐ Enter and Continue

3. Once you have read the Ts & Cs, tick the box to confirm then click **“Enter and Continue”**

4. You will then be taken to the page to make payment for the number of entries you stated on the previous page.

Your Application

Castle Park Arts Centre : Castle Park Arts 40th Annual Open Exhibition

[Full Details](#), [Entry Terms & Conditions](#)

Edit Application Details

Delete Application

Payment Required

After making your payment you will be able to upload images of your artwork entries and provide details about your work.

Your Entry Type: No Concession
Entries: 1 artwork(s)
Total Due: £10.00

Cardholder Name:

 Card number

Autofill [link](#)

Submit Payment

5. Enter card details and click **“Submit Payment”**. If you have online banking, you may be prompted to approve the payment – you will not be able to progress past this point if it is not approved.

6. You will receive a receipt via the email address you provided. Please contact arts@castleparkarts.co.uk if you do not receive one.



Payment Confirmation

Castle Park Arts 40th Annual Open Exhibition

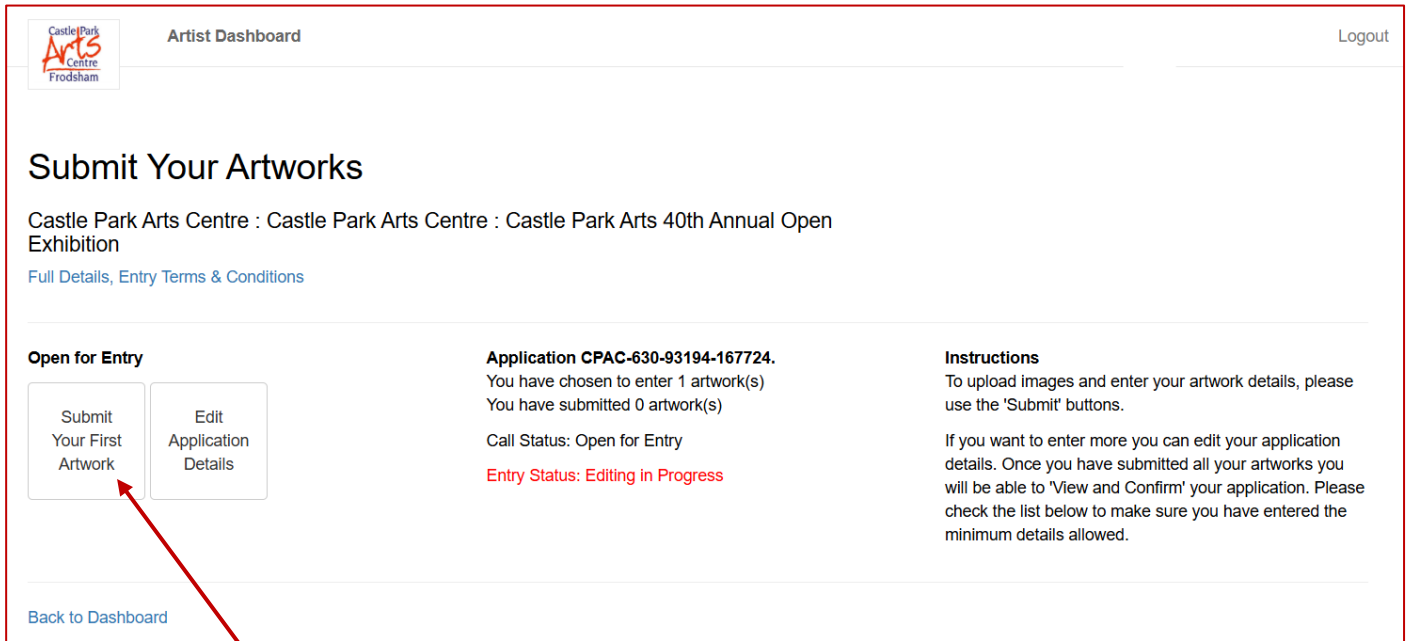
Thank you Payment received

Proceed with Entry

7. Click “Proceed with Entry”

Uploading your images and entering information about your pieces

1. This is the screen you will be taken to after completing your payment:



Castle Park Arts Centre
Frodsham

Artist Dashboard

Logout

Submit Your Artworks

Castle Park Arts Centre : Castle Park Arts Centre : Castle Park Arts 40th Annual Open Exhibition

[Full Details, Entry Terms & Conditions](#)

Open for Entry

Submit Your First Artwork

Edit Application Details

Application CPAC-630-93194-167724.
You have chosen to enter 1 artwork(s)
You have submitted 0 artwork(s)

Call Status: Open for Entry
Entry Status: Editing in Progress

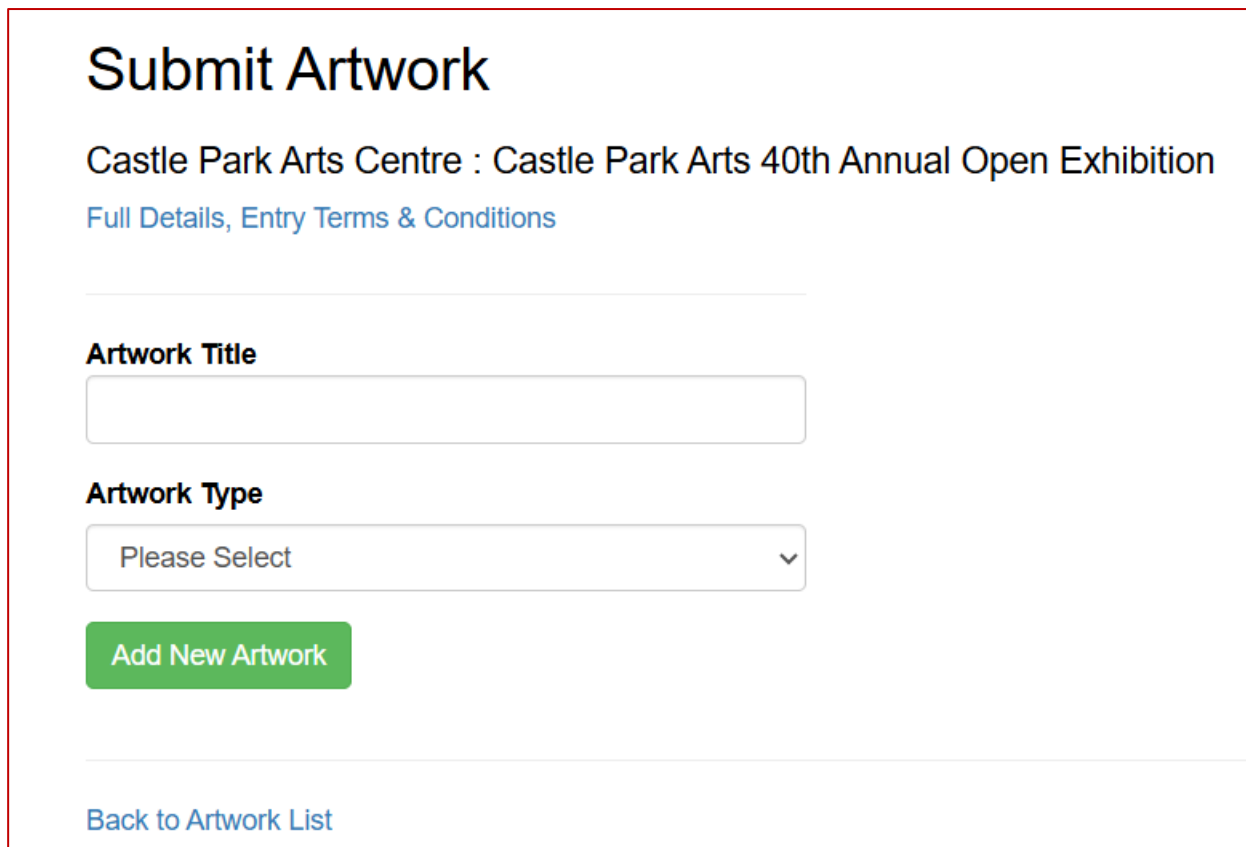
Instructions
To upload images and enter your artwork details, please use the 'Submit' buttons.

If you want to enter more you can edit your application details. Once you have submitted all your artworks you will be able to 'View and Confirm' your application. Please check the list below to make sure you have entered the minimum details allowed.

[Back to Dashboard](#)

Click “**Submit your first artwork**”

2. Enter your artwork title and select artwork type from the drop down menu. Then click “**Add New Artwork**”



Submit Artwork

Castle Park Arts Centre : Castle Park Arts 40th Annual Open Exhibition

[Full Details, Entry Terms & Conditions](#)

Artwork Title

Artwork Type

Please Select ▼

Add New Artwork

[Back to Artwork List](#)

3. This screen shows you each of the stages you need to complete for your uploaded work

Edit Artwork

Castle Park Arts Centre : Castle Park Arts 40th Annual Open Exhibition

[Full Details](#), [Entry Terms & Conditions](#)

Test Title

Artwork Uploads
✗

Artwork Details
✗

Artwork Selling
✗

Artwork Preview

Back to Artwork List

Instructions

To submit or edit your artwork details please use the relevant buttons above.

✓ A green tick indicates that you have entered the minimum required information in each section for this call.

✗ A red cross indicates that you still need to edit or add more information.

By clicking any of the squares, this will bring up the relevant entries on the screen underneath “Instructions”

4. “Artwork Uploads” is where you will upload a high quality image of your piece.

Artwork Image Uploads

You can upload up to 1 images of this artwork

Upload Help

Test Title

[Click Here](#)
to add your main image.

Save All Image Changes

Select “Click here”

5. This will bring up this box:

[Click Here](#)
to add your main image.

Drop 1st file here to upload, or click to find your image on your hard drive.

Image 1.
(.jpg or .png only)
Max 5MB

Save All Image Changes

You can then browse on your computer/phone/tablet for the file you would like to upload. Once you have uploaded, click “**Save all image changes**”

6. You will be returned to this screen:

Edit Artwork

Castle Park Arts Centre : Castle Park Arts 40th Annual Open Exhibition

[Full Details, Entry Terms & Conditions](#)

Test Title

Artwork Uploads ✓	Artwork Details ✗	Artwork Selling ✗	Artwork Preview	Back to Artwork List
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Instructions

To submit or edit your artwork details please use the relevant buttons above.

✓ A green tick indicates that you have entered the minimum required information in each section for this call.

✗ A red cross indicates that you still need to edit or add more information.

Note that “Artwork Uploads” now has a green tick indicating that the section is done. Now click “**Artwork Details**”

7. Complete all of the relevant boxes on this page

Note: You do not have to complete the “Description” however this information will be displayed alongside your image in the online gallery and you might like to provide some insight to viewers

Title Test Title	Year Artworks must not have been completed before 2025 Artwork Completion Year (Approximate). 2025	Installation Details (if applicable): Please add any special instructions regarding setup or requirements.
Type Painting	Unframed Dimensions (cms) Height(cms): Width(cms): Depth(cms):	Editions (if applicable) Please indicate if your submitted work is part of an edition. If your work is unique, please leave the fields blank. Edition Number: Edition Total:
Medium 	Framed Dimensions (cms) Height: Width: Depth:	Available for Sale Please indicate how many additional editions are available for sale (not including the artwork to be exhibited). If your work is unique, please leave the fields blank. Editions available for sale (unframed): Editions available for sale (framed):
Description Please add any relevant information about your artwork. (max 1000 characters) 	Weight (kgs) Required for sculpture. 	Edition Details (if applicable) Please add any additional information about the edition, e.g. Prices if different to main selling section.
Save Changes	Media URL password (if required) Save Changes	Save Changes

8. Once complete, click “**Save Changes**” (any of the buttons will return you back to the Edit Artwork page

Edit Artwork

Castle Park Arts Centre : Castle Park Arts 40th Annual Open Exhibition

[Full Details, Entry Terms & Conditions](#)

Test Title

Artwork Uploads
✓

Artwork Details
✓

Artwork Selling
✗

Artwork Preview

Back to Artwork List

Instructions

To submit or edit your artwork details please use the relevant buttons above.

✓ A green tick indicates that you have entered the minimum required information in each section for this call.

✗ A red cross indicates that you still need to edit or add more information.

9. You can now click “**Artwork Selling**”

Selling Artwork

Upload
Help

Please provide the following information about selling your artwork.

For Sale Pricing

Artwork must be for sale, please enter the relevant prices as required.

Prints are not allowed.

Pricing Restrictions

Original Artwork price must be more than £1

Sale Price

Price of artwork as exhibited

Save

Artwork as exhibited (£)

Gallery Commission (30.00%).

Artist receives £0.00

10. Once you have set your price, click “**Save**”

11. You will be returned to this page:

Edit Artwork

Castle Park Arts Centre : Castle Park Arts 40th Annual Open Exhibition

[Full Details, Entry Terms & Conditions](#)

Test Title

Artwork
Uploads
✓

Artwork
Details
✓

Artwork
Selling
✓

Artwork
Preview

Back to
Artwork List

Instructions

To submit or edit your artwork details please use the relevant buttons above.

✓ A green tick indicates that you have entered the minimum required information in each section for this call.

✗ A red cross indicates that you still need to edit or add more information.

All 3 boxes should now contain a green tick. If any still contain a red cross, click on them and complete the relevant information in order to proceed. If you have completed all of the sections, click “**Back to Artwork List**” to return to the “Submit your artworks” page.

Submit Your Artworks

Castle Park Arts Centre : Castle Park Arts Centre : Castle Park Arts 40th Annual Open Exhibition

[Full Details, Entry Terms & Conditions](#)

Open for Entry

Edit Application Details	View and Confirm Application
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Application CPAC-630-93194-167724.

You have chosen to enter 1 artwork(s)
You have submitted 1 artwork(s)

Call Status: Open for Entry

Entry Status: **Editing in Progress**

To add more artworks up to the maximum allowed, please click the 'Edit Application Button'.

Instructions

To upload images and enter your artwork details, please use the 'Submit' buttons.

If you want to enter more you can edit your application details. Once you have submitted all your artworks you will be able to 'View and Confirm' your application. Please check the list below to make sure you have entered the minimum details allowed.



OPEN
EXHIBITION
SUBMISSION &
SELECTION

Test Title

Painting

Ink

[View All Details](#)

Edit	Delete
----------------------	------------------------

Minimum required details completed.

12. From here you can:

- Edit your image details if you wish by clicking “Edit” next to the relevant work(s).
- Add more entries by clicking “Edit Application Details” and increasing the number, You will be required to pay following the steps previously stated

13. If you are happy to proceed and complete your application, click “**View and Confirm Application**”.

14. A page containing all of the details about your application will be displayed – please scroll down it and review carefully as it may not be possible to change your details after it has been submitted.

Preview and Confirm

Confirm Application	Download as PDF	Back
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Please review your entry details below and confirm using the button at the top of this page.

Please Note: Artwork descriptions and not shown here to save space.

	Castle Park Arts Centre Castle Park Arts 40th Annual Open Exhibition
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Once you are happy with your application, click “**Confirm Application**”

15. This is the final page of the application. Your entry status should read “Application Received”

Submit Your Artworks

Castle Park Arts Centre : Castle Park Arts Centre : Castle Park Arts 40th Annual Open Exhibition

[Full Details, Entry Terms & Conditions](#)

Open for Entry

Your application has been received. Thank You. You can still make changes up until the Entry Deadline: Saturday 04 October 2025, 4pm.

To re edit your application or if you want to submit more artworks, please use the button below and unconfirm your application.

View/Print
Confirmed
Application

Application CPAC-630-93194-167724.

You have chosen to enter 1 artwork(s)

You have submitted 1 artwork(s)

Call Status: Open for Entry

Entry Status: Application Received

To add more artworks up to the maximum allowed, please click the 'Edit Application Button'.

Instructions

To upload images and enter your artwork details, please use the 'Submit' buttons.

If you want to enter more you can edit your application details. Once you have submitted all your artworks you will be able to 'View and Confirm' your application. Please check the list below to make sure you have entered the minimum details allowed.

Thank you for confirming your application. We have sent an email to [redacted]

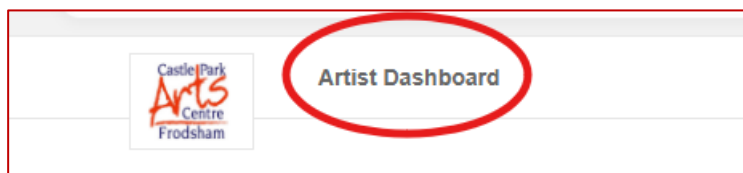
As stated in the red text, a confirmation email will be sent to the address provided. If you do not receive one, please notify arts@castleparkarts.co.uk.

If you have any further questions or queries, please don't hesitate to get in touch via arts@castleparkarts.co.uk.

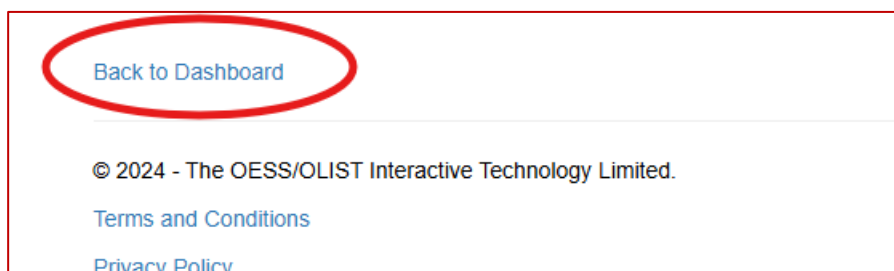
ONLINE GALLERY

Excitingly, this year we will be hosting an online gallery to run alongside our exhibition. We will be exhibiting all pieces that make it through the first selection in our online gallery. This gives artists the opportunity to provide a little more information about you and your work. You can provide a description of each of your pieces; the process for this has been detailed previously as part of artwork upload. To include a statement about you as an artist, you can do the following:

- 1. You can do this via the artists dashboard which can be access either using this link a the top of each page in the OESS:**



Or at the bottom of the page:



2. This is the artist dashboard:

Artist Dashboard

Castle Park Arts Centre

Current Calls

Personal Details

Marketing Consents

Current Applications

Help and Support

Current Application(s)



Castle Park Arts Centre
Castle Park Arts 40th Annual Open Exhibition

Call Status: Open for Entry

You have selected to enter 1 artwork(s)
You have paid to enter 1 artwork(s)
You have submitted 1 artwork(s)

Entry Status: Editing in Progress

Enter/Edit

If you click “**Personal Details**”, it will bring up numerous entry options for you to fill in if you desire.

Artist Dashboard

Castle Park Arts Centre

Current Calls

Personal Details

Marketing Consents

Current Applications

Help and Support

Personal Details 

Artist Statement 

Artist Biography 

Data visible to public on labels and online shows:

Artist Name



Your artist statement will be visible to public in online shows and may be viewed by selectors:

Your artist biography will be visible to public in online shows and may be viewed by selectors:

BEST OF LUCK WITH YOUR APPLICATION, WE LOOK FORWARD TO SSEEING ALL OF THE WONDERFUL ENTRIES FOR OUR 40TH ANNIVERSARY!