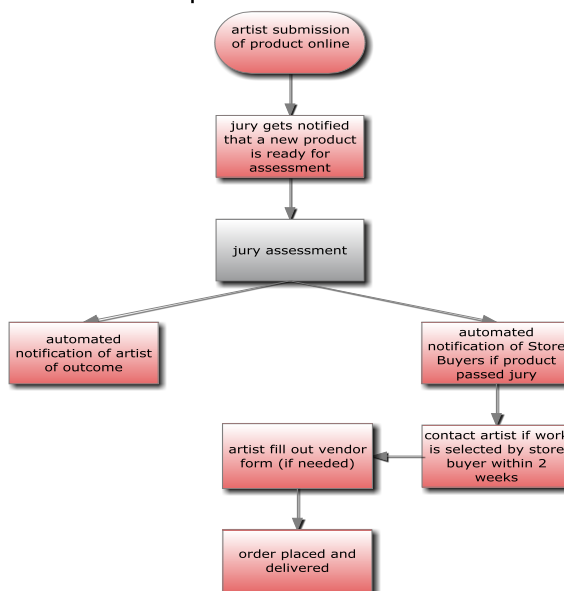


# CCBC Online Submission System – Procurement Jury Module

## Overview of the Process

Welcome to CCBC’s Online Submission System (OSS) - *Procurement Jury Module*. This system is designed to automate the submission, jury and notification processes associated with selecting work for our various social enterprise projects.

We suggest that you review the whole document to familiarize yourself with all aspects of the process but you will overview of process



only require the instructions for the area – submission, jury or buying – that you are participating in. All sections are password protected and require registration to participate.

## Product Submission

This online process is built to capture and retain the basic information about the artist, so they won’t have to re-enter that information each time they submit a product for review. The OSS requires you to be a member of CCBC so make sure that you have your membership #. Artists can submit as many products as they wish (one at a time or over time), whenever they wish. The program allows artists to see all current and past submissions, to cut and paste information if it should be similar to a previously submitted product and to change contact information as needed. Once the jury process has been completed (2 wks post submission), artists will be notified of the results. If the product is selected, it will be up to the store buyer to decide whether or not and when they will stock the product.

## Jury

The online jury system allows for jury members from across the province to jury products as they come available. This opens up our process to the whole membership not just those that live in the lower mainland. Once a product is posted to the system by the artist, notification goes out immediately to jurors. Jurors then have 2 weeks to provide feedback on the product and to discuss any issues that may arise with other jurors.

## Store Buyers

After a majority vote has been made, both artists and store buyers will receive automatic notification of the decision. Store Buyers will have 2 weeks to assess the product for fit in their specific store and to notify the artists around their decision.

# Artists Submission

## Step One

### Registering & Creating a profile

1. Please follow the link: <http://ccbc.ingo-r-titze.com/>
2. Make sure you know your membership #.
3. Click "Register" in the right hand menu to complete the registration form
4. A confirmation e-mail will be sent to the e-mail address you entered above. Please follow the link provided in your email in order to be able to login.
5. Login using the e-mail and password you chose during the registration process
6. In the right hand menu, please complete the "Submit/Edit artist profile"
7. Once complete, your profile will be submitted to the staff at the Craft Council of BC for review. This is to ensure membership status and completeness of information. Once approved, you will receive an email to notify you that you may now submit products for review by the jury

## Step Two

### Product Submission

1. In the right-hand menu under **Products** Click "**Submit Product for Review**"
2. Please follow the instructions on the form
3. **Please Note:**
  - Each product should have a separate submission form
  - Images will not upload if they exceed 2MB, in which case we recommend the use of one of these image converters to convert the image to the correct size.

- <http://www.pictureresize.org/online-images-converter.html>  
<http://image.online-convert.com/convert-to-jpg>  
<http://online.batchphoto.com>

We recommend resizing pictures to a resolution of 800 x 600 pixels when using these converters.

- **Your product forms cannot be edited, only deleted and completed anew while still under review. Once the jury has approved or rejected a product, you are not able to delete it.**
4. 2 weeks post submission- you will be contacted with the results of the jury
  5. Within 2 weeks of an approval from the jury, you will be contacted by the store buyer as to whether the shop can accommodate new products at this time.

## Of Note:

- All information is retained on the OSS, so you are able to go in and review what you have submitted and when.
- The first image you post will be used in the creation of an online catalogue as we are often asked to show what work we have for sale at our different locations.
- Any problems with the submission process please call Raine @ 604.687.6511 or [raine.mckay@craftcouncilbc.ca](mailto:raine.mckay@craftcouncilbc.ca)