

## ZAPP-Artist Application/Checkout Cheat Sheet

### To locate and apply for the event:

1. Log in to your [zapplication.org](http://www.zapplication.org) profile and click on the “Apply to Shows”



tab.

2. Use the search box to locate the event. We recommend using one search term

**Apply to Shows**

This is a list of all open and available shows for you to apply. To view all participating ZAPP® shows, click [Participating Shows](#) or to view the shows that you have applied to, click [My ZAPPIications](#).

**Search Events**

Event Name:

Event Month:

Application Deadline Month:

Region:  - OR - State:

City:

Show Favorite Events Only:

Sort By:

[Click here](#) to view full listing information, or click the arrows below to view individual listings.  
(All dates are subject to change. Confirm all dates with the event administrators.)

<a href="#">▶ ZAPPIication® Demonstration Show</a>	<input checked="" type="checkbox"/> Favorite
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3. On the event prospectus page, click the “Apply to this Show” link in the upper left corner

<http://www.zapplication.org>

[APPLY TO THIS SHOW](#)  
[BACK TO PARTICIPATING SHOWS](#)  
[CONTACT SHOW](#)

#### ZAPPIication® Demonstration Show

Phone: 303-629-1166  
Show Dates: 12/17/11 - 12/17/11  
Application Deadline: 9/1/11 Midnight CST  
175 day(s) and 7 hour(s) remaining

#### REQUIREMENTS:

Images: 4

Jury Fee (Application Fee): \$25.00

#### JURY DETAILS

This is a ZAPP® demonstration application. Completing this application will not result in being juried into any show. This application is only a demonstration.

4. Agree to the rules. You can print these by pressing the “Print this Agreement” button

ARTS FESTIVAL RULES:

The Festival is open to all artists eighteen (18) years of age and older.

All works on display must be for sale. No commission will be taken by the Arts Center. All sales are between the artist and the purchaser. A Wisconsin seller's permit must be submitted each year, and the number must be recorded by the Arts

5. Fill out the application's custom questions. You can save this and come back to it by pressing the "Save and Continue" button.

Are you willing to provide a demonstration of your art making during the festival?

[\(help\)](#)

- Yes  
 No

6. Attach the required number of images and booth shot (if applicable) by using the check boxes to the right of the image.



BANANA FLOWER



BANANA FLOWER



FLOWER\_1400X1400



FLOWER\_1400X1400

7. Press the "Save Application" button at the bottom of the page.

Click **SAVE APPLICATION** to save your application. You will be able to rank your images on the next page. If you need to add more images, click **MANAGE IMAGES**. Then return to your application from the **MY ZAPApplications** button to complete the application.

8. Re-order your images if you would like. This is the order the images will be shown to the jury. Use the dropdown menus to change the order the image will appear and press "Select Image Order" to save this new order. Press the "Checkout" button underneath to checkout the application.

Preview your images as they will be projected to the jury. You may re-order the images by selecting the order in the pull-down menu beneath each image. Click 'Select Image Order' to save the order of your images.

<p>order</p> <p>1</p>  <p>FLOWER_1400_ON_1920CANVAS</p>	<p>order</p> <p>2</p>  <p>FLOWER_2</p>	<p>order</p> <p>3</p>  <p>GLASS</p>	<p>order</p> <p>4</p>  <p>MJ TEST</p>	<p>BOOTH SHOT</p>  <p>BOOTH SHOT</p>
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Select Image Order

Your application is ready to CHECKOUT or you may APPLY to more shows!

You may also re-order your images below.

Back to Application

View Preview

Checkout

## To Use a Coupon Code:

1. Coupon Codes can be entered on the “Checkout Preferences” menu



2. Locate the “Coupon” column to the right of the “Total Unit Amount” column.

Total Unit Amount	Coupon
\$25.00	<input type="text"/>
<b>\$25.00</b>	<input type="button" value="OK"/>

3. Type the coupon code into the text box and press the “OK” button

Total Unit Amount	Coupon
\$25.00	AWARD
<b>\$25.00</b>	<input type="button" value="OK"/>

4. Pressing the “OK” button will apply the coupon code to the product and discount it accordingly

Total Unit Amount	Coupon
\$25.00	100% off
\$0.00	
<b>\$0.00</b>	

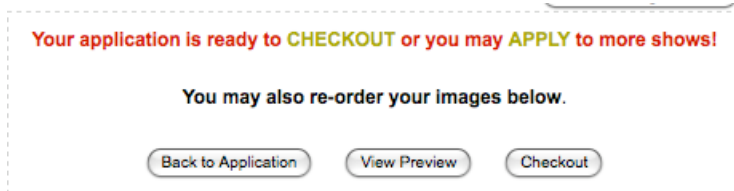
5. Even if the item is free, you still need to click the “Checkout Free Items” box to complete the transaction and submit your application/booth payment.

	Total: \$0.00	<input type="button" value="Pay with PayPal"/>
Credit Card Total:	\$0.00	<input type="button" value="Pay with Credit Card"/>
Check Total:	\$0.00	<input type="button" value="Pay with Check"/>
<input type="button" value="Checkout Free Items"/>		

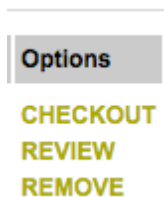
## To Checkout for a Product:

There are many ways to checkout for a product.

A. If you are checking out for an application you can follow the prompts at the end of the application process.



B. If you have saved an application and are coming back to check out for it you can click the "Checkout" link on the Options column.



C. If you have an application to check out for or a booth payment to make you can click on the "ZAPP Shop" tab. This will show you ALL products that you are eligible to purchase for any events you are ready to apply to, have applied to, or been accepted to and need to make a booth purchase for.



D. You can press the "My Cart" button in the upper right corner to see all products that you have already placed in your shopping cart.



Once you have located the shopping area...

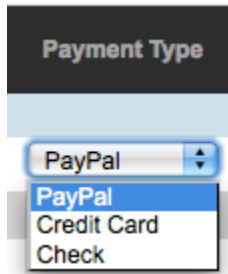
1. Press the yellow "Checkout" button to continue. Verify that the items in your shopping cart are correct, the proper quantities have been added to the cart, and the amount is what you expect to pay.

[NOTE: If you press "Add" twice, you will add a booth product or chair, etc. to your cart multiple times. Verify you have not added the incorrect quantity of a product and/or that you are not checking out for a \$600 transaction when it should be 1-\$300 booth.]




2. In the far right column, select the payment type you would like to use to make this purchase. If you have multiple products you will have to select the payment type for each product as the

ZAPP® system allows you to split tender between multiple payment forms (e.g. one product on PayPal and another paid for via Credit Card).



3. The corresponding button below will turn yellow. Verify this is the correct form of payment and click the yellow button to continue.

	Total: \$25.00	<input type="button" value="Pay with PayPal"/>
Credit Card Total:	\$0.00	<input type="button" value="Pay with Credit Card"/>
Check Total:	\$0.00	<input type="button" value="Pay with Check"/>

- Choosing “Pay with PayPal” will take you to the PayPal website where you will log in to your PayPal account to complete the transaction.
- Choosing “Pay with Credit Card” will take you to the Payment screen where you will input your credit card information. Click the yellow “Submit” button to complete the transaction.
- Choosing “Pay with Check” will take you to the Payment screen where you will input the check number. Click the yellow “Submit” button to complete the transaction. [NOTE: Not all events accept check payments.]