Instructions for the online application for the Grassimesse

1// Send an informal email to the following address: anmeldung@grassimesse.de.

2// We will respond by email with a link and the registration sheet in pdf-format. Please note that it may be 2-3 working days before we can get back to you!

3// Please click the link. It will take you to a website on which you can upload your documents and pictures comfortably from home. Please complete all fields.
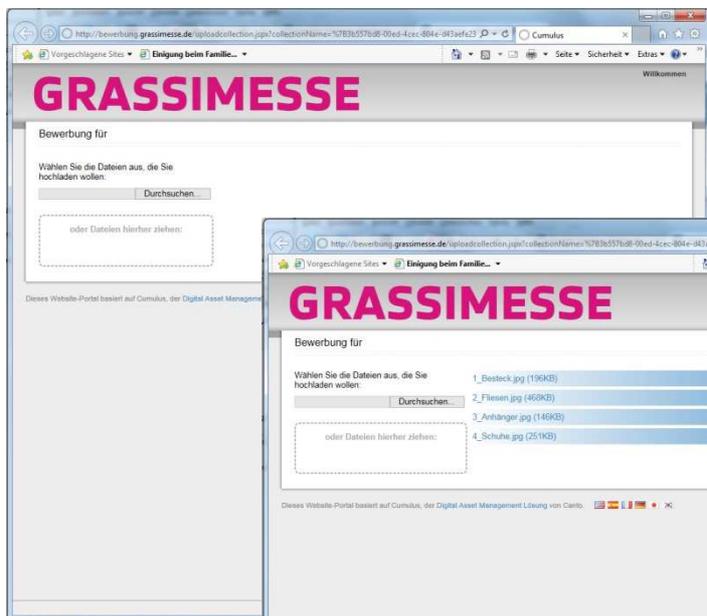As before, we need the following from you:

> 1. The **signed registration sheet** (enclosed in pdf format with our confirmation email and also available for download on the website www.grassimesse.de). Electronic signatures and manually signed scanned documents can be submitted.
> 2. Five high-resolution **pictures** in jpg- or tiff-format (300 dpi; at least 1500 px/side length).
>   **Important:** please give your pictures a file name starting with a consecutive number (i.e. 1-5) **before the upload** so that they can be sorted accordingly in the database.
> 3. A brief **curriculum vitae** (as a pdf file)
> 4. A brief **statement** on your artwork (max. 600 characters, as a pdf file)

Step-by-step instructions
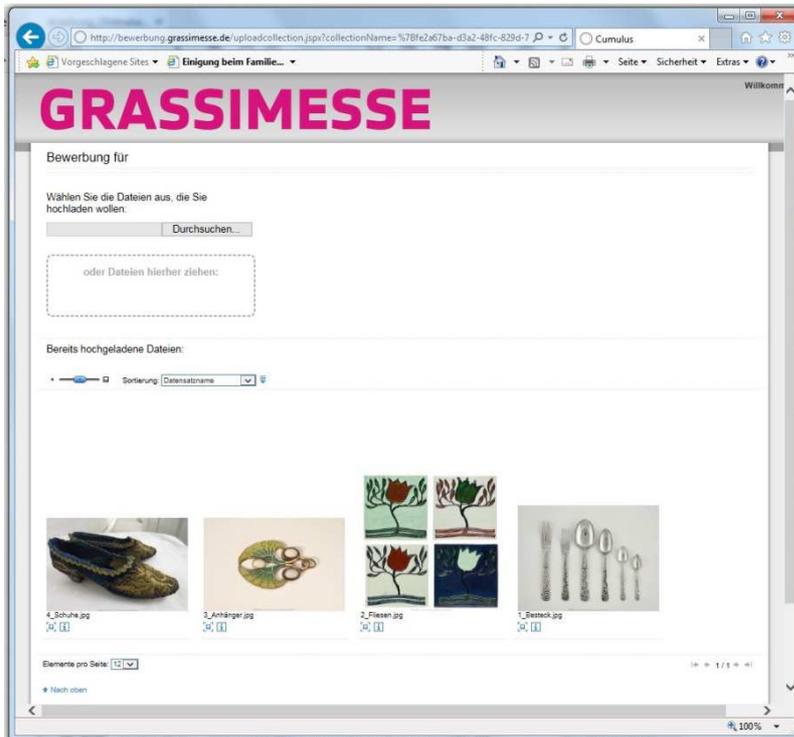1) Follow the link in our email.
The following window will open:

2) You can upload your files here. For this, either click "**Search**" or pull your files directly from your folder into the **field outlined in grey**.

Your files are displayed as blue bars in the free area on the right now. You can remove files again using the "waste bin" symbol.

When you are happy with your selection, click "Upload". Depending on the size of your files, this may take a few minutes.
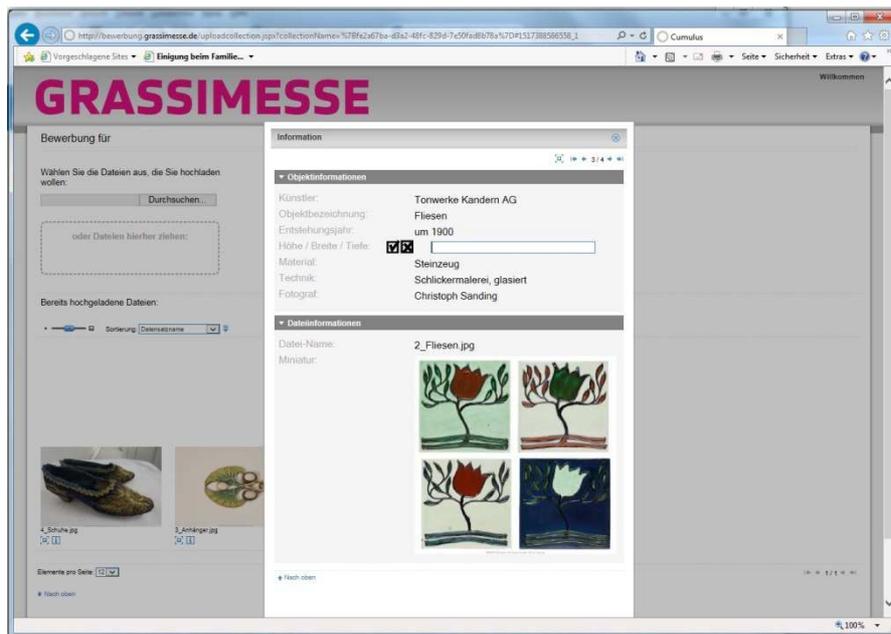
After uploading, all files will be visible as small preview images:

The small slider on the left edge enlarges and reduces preview pictures.

3) Now you need to add object information.

For this, please click the small "i" below each picture. This opens an information field. Please complete all fields! (Artist, object designation, year, sizes, material, technique and photographs). Click the pen symbol in each line and save the text with the checkmark icon when done.

Once you have entered all information and completed your application, you can simply close the website without having to save anything else.

Thank you. You have now successfully uploaded all application documents. We can access your data right away. If we have any questions or if anything is missing, we will contact you without delay. If you do not hear from us, everything is alright.

Important: You can still access your files via the upload link, e.g. to subsequently add pictures or make changes to the information fields. **However, you cannot remove any pictures**. If you need to do so, please contact us.