Tips for Entering Complexity 2022 via Slideroom

Step 1: If you are NOT currently a Complex Weavers member, join via the <u>CW website</u>. There are many valuable benefits to joining Complex Weavers, but entering Complexity 2022 is a good reason to do it now.

Step 2: Access the Complexity 2022 Slideroom portal using the link on the Complexity page of the CW website.

Step 3: If you have previously entered shows using Slideroom, login to your existing account. If not, create an account by clicking Sign Up at top of the page. Check box acknowledging agreement with Slideroom terms and privacy policy.

Step 4: After logging into your Slideroom account, click on Complexity 2022. Complete or update the profile questionnaire and click continue.

Step 5: All the forms and procedures needed to enter Complexity 2022 are accessible from the tabs on this page. Switch between them as desired.

Step 6: Scroll down and click Preview to see what's required before you begin. Print if you want to gather necessary information ahead of time. You may also go directly to the application, as Slideroom allows you to save your work.

Step 7: When you are ready, click "Apply Now" and complete all three forms. You will be prompted if you have skipped any questions, but you will be able to continue and come back to those later.

Step 8: Click portfolio to add images. Please note all image requirements and prepare them ahead of time, including the file-naming conventions.

Step 9: Click Add Media, then select prepared files from your computer, or another online storage source. Click "Continue to label media" and indicate 'full view, weave structure or finishing details' in the additional details box. Continue until you have uploaded all three required images.

Step 10: You will be unable to submit your entry until all required form questions, acknowledgements and media uploads are complete. Prompts will guide you to missing information.

Step 11: Submit your application and pay the non-refundable entry fee. If you have any problems with payment, refer to Submitting Your Application on the Slideroom Applicant Help Center.

NOTE: Once your application is submitted, it is locked for editing. If you must edit a submission, send your request to <u>cw.complexity2022@gmail.com</u> directly.

HELP: Get further technical help for Slideroom by using the online form or emailing <u>support@slideroom.com</u>   If your question relates to the specific requirements for Complexity entry, check the Prospectus or FAQ page on the CW website or email <u>cw.complexity2022@gmail.com</u>