



How To Take Part

Step by Step Guide to Registering with h.Art 2012

Registration Dates:

Registration Opens: 27th Feb | Early Bird Ends: 31st Mar | Young Artist Bursary Application Closes: 31st Mar | Registration Deadline (if capacity not already reached): 30th Apr.

All Registrations:

- Attend Planning Meeting on 15th February, 6pm at Gardner Hall, RNCB, Venns Lane, Hereford (optional)
- Decide to take part in h.Art 2012
- ESSENTIAL: Have to hand all information listed on the [Before I Register](#) sheet (link on 'How to Take Part' page of website).
- Read [h.Art Helpsheet 2012](#) in conjunction with completing registration
- Now select and follow the steps from Registration Type 1), 2), 3) or 4) depending on your 'Event Type'.

(where words are highlighted blue, links will be inserted to registration and payment forms)

1) Individual/Shared/Group/Large Group Registration:

1. **All Artists**, [Click here](#) to complete and submit the Membership Registration Form.
2. **All Artists**, Once submitted open 'Confirmation' email and note Ref No and £
3. **All Artists**, [Click here](#) to make online payment using your credit or debit card
4. **All Artists**, Receive payment confirmation email from Herefordshire Council, print for your records if required.
5. **Event Contact/Organiser**, Ensure all memberships are completed and paid for before completing the Event Form (NB it can take up to 48 hours after membership payment for the Event Form to be updated with artist details, you cannot complete it until all your event artists are listed on Page 2 of the Event Form).
6. **Event Contact/Organiser**, [Click here](#) to complete and submit the Event Registration Form
7. **Event Contact/Organiser**, Once submitted open 'Confirmation' email and note Ref No and £
8. **Event Contact/Organiser**, [Click here](#) to make online payment using your credit or debit card
9. **Event Contact/Organiser**, Receive payment confirmation email from Herefordshire Council, print for your records if required.
10. **Event Contact/Organiser**, If not included on Event Form, email guide images to leonilinton-h.art@hotmail.co.uk before 30th April.
11. **Event Contact/Organiser**, See **Following Registration** (at bottom of page) for other items.

2) Gallery and Out of County Gallery Registration:

1. **Gallery**, [Click here](#) to complete and submit the Event Registration Form
2. **Gallery**, Once submitted open 'Confirmation' email and note Ref No and £
3. **Gallery**, [Click here](#) to make online payment using your credit or debit card
4. **Gallery**, Receive payment confirmation email from Herefordshire Council, print for your records if required.
5. **Gallery**, If not included on Event Form, email guide images to leonilinton-h.art@hotmail.co.uk before 30th April.
6. **Gallery**, See **Following Registration** (at bottom of page) for other items.
7. **Gallery**, If artists exhibiting with you wish to take out membership, they should follow the first 4 steps for Registration Type 1).

3) Special Event Registration:

1. **Special Event**, [Click here](#) to download Special Event form
2. **Special Event**, Once completed email to leonilinton-h.art@hotmail.co.uk
3. **Special Event**, Receive Confirmation email from leonilinton-h.art@hotmail.co.uk and note Ref No and £
4. **Special Event**, [Click here](#) to make online payment using your credit or debit card or if requested on form, await an invoice.
5. **Special Event**, If online payment made, receive payment confirmation email from Herefordshire Council, print for your records if required.
6. **Special Event**, If not included on Event Form, email guide images to leonilinton-h.art@hotmail.co.uk before 30th April.
7. **Special Event**, See **Following Registration** (at bottom of page) for other items.
8. **Special Event**, If artists exhibiting with you wish to take out membership, they should follow the first 4 steps for Registration Type 1).

4) Young Artist Bursary

1. **YAB**, [Click here](#) to read Young Artist Bursary Information, Terms and Conditions
2. **YAB**, [Click here](#) to download Young Artist Bursary Application Form
3. **YAB**, if you are successful, you still need to take out membership, to do this, follow the first 4 steps for Registration Type 1).
4. **YAB**, if you are unsuccessful but would still like to take part in h.Art, please see 'Before I Register' and 'h.Art Help Sheet 2012' document and continue to complete Registration Type 1), 2) or 3).
5. **YAB**, See **Following Registration** (at bottom of page) for other items.

Following Registration:

1. Check the proof of your entry (June)
2. Attend Regional Meet and Greet 12th June
3. Collect Promotional material from Publicity pick up (July)