

# Getting Started

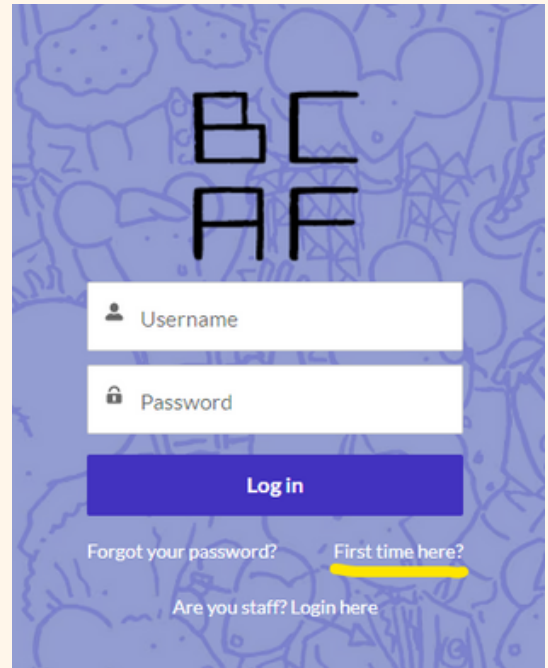
*We have partnered with our parent organization the Boston Comic Arts Foundation to develop a Creator Portal to make applying for MICE year after year, easier. Follow the steps below to create your Creator Portal account and begin your application for MICE.*

## Register

Go to <https://portal.bostoncomicarts.org>.

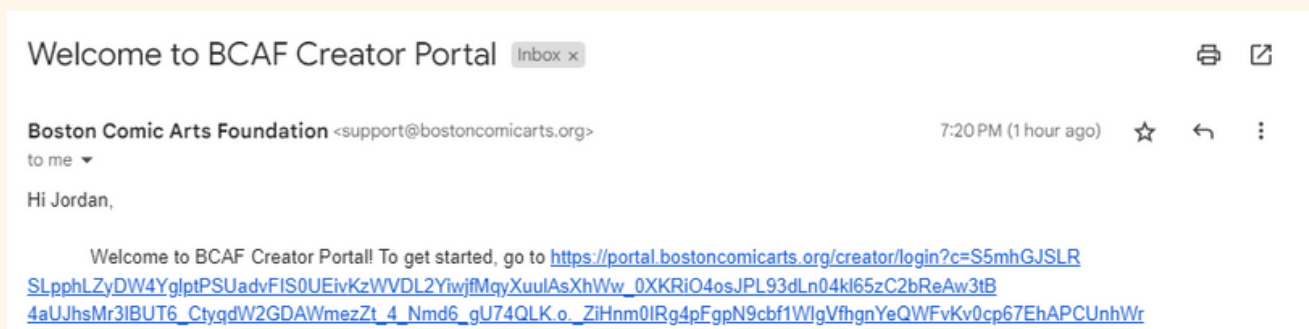
You need to sign up for an account before you can apply. Select "First time here?" on the bottom right to build your account.

Please note whatever email you use to register will be your username for your account.



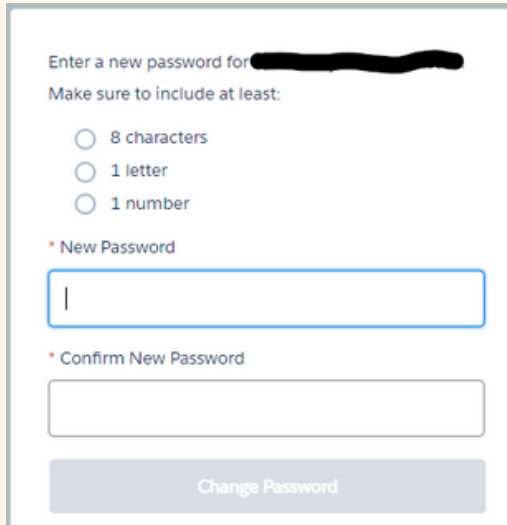
## Activate your account

You'll get an email prompting you to activate your account. Follow the link in the email to get started.



## Create a password

Before you get started, you need to set up a password for your Creator Portal account so you can come back and access it any time!



Enter a new password for [redacted]  
Make sure to include at least:

- 8 characters
- 1 letter
- 1 number

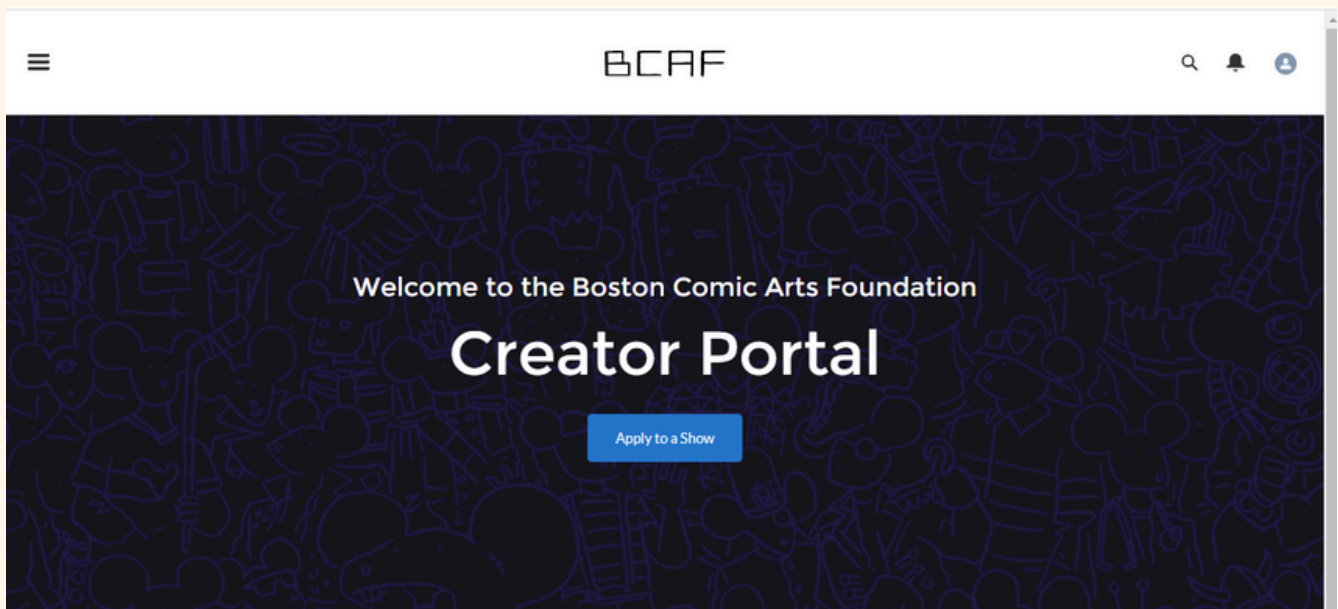
\* New Password

\* Confirm New Password

Change Password

## Apply to a show

After you create your password, you will be brought to the Creator Portal dashboard. To submit an application, select "Apply to a Show."



# Select an application

Select which show you want to apply for. In this case, choose the current year for MICE.

## Application

Hi, Jordan! Let's begin a new application or edit one you've already started. If you need to stop and come back at any point, we'll keep your progress.

What do you want to apply for?

MICE 2023

Next

# Build your Creator Profile

Get started by building your Creator Portal account profile. Please note that all this information is confidential and will only be visible to the MICE committee.

## Application

Let's build your Creator Profile. None of this information will be public.

**\*Required**

Address

Country

--None--

Street

City

State/Province

--None--

Zip/Postal Code

Optional

Race / Ethnicity

Gender Identity

Sexual Identity

Date of Birth

Do you have any additional demographic information you would like to share?

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## A quick note

Next you'll come to a screen with a quick message explaining that we're sharing a weekend with CXC this year. (Bummer, I know.) Just select "Got it" to confirm you've read this and move on to the next step.

### Application

OK, you're applying to MICE for the weekend of September 30 - October 1, 2023.

PLEASE NOTE: As a courtesy we'd like to acknowledge that MICE will be running during the same weekend as our friends at Cartoon Crossroads Columbus so that you may plan accordingly.

If you haven't already, please read the [MICE 2023 application guidelines](#).

Got it

## Start your application!

First, we'll start with some information that will be posted publicly should you be accepted as an exhibitor. Let us know what your exhibitor name should be. This is whatever should be displayed on the MICE website and on your badge. Please also provide a website, if applicable.

### PUBLIC INFORMATION

If you become an exhibitor, the below information will be public to advertise your appearance.

\* Exhibitor Name ⓘ

Complete this field.

Website (make sure to include http:// or https://)

Next

Now you're ready to fill out your MICE application, starting with your your portfolio. Select "Next" to go through all the application menus. The sections covered are Portfolio, Table Request, and some final questions.

## PORTFOLIO

Cool, now the good part: we need to review your comics! Full comics are better than excerpts and we also accept thumbnails or pencils of works in progress.

Upload a PDF portfolio of your comic work. You can submit up to 10 files with a max file size of 2GB. If you have trouble attaching, please send samples to [mice@bostoncomicarts.org](mailto:mice@bostoncomicarts.org)

 Or drop files

## Application Complete!

Once you've gone through all the menus and completed the full application, select Next to finish submission.

## Application

Thank you for submitting your application. We will let you know the status via email by May 15, 2023.

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## Questions?

We're happy to help! Reach out at [mice@bostoncomicarts.org](mailto:mice@bostoncomicarts.org)