

**Judged Show Person Instructions** (Internet Explorer is the preferred browser)  
**Confirming and Registering on behalf of artists**

We are now able to CONFIRM and REGISTER on behalf of an artist who does not have an email address.

**IMPORTANT---**please do all of the steps in order. Confirm profile, artwork name and medium, then category and award and finally registration.

Open the database---go to ARTIST and select the artist that needs help.

When you open their profile (screenshot above) you will see a box next to Artist name that says ARTIST CONFIRMED. Check the box and hit SAVE ARTIST

Open the Artist again and go to VIEW ARTWORK. Now you will see a listing of artwork.

	Title	Medium	Artist	Dimensions
	<u>CHOPSTICKS V</u>	WATERCOLOR	TERRI HARRIS	20 x 24 x 1
	<u>Basket of Berries</u>	Watercolor	TERRI HARRIS	22 x 28 x 3
	<u>APPLES IN COLANDER</u>	WATERCOLOR	TERRI HARRIS	16 x 16 x 1

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## Confirming and Registering on behalf of artists

### CHOPSTICKS V by TERRI HARRIS [View Artwork](#)

Title:

Medium:

Dimensions: Width:  " Height:  " Depth:  "

This piece has not yet been confirmed  Artist confirmed

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In this example, I selected Chopsticks V. The screen above opens. Make sure all is right and then check the box at the bottom that says ARTIST CONFIRMED. Click Save Artwork.

Next, you need to find the SHOW in which the artist competed with that piece of art. Click on the Title of the artwork.

### Artwork for CAL 2012 Spring Judged Show

Search by  for

✔ Confirmed    ✘ Recalled

	Title	Medium	Artist	Dimensions
✔	<a href="#">TAKE US HOME</a>	PHOTO	NORMA GODFREY	17 x 11 x 1
	<a href="#">DRINKABLE FLOWER</a>	PHOTO	Ed Gorman	16 x 20 x 1
	<a href="#">FISH BOWL</a>	PHOTO	Ed Gorman	4 x 24 x 1
	<a href="#">MINE'S FURTHER</a>	PHOTO	Ed Gorman	20 x 16 x 1
	<a href="#">HOME SWEET HOME</a>	PHOTO	Ed Gorman	17 x 22 x 1
	<a href="#">NERD</a>	24	Ed Gorman	30 x 1 x 1
	<a href="#">ZACK'S BOAT</a>	WATERCOLOR	Clo Haney	15 x 18 x 1
	<a href="#">CHOPSTICKS V</a>	WATERCOLOR	TERRI HARRIS	20 x 24 x 1
	<a href="#">COWBOY REPOSE &amp; REPAIR</a>	PASTEL	Otis Hilburn	25 x 31 x 1
	<a href="#">LOOKING TO LASSO</a>	COLORED PENCIL	Otis Hilburn	27 x 22 x 1

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### Confirming and Registering on behalf of artists

**CHOPSTICKS V** in CAL 2012 Spring Judged Show [View](#)

Artwork

Title: CHOPSTICKS V

Medium: WATERCOLOR

Dimensions: Width: 20 " Height: 24 " Depth: 1 "

Category: B - Paintings UG

Placement: 1st Place

This piece has not yet been confirmed  Artist confirmed

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The screen above opens. Make sure all is correct and check the box that says ARTIST CONFIRMED. Click Save Artwork.

Now you are ready to register their piece of artwork for the convention.

Look at the menu items to the left. You will find REGISTRATION. (I have requested a sort by name—but we will have to live with this for now.)

### LSAG Convention Qualified Artists

Select a Division: II

Div	Cat	Award	Artwork Title	Name
II	A	1ST	LINDSEY' CHICKENS	<a href="#">DEE MEREDITH</a>
II	A	1ST	Colorplay	<a href="#">Patricia VanVelzer</a>
II	A	2ND	Dream Lake	<a href="#">Beverly Pichon</a>
II	A	2ND	RUBY	<a href="#">DEE MEREDITH</a>
II	A	3RD	Glory Be	<a href="#">Jane Bouldin</a>
II	A	3RD	AT GRANDMA'S DOOR	<a href="#">Jerry Parker</a>
II	A	HM	GENESIS I CREATION	<a href="#">BETTY LILES</a>
II	A	HM	Street Drums	<a href="#">Otis Hilburn</a>
II	B	1ST	CHOPSTICKS V	<a href="#">TERRI HARRIS</a>
II	B	1ST	CHOPSTICKS	<a href="#">Terri Baehr Harris</a>
II	B	1ST	Empty Treasurers	<a href="#">Debi Sparks</a>
II	B	2ND	Lake Woodlands	Jerry Parker

Select the artist's DIVISION and then find the name of the artist.

Click on the name.

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### Confirming and Registering on behalf of artists

Now, you see this screen where you can register artwork, attendance or non-attendance and guests. Remember to check the box and key in a sales price if the piece is for sale. If you do not-- it will default to NFS.

### LSAG Convention Registration

Welcome to the Lone Start Art Guild Convention registration process. Please indicate which pieces you would like to enter in the convention.

X	Title	Dimensions	Selling Price
<input type="checkbox"/>	CHOPSTICKS V	20 x 24 x 1	<input type="checkbox"/> For Sale \$ <input type="text"/>

I will be attending the LSAG Convention  
 I will be bringing  guests.

Attending Fee:

**Your total cost for registration is \$30.**

I understand that LSAG, all its member leagues, individual volunteers and the convention facilities will exercise ordinary care in handling all entries but can NOT be held responsible for any damage or loss that may occur.  
 I Agree/Accept

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**If you have an artist who registered by mistake or registered before all of their artwork was keyed in ---**

### Gloria Yang Registration Summary

Here are the details of your registration:

Title	Dimensions	Price
River at Sunset	22 x 26 x 1	Not for sale
Buddies	22 x 18 x 1	Not for sale
Madison	26 x 22 x 1	Not for sale

Description:	Quantity	Total
Art Registration:	3	\$21
Attending Fee:	1	\$30
Guest(s) Fee:	1	\$30

**LSAG Convention registration is \$81.**

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Find their name, click it and you will see the screen to the left.

**Click on RESET REGISTRATION and they will get a do-over.**