

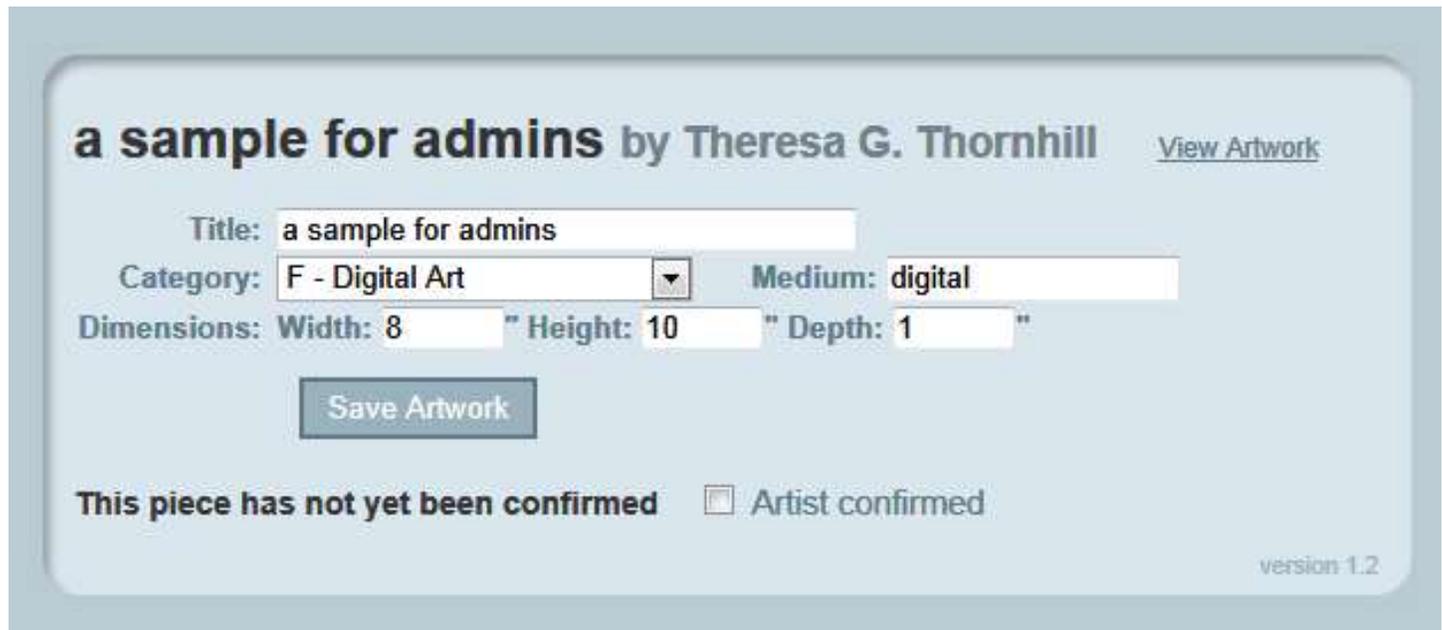
How to help an artist CONFIRM their artwork and REGISTER

Sign into the database (as an admin)

Go to the ARTISTS tab and find the artist in question (alpha order)

Click on the artist's name. Now you see their profile. Click on VIEW ARTWORK (top of the screen)

Click on the artwork(s) the artist needs assistance with. Click on the TITLE of the piece.



The screenshot shows a web form for confirming artwork. At the top, it says "a sample for admins by Theresa G. Thornhill" with a "View Artwork" link. Below this are several input fields: "Title: a sample for admins", "Category: F - Digital Art" (with a dropdown arrow), "Medium: digital", and "Dimensions: Width: 8" Height: 10" Depth: 1". A "Save Artwork" button is centered below these fields. At the bottom, it says "This piece has not yet been confirmed" followed by an unchecked checkbox and the text "Artist confirmed". The version number "version 1.2" is in the bottom right corner.

Click in the box in front of "Artist confirmed". Then hit the button SAVE ARTWORK.

This is the first step of the confirmation process; confirming Title, Category, Medium and Dimensions. (Make corrections if you need to).

Now you should be back at the list of pieces for this artist and green check mark has appeared in front of the piece you just confirmed for them.

Now go to the SHOWS tab. Select the show the artwork competed in by clicking on the Title.

NOTE: You can only change/confirm pieces in the shows for your own league AND only for artists who call your league HOME. If an artist who calls your league HOME but they competed in a show other than yours, it would be best to sign into the database as that artist and walk through the steps found in the "Expanded Artist Instructions".

Find the artist. (list is in alpha order by last name)

Click on the name of the piece of art. Now you see this—

a sample for admins in LSAG CAL Fall Judged Show 2012

[View Artwork](#)

Title:

Category: Medium:

Dimensions: Width: " Height: " Depth: "

Placement:

This piece has not yet been confirmed Artist confirmed

version 1.2

The screen looks almost identical to the one earlier except a **Placement** is listed here. Confirm that it is correct, then check the box in front of “Artist confirmed” and then hit SAVE ARTWORK.

Completing both of these steps is what will make the art show up in the registration screen.

Now click on the REGISTRATION tab. Find the artist (alpha order by last name). Click on their name.

Notice that the piece we just confirmed (in two steps) is listed--

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"/> | Another sample | 8 x 10 x 1 | <input type="checkbox"/> For Sale \$ <input type="text"/> |
| <input type="checkbox"/> | another test | 8 x 10 x 1 | <input type="checkbox"/> For Sale \$ <input type="text"/> |
| <input type="checkbox"/> | a sample for admins | 8 x 10 x 1 | <input type="checkbox"/> For Sale \$ <input type="text"/> |

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

| | |
|----------------|---------|
| Attending Fee: | \$37.50 |
|----------------|---------|

Your total cost for registration is \$37.50.

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

version 1.2

Select the artwork titles they want to take to the convention, attending or not, number of guests, I Agree/Accept and hit SUBMIT REGISTRATION.

Please print the final registration page to include as back-up for the check your league will send to LSAG. (There won't be a button—use your browser's menu.)

If the artist had been able to complete these steps themselves, they would have had an option to print the receipt complete with instructions on who to mail the check and receipt to.

HOW TO RESET A REGISTRATION

If an artist has accidentally registered without any artwork, you can reset their registration by going to REGISTRATION tab, finding the artist, clicking on their name and then hitting RESET REGISTRATION.