

# Judged Show Person Instructions (Internet Explorer is the preferred browser)

## Fixing Errors

If an artist RECALLs their **Contact Information**, the judged show person/database administrator for the artist’s designated HOME LEAGUE will receive an email and must correct that information.

- To do this---- Go to the ARTISTS tab on the left-hand side of your screen  
 Navigate to the Artist who has RECALLED their info.  
 Make corrections then hit SAVE ARTIST.

**Corrections to DIVISION**--- Contact Theresa [tgtart@gmail.com](mailto:tgtart@gmail.com) to do make this correction.

If an artist RECALLs **Artwork**, the judged show person for the league in which they competed with that piece of art will get an email to make corrections.

- To do this---- Go to the SHOWS tab on the left-hand side of the screen.

Find the name of your show in the ART SHOW column. Click on it. Now you see the



Show Detail box. Click on VIEW ARTWORK.

Navigate to the piece of art in question. You can search by Artwork Title or Artist Name. Or, you can look for the little red Xs in the first column which indicates a piece of art that has been RECALLED.

- Click on the Title of the Artwork and make the necessary corrections.
- Hit SAVE ARTWORK. The message “This piece has not yet been confirmed” will pop up and the artist will get another email to login and CONFIRM.

Art	Host League	Date	Art Show	Location
<input type="checkbox"/>	CAL	1/1/2001	CAL 2012 Spring Judged Show	unknown at the moment
<input type="checkbox"/>	CAL	10/1/2011	CAL 2011 Fall Judged Show	Christ Church on League Line Rd
<input checked="" type="checkbox"/>	LSAG	4/13/2012	Lone Star Art Guild Convention	Convention Center
<input checked="" type="checkbox"/>	ALBC	7/15/2012	Lone Star Art Guild Convention	Convention Center
<input checked="" type="checkbox"/>	ALBC	8/15/2012	Lone Star Art Guild Convention	Convention Center
<input checked="" type="checkbox"/>	ALBC	9/15/2012	Lone Star Art Guild Convention	Convention Center
<input checked="" type="checkbox"/>	TL2	10/10/2012	TL Art Show	Woodlands High School

NOTE: the first column in SHOWS says ART— use the “ + ” sign to **ADD or REMOVE** art from a show **NOT** to make corrections to artwork.

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#### Duplicate Artists

If you keyed an artist into the database under your league but they actually call another league HOME, you will need to do the following:

1. sign into the database
2. go to the ARTIST tab and delete the artist's file listed under the wrong league (your league).
3. now go to the SHOWS tab
4. select the " + " next to the SHOW you hosted, the screen below pops up.



**Add Art to CAL 2012 Spring Judged Show**

League:

Artist:

**Artwork Registered for CAL 2012 Spring Judged Show**

version 1.02

5. select the artist's HOME league from the first drop down menu
6. search in the the next drop down menu for the name of the artist
7. artwork title is next---look for the piece of art---it may already be in the database, if the artist has shown the piece at more than one show
8. key the rest as you have been.