

Instructions in a nutshell

1. Sign into the database (once you have been entered by your HOME league)
2. If this is your first time to sign in, check your personal info in the screen that pops up. Answer **YES** or **NO** concerning its accuracy. Click on VIEW ARTWORK and go to Step 4.
3. If this is not your first time in the database, the first thing you will see is a list of the artwork that you need to review for accuracy.

Artwork Requiring Confirmation

Search by for

✓ Confirmed ✗ Recalled

Title	Medium	Artist	Dimensions
another test	digital	Theresa G. Thornhill	8 x 10 x 1
Another sample	digital	Theresa G. Thornhill	8 x 10 x 1

Artwork Scheduled to Show Requiring Confirmation

Title	Show	Show
another test	LSAG CAL Fall Judged Show 2012	9/22/2012
Another sample	LSAG CAL Fall Judged Show 2012	9/22/2012

version 1.2

4. **CONFIRM** or **RECALL** artwork info you see there. (Note changes that need to be done in the pop-up box. An email with your note will automatically be sent to the league that must make the corrections.)

In this example I clicked on “another test” in the Title column. Now you see a screen like this-

another test by **Theresa G. Thornhill** [View Artwork](#)

Category: E (Photography) Medium: digital
Dimensions: 8 x 10 x 1

Can you confirm that the above information is correct? Yes No

another test appears in the following shows

Please confirm the category and placement is accurate

Confirm?	Show	Category	Placement
<input checked="" type="radio"/> Yes <input type="radio"/> No	LSAG CAL Fall Judged Show 2012	E	1st Place

version 1.2

5. #4 is a two-step process. First, you need to confirm your dimensions, title and category. Second, you need to confirm the placement of each piece as recorded by the judged show. If you need to have an error fixed, a box will appear after you click on "NO" so you can report what the problem is. Your report is then sent to the person who needs to make those corrections.

I selected YES by putting a check mark in the round circle and then hit the SUBMIT button. A action box pops up to ask if you are sure you want to confirm. Say OK. Now you see this and the message “Your confirmation has been received”

Your confirmation has been received.

Artwork Requiring Confirmation

Search by for

✓ Confirmed ✗ Recalled

Title	Medium	Artist	Dimensions
Another sample	digital	Theresa G. Thornhill	8 x 10 x 1

Artwork Scheduled to Show Requiring Confirmation

Title	Show	Show
another test	LSAG CAL Fall Judged Show 2012	9/22/2012
Another sample	LSAG CAL Fall Judged Show 2012	9/22/2012

version 1.2

That is the first step of this two-step process.

Now click on the title of the same artwork you just confirmed for Title and Dimensions. It is listed under **Artwork Scheduled to Show Requiring Confirmation**. Now you see this:

another test in LSAG CAL Fall Judged Show 2012 [View](#)

Artwork

Category: F (Digital Art) Medium: digital
Dimensions: 8 x 10 x 1
Placement: 1st Place

another test2 appears in the following shows

Please confirm the category and placement is accurate

Confirm?	Show	Category	Placement
<input checked="" type="radio"/> Yes <input type="radio"/> No	LSAG CAL Fall Judged Show 2012	F	1st Place

version 1.201

After you hit YES, you see this screen with the message “Your choices have been updated”. If you have additional art, click on VIEW ARTWORK to be taken back to your list. If not, continue to registration.

Your choices have been updated.

another test by Theresa G. Thornhill [View Artwork](#)

Category: E (Photography) Medium: digital
Dimensions: 8 x 10 x 1

✔ You have already confirmed this piece.

another test appears in the following shows

Please confirm the category and placement is accurate

Confirm?	Show	Category	Placement
✔ Confirmed	LSAG CAL Fall Judged Show 2012	E	1st Place

version 1.2

Registration Instructions

1. Click on the REGISTRATION tab on the left-hand side of the screen.
2. Select the artwork you want to register by clicking the box next to the Title, check the "For Sale" box and add a price IF it is for sale.

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 test	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:

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

IMPORTANT—Make sure that ALL of the art you want to take to the convention is selected here. If you don't see a piece of artwork you want take—you have missed a step in the confirmation process. See step 5 above.

If you realize you have more artwork, go to the PROFILE tab and then click on VIEW ARTWORK. Repeat step 5 above.

I did that and now I see this:

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"/>

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

3. Indicate if you are attending or not attending, enter the number of guests
4. Click the box next to "I agree/accept"
5. SUBMIT
6. PRINT and send a copy along with your check made out to your HOME league. HOME league contact and address is printed at the bottom of the receipt.