

Artist Instructions **CONVENTION REGISTRATION** (Internet Explorer is the preferred browser)

These instructions are written with the assumption that you have:

1. Activated your profile within the LSAG database, and
2. You have CONFIRMED your personal profile information, artwork and awards

If all of that is true---you are ready to register for the convention!!!!

Important—You can only register once! Please wait for all of your artwork to be entered in the database and/or corrected before you try to register.

If you need help with any of the steps mentioned above, please contact your home league's judged show person.

Go to www.Lonestarartguild.org---click on the last link SHOW DATABASE---click on the big red letters at the top of the next page that says—Click her to go to the Show Database. You now see this:



Fill in your email address and password and click LOGIN.

Look to the left-hand side of the screen and click on REGISTRATION.

If you see a screen like the one below---you have not CONFIRMED any artwork and/or you are wanting to

register as a **GUEST** ie. someone who will attend demos and the banquet but not exhibit artwork.





If you see a screen similar to this one, you have eligible artwork and you have CONFIRMED your artwork for accuracy.

Choose the pieces that you want to register and indicate if your pieces are for sale by clicking the box and then enter a **PRICE** in whole numbers.

If you do not click the box, the default is NFS (not for sale).

A price of five hundred dollars should be entered as 500 NOT 500.00.

Next indicate how many guests you will be bringing with you.

We have added a disclaimer statement before the SUBMIT REGISTRATION button. You must click the box that indicates you Agree/Accept the statement before you will be allowed to finish your registration.



Now you will see a screen like this one. Since I took these screenshots we have added the following statement above the address:

“Please make your check payable to your HOME LEAGUE and mail it and your registration form to:”

At the bottom of the screen you will see this statement:

“Please keep your tags from previous shows on the back or underneath your artwork. Blank tags will be available at the convention center, if you need one.”

Note: Tags are also available by download on LSAG’s website under the link SHOW DATABASE.

We have also added a PRINT REGISTRATION button below the total cost line. Please print **TWO** copies. One is for you to keep and the other should be mailed along with your check to the address at the bottom of the form.

Congratulations! Your registration is complete!!!! See you in May!