

# Artist Gallery Guide

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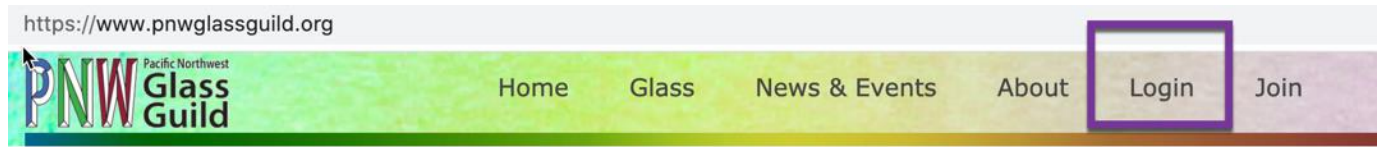
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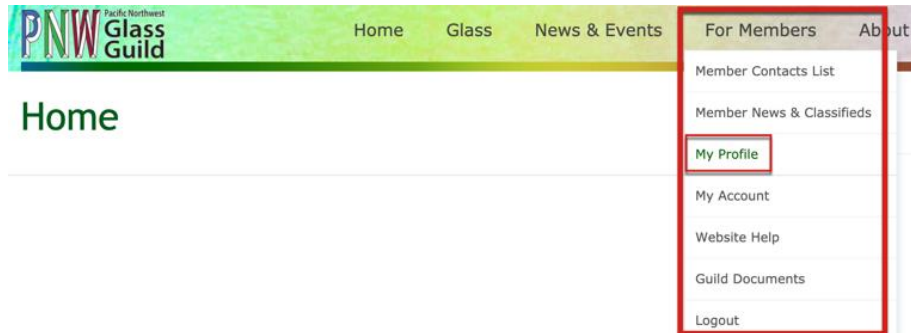
**NOTE:** This Table of Contents (TOC) is interactive. Click on the subject you want to review and it will take you to that part of the Guide. On the subject line is a link back to the TOC.

## Logging In [\(back to TOC\)](#)

Login with username and password. Most memberships are expired so you may need to Join first.



Once you are logged in the “For Members” menu will display.

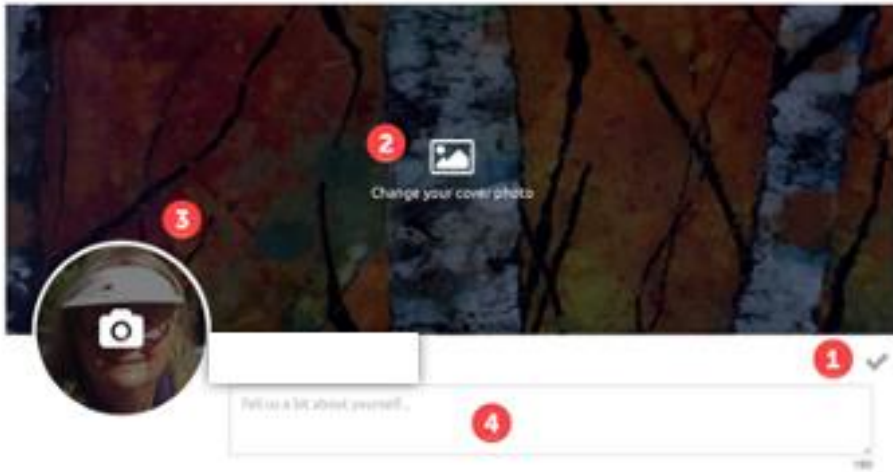


## My Profile (and Gallery) [\(back to TOC\)](#)

To add content, images, and to update your profile, you **MUST** click on the “Edit Profile” link (under the gear icon below the “Cover Photo”). Move mouse over the gear icon and the edits will display. The type is grey and faint, but you can find what you need to “Edit Profile”.



1. Edit Profile (first you must click on “Edit Profile” link under the gear icon).
  - a. Add cover photo (click on the plus sign or “Change your cover photo”)
  - b. Add self-image (click on the camera icon to add or change photo)
  - c. Add short bio



2. Place a “Cover Photo”:
  - a. Size needed is at least 1000 pixels by 370 pixels or
  - b. 2.7 to 1 ratio (or it may distort some)
  - c. Please do not add text here
3. Add a “Profile Photo”
  - a. Put in a photo of yourself please.
  - b. It will be a **190 pixel circle**, but it will allow you to center the circle on the photo
4. Add a short introduction for yourself. You **ONLY** have a **179 character limit**.
5. Scroll down and select **“Update Profile”** to **SAVE** changes



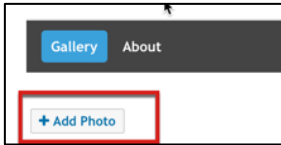
## Introduction to the “Gallery” [\(back to TOC\)](#)

### My Profile



### Overview:

Click on the “Gallery” tab to enter your Gallery pieces.



- You have a maximum of 9 photos
- They will display 3 at a time
- **DO NOT** mix tall and rectangle images on the same photo line (three display together), as it will distort the images. This will take planning and practice. See the example images below:

Example of Image Distortion: [\(back to TOC\)](#)

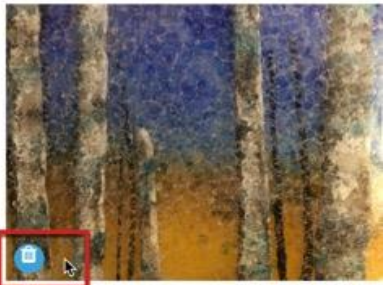
**Not Distorted:** all three photos are horizontal and show no distortions.



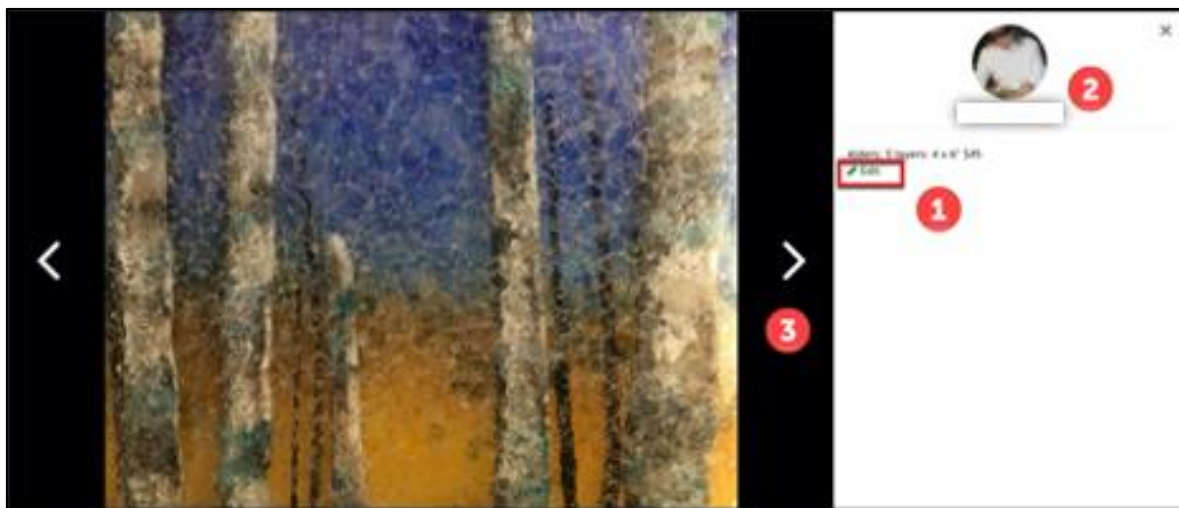
**Distortion:** adding the tall photo (the beads) distorted the next two photos.



Delete Images from your Gallery ([back to TOC](#))

	<p>Roll your mouse over an image you want to delete, and a small trash can will appear in the lower left corner of your image. Just click on the trash can and it will delete the image.</p>
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Adding Descriptions and Enlarging Images ([back to TOC](#))



1. Click on the “Edit” button to add text
2. Your Profile photo you added will display automatically
3. These arrows move through all of your images you have uploaded

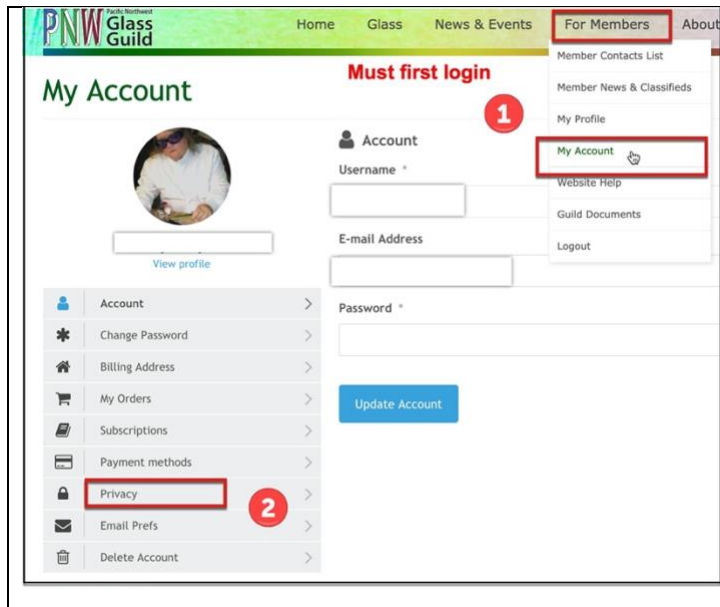
**NOTE:** Text does not wrap, so keep your text concise. Practice will assist you.

**TIP:** Add an image with contact information. Be careful when adding text to images and always save the image without text so you have a backup.



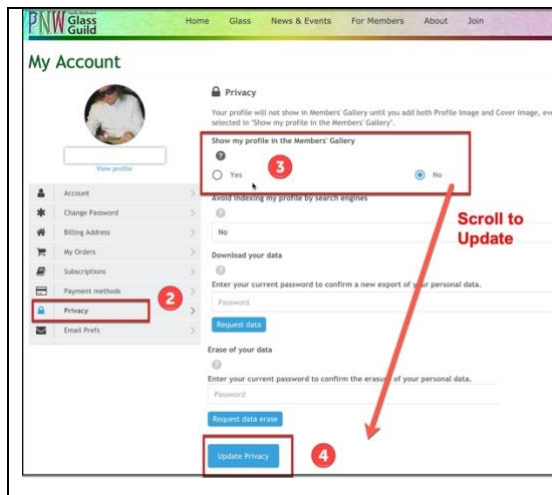
Once you have your “Gallery” images and content established it is now time to activate your account!

## Activating Your “Gallery” (back to TOC)



1. Login and the “For Members” menu item will display many more items. Select the “My Account” link.
2. Select the “Privacy” link.

**NOTE:** more on these “My Account” settings in other user guides and Web Help areas.



2. Once on the “Privacy” page
3. Click on the radio button: “Show my profile in the Members’ Gallery”
4. Scroll to bottom of the page and click on the “Update Privacy” button.

**NOTE:** You may want to NOT activate your Gallery until you upload and review. This will prevent people from viewing a work in progress.

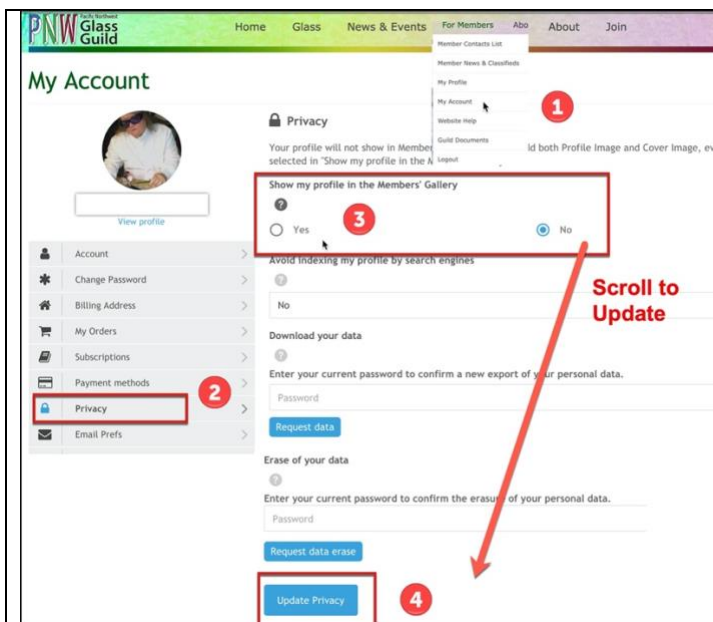
Once you have activated your Members’ Gallery page access the Gallery through the “For Members” menu and select “My Profile”.

## Introduction to “My Account” [\(back to TOC\)](#)

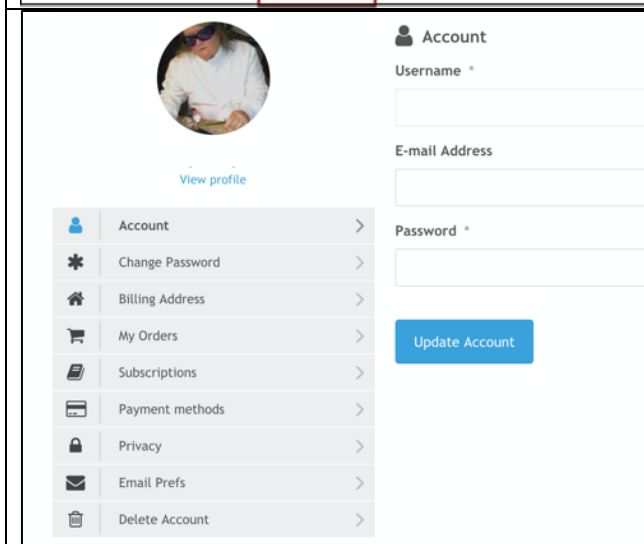


From the “For Members” menu on our Home page you can find your “My Account” link

## Activating “My Gallery” Pages [\(back to TOC\)](#)



1. Locate your “My Account” page
2. Click on the “Privacy” link
3. Select the “Show my profile in the Members’ Gallery” radio button. You can deactivate this option at anytime.
4. Scroll down and click on the “Update Privacy” button



This is also where you manage your data for This guide is not intended to teach you about your account. More help files will be created to explain these “Account” areas, although many are self-explanatory.

### Important Areas:

1. Subscriptions: newsletter, classified ads and others
2. Your Orders: membership and others
3. Billing Address

More help files coming.

## Change Log [\(back to TOC\)](#)

<b>Date</b>	<b>Change Description</b>	<b>Name</b>
12/19/2020	Draft Document	Carlyne
12/29/2020	New Screen shots and update image sizes	Carlyne
01/15/2021	Added Distortion Example	Carlyne
01/25/2021	Add Table of Contents	Carlyne
02/05/21	Added quick My Account blurb	Carlyne
02/07/21	Spell check, update TOC	Carlyne
02/10/21	Added info on Account and added reviewers' edits	Carlyne
02/11/21	Corrected numbers and added Update Profile button. Finalized and sent to Board.	Carlyne
03/03/21	Covered names and private data in images Moved the "Activate Gallery" feature to the end of manual.	Carlyne

Note this change log is for admin purposed and NOT for users.