

## “Building a Profile” Help Document (Jan 7, 2020)

# BUILDING AN ARTISTS’ NETWORK PROFILE/REGISTRATION

This document walks you through updating or setting up an Artists’ Network Membership and a Non-Member profile for **PART 1) RETURNING MEMBERS AND NON-MEMBERS** and **PART 2) NEW MEMBERS OR NON-MEMBERS**.

**NEW** The Artists’ Network has created a **new** profile system as of Jan 9, 2020. Please read through the full document below so that you could understand how best to review and update your membership, register as a new Member or register as a Non-Member thereby creating your future Artists’ Network profile.

A few important things to note:

- You MUST set up a profile/register as a Member or Non-Member in order to submit to Artists’ Network shows or events.
- Memberships expire at the end of every calendar year. *If you are attempting to Log in and the system takes you to the Dashboard to create/edit a profile, it is because you have not renewed your membership as of January 1.*
- Your email address is your USER NAME.
- **APPLYING TO A SHOW SEE OUR “STEP BY STEP SUBMISSION HOW TO DOCUMENT”**
- **Questions: reach out to the Artists’ Network at [info@artistsnetwork.ca](mailto:info@artistsnetwork.ca).**

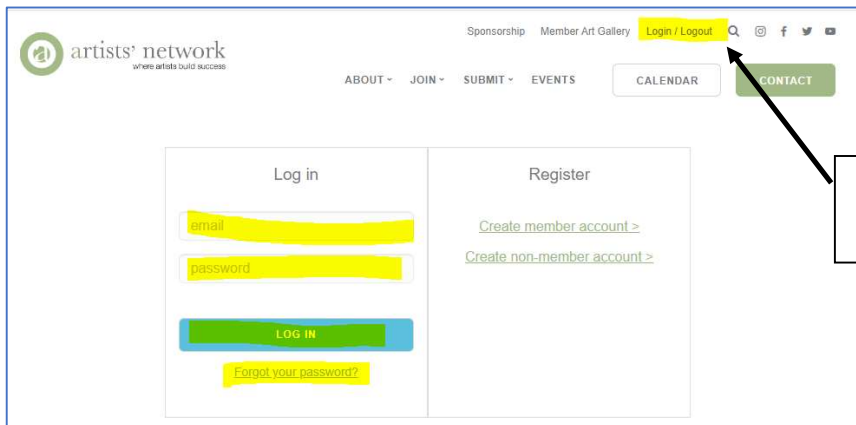
## 1) RETURNING MEMBERS AND NON-MEMBERS

*You have a previous profile with the Artists’ Network.*

### STEPS TO UPDATING YOUR PROFILE:

#### 1.A) Log In

Click “LOGIN/LOGOUT” (top navigation bar – see Figure 1) and Log in using your email. If you forgot your password, click “Forgot your password?” and follow instructions to reset your password.

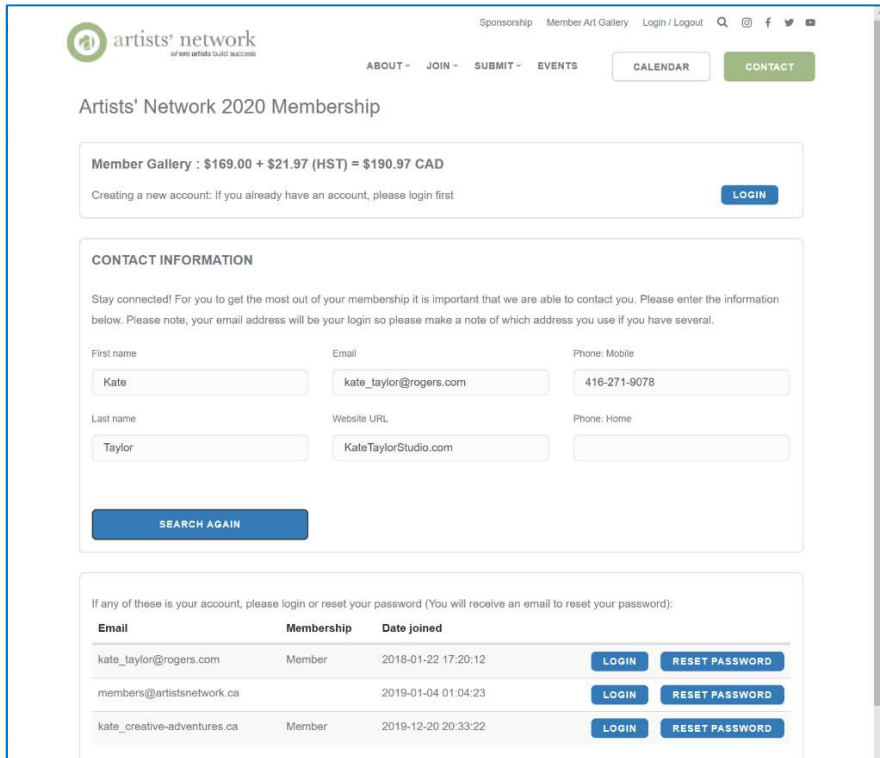


The screenshot shows the Artists' Network website interface. At the top, there is a navigation bar with links for "Sponsorship", "Member Art Gallery", and "Login / Logout". Below this, there are links for "ABOUT", "JOIN", "SUBMIT", "EVENTS", "CALENDAR", and "CONTACT". The main content area is divided into two sections: "Log in" and "Register". The "Log in" section has fields for "email" and "password", a "LOG IN" button, and a "Forgot your password?" link. The "Register" section has links for "Create member account >" and "Create non-member account >". A callout box with an arrow pointing to the "Login / Logout" link in the navigation bar contains the text: "If you have a previous account/ profile, please Log in using your email."

Figure 1

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If you have multiple profiles, a list may appear at the bottom of the DASHBOARD to indicate your previous profiles. In this case, you have the option to choose an email address you prefer and either login or change your password (*See Figure 2*).



artists' network  
where artists build success

Sponsorship Member Art Gallery Login / Logout

ABOUT JOIN SUBMIT EVENTS CALENDAR CONTACT

### Artists' Network 2020 Membership

Member Gallery : \$169.00 + \$21.97 (HST) = \$190.97 CAD

Creating a new account: If you already have an account, please login first [LOGIN](#)

#### CONTACT INFORMATION

Stay connected! For you to get the most out of your membership it is important that we are able to contact you. Please enter the information below. Please note, your email address will be your login so please make a note of which address you use if you have several.

First name: Kate  
Email: kate\_taylor@rogers.com  
Phone: Mobile: 416-271-9078  
Last name: Taylor  
Website URL: KateTaylorStudio.com  
Phone: Home:

[SEARCH AGAIN](#)

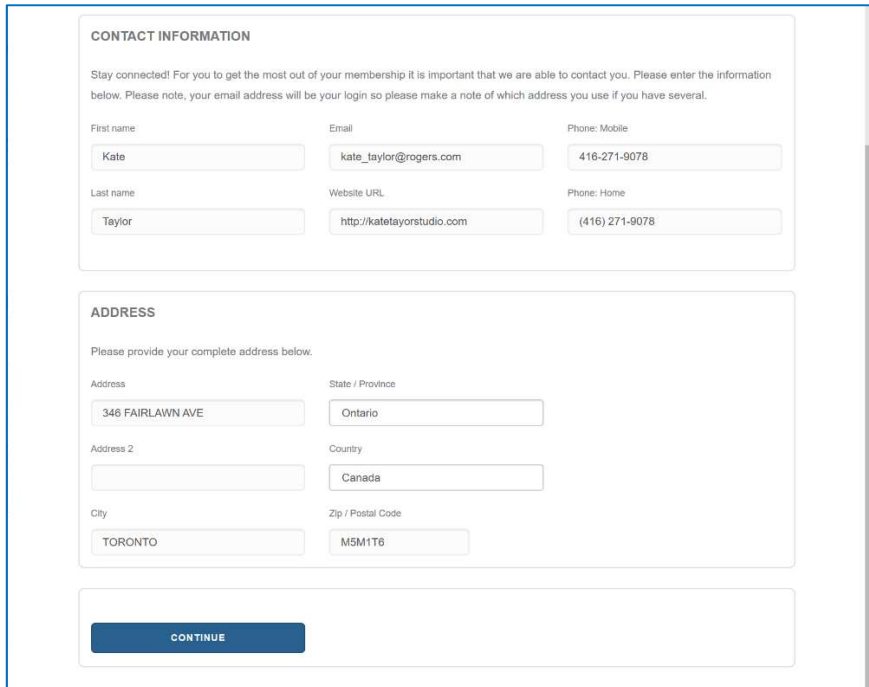
If any of these is your account, please login or reset your password (You will receive an email to reset your password):

Email	Membership	Date joined		
kate_taylor@rogers.com	Member	2018-01-22 17:20:12	<a href="#">LOGIN</a>	<a href="#">RESET PASSWORD</a>
members@artistsnetwork.ca		2019-01-04 01:04:23	<a href="#">LOGIN</a>	<a href="#">RESET PASSWORD</a>
kate_creative-adventures.ca	Member	2019-12-20 20:33:22	<a href="#">LOGIN</a>	<a href="#">RESET PASSWORD</a>

Figure 2

Confirm or complete your address information if needed (*See Figure 3*).

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**CONTACT INFORMATION**

Stay connected! For you to get the most out of your membership it is important that we are able to contact you. Please enter the information below. Please note, your email address will be your login so please make a note of which address you use if you have several.

First name:  Email:  Phone: Mobile:

Last name:  Website URL:  Phone: Home:

**ADDRESS**

Please provide your complete address below.

Address:  State / Province:

Address 2:  Country:

City:  Zip / Postal Code:

**CONTINUE**

Figure 3

### 1.B) Profile Dashboard - Complete Details

- Proceed to update/complete your profile information as necessary (See Figure 4). Please ensure no spelling mistakes and proper capitalization. Once all information is complete, SAVE your profile.

#### Note:

- This profile DASHBOARD is similar for Members and Non-Members.
- If you have multiple profiles, a list may appear at the bottom of the DASHBOARD to indicate your previous profiles. You may have the option to choose an email address from that list.
- If any of your previous details have been captured in our system, it may be filled in. Please make any corrections or adjustments as needed. Your Bio or Artists' Statement may have been cut short to conform to our system (500 Character) requirements.
- There are 2 tabs: Public will show up on the website in Member Gallery and or Shows you submit to and Private is your Artists' Network profile information which has your personal information – please ensure it is correct.

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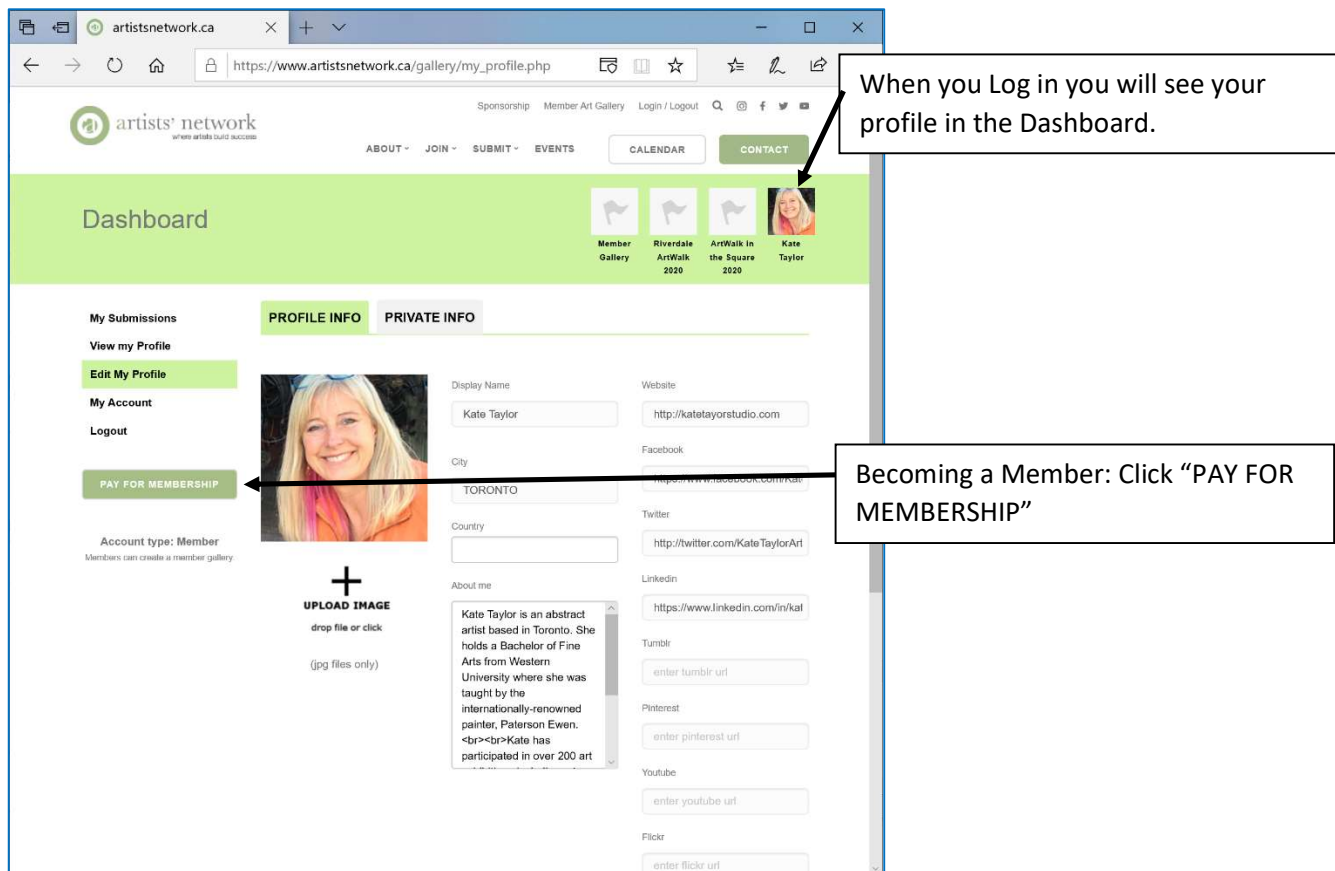


Figure 4

### 1.C) REGISTER AS A MEMBER: PAYMENT

Click the green “PAY FOR MEMBERSHIP” button in the right column of your profile info dashboard (See Figure 4).

Complete/Check off any Volunteer Opportunities you have an interest in (See Figure 5).

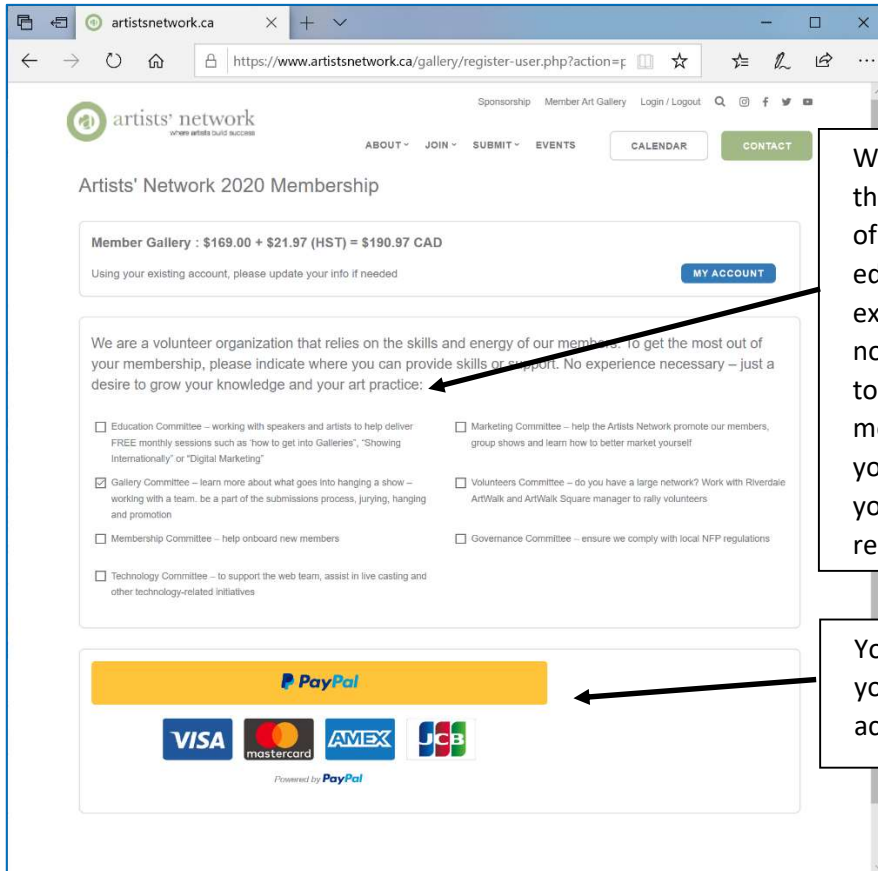
Click the “PAYPAL” link and continue as prompted to pay via Credit Card OR your PayPal account (See Figures 5 & 6).

#### Notes:

- We do not accept cash or cheques
- If your credit card or PayPal information does NOT match your submission information, please send an email to Barb ([barb@artistsnetwork.ca](mailto:barb@artistsnetwork.ca)) for clarity.
- There may be a time delay on paying for Membership and when your show up in the Member Gallery, due to staff availability and office hours, as all memberships must be approved in the backend of our system to appear in the Member Gallery.
- Artists Member profiles are profiled randomly in the Member Gallery so use the SEARCH function to proof your profile once it is live.

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- You should have access to member pricing on show submissions and event registrations after completing payment of your membership.



artistsnetwork.ca

https://www.artistsnetwork.ca/gallery/register-user.php?action=f

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Sponsorship Member Art Gallery Login / Logout

ABOUT JOIN SUBMIT EVENTS CALENDAR CONTACT

#### Artists' Network 2020 Membership

Member Gallery : \$169.00 + \$21.97 (HST) = \$190.97 CAD

Using your existing account, please update your info if needed [MY ACCOUNT](#)

We are a volunteer organization that relies on the skills and energy of our members. To get the most out of your membership, please indicate where you can provide skills or support. No experience necessary – just a desire to grow your knowledge and your art practice:

<input type="checkbox"/> Education Committee – working with speakers and artists to help deliver FREE monthly sessions such as “how to get into Galleries”, “Showing Internationally” or “Digital Marketing”	<input type="checkbox"/> Marketing Committee – help the Artists Network promote our members, group shows and learn how to better market yourself
<input checked="" type="checkbox"/> Gallery Committee – learn more about what goes into hanging a show – working with a team, be a part of the submissions process, jurying, hanging and promotion	<input type="checkbox"/> Volunteers Committee – do you have a large network? Work with Riverdale ArtWalk and ArtWalk Square manager to rally volunteers
<input type="checkbox"/> Membership Committee – help onboard new members	<input type="checkbox"/> Governance Committee – ensure we comply with local NFP regulations
<input type="checkbox"/> Technology Committee – to support the web team, assist in live casting and other technology-related initiatives	

[PayPal](#)

VISA mastercard AMEX JCB

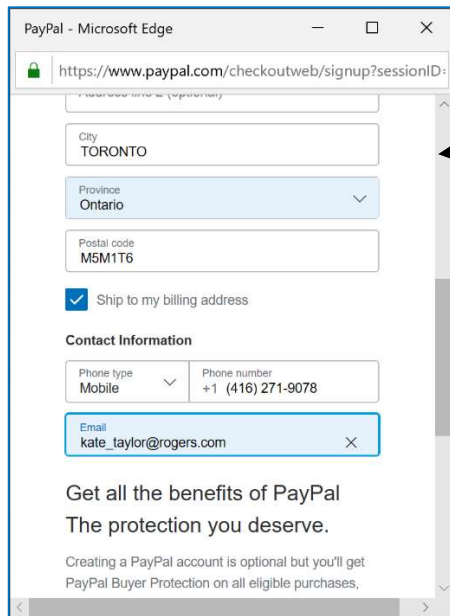
Powered by PayPal

We are a volunteer organization that relies on the time and expertise of our members to deliver education, networking and exhibition opportunities. Although not mandatory, we encourage you to join a committee and become more engaged in the community. If you have a skill not listed here that you think might be useful, please reach out.

You may pay with Credit Card OR your PayPal account. We do not accept cash or cheques.

Figure 5

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Complete as required.

**NOTE:** if your credit card or PayPal information does NOT match your submission information, please send an email to Barb ([barb@artistsnetwork.ca](mailto:barb@artistsnetwork.ca)) for clarity.

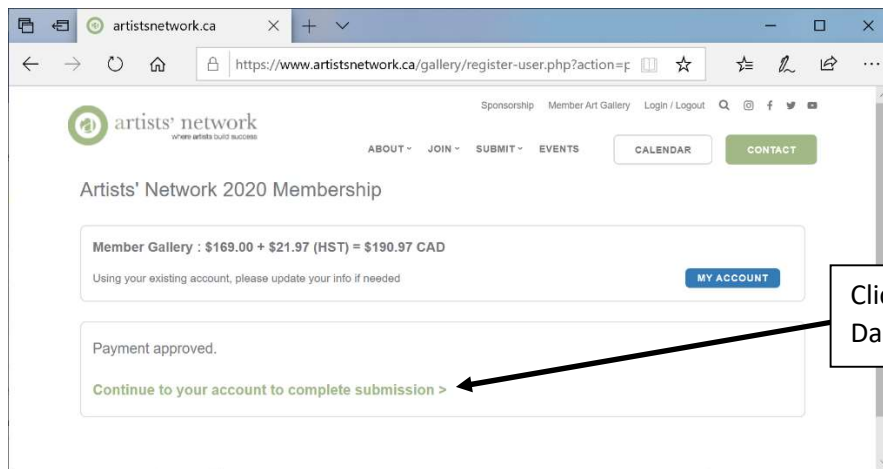
Figure 6

### 1.D) CONTINUE TO YOUR ACCOUNT

Once payment has been processed, you will be taken to this page. Click “Continue to your account to complete a submission” (See Figure 7) and you will be taken to your SUBMISSION DASHBOARD (See Figure 8).

Note:

- Your Member Gallery will show up the same as any Submission and is accessed in your Submission Dashboard (See Figure 8) or through your Submission Icons in your Profile Dashboard (See Figure 9).



Click to be taken to your Dashboard.

Figure 7

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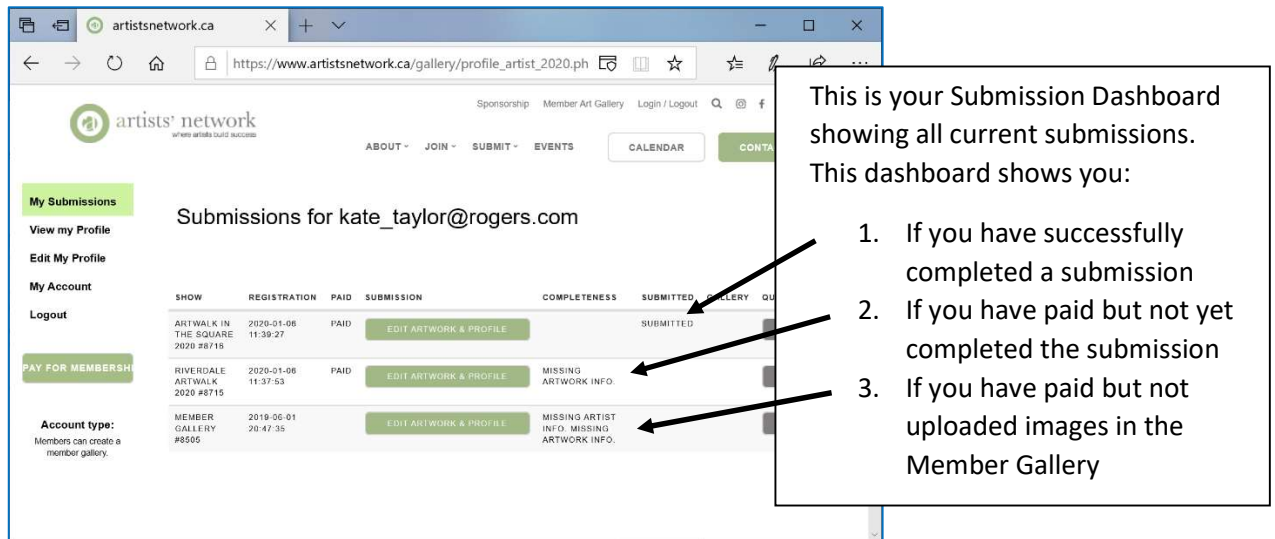


Figure 8

### 1.E) ACCESS & EDIT YOUR MEMBER GALLERY

You can access your Member Gallery Profile in a few ways:

- Log In (top navigation bar) and your Profile Dashboard will show up. Click the “Member Gallery” icon to go direct to edit your Member Gallery or Click “My Submissions” in the left column to get to your Submission Dashboard that list all your submissions (See Figure 9).
- Click “EDIT ARTWORK AND PROFILE” if you are already on your Submission Dashboard (See Figure 10).

Note:

- Your Member Gallery will show up the same as any Submission and is accessed in your Submission Dashboard (See Figure 8) or through your submission icon in your Profile Dashboard (See Figure 9).

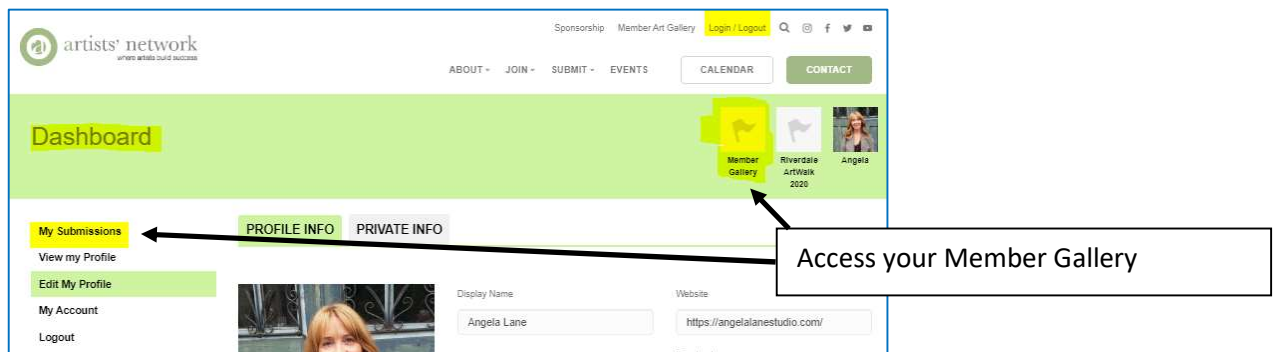


Figure 9

## “Building a Profile” Help Document (Jan 7, 2020)

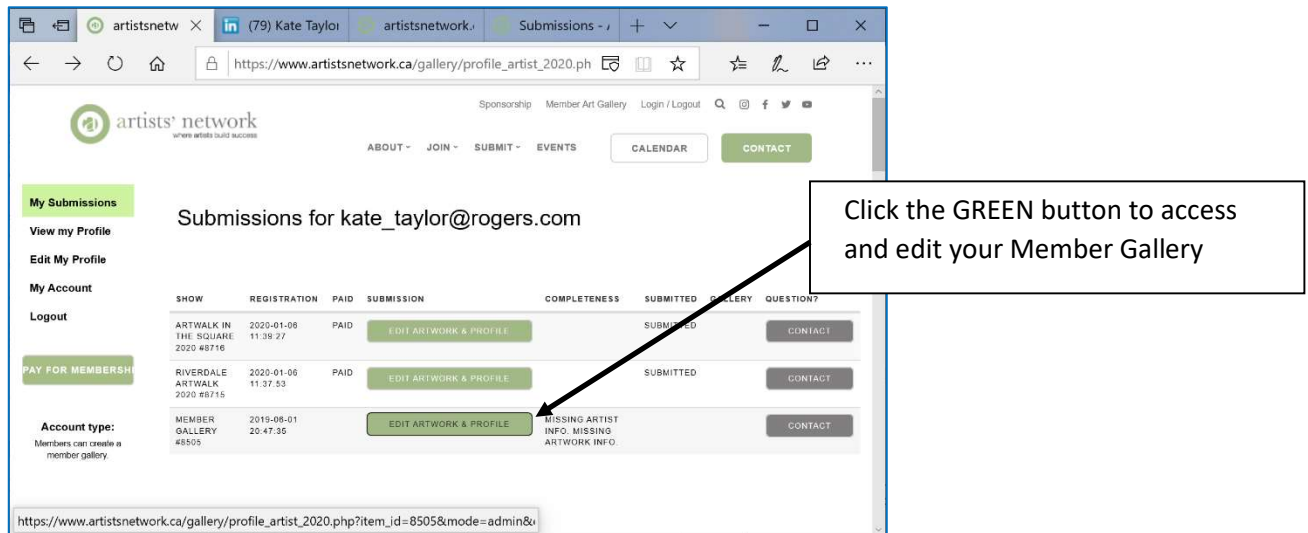


Figure 10

### 1.Ei) UPLOAD ARTWORK

You need to upload 7 images to complete your profile information to complete your Member Gallery.

Prepare your images prior to upload.

- The file format is jpg
- Title must be “Firstname\_Lastname\_title.jpg” and must not have any spaces or special characters.
- Maximum size is 10MB; however most images will be 2-4MB

Complete all information for each image upload and click “SAVE INFO FOR THIS ART” before uploading a new image (See Figure 11).

- Title of the painting
- Size in inches
- Year
- Price – this will NOT show in the gallery

Notes:

- Your first image will be the one that shows up in the gallery page.
- If you want to replace an image, click the RED X and upload a new image (See Figure 12). You can log in and update these images and any information in your profile at any time.
- There may be a time delay on paying for Membership and when you show up in the Member Gallery, due to staff availability and office hours, as all memberships must be approved in the backend of our system to appear in the Member Gallery.
- Artists Member profiles are profiled randomly in the Member Gallery so use the SEARCH function to proof your profile once it is online.



## “Building a Profile” Help Document (Jan 7, 2020)

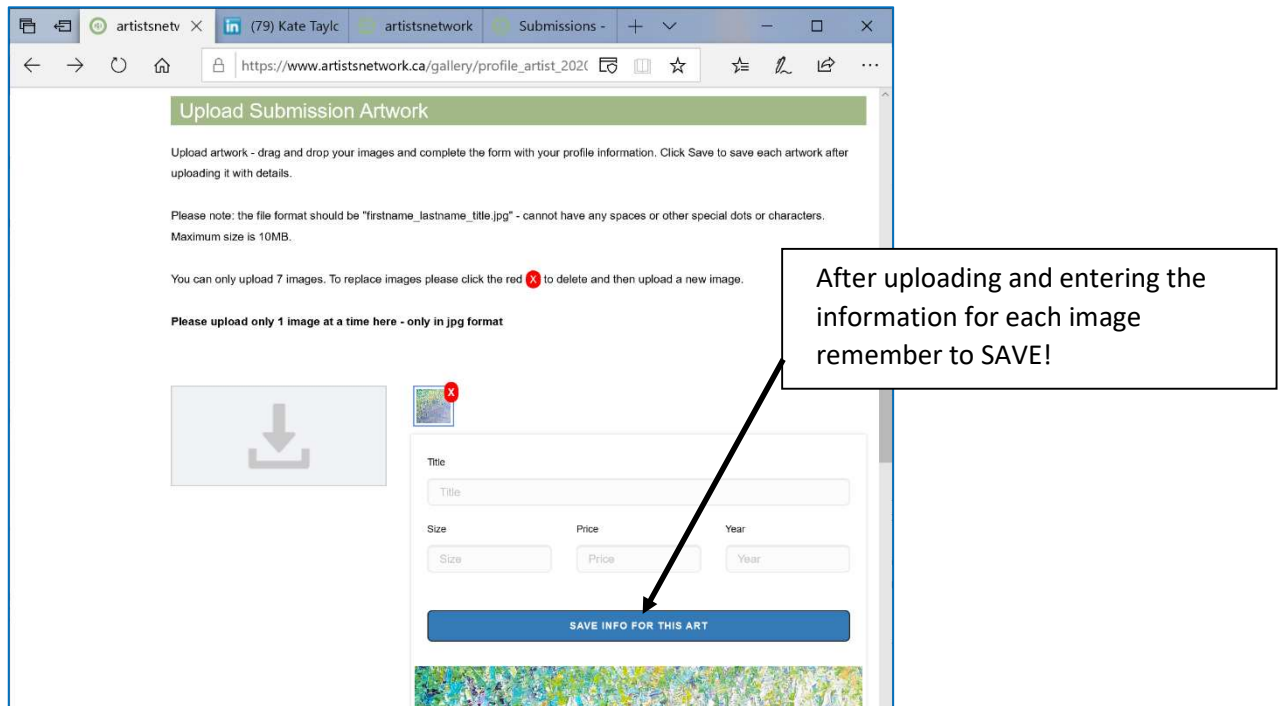


Figure 11

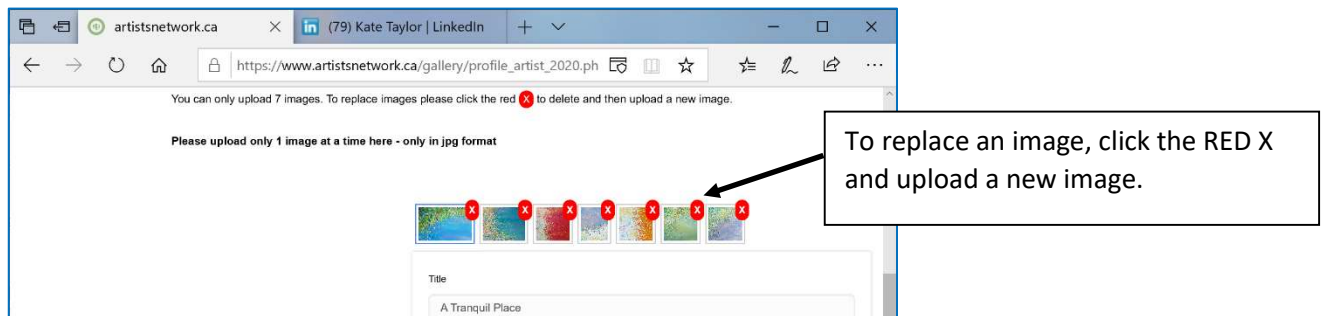


Figure 12

### 1.E2) UPDATE YOUR MEMBER PROFILE INFO

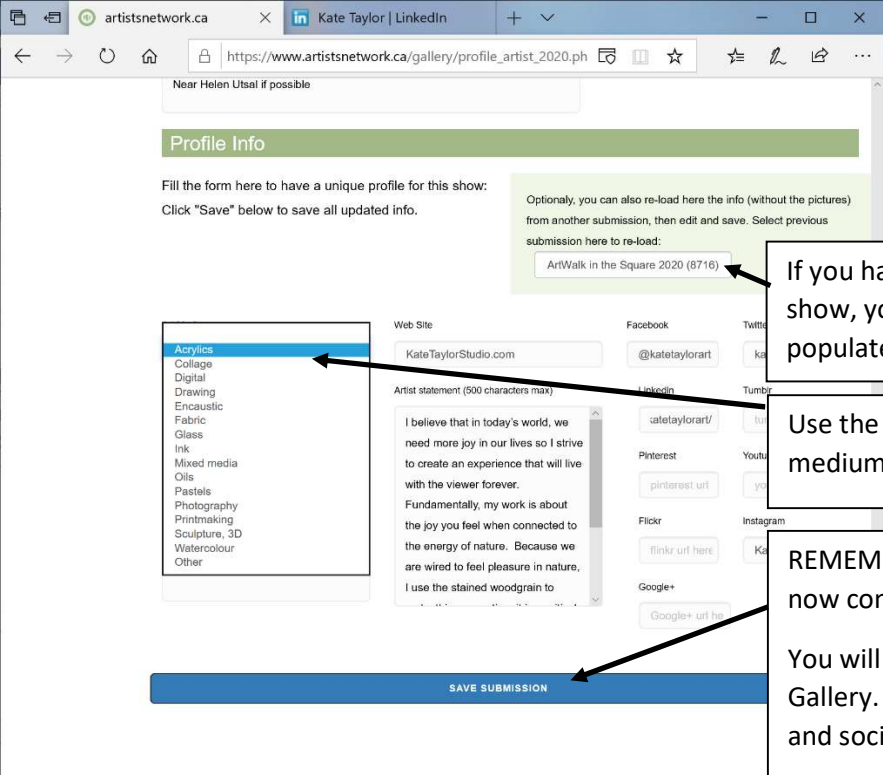
Scroll down to “Profile Info” below your art images and complete all information (See Figure 13). Make sure you click “SAVE SUBMISSION”

#### Notes:

- This is the Gallery Member Profile information that will show up in your gallery profile.
- This information can be different from your submission gallery profile.
- If you have previously submitted to a show, you can use the drop-down to populate the content (See Figure 13).

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- Your bio and Artists statement are limited to 500 Characters. Do a character count (including spaces) in Word to ensure nothing gets cut off.



The screenshot shows the 'Profile Info' form on the website [https://www.artistsnetwork.ca/gallery/profile\\_artist\\_2020.ph](https://www.artistsnetwork.ca/gallery/profile_artist_2020.ph). The form includes a 'Profile Info' section with instructions to fill out the form for a unique profile and a 'Save' button. A dropdown menu for 'Medium' is open, showing options like Acrylics, Collage, Digital, Drawing, Encaustic, Fabric, Glass, Ink, Mixed media, Oils, Pastels, Photography, Printmaking, Sculpture, 3D, Watercolour, and Other. A text box for 'Artist statement (500 characters max)' contains a sample statement. A 'Web Site' field is filled with 'KateTaylorStudio.com'. Social media links for Facebook, Twitter, LinkedIn, Tumblr, Pinterest, YouTube, Flickr, and Instagram are also present. A 'SAVE SUBMISSION' button is at the bottom.

Annotations on the form:

- “If you have previously submitted to a show, you can use the drop-down to populate the content.” (points to the 'ArtWalk in the Square 2020 (8716)' dropdown)
- “Use the Drop down to indicate your medium” (points to the 'Medium' dropdown menu)
- “REMEMBER TO SAVE – Your profile is now complete!” (points to the 'SAVE SUBMISSION' button)
- “You will now appear in the Member Gallery. Use this link with your clients and social media!” (points to the 'SAVE SUBMISSION' button)

Figure 13

## 2) NEW MEMBERS OR NEW NON-MEMBERS

*You do not have a previous Artists' Network Profile.*

### STEPS TO CREATING YOUR PROFILE/REGISTER AS A MEMBER OR NON-MEMBER:

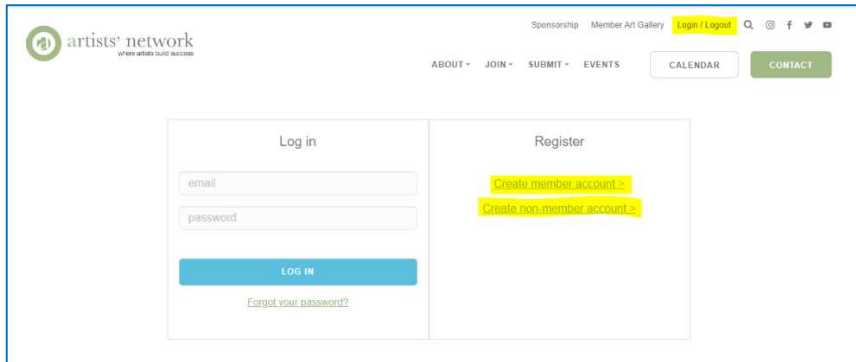
#### 2.A) Create A New Profile Account

To create a new profile account, please go to “Join” at the top navigation bar and select “Member Registration” or “Non-Member Registration” in the pull down. (See Figure 14).

OR

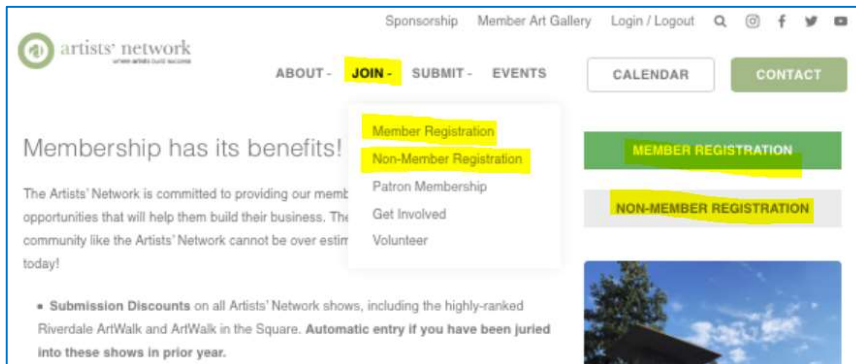
You can also go to “Login/Logout” and select “Create member account” or “Create non-member account” (See Figure 15).

## “Building a Profile” Help Document (Jan 7, 2020)



The screenshot shows the top navigation bar with links for Sponsorship, Member Art Gallery, and Login / Logout. Below the navigation bar, there are links for ABOUT, JOIN, SUBMIT, EVENTS, CALENDAR, and CONTACT. The main content area features a 'Log in' section with fields for email and password, a 'LOG IN' button, and a link for 'Forgot your password?'. To the right of the login section is a 'Register' section with links for 'Create member account' and 'Create non-member account'.

Figure 14

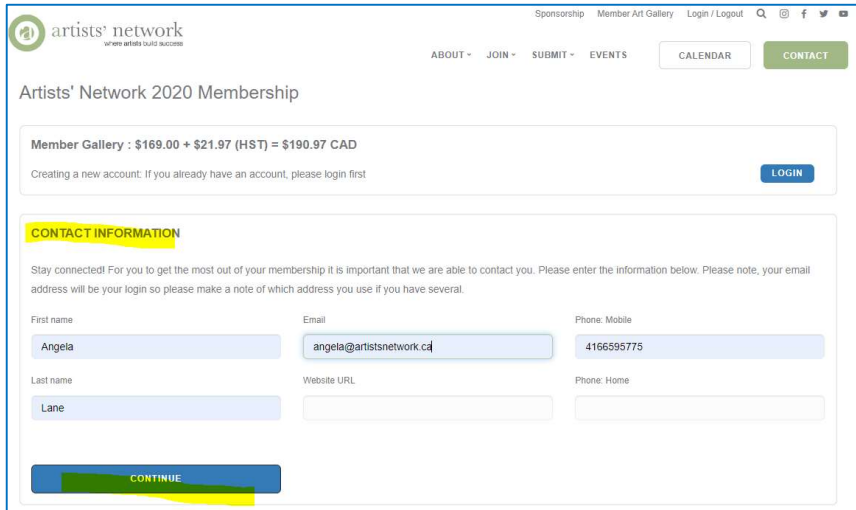


The screenshot shows the 'JOIN' section of the website. It features a 'Membership has its benefits!' heading and a paragraph describing the benefits. Below this, there are links for 'Member Registration', 'Non-Member Registration', 'Patron Membership', 'Get Involved', and 'Volunteer'. A 'MEMBER REGISTRATION' button is highlighted in green, and a 'NON-MEMBER REGISTRATION' button is highlighted in yellow. A 'Submission Discounts' section is also visible, mentioning discounts on all Artists' Network shows.

Figure 15

### 2.C) Complete Contact Information Details

Both Member and Non-Member online registration forms will look very similar. Complete the general contact information and click “CONTINUE” (See Figure 16).



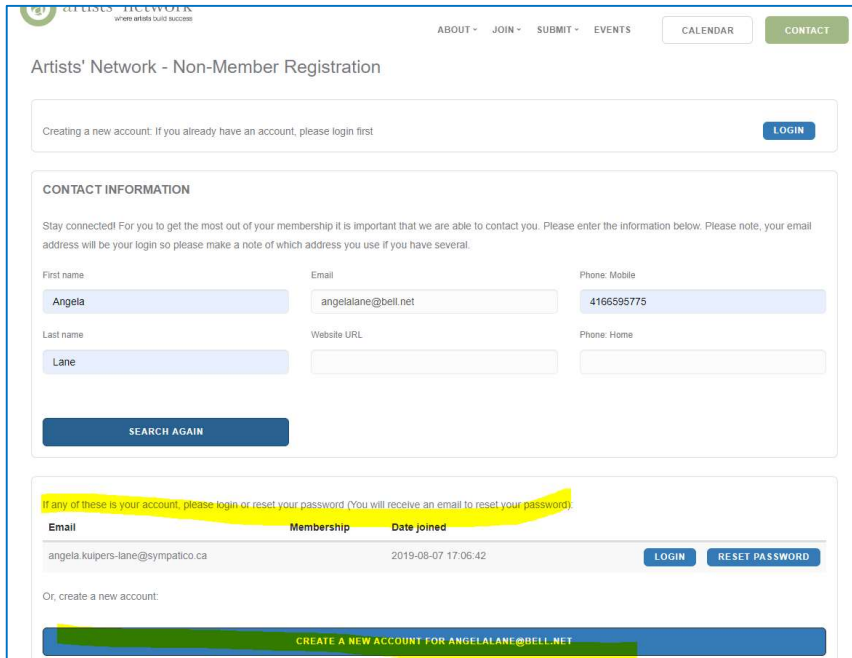
The screenshot shows the 'Artists' Network 2020 Membership' form. It includes a 'Member Gallery' section with a price calculation: \$169.00 + \$21.97 (HST) = \$190.97 CAD. Below this is a 'CONTACT INFORMATION' section with a note: 'Stay connected! For you to get the most out of your membership it is important that we are able to contact you. Please enter the information below. Please note, your email address will be your login so please make a note of which address you use if you have several.' The form fields include First name (Angela), Last name (Lane), Email (angela@artistsnetwork.ca), Website URL, Phone: Mobile (4166595775), and Phone: Home. A 'CONTINUE' button is highlighted in green.

Figure 16

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### Notes:

- As you type in your name, email and telephone information, previous or additional accounts may come up that are associated with any of the data you are entering.
- If any of these are your account, please LOG IN first (see 1A above).
- If you would like to create a new account click “CREATE A NEW ACCOUNT FOR...” (See Figure 17).



Artists' Network - Non-Member Registration

Creating a new account. If you already have an account, please login first [LOGIN](#)

**CONTACT INFORMATION**

Stay connected! For you to get the most out of your membership it is important that we are able to contact you. Please enter the information below. Please note, your email address will be your login so please make a note of which address you use if you have several.

First name:  Email:  Phone: Mobile:

Last name:  Website URL:  Phone: Home:

[SEARCH AGAIN](#)

If any of these is your account, please login or reset your password (You will receive an email to reset your password).

Email	Membership	Date joined	
angela.kuipers-lane@sympatico.ca		2019-06-07 17:06:42	<a href="#">LOGIN</a> <a href="#">RESET PASSWORD</a>

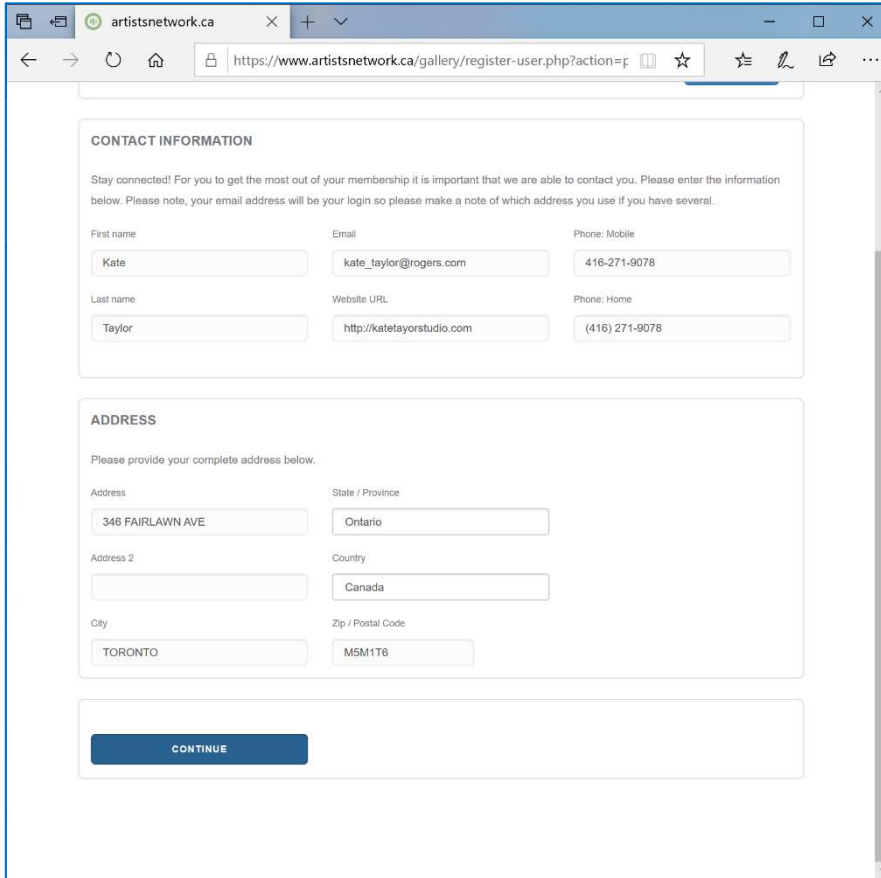
Or, create a new account:

[CREATE A NEW ACCOUNT FOR ANGELALANE@BELL.NET](#)

Figure 17

Complete your address information and click “CONTINUE” (see Figure 18).

## “Building a Profile” Help Document (Jan 7, 2020)



The screenshot shows a web browser window with the URL <https://www.artistsnetwork.ca/gallery/register-user.php?action=f>. The page is titled "CONTACT INFORMATION" and contains a form with the following fields:

First name	Email	Phone: Mobile
Kate	kate_taylor@rogers.com	416-271-9078

Last name	Website URL	Phone: Home
Taylor	http://katetaylorstudio.com	(416) 271-9078

Below the contact information is an "ADDRESS" section with the following fields:

Address	State / Province
346 FAIRLAWN AVE	Ontario

Address 2	Country
	Canada

City	Zip / Postal Code
TORONTO	M5M1T6

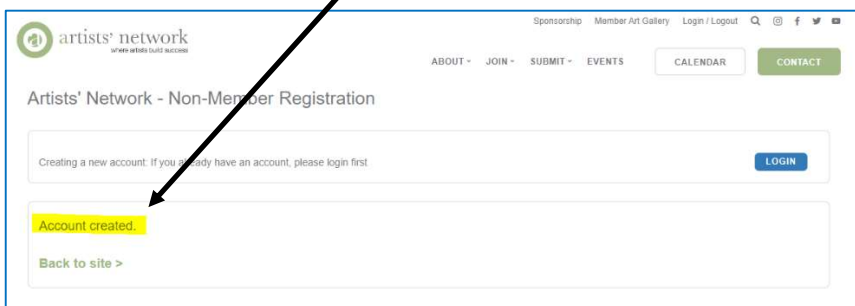
A blue "CONTINUE" button is located at the bottom of the form.

Figure 18

### 2.B) Set Password

The next screen will ask for a Password. Complete and click “CONTINUE”.

- If you have created a Non-Member account, the following screen will show up (See Figure 19).



The screenshot shows the "Artists' Network - Non-Member Registration" page. It features a navigation bar with links: ABOUT, JOIN, SUBMIT, EVENTS, CALENDAR, and CONTACT. The main content area has a message: "Creating a new account. If you already have an account, please login first." with a "LOGIN" button. Below this, a yellow box contains the text "Account created." and a link "Back to site >". A black arrow points from the "Account created." message back to the "LOGIN" button.

Figure 19

## “Building a Profile” Help Document (Jan 7, 2020)

- If you have created a Member profile account. The following screen will show up, please click “PAY PAL” or “DEBIT OR CREDIT” and complete payment (See Figure 20).

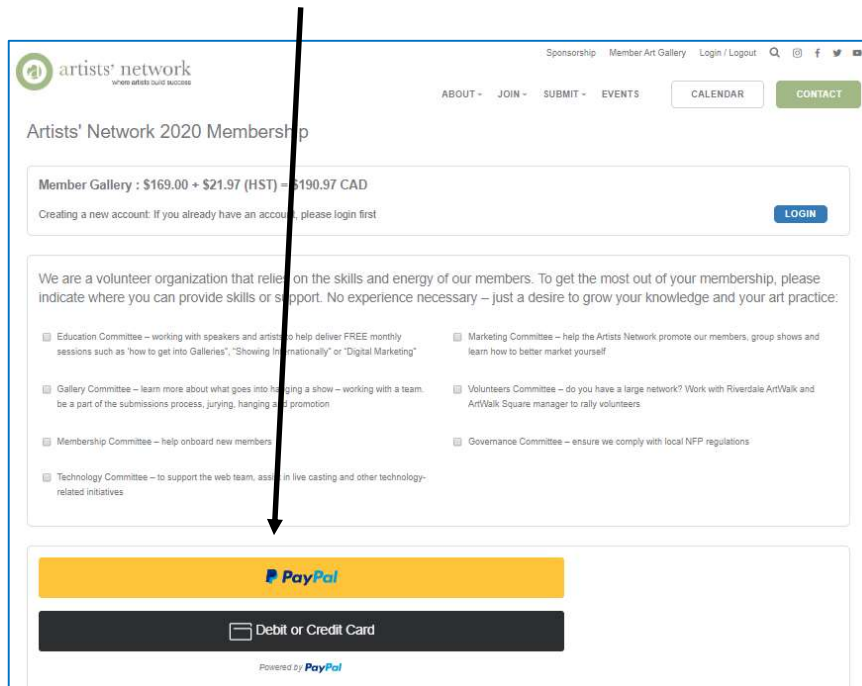


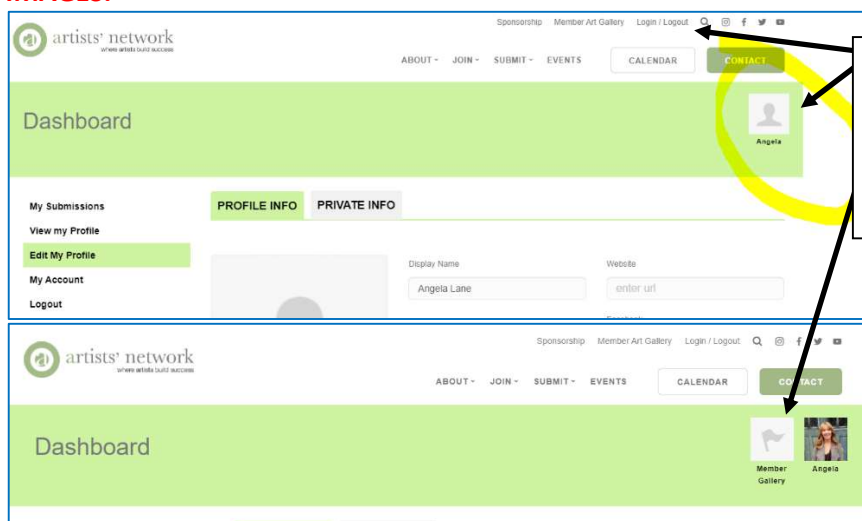
Figure 20

### 2.C) LOG IN

Now you may LOG IN and your Profile DASHBOARD will show up (See Figure 21).

You can complete any other action, like submit to a show or register for an event or update you Member Gallery Details.

**SEE INSTRUCTIONS 1E ABOVE TO COMPLETE YOUR MEMBER PROFILE AND UPLOAD YOUR IMAGES.**



Whenever you Log in you will now see your profile in the Dashboard.

Members will also have a Member Gallery Icon

Figure 21