

HOW TO ENTER YOUR ARTWORK IN A SHOW USING LSAAG DATABASE

STEP 1. SIGN IN. to Lone Star Art Guild Database. See Link on TAL Website page : **(Show Info)** top right side or you by going to your browser on your computer or device.

AT: <http://lsag.wspub.com>

Your **SIGN IN** is your **email address** given when you signed up and put on membership form.

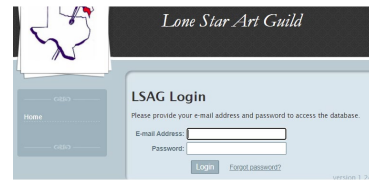
PASSWORD is your first name only all lowercase.

If you have JUST joined and cannot get in contact the database person so they can get your name registered in the database.

If you were registered for previous show but still cannot get this year in contact the database person to help **DO NOT**

CLICK FORGOT PASSWORD

It does not work!



(First window for entering database)

TAL Database Manager:
Teri Clark clarkt01@gmail.com
Text / Phone: 832-630-2185

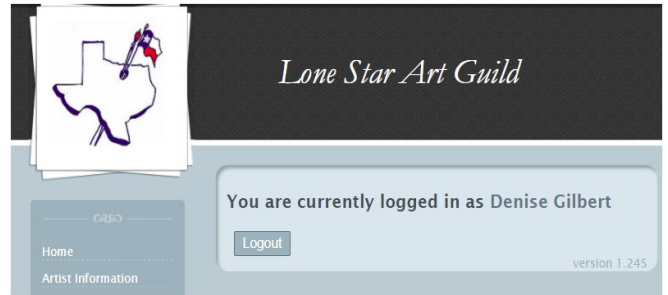
ONCE YOU ARE LOGGED IN THE DATABASE.

Note: if you in it will say your LOGGED IN >

STEP 2.

On the you are logged in..Window Look to the Left First go to :

Artist Information >



Your profile has been updated.

< Please double check and make sure all info is correct and you are in an appropriate division based on your life experience with art, update your email address, add information requested.

If you change your password . **WRITE IT DOWN!** You can change it at the bottom .

MAKE SURE THAT YOU CLICK SAVE PROFILE esp if you made changes.

<<

You will see this message pop up that is was updated.

STEP 3. CLICK (GO2)View Artwork

NOTE ! - SETTING UP YOUR ART IN LSAG DATABASE & ENTERING ARTWORK **IN A SHOW ARE SEPARATE STEPS !**

Otherwords > Entering your artwork into the database does not automatically enter it into A SHOW. You will need to manually enter **EACH PIECE** of art in database.

SEE STEP 6 . Entering SHOWS below

STEP 4. to Enter A piece of Artwork Click far right button **Add New**

STEP 5. Enter Artwork

< This window will appear

Fill in information....

Title. (Cannot be name "Untitled")

Categories - Refer to Category Division

Sheet see with Forms on Show Info Page

Medium - Is the Media you used to create

Dimensions - Size of you artwork

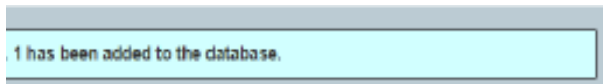
Depth.. Is for 3D. or Art canvas depth etc.

★ **Make sure to click SAVE ARTWORK! so artwork is entered into database** ★★ ★

WHEN CLICK SAVE ARTWORK

This window will pop up >

READ AND CLICK 'OK'



lsag.wspub.com says

I confirm that this piece was created within the last 2 years from the date of the show it is being entered in. I also confirm it is my own original work & not a derivative of another's work nor a piece that has been worked on by anyone other than myself. It is not a result of a collaboration. I confirm it has not been in an LSAG convention show, has not received a 'best of' or a first place ribbon at another league level show, & has not received 2 place ribbons in total. I understand nudes, violence, & profanity in full or in part art are not allowed & may not be entered in this database. I have read & agree to the LSAG prospectus on the LSAG website & will respect all rules & requirements. I understand only place ribbons, best of awards, & FIRST Honorable Mentions (1 per division & category) are qualifiers.



NOTE: make sure watch for the confirm

POP UP above which will tell you your **ARTWORK** has been added. **To Double Check that your Artwork WAS ENTERED into database.**

Go Back to **VIEW ARTWORK** (SEE STEP 3 ABOVE) YOU SHOULD

see the ARTWORK you just typed in and entered. When enter more than one will see a total LISTING of all your artwork you entered If you do not see the Art you just entered go back and re-enter **MAKE SURE CLICK [SAVE ARTWORK]**

NOTE: ALSO YOU CAN CLICK ON THE NAME of Art to edit the artwork size, dimensions etc.

STEP 6 - ENTERING ARTWORK INTO A SHOW....

NOTE: You are still on **VIEW ARTWORK PAGE.**

Fish No. 1 [View Artwork](#)

Title:

Category:

Medium: Price: Year Created:

Dimensions: Width: " Height: " Depth: "

Add this artwork to an upcoming show:

Show:

Category:

version 1.245

STEP 6 - ENTER ART TO SHOW

On VIEW ART PAGE Look at very bottom . SAYS

Add this artwork to an upcoming show:
CLICK ON DOWN ARROW in the box.

THE CURRENT AVAILBLE SHOWS will DROP DOWN

Find SHOW you want to enter and CLICK [Add]

The Shows are here **CLICK ARROW TO THE RIGHT - to SEE the LIST!**

Note : if you do not see the show you want to enter. **Make sure the show has been setup and OPEN.** Check with your data person to confirm.

in example Drop down ...of shows >>>

ONCE YOU HAVE FOUND THE SHOW YOU WANT TO ENTER AND IT IS VISIBLE IN THE BOX **CLICK ADD** You have sucessfully added your artwork to a show.

Look for the coonfirm pop up that your named art was added to the show you selected.

Trees by Waters Edge appears in the following shows

X	Show	Category	Placement
	TAL Spring 18 Show-Judge Linda Dumas	A	

Add this artwork to an upcoming show:

Show:

Category:

version 1.244

Fish No. 1 has been added to the Tomball Art League Fall Show.

Fish No. 1 [View Artwork](#)

Title:

Category:

Medium: Price: Year Created:

Dimensions: Width: " Height: " Depth: "

Fish No. 1 appears in the following shows

X	Show	Category	Placement
	Tomball Art League Fall Show	A	

Add this artwork to an upcoming show:

Show:

Category:

version 1.245

Go to View Artwork and see the list of your art and which show you entered. If you are not sure its in there . Contact Database person.

HELPFUL INFORMATION :

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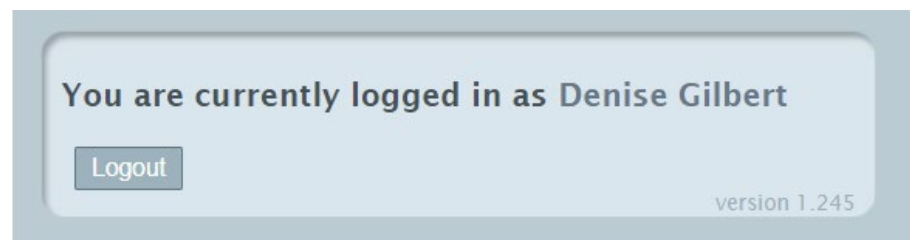
- Read this entire Help Form.
- Maybe click around in the database . To get familiar. I don't think you can break it .
- Says Either VIEW ARTWORK or VIEW SHOWS
- when on View ARTWORK you see link [view SHOWS](#). When on VIEW SHOWS you see the link : [view ARTWORK](#). (Either or)
- You can only enter one piece of Artwork into the database at a time.
- You can only enter one Show at one time.
- You can enter as much art you want too 1 piece or a 50 !
- You can enter multiple shows . If there is an upcoming OPEN show at another league. go for it!
- Suggestion. If have more than one piece of art to enter I would go get your artwork entered & then go put it in the show(s) next. Don't enter art then show, art then show ... Enter all your artwork . Make sure in your list. Then enter art in show one setting.
- I SUGGEST go out of the database then Sign back in and **DOUBLE CHECK AGAIN**. to make sure your artwork is entered. And entered in show you chose.
- IF SUMPED ! CONTACT the Database person VIA email or text.

ONCE YOU HAVE DONE IT A COUPLE OF TIMES YOU WILL GET IT. Hope this helped! GOOD LUCK! D.Gilbert

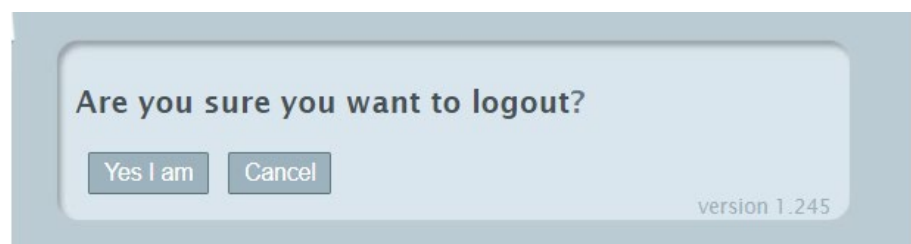
TAL Database Manager:
Teri Clark clarkt01@gmail.com
Text / Phone: 832-630-2185

LOGGING OUT ...

Click Logout



**It will confirm again ..
Click Yes I am .**



Note if you do not go through the process above logout . Just close the window... It will still AUTOMATICALLY LOG YOU OUT.