



Create your own showcase page with up to 20 images of your work within our online gallery.

This document aims to help you get your showcase up and running as soon as possible

(Your showcase page can be updated or amended at any time via your account.)

Once you have signed up to appear in our members gallery, you will be asked to enter your information. There are two main areas to your showcase:

Artist & contact information

Your gallery Images and links

1. Artist & contact information

Section	Required	Tips
Display Name	Mandatory	<i>This is usually your name, unless you are better known by a different name, pseudonym, shop or brand.</i>
Summary	Optional	<i>An additional summary narrative to help describe your work or purpose.</i>
Short Biography	Recommended	<i>Enter a brief Bio to explain how you got to where you are today. Keep it short and relevant. This could include your education, inspiration, influencers, exhibitions, awards etc.</i>
Profile Picture	Recommended	<i>Either a .jpg or .png - can be up to 1000 x 1000 pixels but ideally 600 x 600. Images will be rejected if too large.</i>
Location	Recommended	<i>This will be used by people searching a location for local artists. It is a filter.</i>
Telephone Number	Recommended	<i>Will not appear if left blank</i>
Mobile Number	Recommended	<i>Will not appear if left blank</i>
Website	Recommended	<i>Be sure to enter correctly as this provides an important external link back to your website. If you do not have a website, leave this blank and it will not appear.</i>
Email	Recommended	<i>Be sure to enter correctly</i>
Online Shop	Optional	<i>Be sure to enter the full url link to your e-commerce site. This provides an important link should someone want to enquire about your work.</i>
Twitter	Recommended	<i>Will not appear if left blank</i>
Instagram	Recommended	<i>Will not appear if left blank</i>
Facebook	Recommended	<i>Will not appear if left blank</i>



2. Your gallery images & links

Section	Required	Tips
Images	Mandatory	Upload between 1-20 images of your work. Photos should be .jpg or .png and no larger than 2000 pixels wide/high (approx. 1.5mb in size)
Description	Recommended	Use this space to add a description for each image. This should include as much information as possible for the audience. Title, media, description, size, availability, price etc....
Link	Recommended	Enter a full url (including https://) to purchase/get more information about this work. Link to product page if for sale on a site, or website if not.
Art Forms	Mandatory	Tick each of the art forms that you produce. This will enable your work to be filtered by artform, so a buyer looking for ceramics will be directed correctly, for example. Let us know if your art form requires an additional category

Once you have finalised your information - click save & preview to review, and then publish your page.

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