

## INSTRUCTIONS FOR ENTERING ARTWORK IN LSAG DATABASE

All artists who are pre- registering should enter their artwork in the LSAG Database. By entering their own work, artists can insure the information is accurate. All of this information will be used for the SLAA show and pieces moving up to the LSAG Show. Please contact Deb Anderson or Jim Fuchs with any questions or problems.

**It is recommended artists enter their pieces into this same database for other League Shows too.** Many (if not all) of the other Leagues will also be using the Database information for their shows. Again, this will insure the information is accurate. If an artist does NOT enter their artwork online for other shows, **ARTISTS MUST SHOW THEIR HOME LEAGUE ON THE REGISTRATION FORM ESPECIALLY IF A MEMBER OF MORE THAN ONE LEAGUE.**

### STEP-BY-STEP INSTRUCTIONS FOR DATABASE ENTRY

Non-members, new members and SLAA members who do not know their login info need to contact Deb Anderson, debnjo2003@yahoo.com.

- Go to LSAG Website: [www.lonestarartguild.org](http://www.lonestarartguild.org)
- At the bottom of the Navigation Bar on the left, click on **Show Database**.
- Click the **SHOW DATABASE** button.
- Enter your email address and password as registered with SLAA or your Home League.
- Click **Profile** on Navigation Bar on the left. Check your profile for accuracy - *especially Home League & Division*.
- Let your League Administrator (Deb Anderson) know if anything needs to be corrected.
- To add artwork, click **View Artwork** (to the right of your name towards the top).
- Click **Add New** button.
- Enter all information shown:
  - Title: Name of the Artwork.
  - Category: Choose Category A, B, etc. from LSAG Categories shown on next page.  
Check with Show Chairperson if in doubt
  - Medium: This would be oils, acrylics, etc. (For Mixed Media, please show at least 2 or 3 mediums used.
  - Dimensions: Shown in Inches.
    - Round the number up or down if needed.
    - For framed artwork, show outer dimensions **including the frame**.
    - For 2-D work, you can show 0" for Depth.
- **DOUBLE CHECK ALL OF YOUR ENTRIES FOR ACCURACY.**
- After you have verified all information is accurate, click **SAVE ARTWORK** button.
- A pop-up window will appear – **Can you confirm the accuracy of the information you are submitting?** (If pop-up window does not appear, you may need to change your browser pop-up settings.)
- Click **OK** (if accurate) or **Cancel** (if corrections need to be made.)
- Repeat above steps to add more artwork.
- Once done, either close the window or **Logout**. (LSAG Database will automatically log you out of the system after a short period of time.)

**Call or email Show Chair with any questions or problems. Artists that are unable to enter artwork online can mail the registration form and the information will be entered for them.**

**PLEASE SEND YOUR INFORMATION WITH YOUR CHECK TO Jim Fuchs, 5707 Skydale Lane, Richmond, TX 77469**

The information will be entered for you but you still need to check for accuracy.

**For further information or questions, please contact:**

**Deb Anderson**

**713-471-0510**

**Debnjo2003@yahoo.com**