

LSAG DATABASE INSTRUCTIONS

2016

Your artwork must be entered into the LSAG Database prior to May 2nd 2016 in order to be included in the NSA 2016 Spring Show. The NSA Spring Show will be held on May 7, 2016 at the San Luis – Galveston Island Convention Center at the San Luis Resort, 5600 Seawall Blvd., Galveston, TX 77554.

Adding artwork to LSAG Database:

- 1) Resize you Browser Window to full screen size.
- 2) Log on to the Lone Star Art Guild Website: www.lonestarartguild.org
- 3) Hover your cursor over the **More** link on far right side, and/or go down to **Administrative Login**, then click **Database Login**.
- 4) Click on the **GO TO THE DATABASE, PPPLLEEEAAASSEEE!** Link.
- 5) If you have previously registered with LSAG, then type in your **email address** and your **password**.
- 6) If you forgot your password click on the **Forgot Password** link and follow the instructions.
- 7) If you have never registered with LSAG, or have never entered artwork in a previous NSA Qualifier to LSAG Convention Show, then contact Cathy Manzer, the NSA LSAG Representative Database Manager, at cmanzer@yahoo.com. Provide your Name, Address, Phone Number, Email Address, and Artist Division (see list below), and request that you be registered and provided with a temporary password which you can change later.
- 8) You are now logged in to the LSAG Database. Click the **Profile** link, and confirm your details. This is where you can also change your password. Once you are satisfied, click on the **Save Profile** button.
- 9) If you click on the **View Artwork** link after your name, you will see all artwork that was entered into the NSA show. If you did not enter any artwork then there will be nothing to see.
- 10) Click the **Add New Artwork** button and enter the artwork you intend to submit to the NSA Spring Show.
- 11) You will need to input the **title**, **category** (category **A** or **B** or **C**, etc), **medium** (oil, acrylic, watercolor, pastel, etc.), and **price** if you wish to sell it, or “NFS” if not, the **dimensions** (in whole inches for all hanging art put 1 inch in the depth space, for 3-D art whatever the proper 3 dimensions are).
- 12) Once you are satisfied with your input click the **Save Artwork** button.
- 13) Repeat the process for each additional new piece of art.
- 14) Logout when finished.

DIVISIONS: I=Professional, II=Semi-Professional, III=Non-Professional, IV=Adult Student

CATEGORIES: A=Oil/Acrylic Painting, B=Watercolor/Acrylic Painting, C=Pastels, D=Drawing, E=Mixed Media, F=Photography, G=Digital Art, H=Abstract/Experimental/Non-Objective Art, I=Sculpture, J=Studio Fine Crafts

See <http://www.lonestarartguild.org> for additional information

ENTRY FEES:

League Member: \$20 First Entry, \$5 each for #2, #3 and #4 = \$ _____

Late Fee \$25 – for art received after 10AM on Check-in Date

LSAG Affiliate Member: \$25 first Entry \$10 for #2, and #3 = \$ _____

Fees to be paid during check-in of art May 7, 2016, 8:00AM to 10:00AM
