

Instructions for Logging into Chatham Artists Guild Website and Editing Your Profile Page

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For New Members Juried Into the Guild: Paying Your Membership Dues and Creating an Account

1. Go to, go to <https://chathamartistsguild.org/>.
2. Hover your cursor over “Join” (or if you are on a tablet or phone, click the arrow for the drop-down menu) and click on “Returning Members.”
3. Click “Renew Your Membership” at the bottom of the page.
4. Under “working status,” choose “working” to pay the discounted rate in exchange for participating in a Guild committee and other Guild service, or click “not working” to pay a higher price and not participate in a committee. Keep in mind that member participation in committees and Guild service activities is essential for the health of the Guild.
5. Select your committee choices.
6. Click “add to cart.”
7. Provide the requested information, enter your email address (the one you used to apply to the Guild) as your username, and create a password.
8. Pay your membership dues via PayPal or credit card.

Logging Into the CAG Website

1. Hover your cursor over “Artists” (or if you are on a tablet or phone, click the arrow for the drop-down menu) and click “member login.”
2. At the login page, enter your email address and password.
3. If you cannot remember your password, click the “lost your password?” link.
 - a. When the window opens, enter the email address we have on file for you and click “Reset Password.”
 - b. A link will be emailed to the email address on file, and you can create a password.
4. When you successfully login, you’ll be at the “Your Account” page. You can click the link to view and edit your profile page, or you can access “Member Resources” under “Membership.”

Editing Your Artist Profile Page

If you have not done so, go to <https://chathamartistsguild.org/our-artists/> and check out the “Our Artists” page. Click on any image with a red frame indicating that the artist has updated their profile page recently. Access a series of artist profile pages to see what they look like. Watch some of the videos. Please update your page frequently with current information and images, because it improves the appearance of the website and benefits the whole Guild.

1. Go to <https://chathamartistsguild.org/>
2. Hover your cursor over “Artists” and click on “member login” on the drop-down menu.
3. Enter your username and password and click “login.”
4. At the “Your Account” page, click on the red bar to view and edit your artist profile.
5. At your artist profile page, click on “Edit Your Artist Profile.” This will bring up the edit window.
6. **Text Block** - The text should be a paragraph that describes who you are and the artwork you do. If your studio is open to the public during regular hours or by appointment, state that clearly. Be sure to include up-to-date COVID information (Masks Required, Please Practice Social Distancing, etc.). Please

limit the text block to approximately 1000 characters. You can expand on this information in your own personal website.

7. Enter the other information as indicated, including your personal website URL.
8. **Buy Art Link** - If you have an account with an online sales venue like ETSY or Fine Art America and wish to offer visitors the opportunity to purchase your work online, enter the URL, and a “Buy Art” button will appear on your profile page. If you do not enter a URL, the “Buy Art” button will not appear on your profile page.
9. **Social Media** - Enter Facebook, Twitter, and Instagram links if you wish.
10. **Featured Video** - Enter the YouTube or Vimeo URL for the featured video that will appear at the top of your profile page. If you have not made a video, see the handout on the Member Resources page.
11. **Other Videos** - If you wish, enter the URLs for one or two additional videos you have created about your studio or your work. These will appear below the main video. Limit it to one or two, because people will have to scroll down below these videos to get to the gallery of images.
12. **Image Gallery** – You can have up to 25 images in your gallery. Please make sure that the images you select are of professional quality, cropped to eliminate any distractions. If 3-D objects, they should be photographed with seamless background or other appropriate background and no unnecessary distractions. Don’t have busy backgrounds or other unnecessary fixtures competing visually with your work. For online images of this kind, limit your files to around 1MB. They will load more easily if the files are approximately that size.

1. Click “Add Images” to open up your personal media library. Your media library is invisible to the public, and holds images you wish to add to your image gallery. Your image gallery is limited to 25 images, but your media library is not. Having lots of images in your media library allows you to easily cycle images in and out of your image gallery on a regular basis. Newly-added ones in your media library always appear at the top.
2. If you already have 25 images in your photo gallery, nothing will happen when you click “Add to Gallery” and you will need to delete some images first. To delete an image from the image gallery, hover over it and click the little “X” in the upper right-hand corner.
3. Once you click “Add to Gallery” and open the media library, drag-and-drop images from files on your computer into the media library. As mentioned, this will be easier and faster if the images are approximately 1MB each. Include images of your studio and you working, and if you have one, an image of your most recent studio tour display.
4. As you load images, each one will be marked with a check in the little box in the upper right-hand corner of the thumbnail.
5. Once you have loaded images in your media library, click on any checked images that you do not want to transfer to your image gallery.
6. Make sure that the little check mark appears only on the images you want to load in your photo gallery, and remember that the gallery will accept a maximum 25 images.
7. Click “Select” to exit the media library and transfer the images to your image gallery. The images should appear in the gallery.
8. **HELPFUL HINT:** If you click “Select” and nothing happens, it’s usually because you have checked more images than can fit in your image gallery. Close the media library and eliminate more

images from your image gallery, and then click “Add to Gallery” again to return to the media library.

9. **HELPFUL HINT:** This has proved helpful to some people on some devices. Before you click “Add to Gallery,” scroll down a bit so you can also see the bar that says, “Save Changes to Your Profile” and then click on “Add to Gallery.” After you access the media library, add images, and click “Select” it takes you back to the editing window, but for some people, the scroll function stops working in the edit window at that point. As long as you can already see the “Save Changes to Your Profile” button, you’ll be able to click it without scrolling.
13. **Featured Image** – Select your featured image in the provided space. This image that will appear on the main “Our Artists” page, and is uploaded directly from your computer files and not from your medial library. To change your featured image, hover over the image and click the little “X” in the right-hand corner. A space will open allowing you to upload a new image.
14. **Submit your Changes** - Once you have made all the changes you want, click “Save Changes to Your Profile.”
15. When the changes have been saved, you will be returned to your profile page, and unless there was a problem, a yellow message bar will say “You successfully updated your profile page.”
16. **HELPFUL HINT:** Many of us struggle with slow broadband. If the saving process times out before your submitted changes are acknowledged, you will have to go back and redo your changes, but it doesn’t take long. If you repeatedly run into trouble getting your submitted changes uploaded, try it again by transferring just a few images from the media library to the gallery, and make sure that each images is around 1MB. Larger image files or transferring a lot of images at one time are usually the problem. Once you have transferred a few images, click “Save Changes to Your Profile.” If it works, reenter the editing mode and transfer more images.
17. **Adding Title/Description for Each Image:** In editing mode, scroll down to the gallery and click on any image. That will open up an information panel on the right, and you can enter or change the title and description of each image. It is a good idea to also enter “alt text.” That is a wise thing to do with any image you load on our website or your own personal website. Alt text is a short phrase or sentence that improves accessibility by describing what an image is showing to visitors who do not have the ability to see them. That is a noble thing to do, but adding alt text also helps in web searches and thus improves SEO (search engine optimization).
18. **Deleting Images from Your Media Library** – We do not have a set limit on the number of images you can have in your media library, but it makes sense not to clog up the website cloud memory with unnecessary ones. Clicking on any image in your media library opens an information panel on the right, and you can click “delete permanently.” That will remove the image from your media library.
19. **Edit/Update Your Profile Page Frequently!** If you update at least once every few months, you’ll have a red frame around the image of your work on the main “Our Artists” page and an acknowledgement that your page has been updated recently. That will make you feel special.

If you run into problems or have questions, please email Vince Pitelka at vpitelka@dtccom.net.