

## **LSAG DATABASE INSTRUCTIONS**

### **Adding artwork to LSAG Database:**

- 1) Log on to the Lone Star Art Guild database: lsag.wspub.com using your email address and password
- 2) If you forgot your password, contact the HAS database manager
- 3) If you have never registered with LSAG or did not enter any artwork into a recent HAS show, then contact the HAS database manager (see page 9 of yearbook) with the following information and he/she will get you registered and with a temporary password which you can change later. Your name, address, phone number, email, and the division (i.e. professional. semi-professional etc.) you participate in will be needed.
- 4) You are now logged in. Go to profile and confirm your details. This is where you can also change your password. Once you are satisfied click on the "Save Profile" button.
- 5) If you click on the "View Artwork" link after your name you will see all artwork that has entered into previous shows and is still eligible to re-enter if you did not receive a First place ribbon or Best of Show award. If you have not entered any artwork, then there will be nothing to see.
- 6) When you have new artwork that you think you may want to enter into a HAS show or that you might want to enter into some other club's show, then click the "Add New Artwork" button.
- 7) You will need to input the title, the category (category A or B or C etc.), the medium (oil, acrylic, WC, pastel etc.), the price if you wish to sell it or "NFS" if not, the dimensions (in whole inches and for all hanging art put 1 inch in the depth space, for 3-D art then whatever the proper 3 dimensions are)
- 8) Once you are satisfied with your input push the "Save Artwork" button
- 9) Repeat process for each additional new piece of art
- 10) Logout when finished

### **Pre-Registering artwork to a HAS Show (or some other art league's show)**

- 1) Log on to LSAG database: [lsag.wspub.com](http://lsag.wspub.com)
- 2) Log-in with your email address and password
- 3) Click on "Profile"
- 4) To the right of your name click on "View Artwork"
- 5) Click on paintings you want to enter
- 6) Under "Add this artwork to an upcoming show" click on current HAS Show (or some other show if that is where you want to enter your art)
- 7) Click on the "ADD" button
- 8) Repeat with additional works of art as necessary
- 9) You are done registering
- 10) Bring your artwork and a check for the correct fee to take-in the day of the show
- 11) You will be given pre-printed ID Labels to attach to your artwork at take-in