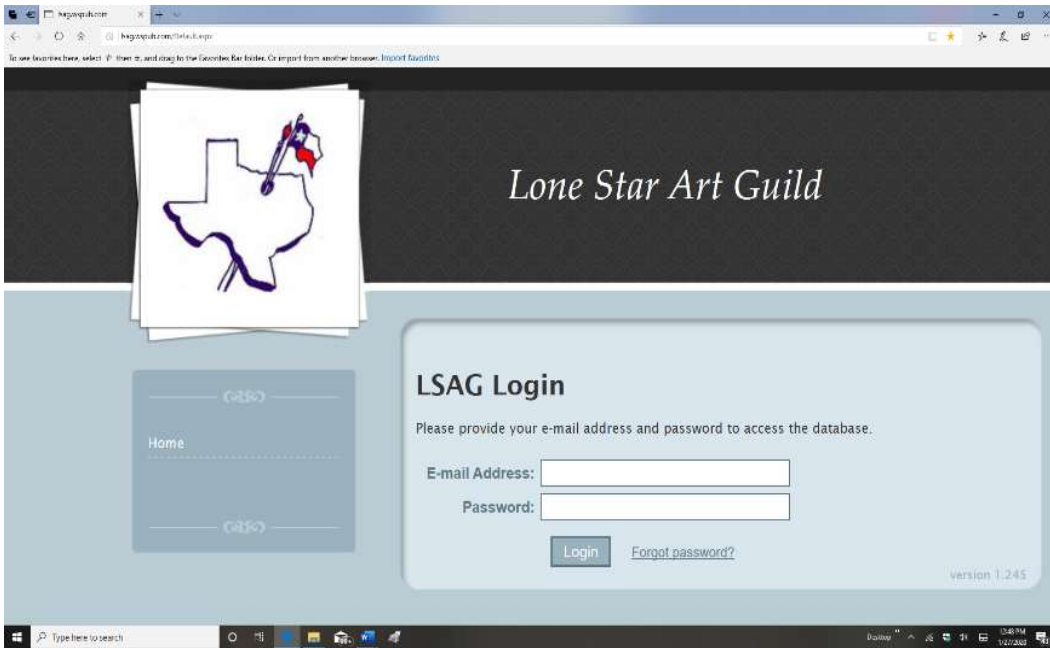


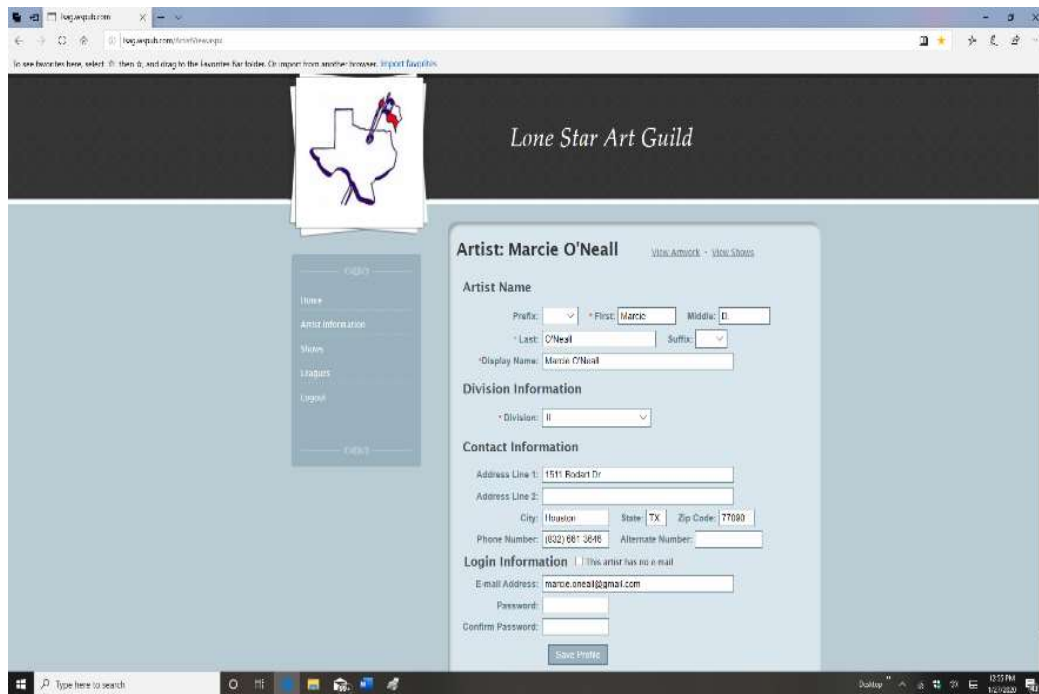
## LSAG Database Instructions: <http://lsag.wspub.com/>

I am using my database profile as an example to help you become adept at adding artwork to the LSAG Database:



- 1) Log on to the Lone Star Art Guild database: [lsag.wspub.com](http://lsag.wspub.com) using your email address and
- 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 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.

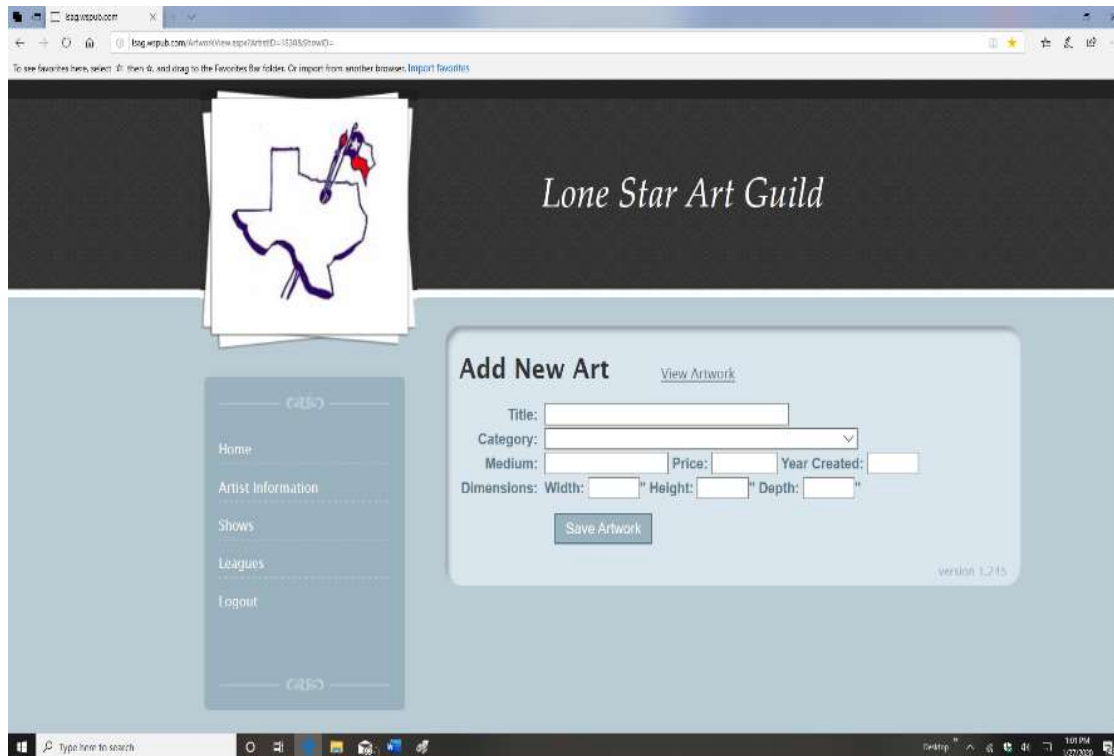
Once I enter my Email Address and Password I opt to save it on my computer's memory so that when this screen comes up I can automatically enter the information without the possibility of typos.



- 4) You are now logged in. Go to profile (Artist Information) 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. (*see slide below*)



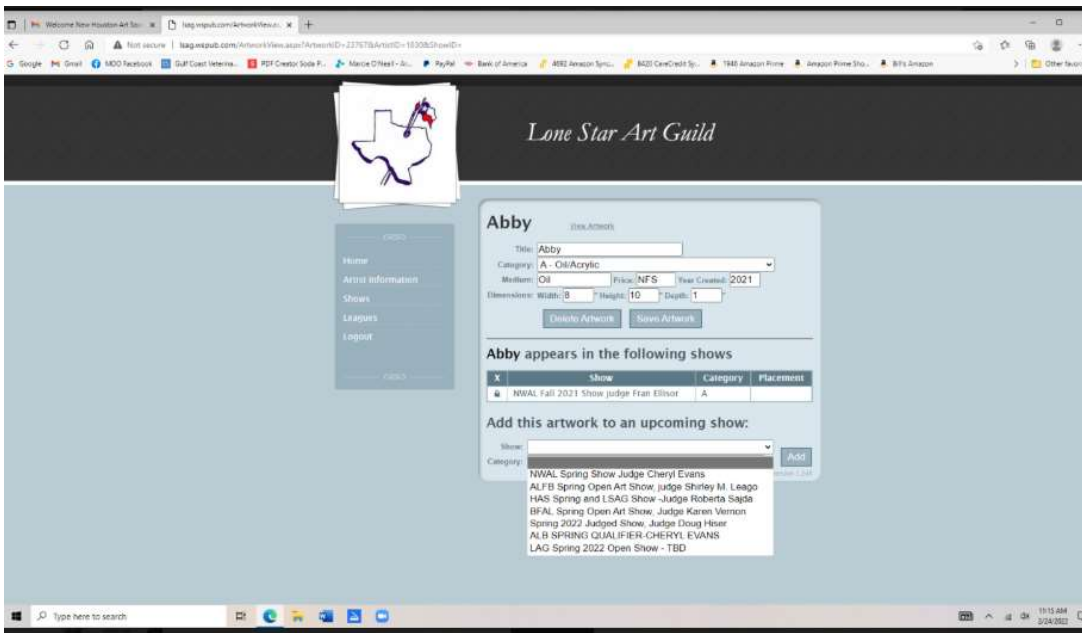
6) When you have new artwork that you think you may want to enter into a HAS show or that you might want to enter into some other club's show, then click the "Add New" button.



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. It will then be added to your Artwork list.

9) Repeat process for each additional new piece of art



10) Select the show for your piece of artwork and click "Add" Then "Save Artwork" it will ask if this is an original piece done by you click yes and you have entered your piece of artwork into the show.

This is where HAS gets their information as to how many people have entered the show and will have a printout for the day of the show when you come in with your artwork pay the entry fee and put the label on your artwork for the show.

Let me know if you still have trouble. I am looking forward to seeing you all at the HAS Spring Show in April.