






This document is meant as an aid to assist in submitting images to our website, [www.ButtonwoodArtSpace.com](http://www.ButtonwoodArtSpace.com).

**Create your profile** here → <http://www.buttonwoodartspace.com/artist-login.php>

Once your profile is complete you will be taken to the “My Profile” page.

HOME / SHOWS / ARTISTS / ABOUT / MY PROFILE


-  Profile
-  Shows
-  Artwork
-  Logout


Login Name:	jonmcgraw
New Password:	<input type="password"/>
Confirm New Password	<input type="password"/>
Profile Image	<input type="button" value="Choose File"/> No file chosen
Biography	<input type="text"/>
* First Name	<input type="text" value="Jon"/>
* Last Name	<input type="text" value="McGraw"/>
* Street Address 1	<input type="text" value="3013 Main St"/>
Street Address 2	<input type="text"/>
* City	<input type="text" value="Kansas City"/>
* State	<input type="text" value="Missouri"/>
* Zip Code	<input type="text" value="64108"/>
Country	<input type="text" value="United States"/>
* Email Address	<input type="text" value="jon@buttonwoodartspace.com"/>
* Phone	<input type="text" value="(816) 285-9040"/>
I'd like to receive your newsletter.	<input checked="" type="checkbox"/>
* I agree to the terms and conditions of this website ( <a href="#">download</a> )	<input checked="" type="checkbox"/>

## Uploading Images of Artwork


Begin by uploading images of your art pieces to the website by clicking on the “Artwork” button on the left side of the page.

Once you are on the “Add Artwork” page simply click on the “Upload” button and browse to the digital image on your computer of the art piece you would like to submit.


HOME / SHOWS / ARTISTS / ABOUT / MY PROFILE  
SEARCH:




Profile



Shows



Artwork



Logout

### ADD ARTWORK

Click on the upload button below to select the artwork you wish to add to the site.


**Upload**


### CURRENT ARTWORK

Here are your current art images. If an image is being used in a show, the show will be listed, and the photo will not be able to be deleted from this manager.

Click on the image thumbnail to view the image and update its details. Please follow the exact format listed on the fields. Note: The Description is for your notes and is not visible to the public. Be sure to click the save image button.

Deleting an image: Check the box next to the images you wish to delete and then click the trash can picture button.

 Images      Approved Shows

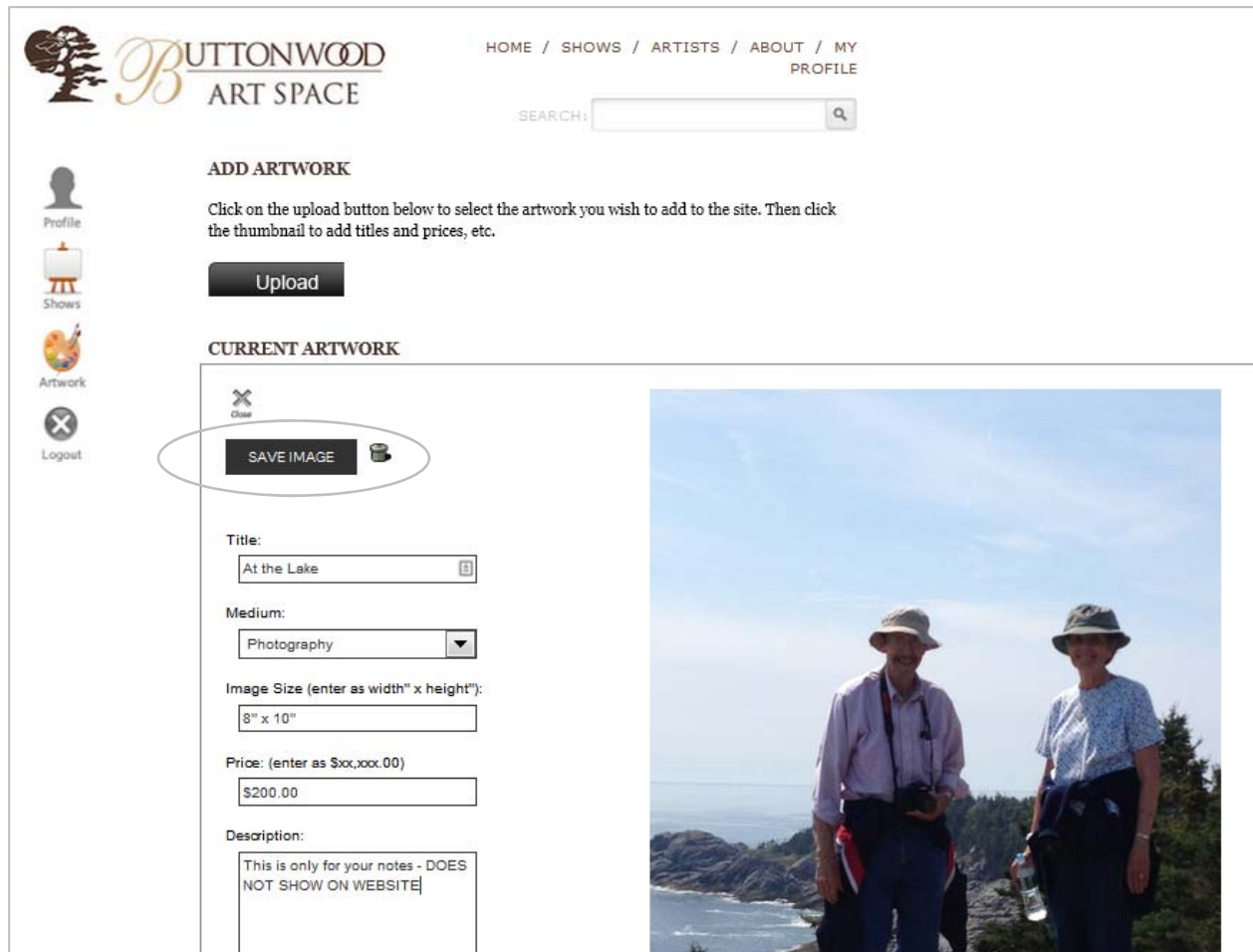
<input type="checkbox"/>		No
--------------------------	---	----

**DELETE ARTWORK**

## Identify Your Art

Your uploaded art will now be visible in your library at the bottom of the page. At this point you need to **click on the thumbnail image** and add details for Title, Medium, Image size, Retail Price, etc. A new window will pop open for the details. Along with the details, you can use your mouse to crop the image, if needed, or the slider button to size the image no wider than 600px **OR** no longer than 650px.

Be sure to click the **Save Image** button or the information you just typed will be lost. Once you have done this you will have done what you can do and it's our turn!



The screenshot shows the 'ADD ARTWORK' form on the Buttonwood Art Space website. The form is titled 'CURRENT ARTWORK' and contains the following fields and buttons:

- Upload** button (black with white text)
- SAVE IMAGE** button (black with white text, circled in red)
- Title:**
- Medium:**
- Image Size (enter as width" x height"):**
- Price: (enter as \$xx,xxx.00)**
- Description:**

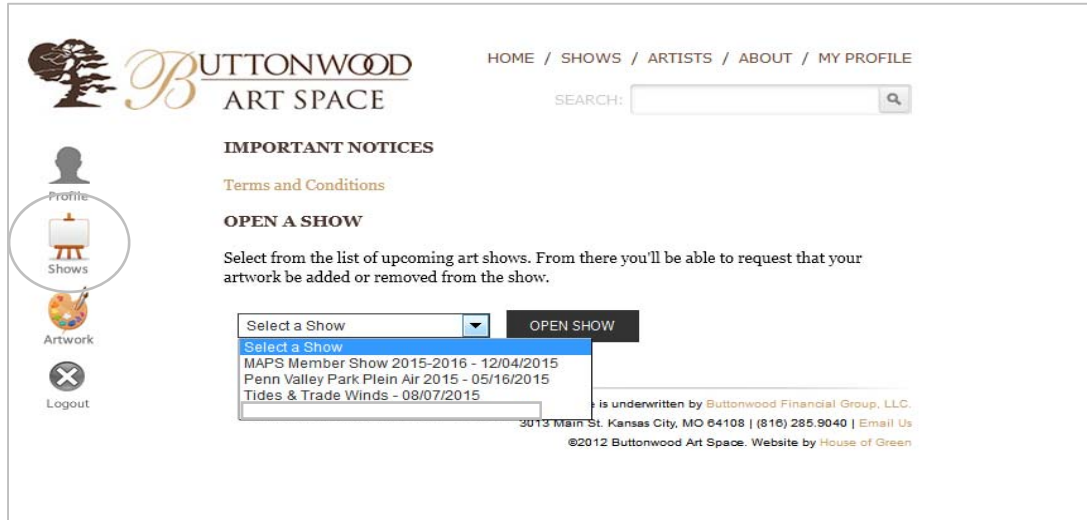
The form is overlaid on a large photograph of two people standing on a rocky shore overlooking a lake. The website header includes the logo 'BUTTONWOOD ART SPACE' and navigation links: HOME / SHOWS / ARTISTS / ABOUT / MY PROFILE. A search bar is also visible.

As you might imagine we have has some very interesting images uploaded so we 'approve' each piece that is uploaded to the site before it is publicly visible on our web site. We are fairly efficient with the approval process but if it has been 24 hours and you have not seen your pieces approved please let us know by sending an email to [info@ButtonwoodArtSpace.com](mailto:info@ButtonwoodArtSpace.com).

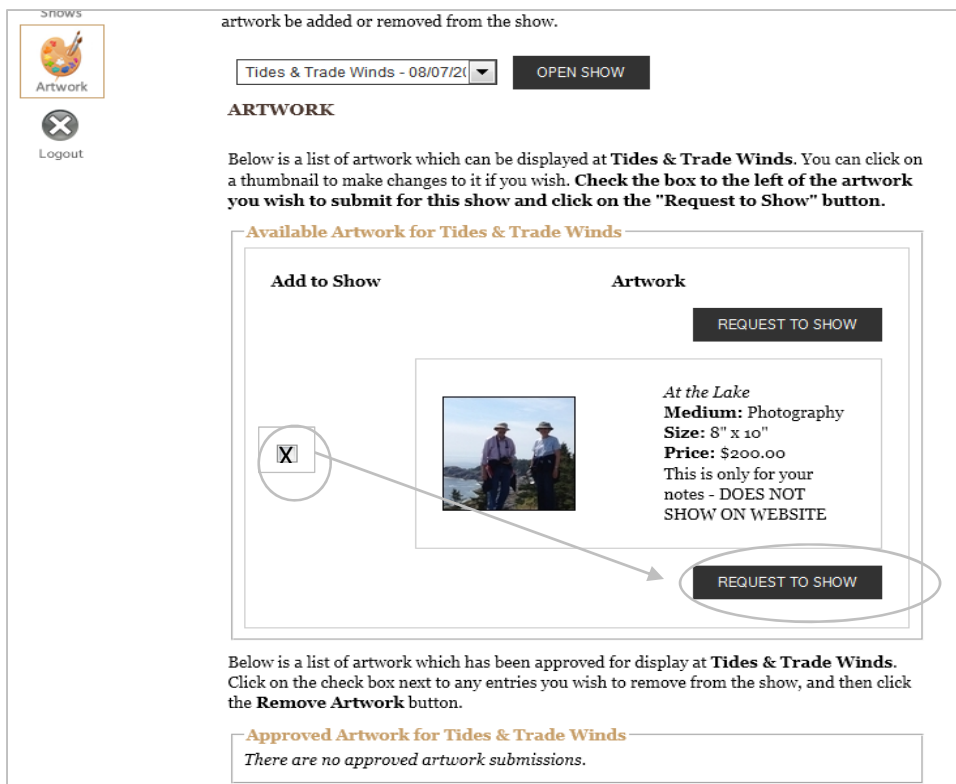
You can tell if images are approved by checking the column just to the right of your image thumbnail – it will say "Yes" or "No".

## Submitting Art to a Show

The process for submitting art to one of our art shows is fairly simple, but can only happen after the steps listed above. So, if your image lists a small “Yes” to its right, you can **Click on the Shows button**.



Using the **drop-down list**, choose the upcoming art show you wish to be in and **click the Open Show** button. You will see a listing of your artwork that is free to submit to the selected art show. Just **tick the checkbox next to artwork** you want to enter and click the **REQUEST TO SHOW** button. [The one exception is that you may NOT submit to the [Visions of the Flint Hills](#) show – even though it looks like an available show. This entry in the drop-



down list is simply a placeholder which our web designer can't hide from your view. Sorry! If you wish to enter the annual Visions show, you must do it during the open submission dates on the [www.callforentry.org](http://www.callforentry.org) web site.]

Your artwork will be seen by the show juror or gallery manager and acceptance will be based on the show requirements. You may find the show requirements in the public listing for the show on our website. If accepted to the show, the thumbnail on your Artwork page will show the name of the show to the right of picture.

SEARCH:

**ADD ARTWORK**

Click on the upload button below to browse to the photo of artwork you wish to add to the site. Your image should be named "yourlastname-imagename.jpg". You MUST click the thumbnail to add titles and prices, etc.

**Upload**

**CURRENT ARTWORK**

Here are your current art images. If an image is being used in a show, the show name will be listed, and the photo will not be able to be deleted from this manager.

**CLICK ON THE IMAGE THUMBNAIL to view the image and update its details. Please follow the exact format listed on the fields. Note: The Description is for your notes and IS NOT VISIBLE to the public. Be sure to click the save image button.**

Deleting an image: Check the box next to the images you wish to delete and then click the trash can picture button.

Images	Approved	Shows
<input type="checkbox"/>	Yes	Tides and Trade Winds

**DELETE ARTWORK**

If you need any further assistance, please feel free to contact the gallery at 816-285-9040.