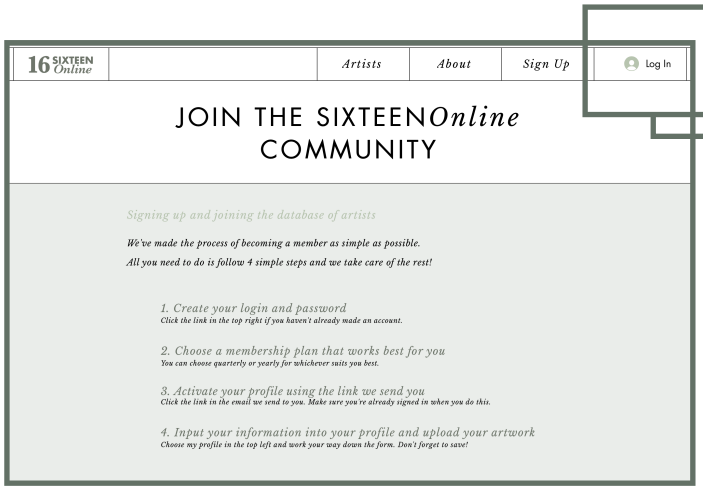
A step-by-step guide to becoming a member and editing your Artist Profile.

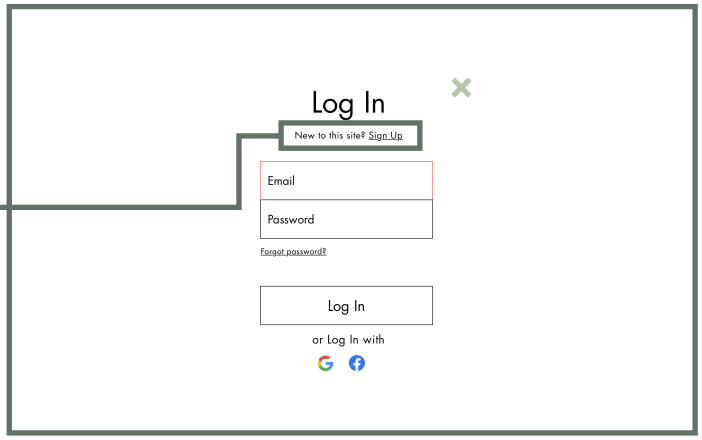
We've made the sign-up process for Sixteen Online as simple as possible.

Follow the steps below to sign up and complete your profile.

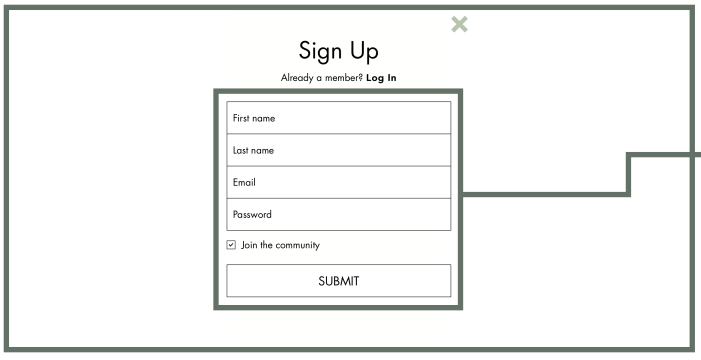
Signing Up



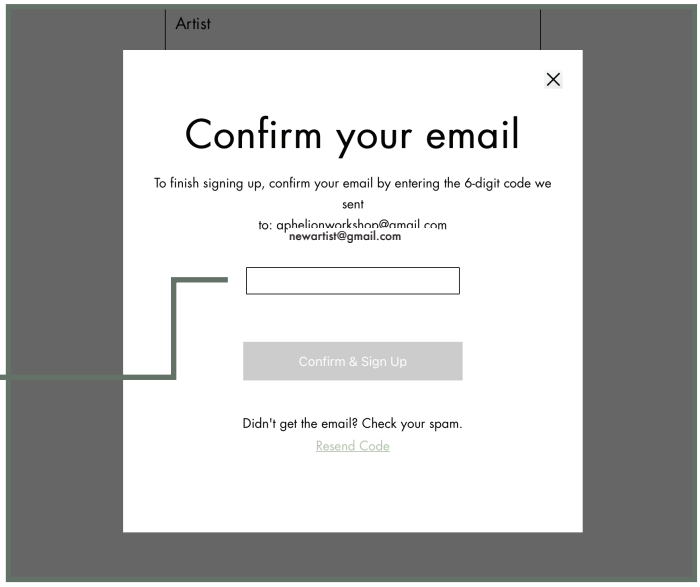
Click the icon found in the top right of the menu bar with the words log in



You will see this screen.
To create a new account click Sign Up



Input all your details and press SUBMIT



You will then be sent a confirmation email with an access code to confirm your account.

Dont forget to check your junk or spam folder if you dont see the email.

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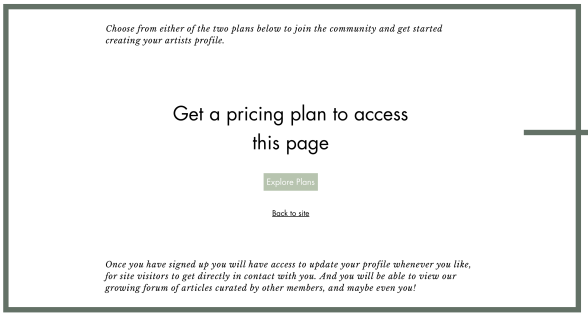
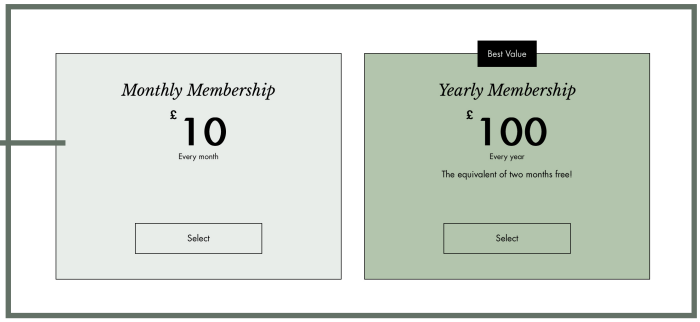
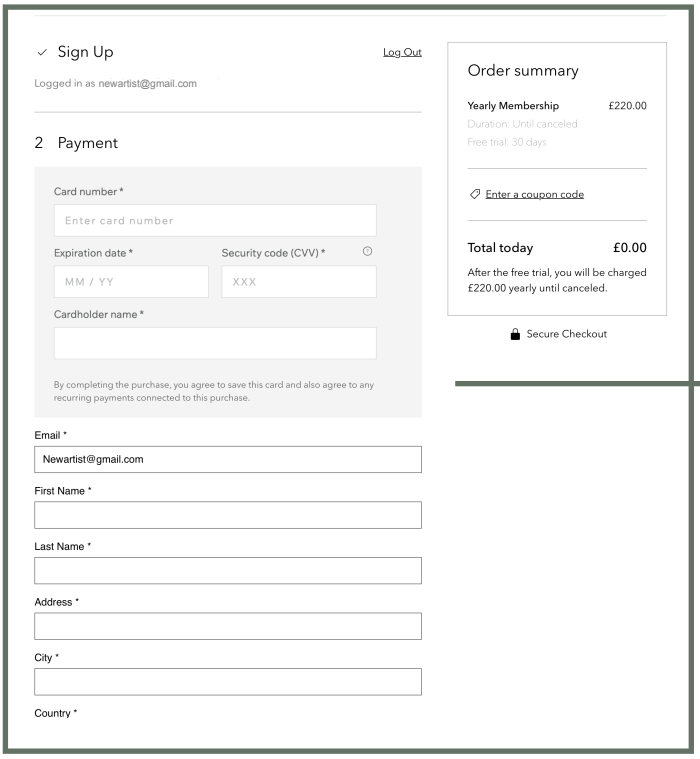


The payment plans on the sign up page will now look like this.
Click Explore plans and they will change to the image below.

Choose a payment plan that suits you from the two options available.





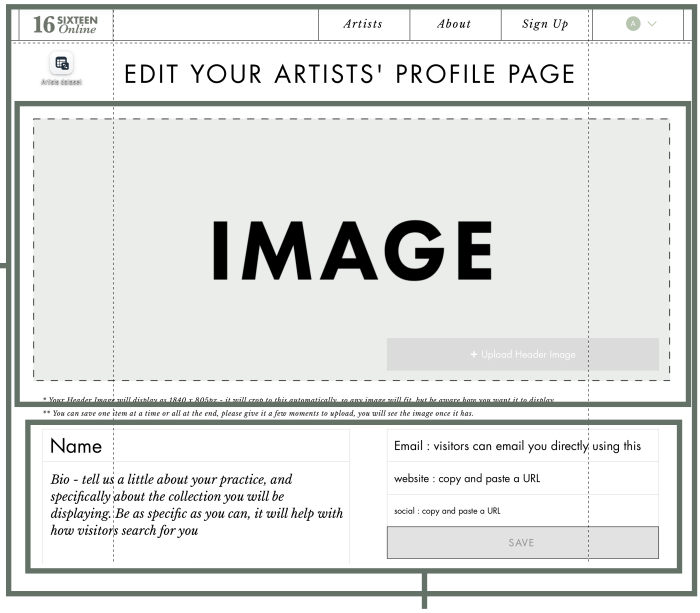
Fill in your payment details and follow the instructions on screen

Once completed you will recieve a confirmation email and be prompted to Activate your Profile which will allow you to edit your artist profile.

You can now click on the login drop down menu and select “Your Profile”

Work down the page filling in the various required information following the helpful tips positioned around the page.

This is your header image and will be the first thing any visitors to your profile will see. Make sure its a good strong image to capture their attention.
We have included helpful recommended image sizes and image ratios to best display your work.



This is where you input your name, Bio and contact information. Make sure this is up to date and relevent

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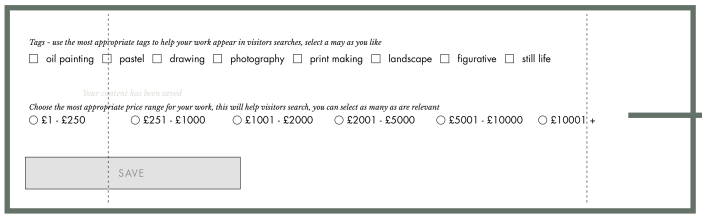
Below your contact details there is an area for any upcoming exhibitons you may be involved with.

However if you dont have any coming up this wont be displayed on your profile until you input some information.

The next section is a grid of 9 images of your work.
Each includes a title, artist medium, dimensions and price along with a button to upload an image.

Images can be any orientation but must be under a 25mb file size.



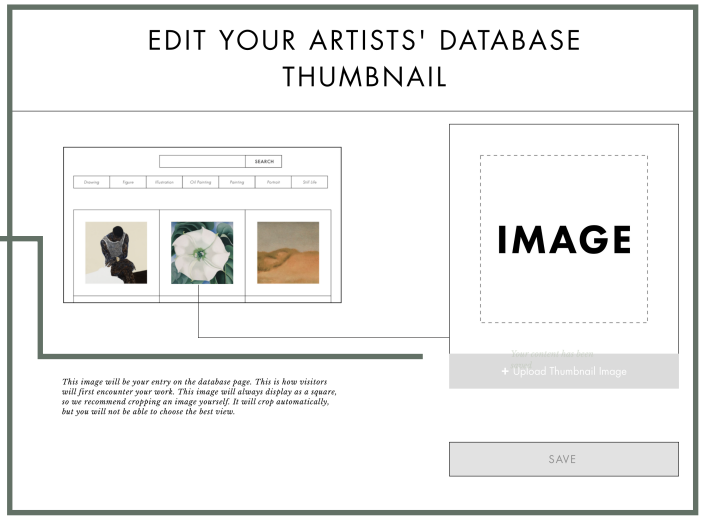
Choose some appropriate tags and pricing for your work to assist our search engine. These are just prompts for anything you may not have mentioned in your Bio about your work.

Make sure to save everything before continuing!

This section is used to upload a thumbnail for our database.
It should be the strongest example of the work you create and the one that represents you best.

This could be a small cropped image of your favourite piece or a whole image but be aware that if the image you submit is not square it will be cropped automatically and may not capture the best part of the image.

If you do not include a thumbnail image your profile will not automatically appear on the database.



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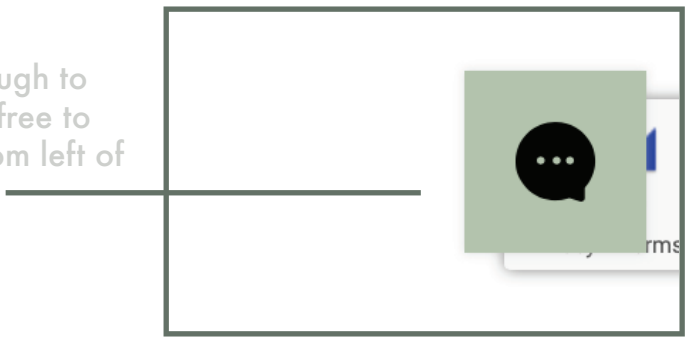
The final section of your profile is only if you wish to delete everything and start again. It will not get rid of your account but you will lose all the information you have already submitted.

And thats it!

We hope we have made the process simple enough to work through but if you do have any issues feel free to send us a message using the chatbot in the bottom left of the website

or via email at hello@sixteenonline.com



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