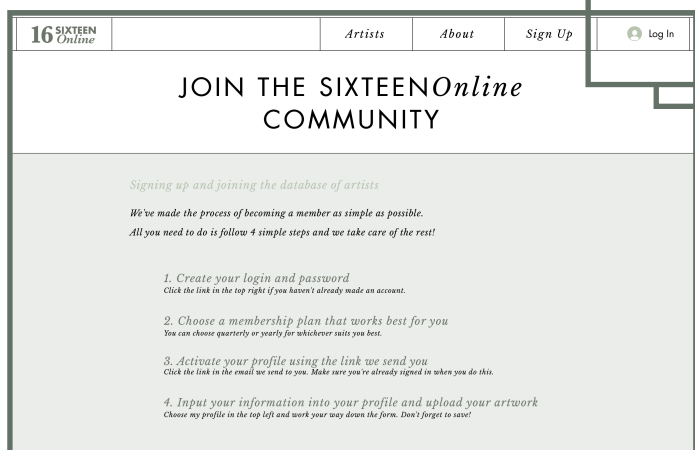


## A step-by-step guide to becoming a member and editing your Artist Profile.

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

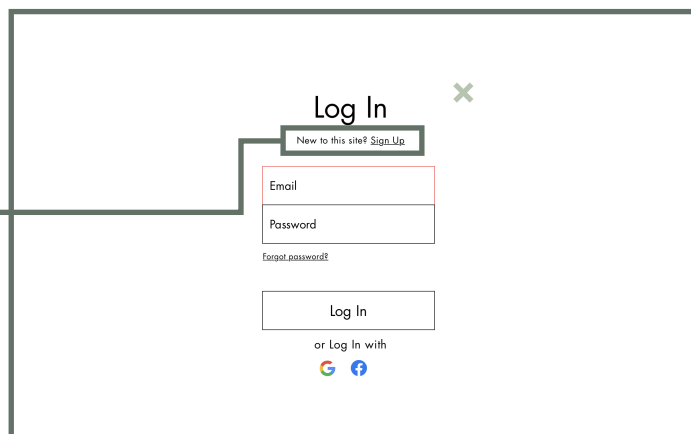
Follow the steps below to sign up and complete your profile.

### Signing Up



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

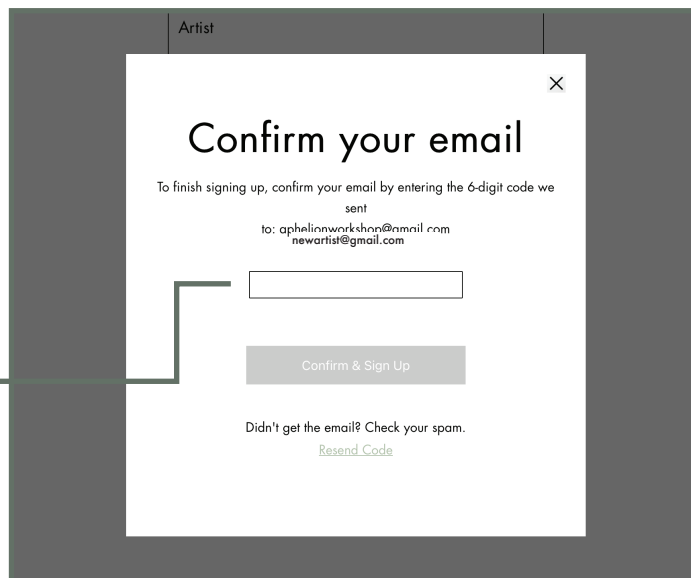
You will see this screen. To create a new account click [Sign Up](#)

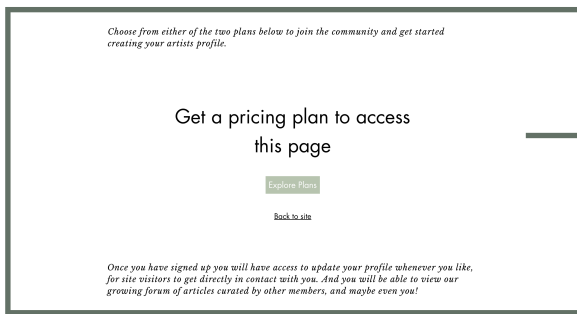


Input all your details and press **SUBMIT**

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

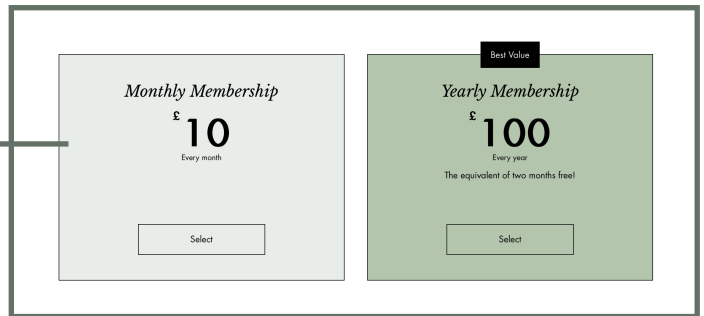
Don't forget to check your junk or spam folder if you don't see the email.





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 receive 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 relevant

This exhibition section will not be displayed if you have no information

Upcoming Exhibition Name

Upcoming Exhibition Location

Upcoming Exhibition Date

Upcoming Exhibition Website

SAVE

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.

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

However if you don't have any coming up this won't be displayed on your profile until you input some information.

\*\*\* Ideally all your images will be at least 2540x1440px in resolution and under 25MB

IMAGE	IMAGE	IMAGE
Image One Title	Image Two Title	Image Three Title
Image One Medium	Image Two Medium	Image Three Medium
Image One Dimensions	Image Two Dimensions	Image Three Dimensions
Image One Price	Image Two Price	Image Three Price
+ Upload Image One	+ Upload Image Two	+ Upload Image Three
SAVE	SAVE	SAVE

Tags - use the most appropriate tags to help your work appear in visitors searches, select a may as you like  
 oil painting  pastel  drawing  photography  print making  landscape  figurative  still life

Your selection has been saved  
Choose the most appropriate price range for your work, this will help visitors search, you can select as many as are relevant

£1 - £250  £251 - £1000  £1001 - £2000  £2001 - £5000  £5001 - £10000  £10001 +

SAVE

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.

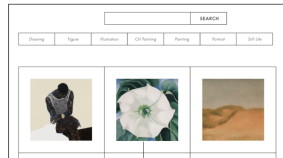
**Make sure to save everything before continuing!**

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.**

EDIT YOUR ARTISTS' DATABASE THUMBNAIL

	IMAGE
<p>This image will be your entry on the database page. This is how visitors will first encounter your work. This image will always display as a square, so we recommend cropping an image yourself. It will crop automatically, but you will not be able to choose the best view.</p>	+ Upload Thumbnail Image
	SAVE



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](mailto:hello@sixteenonline.com)

