

This is a short version for those that are confident and have done the LSAG online registration in the past. If you feel you need more detailed instructions . Please go to LSAG website Database HELP or see on TAL 4 Page LSAG STEPS online registration LONG the Shows/Forms Page.

1. GO TO THE LSAG WEBSITE: www.lonestarartguild.org

Any data base assistance you may need [Contact Debi Kuntz](mailto:kuntzdebi@gmail.com) email: kuntzdebi@gmail.com

2. CLICK : **SHOWS** - A drop-down menu will appear

3. CLICK : **ENTER** - This will open to the LSAG prospectus.

(Must Read the prospectus; use of the database acknowledges that you have read, understand and agree to abide by the LSAG prospectus and rules.)

4. **SCROLL DOWN** to the bottom of the prospectus and select the following:

5. CLICK ON: "**CLICK HERE TO take me to the database**" (click the shaded gray box)

6. ENTER YOUR **EMAIL ADDRESS** and **PASSWORD** that you created for LSAG LOG-IN access.

See below:

If another league is your **HOME** league contact your home league for a password reset.

If you are a new member of TAL and have not activated a log-in for the LSAG database, email data base person for your activation set up to log in. **Debi Kuntz --- kuntzdebi@gmail.com**

If you are not a member of any league, and would like to join TAL Contact TAL by EMAIL : thetomballartleague@gmail.com

7. AFTER YOUR SIGNON AND PW IS SETUP IN LSAG DATABASE & YOU ARE ABLE TO LOG INTO THE DATABASE SIGN IN: (Now you should be able to enter artwork into a show)

8. CLICK ON: **ARTIST INFORMATION** : ON LEFT SIDE LISTINGS

- > Check ENTIRE profile for accuracy, especially your DIVISION. Artists can move up but cannot move down.
- > Click **SAVE PROFILE ONLY** if you make any changes. STAY ON THIS WINDOW OR PAGE...
- > Now you should be able to add he artwork to the show

7. See top right > **CLICK : VIEW ARTWORK** IF YOUR ARTWORK IS NOT LISTED YET:

- > **Click: ADD NEW** (Enter all info shown: Title, Category, Medium, Dimensions, etc.)
- > **Click: SAVE ARTWORK** - a pop-up window will ask you to confirm accuracy of the info. You will also need the year created in order to add it to the database and to a show.

8. **Click: OK** to confirm accuracy **or CANCEL** if corrections are needed

9. IF YOUR ARTWORK IS ALREADY IN THE SYSTEM & SHOWN LISTED :

- > Click the **TITLE ...** Check all the info to make sure it is accurate and complete;
- > confirm eligibility **Note:** If you made changes REMEMBER TO confirm it.
- > Click **SAVE ARTWORK** before you add it to a show
- > **TO ADD MORE ARTWORK**
- > **CLICK : VIEW ARTWORK** and Repeat STEPS (Art can be entered but one by one.)

Note:
Don't Forget Adding Artwork & OR Adding Art to a Show are separate steps

ADDING ARTWORK TO AN UPCOMING SHOW LISTED IN LSAG

- * You have **ONE piece up on the screen**
- * **See ADD THIS ARTWORK TO AN UPCOMING SHOW** (under the art piece details)
- * Click on the **Show** drop down menu
- * **Select the show** you want to enter (**only one show at a time**)
- * **Click: ADD** *Confirmation that it has been added will come up at the TOP
"Title of artwork has been added to (Show name)"

Now you should be able to add he artwork to the show: