

STEP 1. SIGN IN. to Lone Star Art Guild Database.
See TAL Show Info Page Link is at top right ----- >
or Sign in on your computer or device.

AT: <http://lsag.wspub.com/> _

Your **SIGN IN** is your email address given when you signed up and put on membership form.

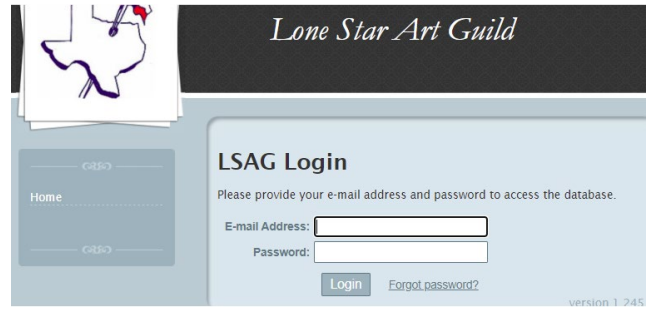
PASSWORD is your first name only all lowercase.

if you have JUST joined and cannot get in contact the data base person so they can get your name registered in the data base.

If you were registered for previous show but still cannot get in contact the database person to help

DO NOT CLICK FORGOT PASSWORD

It does not work!



(First window for entering database)

TAL Database Manager:
Teri Clark clarkt01@gmail.com
Text / Phone: 832-630-2185

HOW TO ENTER THE SHOWS ONCE YOU ARE IN THE DATABASE.

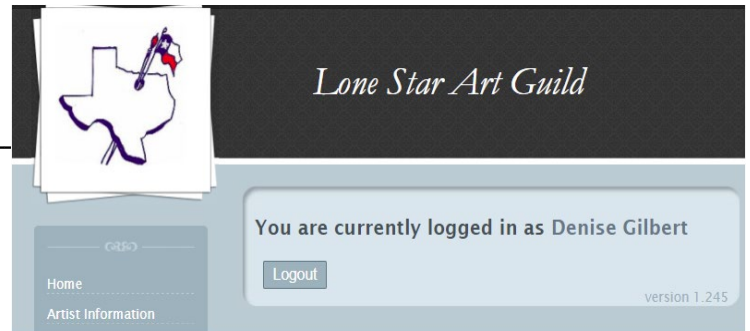
Note: if you in it will say your LOGGED IN >

STEP 2.

On the you are logged in..Window Look to the Left

First go to :

Artist Information >



< Please check and make sure all info is correct and you are in an appropriate division based on your life experience with art, update your email address, add information requested.

If you want to change your password . You can change it at the bottom .

MAKE SURE THAT YOU CLICK SAVE PROFILE

if you were checking your profile and did not make any changes dont need to do anything .

If you changed your Profile in anyway... You will see this message pop up >



STEP 3. View Artwork

STEP 3. View Artwork

Artwork for ARTIST NAME HERE [View Shows](#)

Search by Artwork Title for

| Title | Medium | Artist | W x H x D |
|---------------|-------------|------------------|-------------|
| ART WORK NAME | Photography | Artist name here | 14 x 11 x 1 |
| ART WORK NAME | Acrylic | Artist name here | 20 x 10 x 1 |
| | | | |

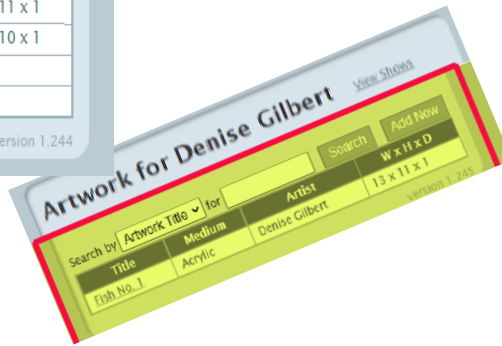
version 1.244

NOTE! - SETTING UP YOUR ART IN LSAG DATABASE & ENTERING ARTWORK **IN A SHOW ARE SEPARATE STEPS!**
 Otherwords > Entering your artwork into the database does not automatically enter it into A SHOW. You will need to manually enter **EACH PIECE** of art in database.

Artwork for (Your Name) will open If you have existing artwork in the database.
 < in example .
 Note: Some times LSAG cleans out the database artwork. So if dont see it then either contact data person or re enter your art.

STEP 4. Enter Artwork
 Still on Artwork for page.

Click far right button **Add New**



Add New Art [View Artwork](#)

Title:

Category:

Medium: Price: Year Created:

Dimensions: Width: Height: Depth:

version 1.245

STEP 5. Enter Artwork
 < This window will appear
 Click far right button **Add New**
Type Title. (Cannot be Untitled)
Category - Refer to **Category Division Sheet** see with Forms on Show Info Page
Medium - Is the Media you used to create
Dimensions - Size of you artwork

!!!! Make sure to click SAVE ARTWORK! May not get entered into show! ★★★★★

WHEN CLICK SAVE ARTWORK

This window will pop up...

MUST CONFIRM BY READING & AGREEING TO LSAG RULES CLICK OK



lsag.wspub.com says

I confirm that this piece was created within the last 2 years from the date of the show it is being entered in. I also confirm it is my own original work & not a derivative of another's work nor a piece that has been worked on by anyone other than myself. It is not a result of a collaboration. I confirm it has not been in an LSAG convention show, has not received a 'best of' or a first place ribbon at another league level show, & has not received 2 place ribbons in total. I understand nudes, violence, & profanity in full or in part art are not allowed & may not be entered in this database. I have read & agree to the LSAG prospectus on the LSAG website & will respect all rules & requirements. I understand only place ribbons, best of awards, & FIRST Honorable Mentions (1 per division & category) are qualifiers.



NOTE: make sure watch for the confirmation window which will pop up telling you your **ARTWORK** has been added.

Double Check that your Artwork GOT ENTERED.

Go Back to **VIEW ARTWORK** (SEE STEP 3 ABOVE)

YOU SHOULD see the ARTWORK you just typed in and entered.

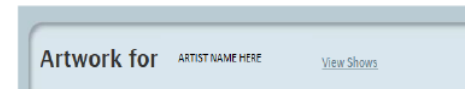
If you dont see the Art you just entered go back and re-enter it make sure you click

[SAVE ARTWORK] NOTE: ALSO YOU CAN CLICK ON THE NAME of Art to edit. NOTE: Each piece of artwork has to be entered indivially and make sure you **CLICK SAVE ARTWORK!**

EACH PIECE OF ARTWORK HAS TO BE ENTERED INTO A SHOW ONE BY ONE AS WELL.

STEP 6 - ENTERING A PIECE OF ARTWORK INTO A SHOW....

NOTE: You are still on VIEW ARTWORK PAGE.



Fish No. 1 [View Artwork](#)

Title:

Category:

Medium: Price: Year Created:

Dimensions: Width: " Height: " Depth: "

Add this artwork to an upcoming show:

Show:

Category:

version 1.245

STEP 6 - ENTER ART TO SHOW

Go to bottom of VIEW ART PAGE
 LOOK at very bottom . NOTE:
 Add this artwork to an upcoming show:
 CLICK ON DOWN ARROW in the box.

**THE CURRENT AVAILBLE SHOWS
 will DROP DOWN**

Find SHOW you want to enter and CLICK
 [Add]

The Shows are here CLICK DOWN ARROW TO THE RIGHT - to SEE the LIST!

Note : if you do not see the show you want to enter. **Make sure the show has been setup and OPEN.** Check with your data person to confirm.

Trees by Waters Edge appears in the following shows

| X | Show | Category | Placement |
|--------------------------|--------------------------------------|----------|-----------|
| <input type="checkbox"/> | TAL Spring 18 Show-Judge Linda Dumas | A | |

Add this artwork to an upcoming show:

Show:

Category:

version 1.244

Will be given confirmation that your artwork was entered into the show you chose.

Fish No. 1 has been added to the Tomball Art League Fall Show.

Fish No. 1 [View Artwork](#)

Title:

Category:

Medium: Price: Year Created:

Dimensions: Width: " Height: " Depth: "

Fish No. 1 appears in the following shows

| X | Show | Category | Placement |
|-------------------------------------|------------------------------|----------|-----------|
| <input checked="" type="checkbox"/> | Tomball Art League Fall Show | A | |

Add this artwork to an upcoming show:

Show:

Category:

version 1.245

HELPFUL INFORMATION :

4 OF 6

-Says Either VIEW ARTWORK or VIEW SHOWS

when on ARTWORK you see The view SHOWS. When on VIEW SHOWS you see View ARTWORK.

- You can only enter one piece of Artwork into the database at a time.

- You can only enter one Show at one time.

-You can enter as much art you want too !

-You can enter multiple shows . If there is an upcoming show at another league. go for it!

- Suggestion. If have more than one piece of art to enter I would go get your artwork in there and then go put it in the show(s) next. Dont try enter art then show, art then show

Enter all your artwork . Make sure in your list. Then enter art in show.

- Go out of the database . Sign back in and DOUBLE CHECK AGAIN. to make sure your artwork is entered.

-IF SUMPED ! CONTACT TDatabase person . They will walk you through it . email or text

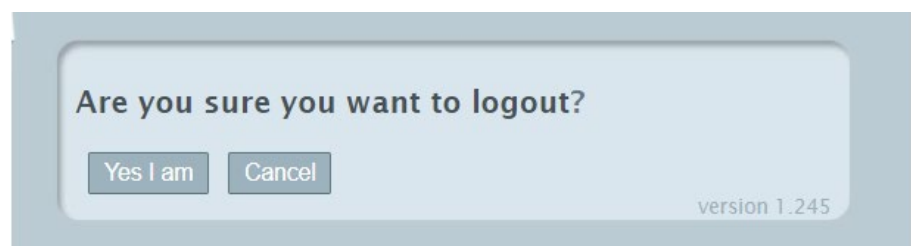
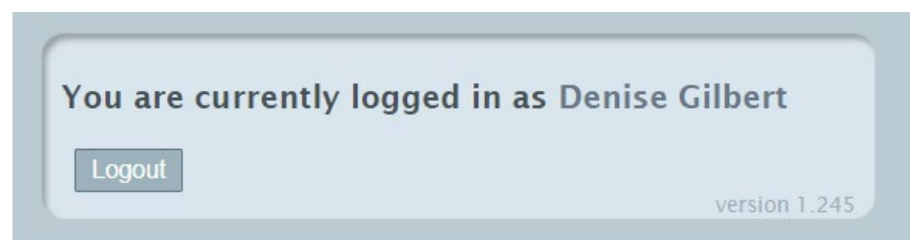
ONCE YOU HAVE DONE IT A COUPLE OF TIMES YOU WILL GET IT. Hope this helped! GOOD LUCK! D.Gilbert

TAL Database Manager:
Teri Clark clarkt01@gmail.com
Text / Phone: 832-630-2185

LOGGING OUT ...

Click Logout

It will confirm again ..
Click Yes I am .



Note if you do not go through the process above logout . It will still AUTOMATICALLY LOG YOU OUT.