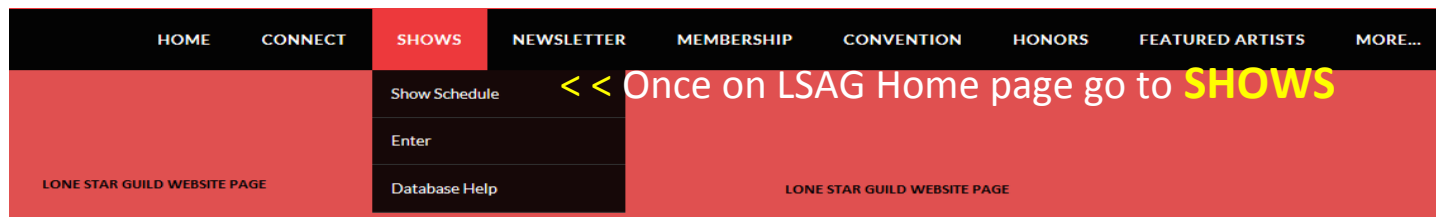


## STEPS – LSAG ONLINE REGISTRATION OF ARTWORK IN A SHOW



**STEP 1. Go to the LSAG WEBSITE - [www.lonestarartguild.org](http://www.lonestarartguild.org)**

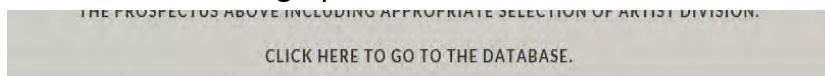
**STEP 2. Go to TAB & click on - SHOWS** A drop-down menu will appear - Go down to #3 ▾ CLICK : **Enter**

This opens the < **LSAG Prospectus for ALL LSAG Sanctioned Shows** >

**LSAG request** "ALL ARTISTS ARE RESPONSIBLE FOR READING THIS PROSPECTUS & COMPLYING WITH IT. YOUR USE OF the DATABASE IS YOUR AGREEMENT TO ABIDE BY THESE GUIDELINES & RULES. YOU MAY BE ASKED TO SIGN ANOTHER AGREEMENT WITH THE LEAGUE AT ART INTAKE. THIS PROSPECTUS APPLIES TO BOTH THE LEAGUE LEVEL SHOWS AND THE CONVENTION SHOW. Artwork that does not comply with THIS LSAG prospectus may NOT be added to the LSAG database". Once you have read and understand LSAG rules & regulations ...

SCROLL DOWN to the bottom of the prospectus PAGE ... SEE the gray box at the bottom

**CLICK HERE TO GO TO THE DATABASE >>**



**NEW !**

**SHORTER PATH** ----- IF YOU KNOW THAT YOU ARE **SETUP** ALREADY IN THE LSAG DATA BASE GO TO:

**[http:// lsag.wspub.com/](http://lsag.wspub.com/)** which takes you Directly to the sign on page!

**NOTE :**

If you are a member of **TAL** this means that **your name & email address** are in the LSAG system. Because you paid TAL dues at same time you become a member of LSAG as well. and your name & email are summited to be added to LSAG data system. But maybe All your information may not be complete be ready for you to enter a show(s)

**You will need to check and update your info if need be in your PROFILE under link Artist Information.**

**LOG INTO THE LSAG DATABASE -----YOUR EMAIL ADDRESS IS YOU SIGN IN >>**

**ENTER PASSWORD**

ENTER IN THE PASSWORD YOU WERE GIVEN.

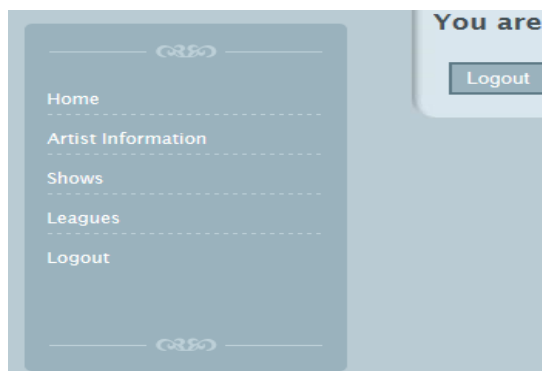
*If you are sure you have never received a password call the person in charge of LSAG DATA  
If you think you had a password but forgot it....*

**Here is the KEY....CLICK **Forgot password?****

**(1) enter your email (2) Click Forgot Password?**

either way if you are new or forgot it. LSAG will email you a temporary password right after you click **[Forgot Password?](#)** to your EMAIL ADDRESS on file. use this TEMPORARY password till to get you into the data base system.

**ONCE YOU ARE IN.....**



<< Now see a new BOX or screen that says Home / Artist Information / Shows etc.

**You are currently logged in as (Your Name) \_\_\_\_\_ .** Look to the left side of your name ..you will see a window open with The following menu .

<< CLICK .. **Artist Information** this is your info ( profile ) stored in LSAG data base.

<<< **STEP 8. ARTIST INFORMATION** - Update Info & Change Password

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. **THIS IS WHERE YOU CHANGE YOUR PASSWORD or SETTING it. ENTER IT AND ENTER IT AGAIN...(CONFIRM PASSWORD) DONT FORGET CLICK SAVE PROFILE**

NOTE: If you ARE JUST **REVIEWING** your info and did not change anything don't need to click save profile or did not make any changes JUST LEAVE IT AS IT IS. if you did make changes LEAVE IT Dont need to click **Save Profile** But if want or you do you will see:

Your profile has been updated.

If you have problems please contact TAL's data manager or **TAL 2021 Show Chairman Beth Weaver**  
**Email : baweaver@yahoo.com**

 **HOW 2 ENTER EACH PC OF ARTWORK GO TO PAGE 4**

**ENTERING YOUR ARTWORK >> INTO A SHOW**

<< With Artist Information **STILL OPEN** --- Up at top by your name CLICK >> VIEW ARTWORK

**NOTE - SETTING UP YOUR ART IN DATABASE & ENTERING ARTWORK INTO 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. **And you will need to be the one to add it !.** IF in the last 2 years you have ENTERED ART IN THE DATABASE it should be listed under your list of ARTWORK . to see the list ... **go to VIEW Artwork.**

[View Artwork](#) · [View S](#)

Artwork for ..... **with your name >**

EXISTING ART to show Click on **ACTUAL NAME** of the artwork under **Title** i.e. **ARTWORK Name >>**

ADD NEW ART ... CLICK [ **ADD NEW** ]

IF WANT TO ADD EXISTING ART TO SHOW YOU CLICK YOUR TITLE OF ART AND CLICK [ **ADD** ] button at bottom

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

Note : Once click on the name of your artwork . < A More Detailed info... Box ..**WILL OPEN.** That has your artwork as the Title, Category, Medium, Dimensions etc.

**See BOTTOM THIS IS WHERE YOU ADD TO A SHOW !** << IN EXAMPLE see it says [ **ADD** ]

X	Show	Category	Placement
🔒	TAL Spring 18 Show-Judge Linda Dumas	A	

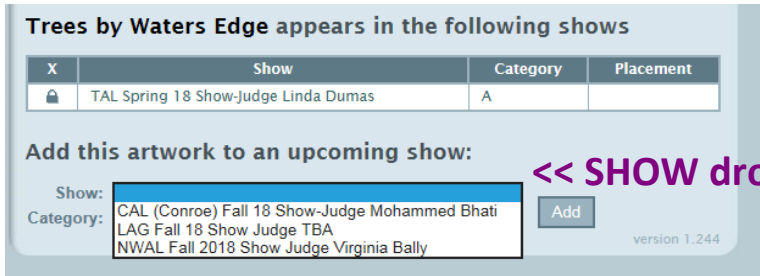
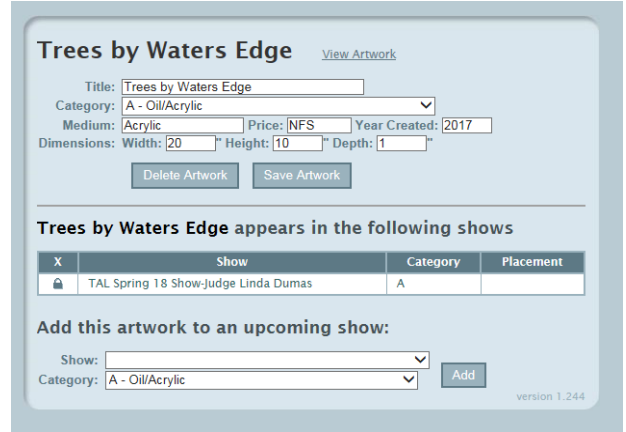
**Make sure to click SAVE ARTWORK!**  
**or might not get entered into the show !**

**NOTE: WHERE IS MY SHOW FOR MY LEAGUE ???**

**IF YOU DO NOT SEE THE UPCOMING SHOW FOR YOUR LEAGUE IN THE DROP DOWN ... CHECK WITH YOUR SHOW CHAIRMAN OF YOUR LEAGUE TO INSURE THE SHOW HAS INDEED BEEN SETUP ON LSAG.**

Look on the bottom..... **Add this artwork to that**

Show: [ \_\_\_\_\_ ▼ ] Clicking the down you will see the upcoming or present shows.



<< SHOW drop down example

Click on and highlight the show that you want to enter your artwork into, then click **ADD**. **You are Only Able to select ONE show to enter one piece of art in at a time!** If you want to enter more than one show in LSAG shows.. Repeat above steps. A confirmation that it has been added will OPEN UP at the top after each add. (Title of artwork) has been added to "Show name."

You have now added **your** existing artwork that is in the database to an upcoming show.

**\*\*\* PLEASE Refresh yourself and read ALL the -- LSAG REGULATIONS & REQUIREMENTS**

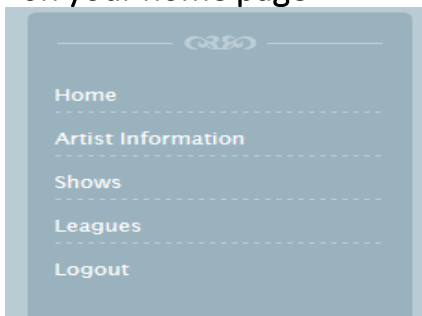
*They are listed on the LSAG Website.... < LSAG Prospectus for ALL LSAG Sanctioned Shows >*

*They are always listed on the Prospectus Form --- for Tomball Art League for every show.*

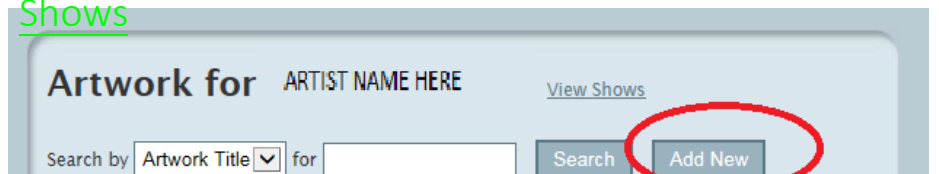
**2 Very Important Rules ....**

- \* *Do not enter a piece unless it was made within the last 2 years.*
- \* *If a piece has already won a "Best of Show ribbon, a 1st place, or a total of 2 qualifying ribbons*
- \* *(A Best of Award, 1st, 2nd, 3rd, or 1st HM) or has been in a previous convention show,*
- \* *it is NOT eligible to compete again.*

**ARTIST INFORMATION**  
on your home page



To see shows go to **Artwork for** page see [View Shows](#)



go to **Artwork for** [Add Art](#) Add New

YOUR NAME SHOULD BE WHERE IT  
SAYS ARTIST NAME HERE >>

in example

**Artwork for Jane Doe**

## ADDING ARTWORK

Click [ Add New ]  
Window opens says;

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

Search by Artwork Title for

Title	Medium	Artist	W x H x D

version 1.244

### Add New Art [View Artwork](#)

**" Fill it in entirely" per LSAG.**

Enter the title, category, medium, Width x Height x Depth as requested. " Depth is for 3d or frame / if art frame just put depth of frame. After each entry

click [ **SAVE ARTWORK** ]

when done Click [View Artwork](#) Good ideal to double check verify if NEW art just entered and all your art pieces .

*Lone Star Art Guild*

Add New Art [View Artwork](#)

Title:

Category:

Medium:  Price:  Year Created:

Dimensions: Width:  Height:  Depth:

version 1.244

## CHECKING YOUR ART information

Go to : **Add New Art** click **VIEW ARTWORK**  
**Click on a TITLE** of a piece of art. When you do this, The Artwork details will appear As follows clicking the i.e. ARTWORK NAME give more detail .  
If you dont see the Art you just entered go back and re-enter it make sure you click [ **SAVE ARTWORK** ]

Add New Art [View Artwork](#)

Title:

Category:

Medium:  Price:  Year Created:

Dimensions: Width:  Height:  Depth:

version 1.244

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