

STEP ONE - SIGN IN

sign in at /on LSAG go to: **www.lonestarartguild.com**

or go to directly to LSAG Database Login Page : **http://lsag.wspub.com/**

Note: SEE TAL WEBSITE SHOW PAGE ; SEE A DIRECT LINK TO ABOVE LOGIN PAGE!

LOG IN USING YOUR EMAIL ADDRESS

you gave when became a TAL Member
Insert your **PASSWORD** .

If you do not know your or you are a a new member your **PASSWORD...is your**

first name ALL LOWER CASE.

If you still cannot get into the database contact the TAL Data Manager - Beth Weaver she will reset assist you in setting or resetting your pw.

Do not click the Forgot Password..

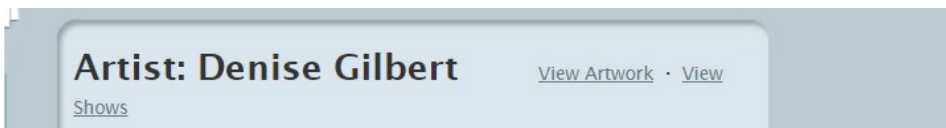
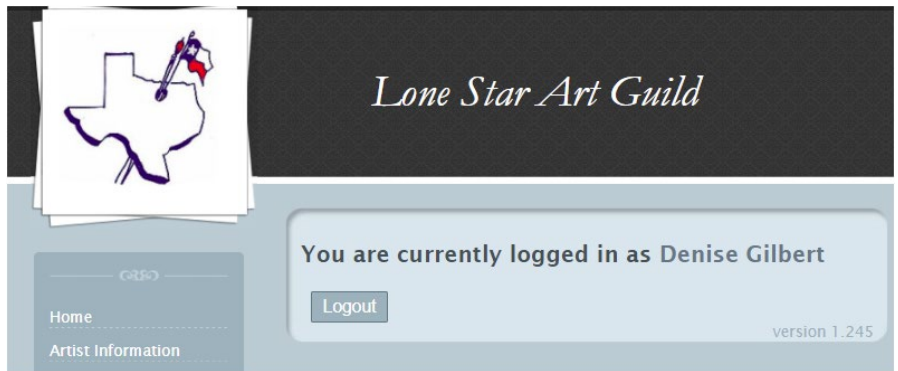
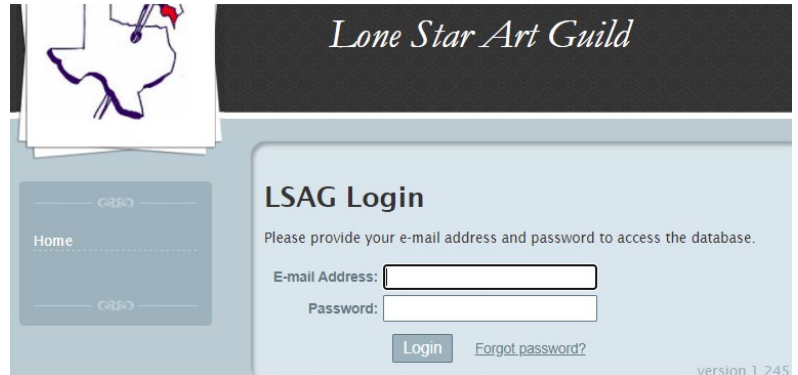
IT DOES NOT WORK!

Once in the data base
It will show ... You are currently Logged in >

CLICK - ARTIST INFORMATION >

CHECK YOUR ART

> CLICK - View Artwork



If you see this Box ... And looks empty and see no listings . It is you have no ARTWORK Listed in the Database yet. So Nothing to see.

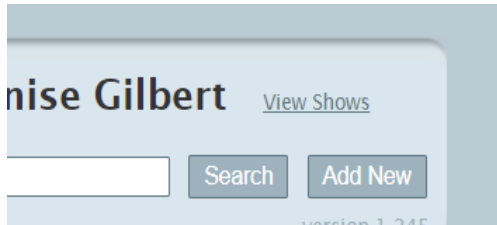




If have any artwork listed from PAST show will look like this

< Note .. My one listing here for example

STEP ... ADD MORE ARTWORK TO DATABASE



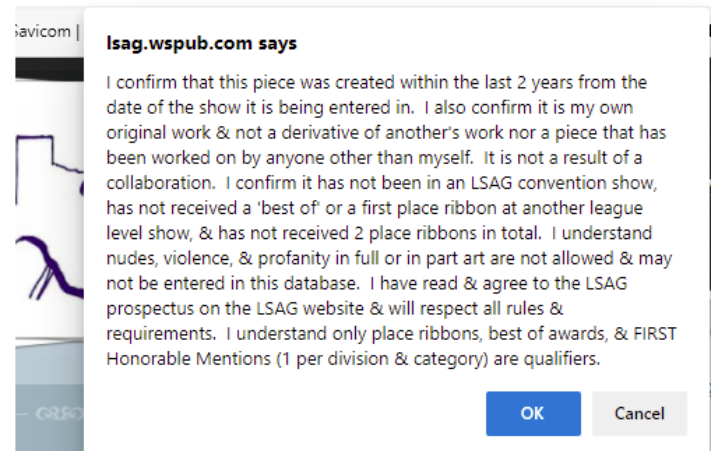
< **CLICK... Add New**

Type in all the info - FOR YOUR ART PIECE > **Click...SAVE ARTWORK**

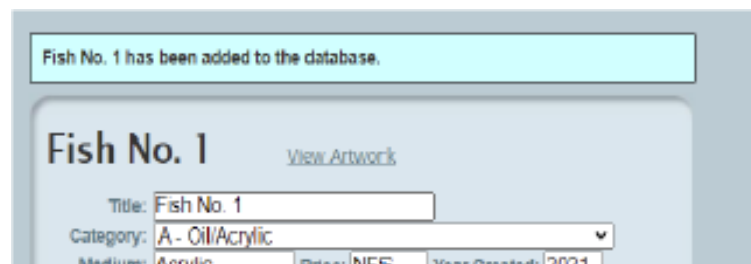
This window will pop up... **Rules per LSAG**

NEED TO READ THIS FROM LSAG AND CLICK OK >

NOTE: make sure watch for a /the confirmation window which will pop up telling you your art has > been added.



IF YOU did not click SAVE ARTWORK OR READ CONFIRM & CLICK OK



YOU WILL NOT GET / SEE A CONFIRMATION has been added to the database
Your artwork HAS NOT BEEN ADDED. Go back and try it again. (you will get the hang of it and be a pro before you know it!)

HOW TOO: ENTER (A SHOW) SPECIFICALLY HOW TO ENTER ARTWORK INTO A SHOW

If you have successfully entered artwork into the database...

WHILE STILL ON THE ARTWORK ...
YOU JUST BEFORE ENTERED IN THE
DATABASE

Go to bottom of ART Add page
see LOCATE WHERE IT IS

**< Add this artwork to upcoming
show**

< See little Add Button

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

> CLICK... THE DOWN ARROW TO THE RIGHT... ^

Once you click on down arrow..

You will see the "**SHOWS AVAILABLE for you to enter**"

Now select the show you are
wanting to enter i.e.
Tomball Art League Fall Show >

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

NEXT will click ADD

IN EXAMPLE
Should look like >
See I have added
artwork to TAL Show :

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

NOTE CAN ONLY ENTER ONE SHOW AT ONE SITTING IF YOU WANT TO ENTER A DIFFERENT SHOW I.E. WAL, CAL ETC GO **BACK TO AND THEN GO BACK THROUGH STEPS** TO ENTER YOUR ART INTO THE ANOTHER ART LEAGUE SHOW.

[You will see a
CONFIRMATION]

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

Artwork for Denise Gilbert [View Artwork](#)

Search by for

Title	Show	Division	Category	Placement
Fish No. 1	Tomball Art League Fall Show	Professional	A	

version 1.245

DOUBLE CHECK.....

See at top go to VIEW ARTWORK ... checking to see if artwork is listed

NOTE : SAYS EITHER VIEW ARTWORK or VIEW SHOWS when on artwork view you see The other button for view shows. When on shows View says view artwork.

> **CLICK ... VIEW SHOWS**

Artwork for Denise Gilbert [View Shows](#)

Search by for

Title	Medium	Artist	W x H x D
Fish No. 1	Acrylic	Denise Gilbert	13 x 11 x 1

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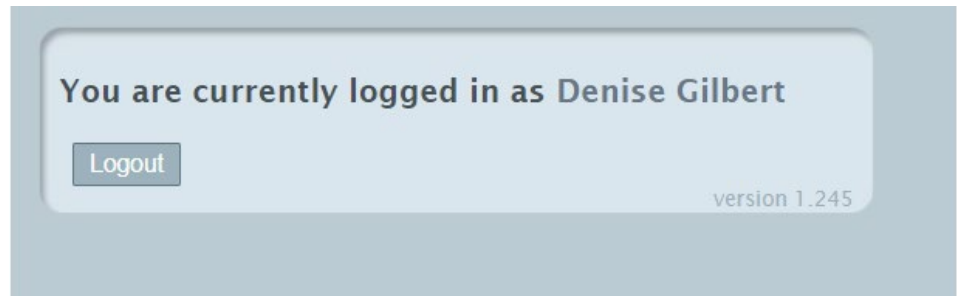
You should see your artwork and the show you entered it in.

- Home
- Artist Information
- Shows
- Leagues
- Logout

CRSO

LOGGING OUT ...

Click Logout

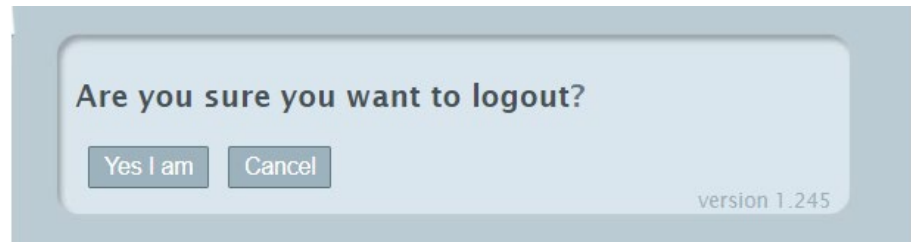


It will confirm again ..

Click Yes I am .

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

Once Logged out.



Or AFTER YOU CLICK LOG OUT 1. TIME just close your browser and it logs you out automatically.

DOUBLE CHECK EVERYTHING .. IS ALWAYS A GOOD IDEAL.

I USUALLY LOG COMPLETELY OUT... GO BACK IN AGAIN AND DOUBLE CHECK SEE IF MY ARTWORK IS ENTERED AND INDEED IS ENTERED INTO THE SHOW.

IF YOU ENTERED MULTIPLE PIECES OF ART ... THIS LIST WILL BE MUCH LONGER >>>>

PRINT THIS LIST BRING WITH TO INTAKE DESK

