

HOW TO ENTER YOUR ARTWORK IN A SHOW USING LSAG DATABASE

1 OF 4

STEP 1 SIGN IN / LOG ON TO:

into LSAG Lone Star Art Guild Database.

See Link on TAL Website page : (Show Info)

Go to URL address : <http://lsag.wspub.com/>

Your **email address** is your LOG IN for database.

If you have any issues with your password or issues getting into the Database, Click the link on on **Show Forms**

Webpage (**Password Reset Assistance**) **LINK** to send

an email to Teri Clark **TAL Database Manager**

or email **Teri's Email : clark01@gmail.com!**

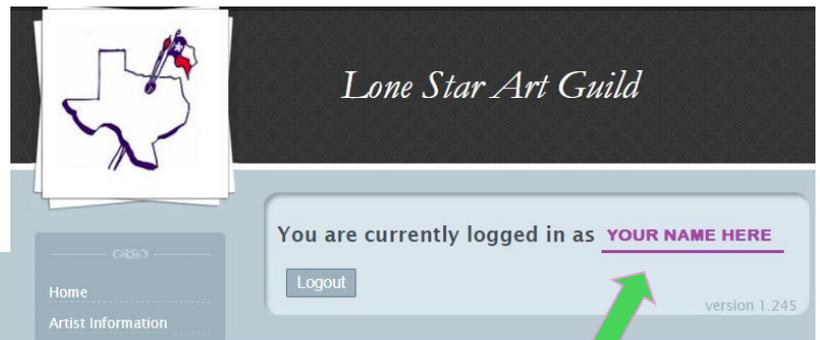
Or call or Text Teri at 832-630-2185.

STEP 2 ARTIST INFORMATION

Once Logged in See On Main window Look the Left See the menu see

Artist Information

SELECT IT



STEP 3 DOUBLE CK - ARTIST INFORMATION & SAVE IT

Double check just to be sure all **your** info is correct .

Note: TAL sets up your account using your membership form.If you should see something incorrect please tell the **Data Manager**. Your division is the one you selected on sign up.

You can move up in a division but can't move down.

we need to know this or any other changed info.

So that you and your artwork is placed in the correct division

& category during the judging show judging.

Note :Only people that can enter your account in the database is **you** and the database manager .

Be sure to click **SAVE PROFILE >**

You will see this message pop up that is was updated > stay on this/the **ARTIST PROFILE PAGE**.

Your profile has been updated

HEADS UP! - ARTWORK ENTRY & SHOW ENTER.. TWO SEPARATE STEPS WE ADVISE YOU TOO

[A] ENTER YOUR ARTWORK FIRST AND THEN [B] ENTER THE ART IN A SHOW

Please noteEntering your artwork into the database does not automatically enter your artwork into A SHOW.

STEP 4
ENTER ARTWORK - HOW 2

ARTIST PROFILE PAGE - STILL ON IT? IF NOT GO BACK>

AT THE TOP OF THIS PAGE GO TO **VIEW ARTWORK**

NOTE:

Your artwork from previous show may be still listed in the database.
If you see your art listed, you can add it to the current available shows.

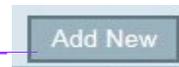
Note. Your name should be at the top



If you do not see anything . Means **A.** You are new and have not entered any artwork yet. **B.** LSAG cleans the database every 2 years or so.



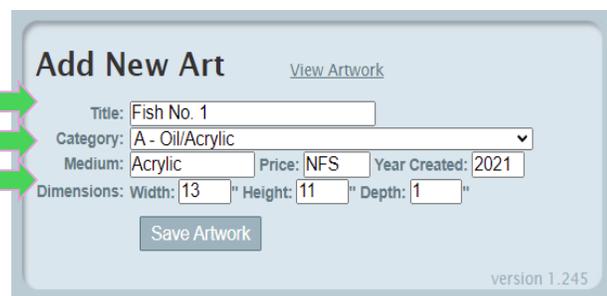
STEP 5
ADD NEW To add artwork



STEP 6 **ADD ART TO DATABASE**

ADD ONE PIECE OF ART at time . (SUGGEST ADD ONE GO BACK ADD SECOND PIECE ETC. TYPE IN:

- TITLE** – NAME OF ART. **UNTITLED** not allowed
- CATEGORY** – Pick which one your ART is best suited for. This is to get it entered in right place in the Show!
- MEDIUM** – Used to create your artwork.
- See the definitions of the Category'sto the right
- DIMENSIONS- Width** (how wide)**Height** (how tall)**Depth** (IS MOSTLY for 3 D ARWORK) for all others i.e. canvas's put the canvas thickness . **MUST ENTER A # !** Can put **1** for most everything, 3-4 for gallery wrapped.



- CATEGORY'S:**
- Category A : OIL / ACRYLIC** - oil paintings and acrylic paintings
 - Category B : WATERCOLOR / ACRYLIC** - watercolor paintings and acrylic paintings applied with water
 - Category C : PASTELS** - including pastels applied over a watercolor
 - Category D : DRAWING** - including sumi-e and oriental brush painting.
 - Category E : MIXED MEDIA** - artwork displaying two or more types of media, including other but not limited to collage, encaustics and other mixed media.
 - Category F : PHOTOGRAPHY** - digital or film photography minimally manipulated or altered using technology.
 - Category G : DIGITAL ART** - all forms of digital art including photography that has been greatly manipulated or altered using technology
 - Category H : ABSTRACT/EXPERIMENTAL/NON-OBJECTIVE** - abstract art, various mediums of experimental art.
 - Category I : SCULPTURE** - 3D forms in various media, including sculptures in relief.
 - Category J : STUDIO FINE CRAFTS** - original fine crafts created blowing, stained glass, printmaking, pottery, porcelain, woodwork, jewelry, mosaic, weaving fiber art, metalwork and other fine handcrafted items.
 - Category K : COPY** - a photograph of the original work must be supplied with the artwork. This Category is Not eligible for the LSAG Show.

CLICK SAVE ARTWORK !



MAKE SURE YOU CLICK SAVE ARTWORK

YOU WILL SEE IF IT WAS ENTERED:

1 has been added to the database

DOUBLE CHECK YOUR ART WAS ADDED TO THE DATA

Do this by going back to **View Artwork** . If do not see it
 Maybe you did not click SAVE ARTWORK?

DID YOU SEE THE CONFIRMATION POP UP ?



IF NOT YOU WILL
 SORRY BUT YOU WILL NEED TO GO BACK AND ENTER IT AGAIN.

(IF YOU KNOW HOW TO DO THIS AND JUST NEED A REFRESHER
 GO TO BOTTOM PAGE & SEE = QUICK STEPS =



STEP 7 ENTERING ART INTO A SHOW

This is provided that you have already completed entering ALL
 YOUR ART above into the database.

Go to View Artwork selection.



A - CLICK VIEW ARTWORK

B - CLICK ON THE NAME OF YOUR ARTWORK YOU WANT TO ENTER

You should see AT THE TOP **ARTWORK FOR** (WITH YOUR NAME)

SEE YOUR ARTWORK LISTED ? IF NOT GO BACK AND RESET IT UP



A window opens with the name of art that you selected .



C - FIND THE SHOW THAT YOU WANT TO ENTER YOUR ART INTO

See it says **Add this artwork to an upcoming show:**
 (Box might APPEAR TO BE EMPTY or white box)
 Click on the down arrow . See the shows below.

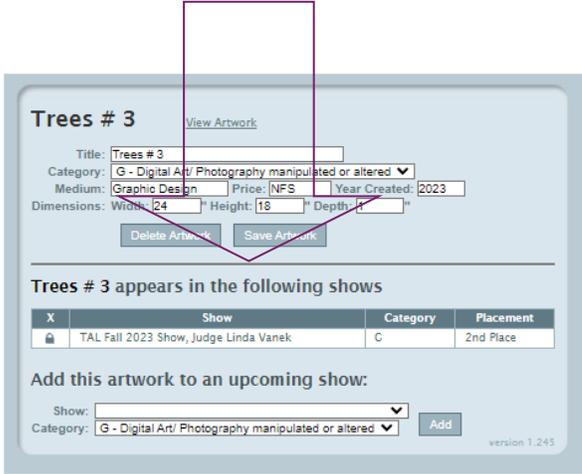
D - FIND THE SHOW THAT YOU WANT CLICK ADD



YOU should see a **CONFIRMATION**. At the top above your artwork (name)
HAS BEEN ADDED TO THE SHOW YOU SELECTED.

Doesn't hurt to Go to View Artwork and see the list of your art
Click on each name and check to see which show you entered.

Click on each name . It will tell you what show it is
Appearing in



IF YOU SEE A "LOCK" SYMBOL MEANS THE SHOW IS (CLOSED)
THAT THE DEADLINE DATE IS HERE AND SHOW HAS BEEN
LOCKED.



= QUICK STEPS = REFRESHER

1. GO TO VIEW ARTWORK PAGE – SEE YOUR ART LISTINGS
2. ADD NEW ARTWORK- SAVE . SAVE. SAVE
3. GO VIEW YOUR ARTWORK
4. CLICK ON UNDERLINED NAME OF ART YOU WANT TO ENTER
5. ARTWORK YOU CLICKED ON (OPENS)
6. SEE BOTTOM OF THE PAGE FOR SHOWS AVAILABLE
7. CLICK DOWN ARROW TO SEE ALL SHOWS
8. SELECT SHOW YOU WANT
9. CLICK ADD BUTTON
10. WAIT FOR THE CONFIRMATION
(ART NAME HAS BEEN ADDED TO THE (SHOW NAME)

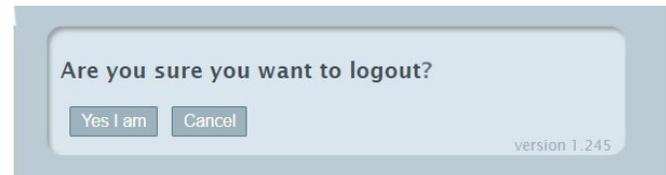
SHOWS... ON THE HOME PAGE
GIVES YOU THE LIST OF SHOWS
THEIR DATES AND THEIR LEAGUE

| Art | Next League | Date | Art Show | Location |
|-----|-------------|------------|---|---|
| NA | BFAL | 2/22/2025 | BFAL Spring LSAG Open Show Judge Justin Shest | BFAL Studio, 113 W Alamo St, Brenham 77833 |
| NA | BAL | 8/3/2024 | Brassfield Art League | Clark, TX |
| NA | NSA | 4/27/2024 | NSA Show and Exhibition Judge Sherry LeBorg | Blue Building, 144 Park Ave, Suite 200, League City |
| 🔒 | LHAA | 4/27/2024 | LHAA Spring Show and Competition | Kingwood Community Center, 4102 Rustic Woods Drive |
| 🔒 | HAS | 4/27/2024 | HAS Spring and LSAG Open Show Judge Linda Vanek | Memorial Church of Christ, 900 Echo Lane |
| 🔒 | LAC | 4/20/2024 | LAC Spring 2024 Open Show - Judge Laura Schultz | The Museum of East Texas |
| NA | ALFB | 4/20/2024 | ALFB Spring 2024 Show - Judge Diane Beahm | 2012 Avenue C, Rosenberg, Texas 77471 |
| NA | TAL | 4/11/2024 | TAL Spring Show - Judge Doug Hiser | LSC Tomball Library, 30555 Tomball Pkwy |
| 🔒 | NBAL | 3/30/2024 | NBAL Spring Show Judge Cheryl Beahm | Virtual (prospective on NBAL website) |
| NA | BFAL | 2/17/2024 | BFAL Spring LSAG Open Show Judge Justin Shest | BFAL Studio, 113 W Alamo St, Brenham 77833 |
| NA | ALB | 1/20/2024 | Art League of Baytown | 110 W. Texas Ave, Baytown |
| NA | WAL | 11/18/2023 | WAL Fall Show Cynthia Smith | Spring Creek Greenway Nature Center |
| 🔒 | LAL | 11/4/2023 | LAL FALL SHOW Linda Thomas | First Presbyterian Church |

STEP 8 LOGGING OUT

GO TO HOME PAGE
CLICK LOG OUT

IT WILL ASK YOU TO BE SURE....



or you CAN JUST CLOSE YOUR BROWSER WINDOW...
IT WILL AUTOMATICALLY LOG YOU OUT.

Don't click HOME
Takes you to the
LSAG WEBSITE
HOME PAGE!
takes you out
of your
database page!



HELPFUL SUGGESTIONS :

- **First time entering info in the database ? READ THIS 5 PAGE and...**
JOURNEY AROUND IN database . To get familiar.
- You can only enter **one piece of Art** into the database at a time.
- You can only enter **one Show** at one time on the database.
- You can enter as much art you want too 1 piece or a 50 !
- You can enter your artwork in other open multiple shows in other leagues!
- Enter a VIRTUAL ART SHOW .Should be Listed in the DROP DOWN selection/ listings of shows!
- To see a listing of ALL the Shows on the first page [SHOWS] gives you the dates and the league.
- Click the **Home** link, takes you out of your data takes you to LSAG website!
 - To get to your Artwork Listing you must go to Artist Information Page Click on **View Artwork**
- LOG OUT - THEN log back in and go double check your art is in and in the show you want.
- To check all of Your Art Entered **(View Artwork)** & if are entered in the show **(View Show)**
- If you are still perplexed and clueless . **Contact the database manager!**
- NOTE: Double - Double Check everything !
- **IT GETS EASIER ONCE YOU HAVE ENTERED A SHOW OR TWO.**
- Check dates see if they are still open for entering And don't see a no **LOCK** symbols
- **You are a member of LSAG .** Because we pay for your membership, which gives us all privy to the database and allow you to participate in all other shows within LSAG .
- Contact our database manager **Teri Clark** Email: clark01@gmail.com for help, or one of your TAL friends, Or one of the officers they will gladly help you!