

Register & Manage your Art Crawl Online Profile

The Spring Art Crawl registration is **FREE** with your membership.

Within your online Membership Account Dashboard, click on the tab for Art Crawl and follow the directions to register for your Art Crawl Online Profile.

The screenshot shows a navigation bar with tabs: Account, OnlineProfile, Gallery, PrintDirectory, ArtCrawl (highlighted in blue), History, and Sign Out. Below the navigation bar, there are two main sections. The first section is titled "Art Crawl Guide Deadline" and contains the text: "Your Art Crawl Online Profile must be updated by March 1st for inclusion in the the Printed Art Crawl Map Guide (no need to fill out any additional forms)." A red arrow points to "March 1st". Below this is the text: "Participation in Art Crawl is FREE for members, but is not required - your choice." The second section is titled "Complete your Art Crawl Online Profile" and contains the text: "You must fill out the profile information linked below in order to be listed in the online ART CRAWL Map. This is a completely independent Art Crawl Online Profile from your Membership Profile, and can be managed individually without affecting your Annual Membership Profile." Below this is a text box: "A box will pop up that says "You are currently signed in as ____ ". Click the middle Green Box - "Sign up for a new account" - then fill out the account information JUST FOR ART CRAWL." Below that is more text: "You will have TWO membership accounts - your yearly Member Profile (which is the current dashboard) that is always in the Online Member Directory, and a second FREE Art Crawl Membership with your Art Crawl Online Profile listed in the Art Crawl page online that will be active through April 30th." At the bottom, it says "Please click here to create your FREE Art Crawl Online Profile." The "click here" link is circled in red.

The Spring Art Crawl registration is **FREE** with your membership.

Your Art Crawl Profile is completely independent of your annual membership – any information and updates do **NOT** affect the other profile.

Registration for Art Crawl will be a two-step process for Members.

Once you click the link, a new page/tab will open in your browser, with a pop-up box (see below).

Click the middle button **"Sign up for a new account"** which begins the registration process for the Spring Art Crawl.

The screenshot shows a pop-up box with the text "You are currently signed in as JA Geiger" at the top. Below the text are three green buttons: "Go to my account", "Sign up for a new account", and "Cancel". The "Sign up for a new account" button is circled in red.

The screenshot shows the "Membership Account Information" page with a pop-up box. The page has fields for "Account Contact Name" (Josephine A Geiger), "Account Contact Ph" (6129646081), and "Account Contact Email" (info@jageigerstudio.com). The pop-up box contains the text: "You have an existing account", "JA Geiger", and "Do you want to sign in to your existing account?". Below the text are two green buttons: "Sign In" and "Create New account". The "Create New account" button is circled in red.

If you use the same email address, this box will pop up – **make sure you click "Create New account"**

You will have the option to use a different email to create your Art Crawl Profile.

Register & Manage your Art Crawl Online Profile

(Art Crawl Profiles are active online until April 30th)

Membership Account Information

(please keep in mind that your account name will be visible on your profile)

Account Name | Online Directory Name

Josephine Geiger

Account Contact Email

info@jageigerstudio.com

Account Contact Phone

6129646081

Please add your Public Address for the Directory (optional) - this will be linked to Google Maps.

Studio Location Address (will link to Google Maps)

1647 Beech Street

Saint Paul

● Art Crawl Registration (FREE - Members Only)

Art Crawl Online Profile

- Includes 1 image with online profile
- Description, Medium(s) and location information
- Interactive Art Crawl Google Map of your location
- Add Events to the Art Crawl Event Calendar
- Includes listing in the Art Crawl Guide (with registration deadline of February 10)

(Art Crawl Profiles are active online until April 30th) ←
(Membership required to maintain/activate this option)

✓ Sign Up!

When you log into your account (or click the "Account" tab), you can update your Art Crawl account information anytime through April 30th

Remember your Account name is also your Art Crawl Online Profile Name.

THIS IS YOUR ART CRAWL ADDRESS – it is not required, but it is necessary to be located on the Google Map.

(Note: this address must be located in St Paul)

NOTE: your Art Crawl Online Profile needs to be **completed** by **March 1st** to be included on the printed Art Crawl Map Guide.

Click **"Sign Up!"**

Repeat most of the steps from the [Online Profile](#) How-To to complete your Art Crawl profile – this can be information just for Art Crawl or the same as your membership profile.

- Art Crawl Online Profile – business name, email, website
- Add an image or logo to your Profile Card. Optional, but highly recommended. (This is the thumbnail image in the main directory and the image seen online.)
 - **Image must be appropriate for all audiences.**
- Medium(s) – PRIMARY medium in the drop-down menu is searchable, and there are additional mediums to check
- Profile Description section has your Tagline (short description) and the longer About text area

If you are a Guest Artist, please secure your space before completing this section – please note the check box to acknowledge this requirement for all artists.

Art Crawl Online Profile

Your Art Crawl profile and Google map pin (if you entered your address) will be visible on the Art Crawl page until April 30th.

● Please confirm that you have a location before completing your profile.

The information below is for your Online Directory Profile - just for Art Crawl!

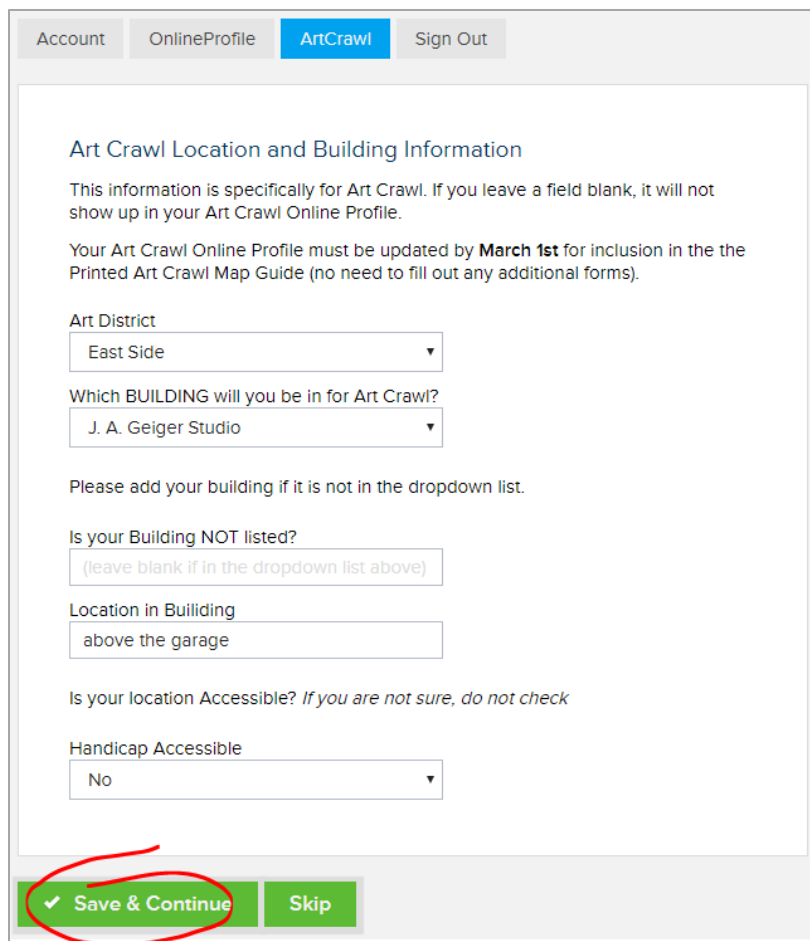
Checking this box confirms that you have secured a location for Art Crawl, whether you are a guest artist or if it is your studio, building, or business.

OK

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Where will you be showing **DURING the Art Crawl**? Remember your Art Crawl Online Profile is independent of your membership profile.

Anything left blank will stay blank.



The screenshot shows a web form with a navigation bar at the top containing 'Account', 'OnlineProfile', 'ArtCrawl' (highlighted in blue), and 'Sign Out'. The main content area is titled 'Art Crawl Location and Building Information'. Below the title is a paragraph: 'This information is specifically for Art Crawl. If you leave a field blank, it will not show up in your Art Crawl Online Profile.' This is followed by another paragraph: 'Your Art Crawl Online Profile must be updated by **March 1st** for inclusion in the the Printed Art Crawl Map Guide (no need to fill out any additional forms).' The form contains several fields: 'Art District' (dropdown menu with 'East Side' selected), 'Which BUILDING will you be in for Art Crawl?' (dropdown menu with 'J. A. Geiger Studio' selected), a text input field for 'Please add your building if it is not in the dropdown list.' (containing '(leave blank if in the dropdown list above)'), 'Location in Building' (text input field with 'above the garage'), 'Is your location Accessible? If you are not sure, do not check' (checkbox), and 'Handicap Accessible' (dropdown menu with 'No' selected). At the bottom, there are two green buttons: 'Save & Continue' (with a checkmark icon and circled in red) and 'Skip'.

The Art Crawl tab has location information just for Art Crawl.

Your Art District is a geographic area specific to Art Crawl – if you don't know which District your building is located, leave it blank.

There are a LOT of building choices already; please do not add one unless it is really a NEW location.

Please NOTE: if you want your location to be on the Art Crawl Google Map, make sure the address is on the account tab.

Your location in the Building is your studio #, suite #, Gallery name, etc. If it doesn't apply, leave it blank.

Is the Location Accessible?
Not sure, then leave it blank.

Make sure to **CLICK "Save & Continue"**

Once you log out, the log in credentials emailed to you will allow you to login ANYTIME and update your information. **Anytime and as often as you want to do it.**

Make sure your email is correct, or your account information will not be able to reach you!

***Art Crawl Registration DEADLINE is March 1st
for the PRINTED Art Crawl Map Guide inclusion!***

Your Art Crawl Online Profile will be used to create the printed Art Crawl Map Guide – no need to submit any additional forms!

Your Art Crawl Online Profile will be searchable on the Art Crawl web page through April 30th.