



Instructions for editing profile

If you log in at: <https://stpaulartcollective.org/my-account/>

Click on **OnlineProfile** page in the menu. It starts with your Profile Image and moves on to show you Profile Description, you can edit your Tagline and About statement. You can add your Social media links here.

Next is **Gallery**. You can upload images. You should choose a primary medium, usually it is the medium you hope visitors are looking for and you will be found in searches. You should add all the mediums you want below.

If there is a medium not listed you should add it, I listed Film.

Next is **Directory**. You can choose to be listed in the directory or not to be listed. Some artists take some time off now and then but keep their profile.

We do not erase profiles unless artists ask us too so if you let your membership lapse you can return to your old profile and update it.

Next is **ArtCrawl**. This has **Art District**, which **Building**, is your building not listed, **Location in building** (studio number, gallery, hallway floor number, etc.), **Handicap Accessible?**,

Second location was added recently to find out if we need to make allowance that artists now can participate in a number of events. If artists are showing in more than one event they should change their profile once the date passes for an event as we haven't figured out how to handle multiple art crawl showings.

Extra shows your billing history in our current software.

Sign Out does just that.