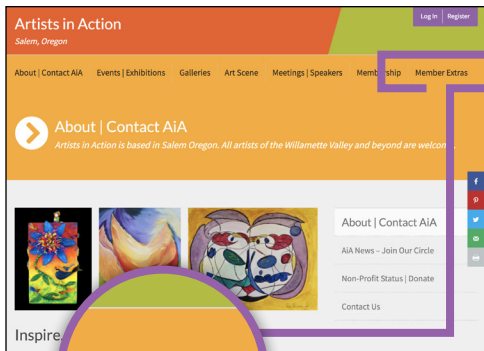


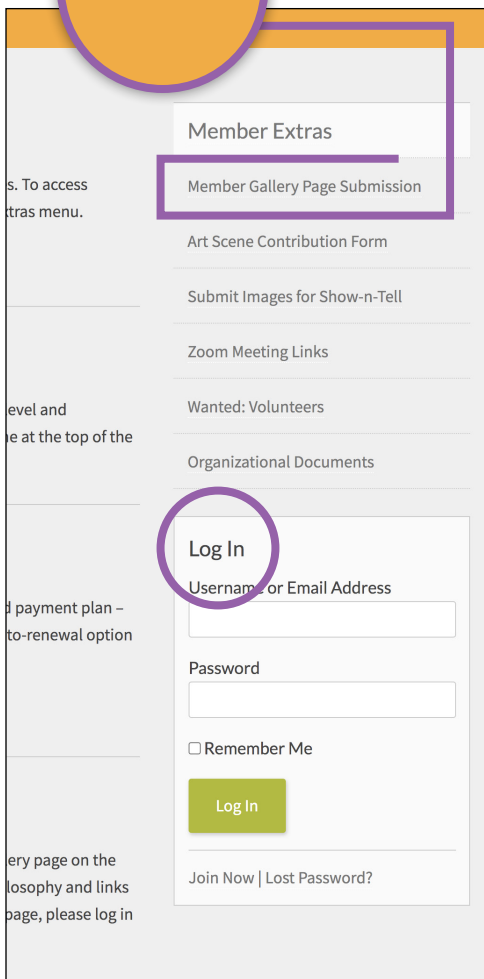


Member Gallery Guide

For AiA Members with a +Gallery Level of Membership



Member Extras



If you have a +Gallery level membership with AiA, you are entitled to a personal gallery page on the AiA website. The page gives you a place to showcase up to ten works of art, your artist statement or philosophy and links to your website, shop and/or social media pages.

How to Provide Content for Your Gallery Page

Content for your gallery page must be submitted via a form on the AiA website. It's helpful to peruse the form ahead of time so you know what all needs to be provided. We recommend pre-gathering your content and using a desktop browser for more ease in completing this process.

- Visit artistsinaction.org.
- Click into the **Member Extras** section.
- Log in.*
- Choose **Member Gallery Page Submission** from menu.
- Review the **Image Specifications**.
- Reveal the **Member Gallery Page Content Submission Form** fields by selecting **New Gallery**.
- Prepare your image files and text.
- Complete the form and click **Submit**.

Once submitted, the Site Agent is notified and production of your page is scheduled. You'll be contacted if there any questions, and notified by email once the page is published and live on the AiA website. The process is manual and typically takes 1-5 days from date of submission.

For those who need to make changes to a gallery that has already been published on the website, first select **Gallery Modification** then complete the associated form fields.

**You may reset your password if necessary. If unable to access your member account, please send a message citing the problem to aia@artistsinaction.org. We'll look up your account status and the email address on record and get back to you with assistance.*

Continue to Screenshots of the Member Gallery Page Content Submission Form



Artists in Action

Salem, Oregon

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Member Gallery Page Submission

Member galleries provide AIA artists with another channel to display artwork and increase exposure.

Provide Content for Member Gallery

This is where you submit your images and text for your member gallery. Please review the image specifications below then get started by selecting either "New Gallery" or "Gallery Modification" on the form below. It's helpful to peruse the form ahead of time so you know what all needs to be provided. Pre-gathering your content makes completing the form easy.

Image Specifications

- You may submit up to 10 works of art for your online gallery
- Provide an accurate title and accompanying image file for each item
- Image format: JPG (saving at highest quality setting recommended)
- Image size/resolution: **1100 pixels MAX** in either dimension at 72 dpi
- [PicResize.com](#) is an easy to use on-line image resizing tool. [This video](#) shows how to resize images using a Mac, Windows and PicResize.
- Please name your files like this:**
FirstInitial-LastName_Title-of-Piece.jpg
EXAMPLE: W-Smithson_Lily-Pad-Splendor.jpg

About the Form

Completing the form below provides us with the content needed to develop your gallery page. The text and images you provide here will be reflected on your page so accuracy and quality is important.

To get started, select "**New Gallery**" if you do not already have a gallery page. Select "**Gallery Modification**" if you need to make changes to your existing, published page.

Member Gallery Page Content Submission Form

This request is for a: *

- ☒ New Gallery
☐ Gallery Modification

Name *

Provide your name EXACTLY as you would like it to appear on your Member Gallery Page. If you want to use a middle initial, prefix or suffix, enter it in the First or Last name field.

First

Last

City of Residence *

Artist Summary *

Enter a short 1-sentence summary of you / your art. 125-Character limit (~20 words).

Artist Statement *

Provide your artist statement, philosophy or biography. This should be a couple paragraphs. 2,000-Character limit (~350 words).

0 of 2000 max characters

Artist Links

Optional (but recommended). Provide the URL(s) of any site(s) or page(s) that you would like your gallery page to link to, for example, your personal artist website, Etsy shop, and/or Facebook page.

Artist Picture

Optional (but recommended). Provide a .jpg picture of yourself so visitors to your page can put a face to your name and art.

No file chosen

Artwork Titles & Images

You may submit up to 10 works of art.

List Artwork Titles *

Enter a title for your first artwork then click the + symbol to add additional titles.

Artwork Image File(s)

You may attach individual .JPG file(s) or a single .ZIP file that contains all the images. Your image filenames should follow this format: FirstInitial-LastName_Title-of-Piece.jpg

Drop files here or

Email *

The Email address you provide here will be used only to communicate with you in the event there are questions about your submission; it will NOT be published on your gallery page.

Consent *

By completing this form and submitting your content and images, you consent to same being displayed on the AIA website. Furthermore, you give permission that your content and images may also be used in print and online materials for the sole purpose of promoting the AIA organization and its artists.

☐ I consent.

*Please note that the Member Gallery page will be closed if AIA members

Gallery Page →

