Greater Columbus Arts Council Artist Directory
Help Document

Step One
Sign up at www.columbusarts.com/artists/signup.php by providing your email address
and a password. Note: You will have to type your password twice to confirm it. An email
containing a verification link will be sent to you. If you don't receive it immediately
please check your spam folder.   Please be sure to change your spam filter settings to
allow the columbusarts.com and gcac.org domains.

Step Two
You will need to accept the site disclaimers and assurances and then you will generate a
verification email that will be sent to the email associated with your account. Verify your
account by clicking the link in the email. You will be directed to the login screen. Once
you have logged in you can begin populating your profile and portfolio information. At the
same time, a successfully verified account generates a notification email and sends it to
jgoldstein@gcac.org. You can begin completing your profile immediately but Before you
will be able to make your profile live, GCAC must approve your account. This will
happen within 24-48 hours.

Step Three
Add your information and populate your portfolio with images, sound, video files, and
PDFs. Please note that "professional name" on the "Edit my Contact Information" page
will be the name displayed with your profile. (By default, if you don't enter a preferred
name, it will simply combine your first and last name).

Step Four
Once your registration has been approved, and you make your profile viewable (the link
that allows you to turn your profile on for the public or turn it off), you will begin
appearing in the Artist Directory. There will be a direct URL you can use in promotions
or link to from emails etc. Use the "My profile URL" text on your artist profile page for
easy copy and pasting.

Once you have completed all the sections are ready for your profile to be viewed by the
public,

My Profile and Contact Information Pages
On the My Profile page you have individual edit buttons for each section of your main
profile information (which you entered after registering and verifying your email)

Click on the edit buttons to change that portion of your profile.

You can also click on Contact Information on the navigation list on the right hand side
and have access to edit all the fields on that page at once.

Your profile picture is what will be displayed in thumbnail when you appear in search
results. If you do not upload a profile picture it will default to a shadow headshot image.
We strongly recommend uploading a profile image OR on your portfolio page you will
have the opportunity to select a portfolio image to default as your profile image.

When you're finished click save changes at the bottom of the page.

Please note:
Artist contact information (address, email, etc.) is collected, but not displayed publicly.
Please review the privacy policy linked at the top of this page.

Artist Profile Page
Select as many disciplines as apply to you and click enter. If you have more than one, click add another discipline and another drop down box will appear for you to select an additional discipline. Repeat as many times as necessary.

The Artist Bio and Upcoming Events/Exhibitions fields have a 1500 character limit. You can use the formatting buttons at the top of each of those boxes to bold, italicize, number, bullet or include html links in your text.

Please select as many of the check box categories as apply. These will be searchable by the public.

When you're finished click save changes at the bottom of the page.

Portfolio Page
On this page you will be able to add up to 25 files—images, sound, video or PDF. Images (JPG and PNG files), PDFs and sound files (MP3 only) will be limited to 5M. Video files must be loaded to YouTube or Vimeo and then you will link to those file pages from your Portfolio. For JPG and PNG images please review the image form linked from the Portfolio page.

To begin click Add an Entry, select medium type from the drop down, then give the file a title as you want it to appear in the Directory, a description (1500 character limit, use formatting buttons to bold, italicize, number, bullet or add a hyperlink). Then click browse to select the file from your computer. DO NOT change the file name once you have selected it using the browse function. This will cause the file not to load.

Repeat for each portfolio item.

You will see a star in the right hand corner of each portfolio image. Clicking that will change the star to dark gray and make that image your featured image—the image that appears in the spotlight callouts throughout the public site (home page, search result pages) profile image to that selected image. If you don't click the star on any of your portfolio images your featured image will default to the image you uploaded on your Profile page.

Once you get all your portfolio images loaded you can change the order in which they appear by dragging and dropping into your preferred order.

When you're finished click save changes at the bottom of the page.

Please note: Profile created and Profile updated dates will appear on your profile in both public and admin modes. Any updates to your profile, in any of the sections, will cause the Profile updated date to change.

Image dimension information throughout the site:
Thumbnails are dynamically generated to fit the site design. The maximum dimensions currently being used are 640x480 (scaled proportionately without cropping) for viewing portfolio entries in the lightbox (the pop up window that is generated when you click on a thumbnail to see a larger version) The original, untouched file is retained so that additional sizes can be added/generated as needed.

In instances where cropping is required, images are scaled down to include as much of the original image as possible, then cropped from the center of the photo to fit the required size.

The artist profile image sizes that get used throughout the site (currently) are:
215x192 (cropped, detail page)
138x146 (cropped, search pages)
640x480 (maximum display dimensions, not cropped, lightbox)

Portfolio pieces receive the above sizes as well as the following:
98x98 (cropped, thumbnail)