

GALLERY CHECKLIST

- Start by clicking one of the big blue 'register now' buttons and fill in your details.
- If you want to cut and paste some information, understand that this can sometimes introduce script or format errors. A 'cleaner' approach is to first paste your information into a text editor like TextPad or NotePad to strip out any background parameters leaving only the text. Now copy and paste the resulting 'clean' text and you should avoid any problems.
- Please don't use html or other coding or scripting languages: there's code behind that will just strip it out again anyway. As part of the process here are a few things that will make life easier in the future.

1. REGISTERING

- USERNAME** record it here for future reference

- PASSWORD** record it here for future reference

- CONFIRM ACCESS** log out and log back in to make sure the system recognizes your username and password. You should also receive a confirmation e-mail welcoming you to the site

2. GALLERY SETTINGS

- COLOUR** don't ignore this because people often use it as a search criteria. A work that matches the sofa may not be the classic reason for purchasing high art but is ignoring it reason enough to scuttle a sale?
- DIMENSIONS** these are the actual measurements of the work; the 'will it fit' dimensions that the buyers are concerned about (as opposed the 'packaged ready to ship' dimensions.)

- PRICE** make sure to include your [service costs](#) in the final price.
 - WEIGHT** this should be the 'ready to ship weight' because this is what is used by the shipping price calculator. The shipping price is included in the final purchase price so not including full postage weight means not getting paid full postage costs.
 - DESCRIPTION** seeing art on a computer is less than ideal so use this opportunity to 'fill in the gaps'. Describe what the colours are really like, what the textures are and the qualities of the technique. Really create a word picture – it could be the little bit that makes the difference.
 - ADULT CONTENT** be judicious about this one – is it the sort of work that is likely to upset a small child? If not, then don't make viewing the work any more difficult than it needs to be. The 'curiosity approach' is likely to backfire because 90% of people won't bother and will simply move on to the next image.
 - MARK AS SOLD** this is for works sold 'off site' so please do this as soon as possible. All works sold through the site are marked as sold automatically.
 - DELETE** removes all record of the work
 - EDIT** use this to change any settings at any time
-
- 3. AFTER UPLOADING**
 - ARTIST INDEX** check this by going to 'buy art' and looking yourself up in the alphabetical listing in the 'find artist' section. Typically shows within 24 hours of uploading your first work.
 - [VIDEO](#) E-CARDS** see how to turn your uploaded work into online post cards
 - [VIDEO](#) SIGNATURE FILES** a 'set and forget' way to promote your work