

Member Directory How To

Signing In:

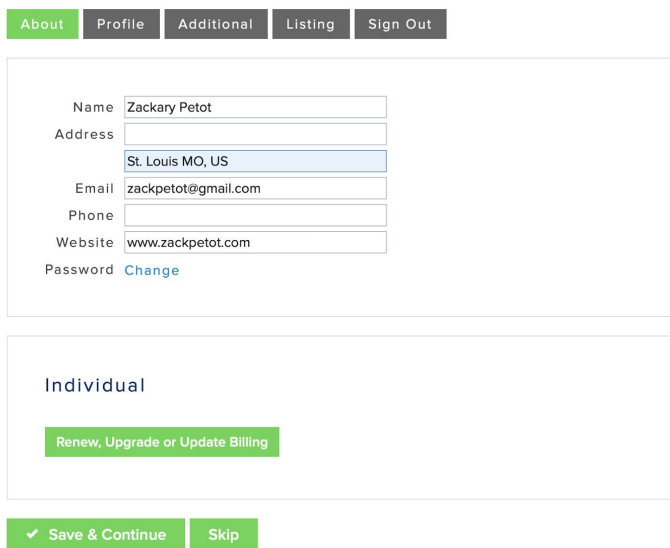
Visit www.stlouisartistsguild.org website, click on membership directory, scroll to the bottom of the page and click on member sign in.

To sign in to your member directory please refer to the welcome email you received when you became a member of the St. Louis Artists' Guild. (If you don't have your welcome email enter your email and then select reset password) *(If you are unable to figure out your login please contact 314-727-6266)*

Your Profile:

(Once you are signed into your profile)

ABOUT TAB:



The screenshot shows a user profile interface with a navigation bar at the top containing tabs: 'About' (highlighted in green), 'Profile', 'Additional', 'Listing', and 'Sign Out'. Below the navigation bar is a form with the following fields:

- Name: Zackary Petot
- Address: St. Louis MO, US
- Email: zackpetot@gmail.com
- Phone: (empty)
- Website: www.zackpetot.com
- Password: Change

Below the form is a section titled 'Individual' with a green button labeled 'Renew, Upgrade or Update Billing'. At the bottom of the page are two green buttons: 'Save & Continue' (with a checkmark icon) and 'Skip'.

Make sure to fill in your name, address, and provide a website if you have one. *(Your address will not show up on the directory its for us to send mailings to you)*

After done typing in all information please click Save & Continue.

[About](#)
[Profile](#)
[Additional](#)
[Listing](#)
[Sign Out](#)

Profile Gallery [? Learn more](#)
 Upload pictures to to your profile, or click an image to delete:

Click or drop file here to upload image

Profile Description [? Learn more](#)
 Describe your products & services:

Edit - **B** *I* U

Social Links

LinkedIn
 Facebook
 Twitter
 BBB
 Google+
 Yelp
 Youtube
 Pinterest
 Instagram

Publish Your Profile
 To publish your profile to the website click next to the Website Directory below and then click save.

Website Directory

PROFILE TAB:

This is where you can add images of your artwork, add a description of what you do in your art practice or what your interests are, and add your social media links.

At the bottom of the tab make sure in the Publish Your Profile box, make sure to click the circle next to the Website Directory.

After you are all done submitting all your information click Save & Continue.

ADDITIONAL TAB:

About Profile **Additional** Listing Sign Out

Additional Contacts & Locations [? Learn more](#)

Add people or locations for your family, company or group:

+ Add New Contact

✓ Save & Continue Skip


In this tab you can add people you may know or maybe you own a company and want to spotlight that here for people who find you on our directory. If you wish to not add any contacts just click Skip.

Once done submitting all your contacts, companies, and groups click Save & Continue.

LISTING TAB:

Directory Listing Information

[Click here to delete the current image.](#)



Zackary Petot

Exhibition Coordinator at St. Louis Artists' Guild and Adjunct Professor.

www.zackpetot.com

In this tab, you can add an image of you or a piece of your art. This picture will show up on the member directory home page for everyone to see. You can also add what you do or what medium you work in for example, Painter, Drawing Artist, Watercolorist, Sculptor, etc. You are limited to 80 characters for this description so keep it simple.

After adding all information click Save & Continue.

Once you hit "Save & Continue," you will be asked to go back to the home page or to continue editing your account. If you are all done click Head to Home Page or if you want to add more information to your profile continue editing. Once you are redirected to the Home Page you can revisit the member directory page on the website to see your profile.

If you have any questions or concerns, please stop by the St. Louis Artists' Guild anytime during normal business hours or call 314-727-6266.