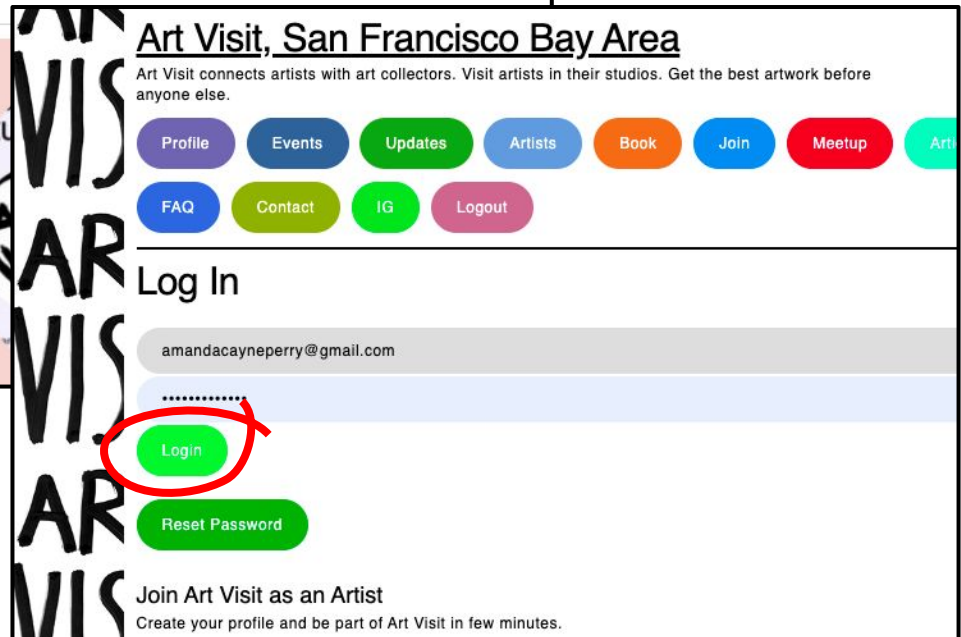
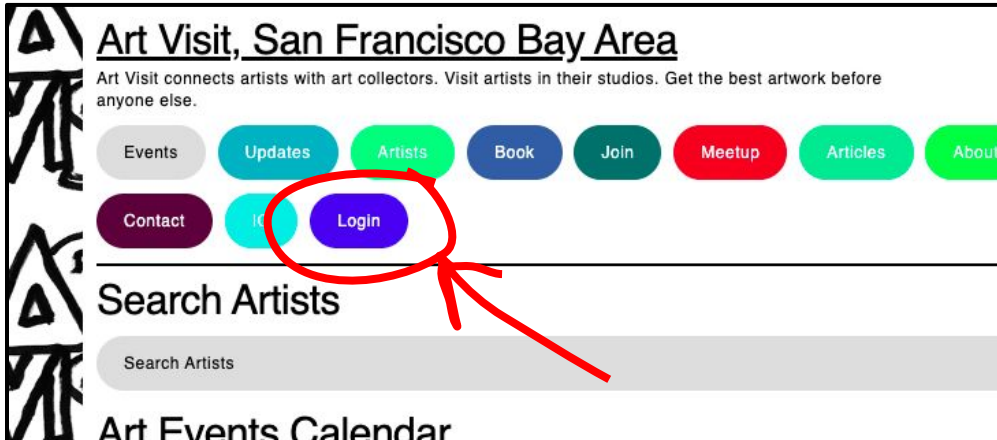


Artist's Guide to Art Visit

Art Visit, San Francisco Bay Area – artvisit.org



How to Login



- Go to artvisit.org
- Click “Login”
- Enter Username: This is your email address
- Password: We emailed you your password. If you can’t find it check your spam folder.
- If you can’t find your password, you can reset your password by clicking “Reset Password”. Now, a temporary password will be emailed to you.



Editing Your Bio

Art Visit, San Francisco Bay Area

Art Visit connects artists with art collectors. Visit artists in their studios. Get the best artwork before anyone else.

Profile Events Updates Artists Book Join Meetup Art

FAQ Contact IG Logout

Bio Images Banner

Edit Bio for Amanda Perry

First Name
Amanda

Last Name
Perry

Email – Doesn't Show
amandacayneperry@gmail.com

Phone – Doesn't Show
415-233-1665

Website
https://medium.com/@apsun

City
San Francisco

State
California

Bio

Paragraph

Amanda Perry was born in San Francisco and raised in Marin County. She earned a BA from NYU's The Gallatin Visit.

"I like writing haikus, sonnets and other poems. I'm inspired by small moments that hold great meaning, friends my own photographs, views, and moods."

Highlights

Header

Skills

- Recruiting and Resume Writing
- Yoga
- Conversational Spanish

Update

- Go to artvist.org and login
- Click "Edit"
- Click "Bio"
- Please fill out the fields we provided in your bio section. These include:
- Your website: We will link to your personal website
- Your bio: This can be your artist's statement, a short bio about you, or anything else you'd like potential visitors to know about you. Please let us know if you need help with writing a bio about yourself.
- Highlights: Here you can include recent publications, awards, or degrees you've earned. This section can also be used to advertise anything about you or your work that you think art collectors should know.
- Note: your phone number and email address will not appear on your public page. We ask for your contact information so we can get in touch with you if anyone requests to book a visit to your studio.

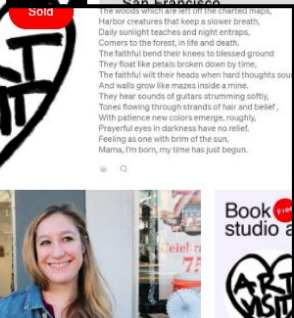
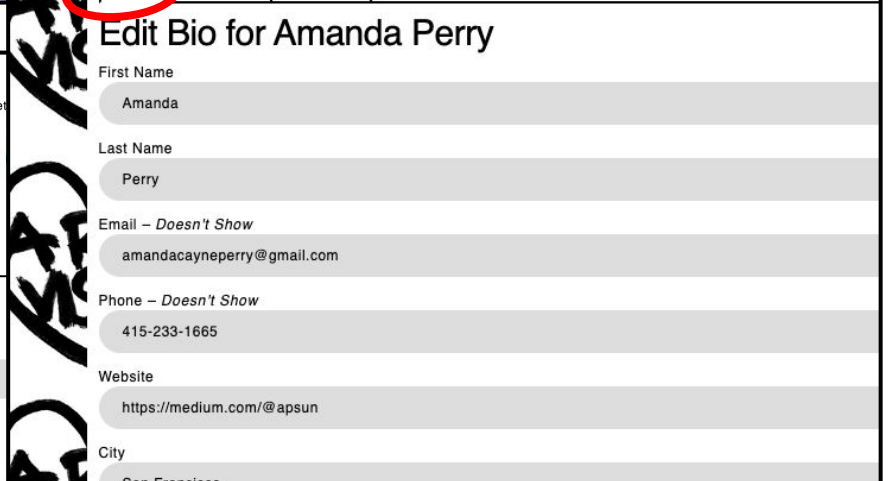
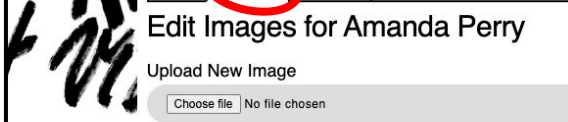
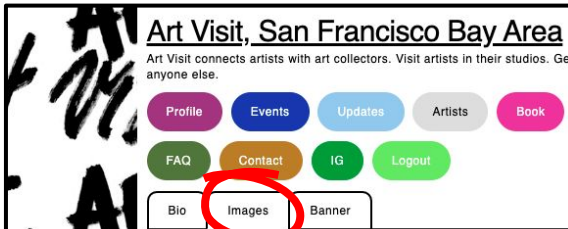
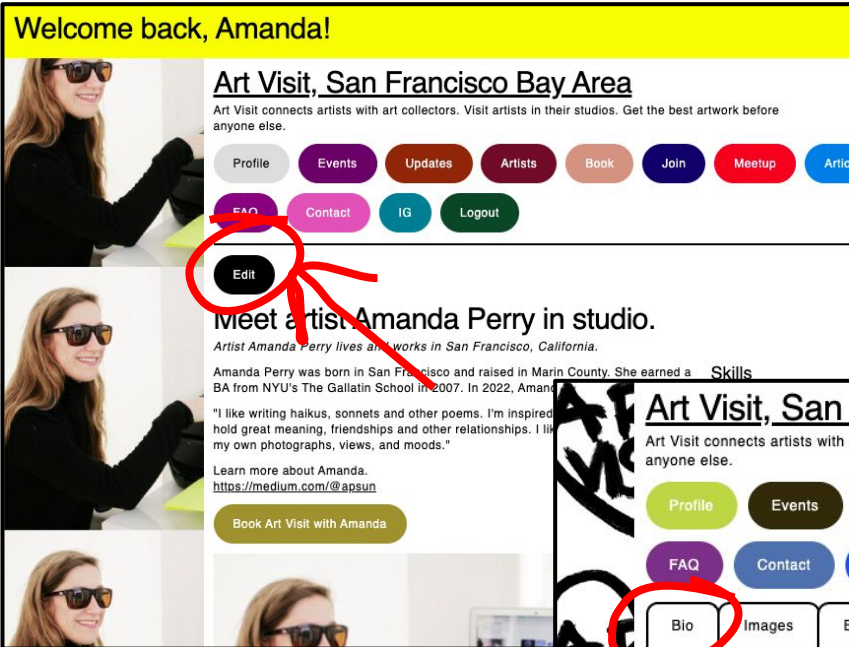
Artist's Guide to Art Visit

Art Visit, San Francisco Bay Area – artvisit.org



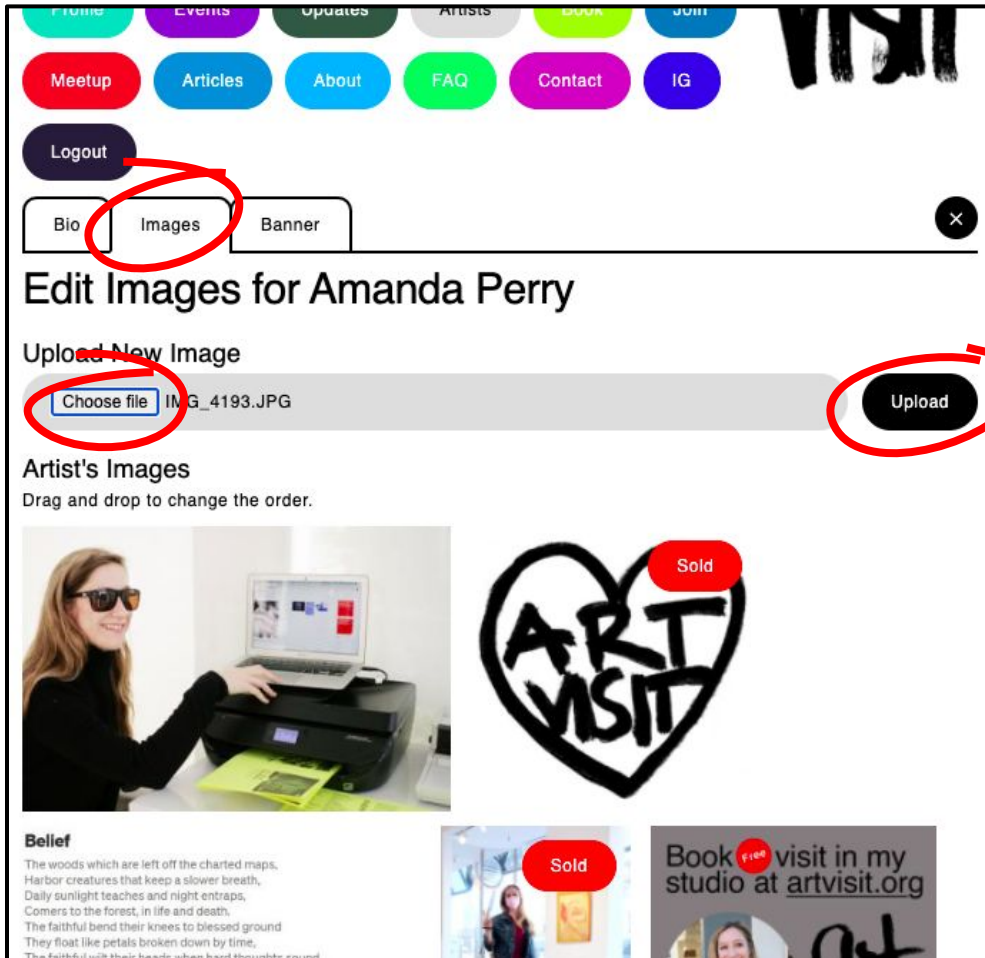
How to Edit Your Profile

There are two parts to your profile: your bio and your images. You can edit your bio section by clicking on the button "Edit", which will take you to the tab "Bio", you can edit your images by clicking over to "Images" tab. See below for more details





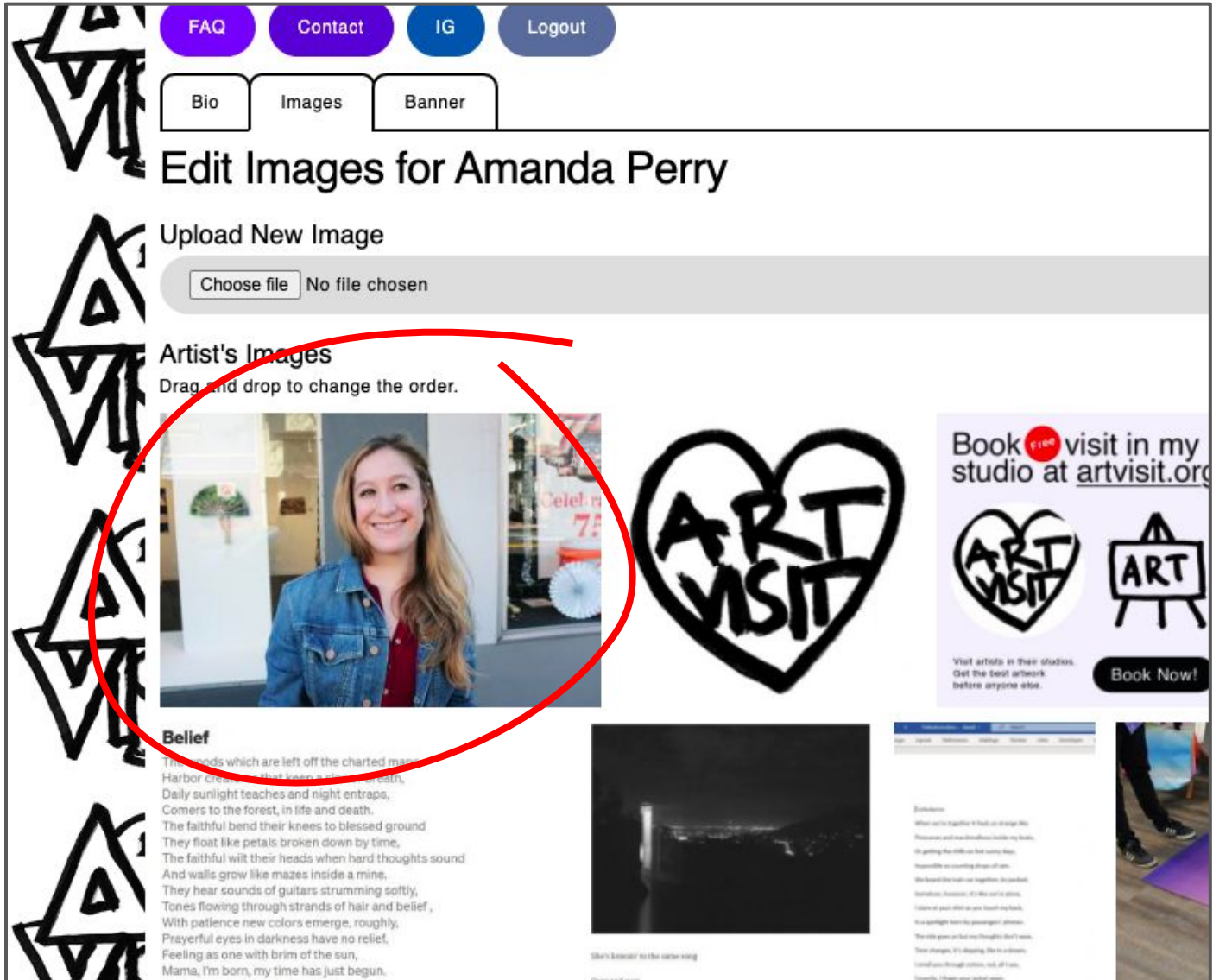
Add Images



- Your images are an important part of your profile. We'd like every artist to provide at least 3 images that show a sample of their work. You can upload jpeg or png images to the website. See below for instructions:
- Go to artvist.org and login
- Click "Edit"
- Click "Images"
- Get an image ready to upload by making sure its in the right format: jpeg or png
- Drag that image onto your desktop
- Click "Choose File"
- Select the image you want to upload from your desktop
- Click "Upload" (the name of the file you selected should appear to the left of the upload button)
- Success! You have now uploaded the image
- Note: You must add images one by one



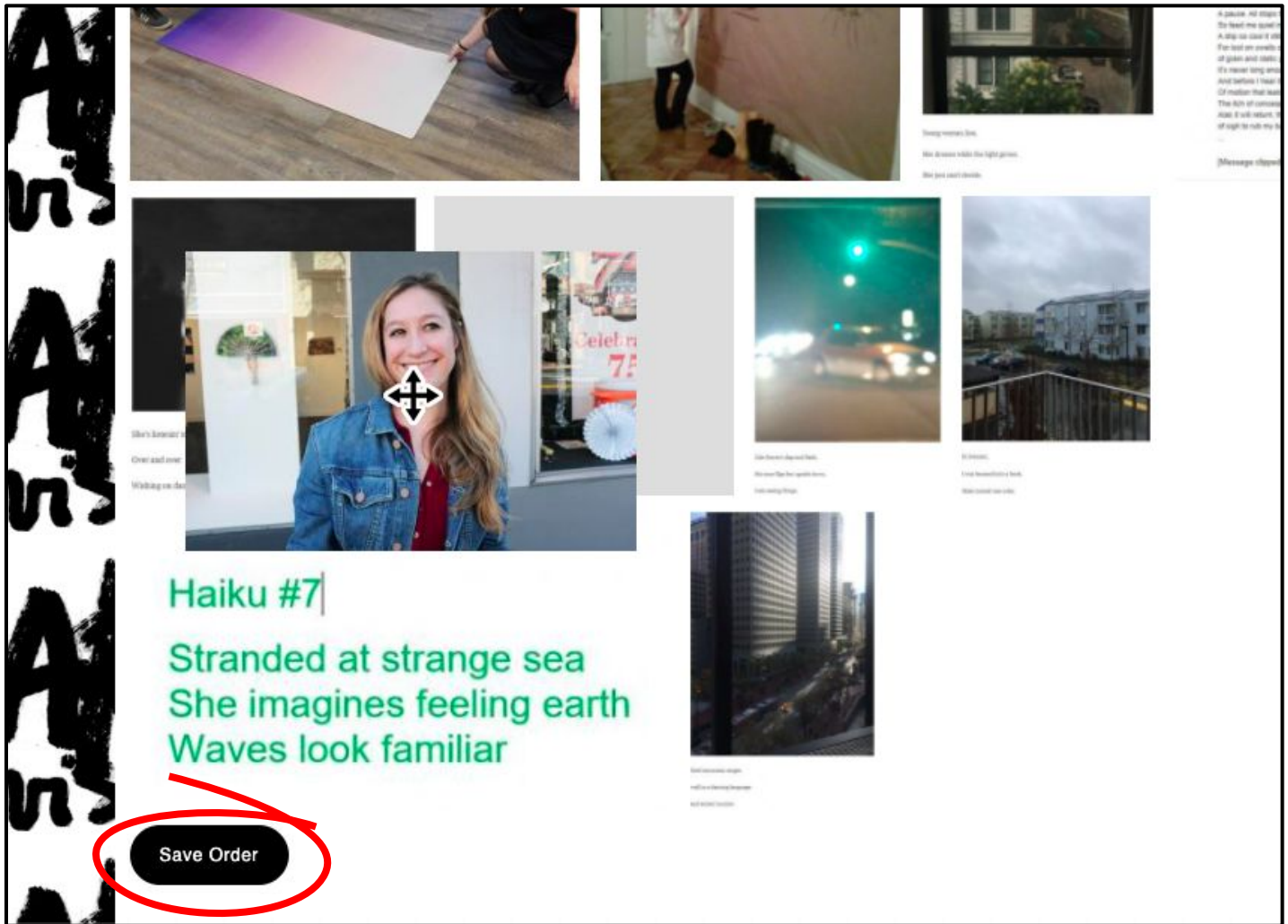
Upload A “Profile Picture”



- The first picture on your profile should be a picture of you in the studio. Art Visit is not an anonymous website. Please upload a photo of yourself and move it to the front of your profile.



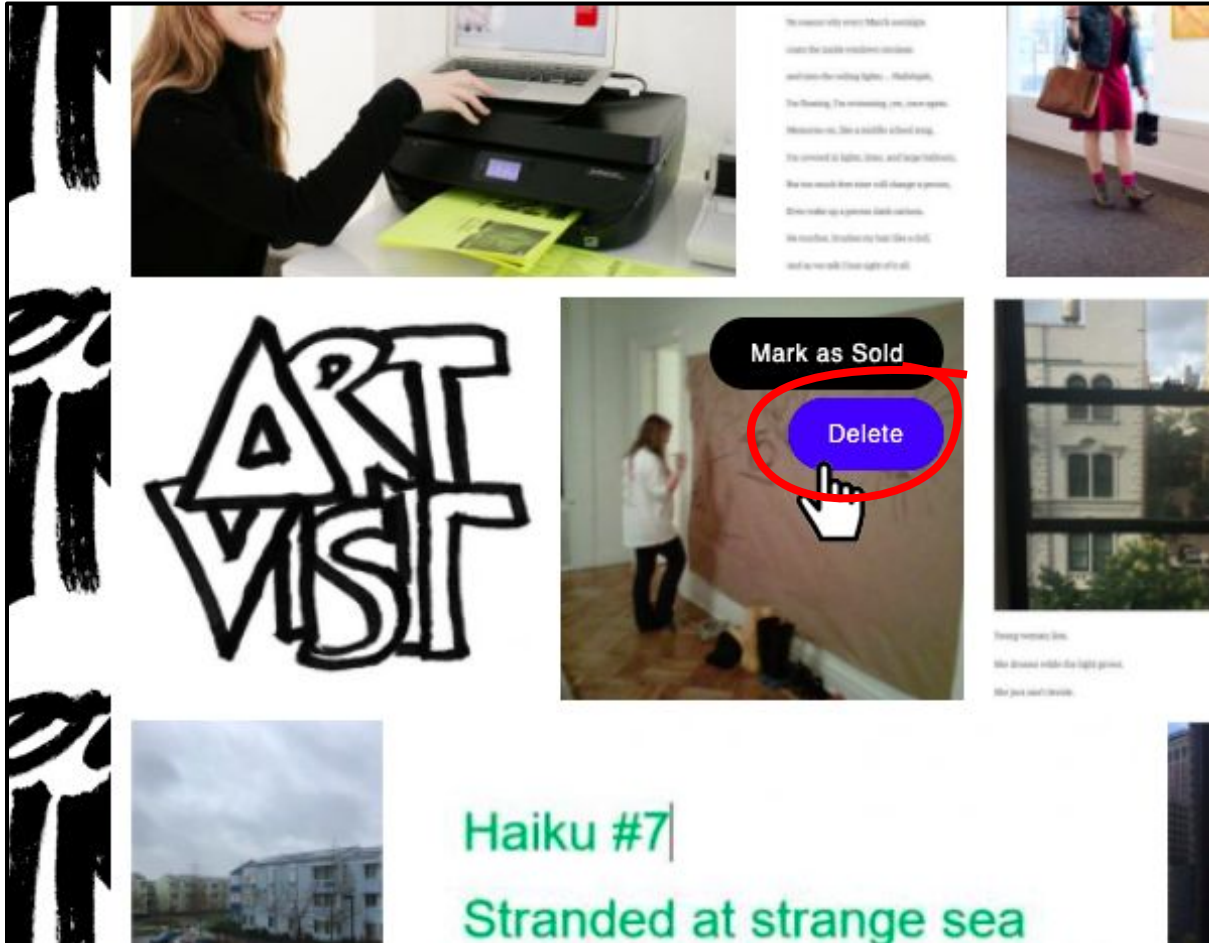
Move Images Around on Your Profile



- To move images around on your profile, you can drag and drop them. Make sure you are logged in, then click "Edit" then click over to the "Images" tab. You can drag images around in the order you'd like. Please make sure your first image is a picture of you (ideally in your studio). Other than that, the order is up to you! After you're satisfied with the order of the images, click "Save Order", it's a button at the bottom of the page.

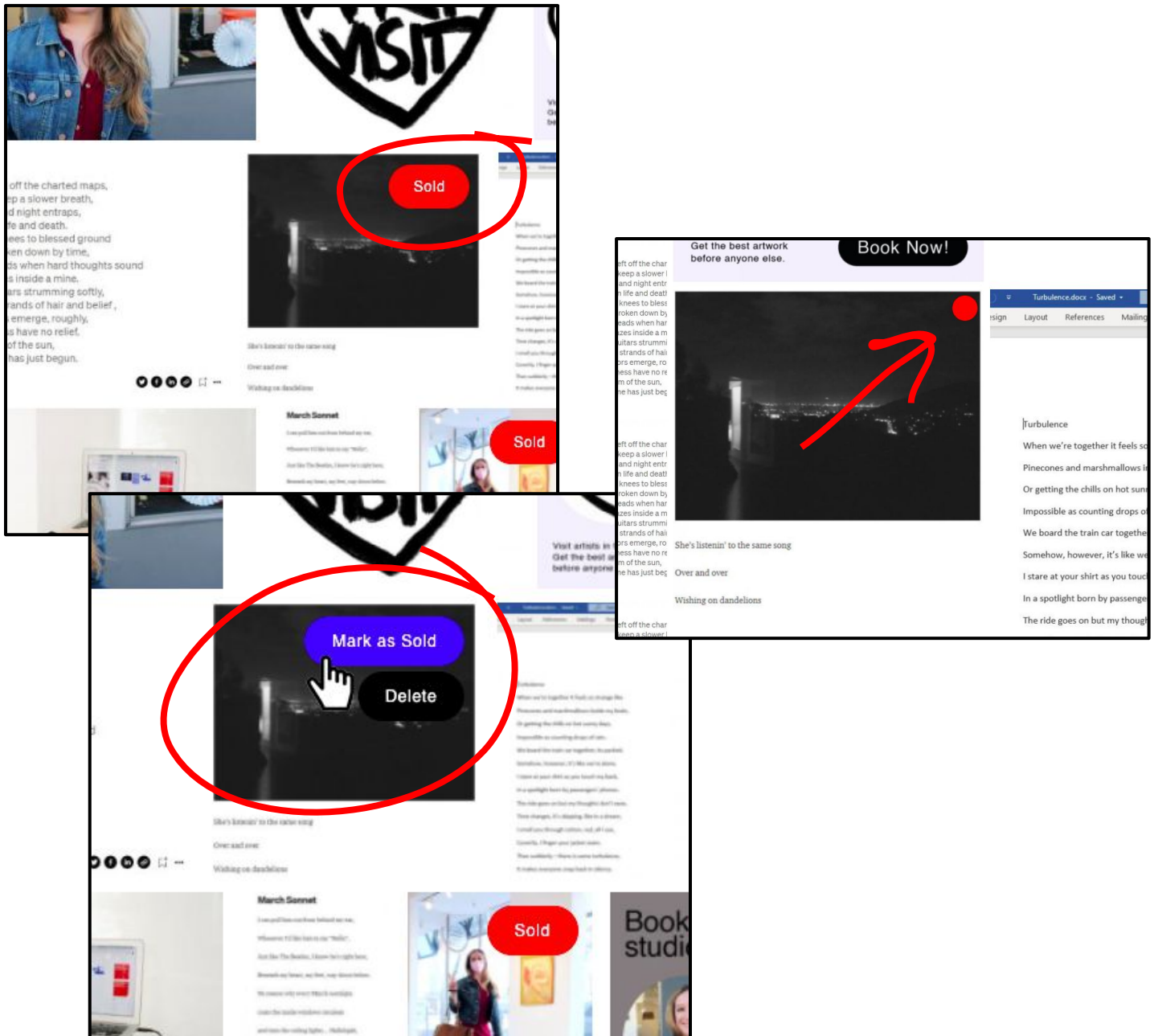


Delete Images



- Once you have uploaded an image, you can delete it if you decide not to use it. Make sure you are logged in, then click "Edit", then click into the "Images" tab. Find the image you want to delete and click it, 2 buttons will appear: "Mark as Sold" and "Delete". Click "Delete" to remove the image from your profile permanently.

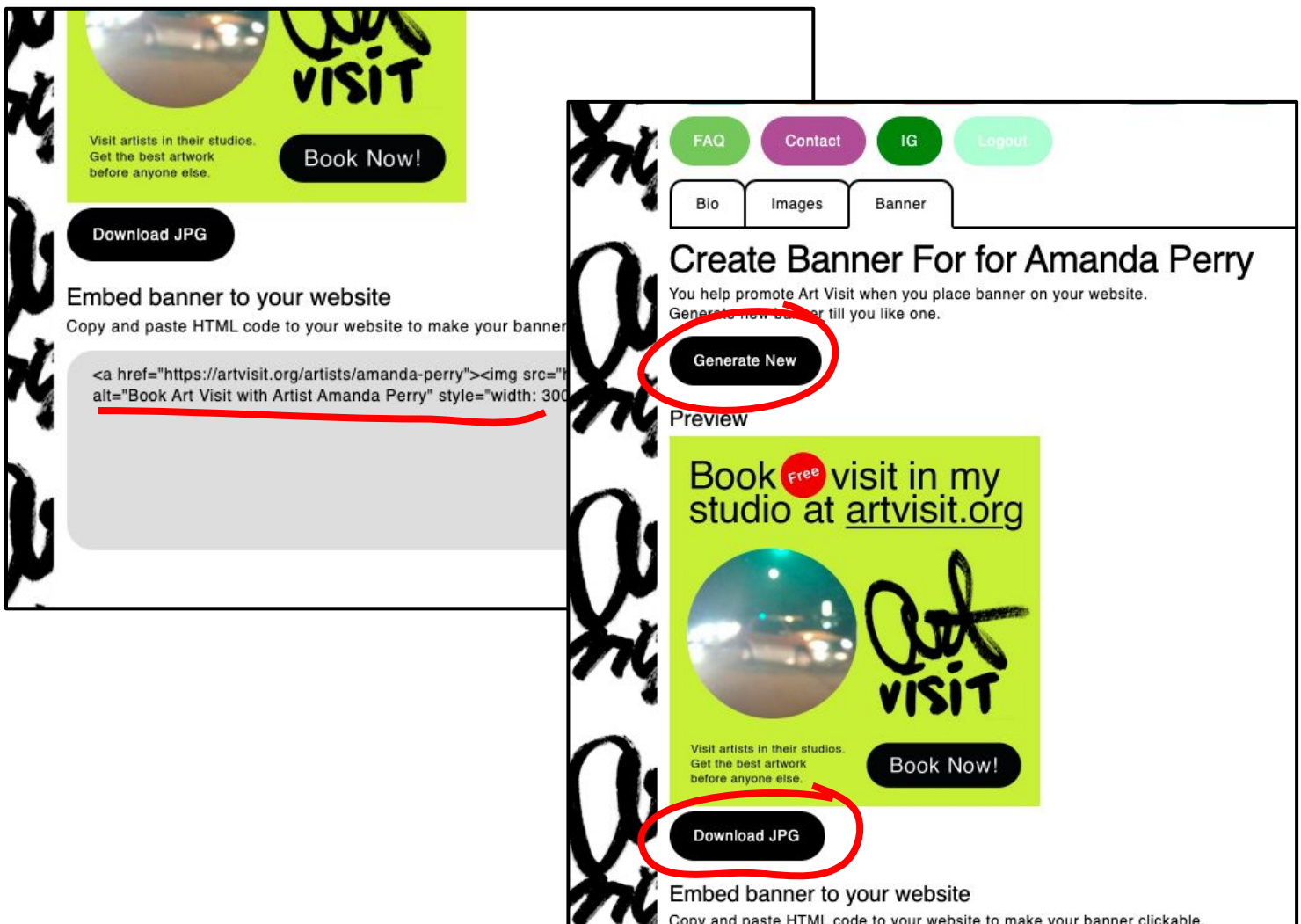
Mark Images As Sold



- Once you have uploaded an image, you can mark it as sold. Make sure you are logged in, then click "Edit", then click into the "Images" tab. Find the image you want to mark as sold and click it. There will now be 2 buttons that appear: "Mark as Sold" and "Delete". Click "Mark as Sold" to add a red stamp to that image signaling that has been sold. Congrats by the way!
- Note: You can remove red dots using the same method only instead click "Mark As Unsold"



Create a Banners and Add Them to Your Personal Website or Instagram

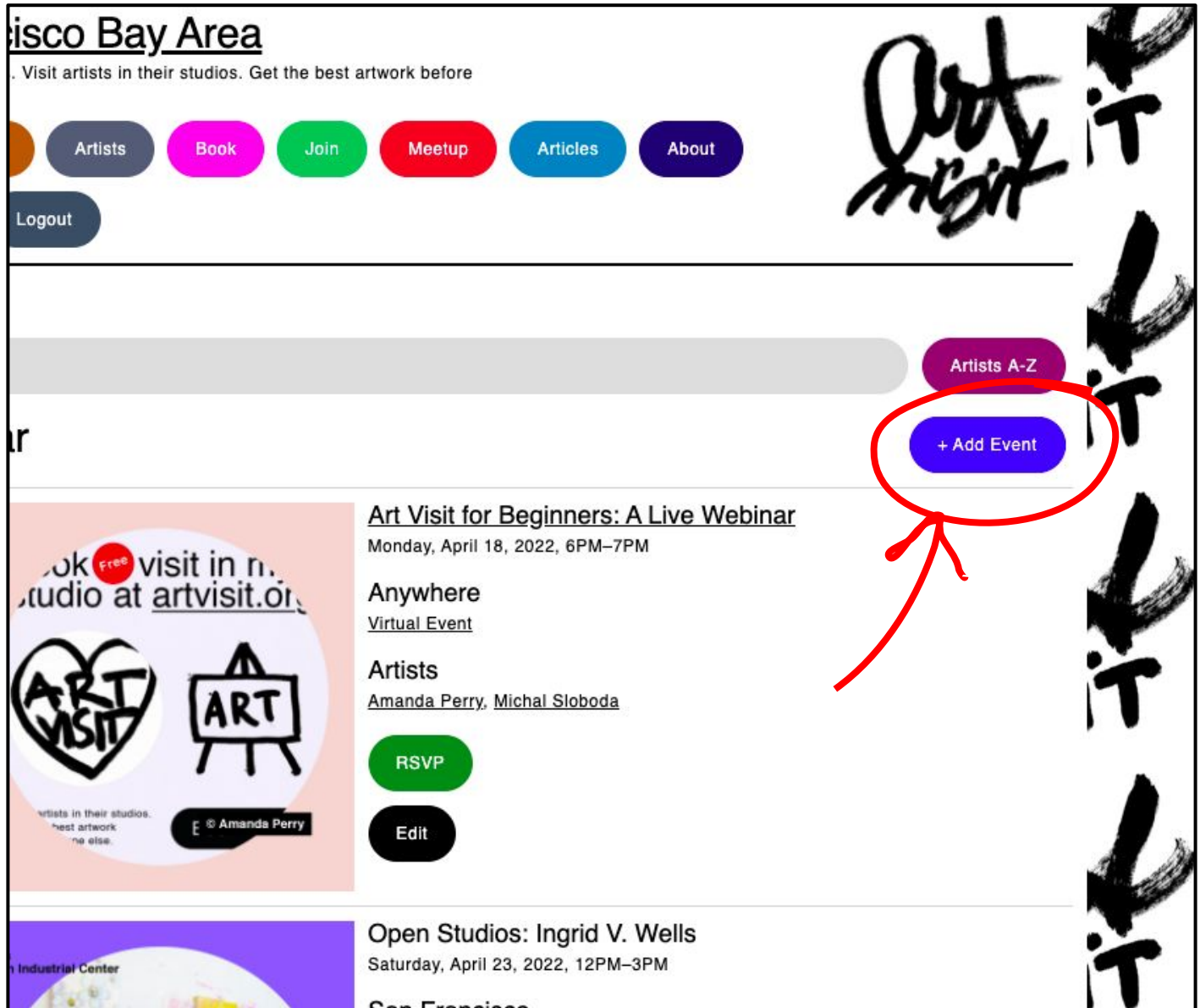


We realize that many artists already have personal websites they operate to showcase their art and attract art buyers. Follow the below instructions to generate a button that you can stick on your personal website which will link to the Art Visit website and allow individuals to book visits to your studio.

- Go to artvisit.org and login
- Click “Edit”
- Click “Banner”
- Click “Generate New” as many times as you’d like until you are satisfied with the banner
- Once you are satisfied with a banner, click “Save JPG” to download a copy of this banner that you can use on your social media or in your newsletter.
- Follow the instructions we’ve provided to embed your banner to your personal website and allow your fans to book visits to your studio through Art Visit.



Create an Event



We publicize and promote events on the Art Visit home page. You can create your own events by following these steps:

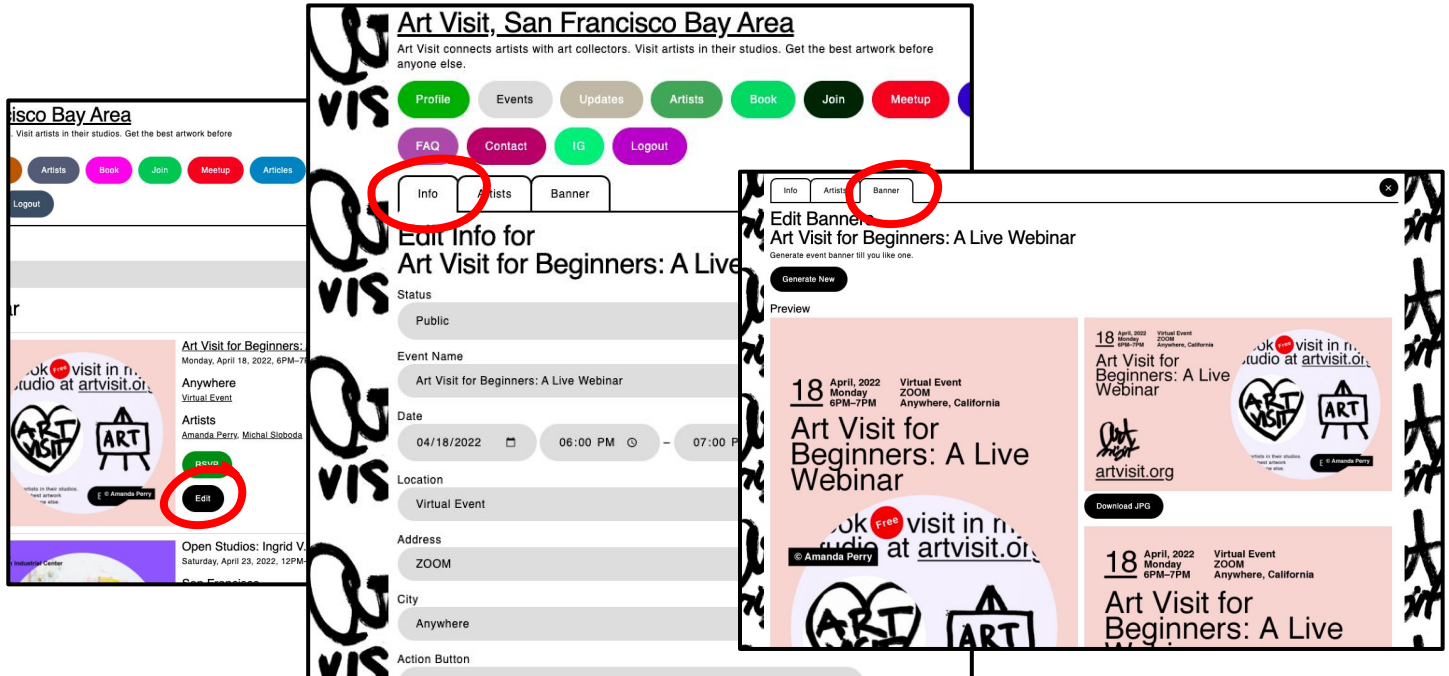
- Go to arvisit.org and login
- Click “Add Event”
- Enter a name for your event (you can change this later on)
- Note: Your events will be hidden (not published online) until you change their status to “Public” – do this last

Artist's Guide to Art Visit

Art Visit, San Francisco Bay Area – artvisit.org



Edit Your Event



Once you create an event (using steps 1-3 above), you will need to add the event details.

- Under the “Info” tab you can enter details about your event including:
 - Date and Time
 - Location – this should be the name of your studio i.e. Faultline Artspace
 - Address
 - City
 - (Optional) Add an Action Button – use the drop menu to select an action button such as RSVP, More Info, or Sold Out
 - (Optional) If you add an action button, it needs to link to another website (ex. Your personal website, Eventbrite, meetup.com) so please enter the address for that website in the field below
 - Click “Update” to save event details
- Under the “Artists” tab you can select yourself and any other artists that will be present at your event
 - Add yourself by selecting your own name in the drop down menu then clicking “Add”
 - Add other artists by selecting their name(s) in the drop down menu and clicking add. Note: You must add artists one by one.
- Under the “Banner” tab you can create a customized banner for your event.
 - Click “Generate New” as many times as you want to generate a customized banner for your event
 - Once you are satisfied with your banner, click “Save JPG” to download a copy of the banner that you can use for inviting people to your event, creating flyers for your event, and posting about your event on social media



Publish Your Event

The screenshot shows the 'Art Visit, San Francisco Bay Area' website interface. At the top, there is a navigation bar with buttons for Profile, Events, Updates, Artists, Book, Join, Meetup, FAQ, Contact, IG, and Logout. Below this is a section for 'Edit Info for Art Visit for Beginners: A Live Webinar'. The 'Status' dropdown menu is highlighted with a red circle, showing 'Public' selected and 'Hidden' as an option. The 'Event Name' field contains 'Art Visit for Beginners: A Live Webinar'. The 'Date' field shows '04/18/2022' and the 'Time' field shows '06:00 PM - 07:00 PM'. The 'Location' field is set to 'Virtual Event'.

Once you've entered in all your event details, added yourself and any other artists who will be present at the event, and created your event banner, it's time to publish your event! See below for instructions on how to publish your event so it appears on the Art Visit homepage.

- If you've logged out, log back in to artvisit.org
- Find your event on the homepage and click "Edit"
- Make sure you are in the "Info" section (not "Artists" or "Banner")
- Change the status of your event from "Hidden" to "Public" using the drop down menu.
- Success! You've now published your event

If you have any questions about these steps or run into any technical difficulties please do not hesitate to contact us. Amanda's number is 415-233-1665 (feel free to call or text her) or you can email us at info@artvisit.org.