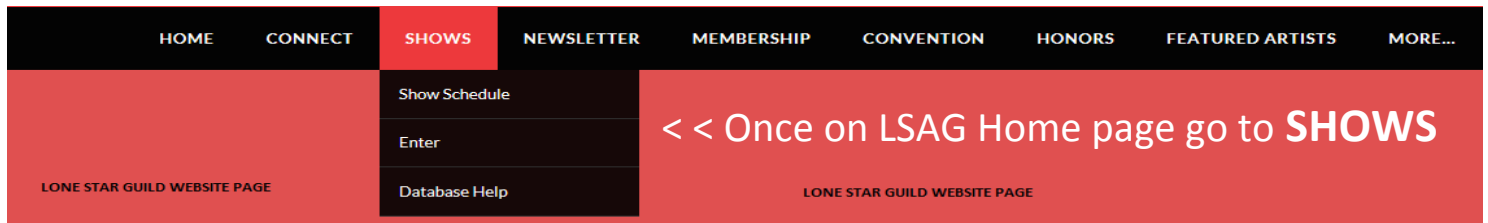


NO ADULT WALK-INS WILL BE ACCEPTED (EXCEPTION= SCHOOL STUDENTS)

STEPS – LSAG ONLINE REGISTRATION OF ARTWORK IN A SHOW



STEP 1. Go to the LSAG website : www.lonestarartguild.org

STEP 2. Go to TAB & click on : **SHOWS** A drop-down menu will appear - Go down to #3 ▾ CLICK :

Enter- This opens the < **LSAG Prospectus for ALL LSAG Sanctioned Shows** >

STEP 3. LSAG request "ALL ARTISTS ARE RESPONSIBLE FOR READING THIS PROSPECTUS & COMPLYING WITH IT. YOUR USE OF THE DATABASE IS YOUR AGREEMENT TO ABIDE BY THESE GUIDELINES & RULES. YOU MAY BE ASKED TO SIGN ANOTHER AGREEMENT WITH THE LEAGUE AT ART INTAKE. THIS PROSPECTUS APPLIES TO BOTH THE LEAGUE LEVEL SHOWS AND THE CONVENTION SHOW. Artwork that does not comply with THIS LSAG prospectus may NOT be added to the LSAG database"

STEP 4. Once you have read and have an understanding of the LSAG rules & regulations...

SCROLL DOWN to the bottom of the prospectus PAGE ... SEE the gray box at the bottom

CLICK HERE TO GO TO THE DATABASE >>

USE OF THE DATABASE ACKNOWLEDGES THAT THE USER AGREES TO COMPLY WITH ALL RULES AND GUIDELINES OF THE PROSPECTUS ABOVE INCLUDING APPROPRIATE SELECTION OF ARTIST DIVISION.

[CLICK HERE TO GO TO THE DATABASE.](#)

NOTE :

If you are a member of TAL this means that **your name and email** are in the LSAG system. Because you are a member of TAL league you are also a member of LSAG as we pay dues for you to be a member and be in their data system. LSAG has you r first & last name & email address. HoweverEven though you are in the database does not mean you are setup yet to enter shows completely...yet. You will need to update the rest of your PROFILE under link Artist Information.

STEP 5. LOG INTO THE LSAG DATABASE -----[YOUR EMAIL ADDRESS IS YOU SIGN IN](#)

STEP 6. ENTERING A PASSWORD

YOUR PASSWORD IS AQUIRED BY ENTERING IN THE PASSWORD YOU WERE GIVEN.

You say.. "WAIT I have never been in here and I don't remember getting a password or I forgot my password !!! "

Here is the KEY....CLICK [Forgot password?](#)

either way if you are new or forgot it. LSAG will

email you a temporary password right after you click [Forgot Password?](#) , to your EMAIL ADDRESS on file.

use this TEMPORARY password till to get you into the data base system. And change it or continue to use temp PW.

<< Now you will see a new BOX or screen that says Home / Artist Information / Shows etc.

You are currently logged in as ____ (Your Name) ____ .

Look to the left side of your name ..you will see a window open with The following menu .

STEP 7. CLICK ON 2nd down ... **ARTIST INFORMATION**

This is your profile info in LSAG data base.

NOTE: WHERE IS MY SHOW FOR MY LEAGUE ???

IF YOU DO NOT SEE THE UPCOMING SHOW FOR YOUR LEAGUE IN THE DROP DOWN ... CHECK WITH YOUR LEAGUE TO INSURE THE SHOW HAS INDEED BEEN SETUP ON Lone Star Art Guild Website. By data person.

IF YOU DO SEE YOUR DESIRED SHOW

Look on the bottom..... **Add this artwork to that**

Show: [▼] If you click on the down arrow you will see the current shows coming up

Trees by Waters Edge appears in the following shows

X	Show	Category	Placement
🔒	TAL Spring 18 Show-Judge Linda Dumas	A	

Add this artwork to an upcoming show:

Show:

Category:

CAL (Conroe) Fall 18 Show-Judge Mohammed Bhati
LAG Fall 18 Show Judge TBA
NWAL Fall 2018 Show Judge Virginia Bally

version 1.244

Trees by Waters Edge [View Artwork](#)

Title:

Category:

Medium: Price: Year Created:

Dimensions: Width: Height: Depth:

Trees by Waters Edge appears in the following shows

X	Show	Category	Placement
🔒	TAL Spring 18 Show-Judge Linda Dumas	A	

Add this artwork to an upcoming show:

Show:

Category:

version 1.244

<< SHOW drop example

Click on and highlight A or the show that you want to enter your artwork into, then click **ADD**.

(select **ONE** show at a time only) If you want to enter more than one show in LSAG shows.. Repeat above steps.

A confirmation that it has been added will OPEN UP at the top after each add. (Title of artwork) has been added to "Show name." You have now added your existing artwork that is in the database to an upcoming show.

***** PLEASE Refresh yourself and read these -- LSAG REGULATIONS & REQUIREMENTS**

* Do not enter a piece unless it was made within the last 2 years.

* If a piece has already won a "Best of" ribbon, a 1st place, or a total of 2 qualifying ribbons (A Best of Award, 1st, 2nd, 3rd, or 1st HM) or has been in a previous convention show, it is NOT eligible to compete again.

*Remember that diptychs & triptychs are ONE entry in our system regardless of the payment requirements of the league whose show you are entering. The title should be followed by (diptych) or (triptych) in parentheses as shown here.

*Please review notes about the differences between the categories of photography & digital art as well as over sized & delicate works.

Note your name should appear where it says **ARTIST NAME HERE**

ADD NEW ARTWORK TO LSAG DATABASE

Go to **VIEW ARTWORK** click **ADD NEW**

Artwork for [View Shows](#)

Search by for

Title	Medium	Artist	W x H x D

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Lone Star Art Guild

Add New Art [View Artwork](#)

Title:

Category:

Medium: Price: Year Created:

Dimensions: Width: Height: Depth:

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This window will open “ **Add New Art** “ ***please fill in it out entirely***” **per LSAG**. Enter the title, category, medium, & W x H x D dimensions, as requested. click

[**SAVE ARTWORK**]

GO BACK in and click View Artwork **If you want to verify if your piece is registered in a show:**

Once you are logged into the database, click on **PROFILE** then **VIEW ARTWORK**

Click on a TITLE of specific piece of art. When you do this step, The Artwork details will appear as well as any shows you have it registered in.

NEED ... LSAG DATABASE HELP..Problem? HERE'S SOME SOLUTIONS:

Go to LSAG...

Shows, > DATABASE HELP. >

Scroll to the bottom of the page. Some common Problems and and the solution.

or REMEMBER YOU CAN.....

CONTACT DATA PERSON FOR YOUR LEAGUE - YOU MUST BE SETUP IN THE DATABASE FIRST WITH A SIGNIN & PASSWORD BEFORE YOU CAN ENTER YOUR ART .

Note Lsag will log you out when you close the browser window. Or if you leave the lsag open it has a timer and will close after a while automatically.

This information was pulled from Lone Star Art Guild and rewritten and composed by D. Gilbert. It is my wish I helped in making entry easier for you. If still do not know how. Please CONTACT the current show data manager. Or go to Lonestar Art Guild website. Good Luck!