

# Instructions for Setting Up Your Individual Artist's Page on the Guild's Website

## Exhibiting and Associate Members Only

1. In a word processing program, create a biography about yourself - written in the third person. This may include a list of awards, educational degrees, membership affiliations, publications and your artistic philosophy. *(Read other artists' bios on the website to get a sense of style, content and length.)*

**Please note:** *We do not include links to personal or commercial websites or mentions of galleries that represent your work that are within the Guild's regional area.*

2. Prepare up to 10 gallery images that represent your work.
  - a. They should be JPEG images between 800 and 1048 pixels in the longest direction.
  - b. The preferred resolution is 72 ppi (pixels per inch).
  - c. If you wish the title of your artwork to appear beneath each image, it needs to be the title of the JPEG exactly as you wish it to appear. For example: *The Tree on the Hill.jpg*.
  - d. The JPEG's must be attached to your email, not inserted within your email.
  - e. Please make your choices thoughtfully because it is time-consuming for the Webmaster to make subsequent changes. *Unless there is a major stylistic change in your work, changes will not be permitted.*
3. Indicate whether you are an Exhibiting or Associate member and when you achieved that status. Also state your medium (e.g., oil, acrylic, photo, wood, etc.).
4. If you need assistance please send an email to the address below. If your question requires a discussion include your phone number and a suggested time to call you.
5. Email your biography and images to [webmaster@guildofcreativeart.org](mailto:webmaster@guildofcreativeart.org).  
**Note: If this link doesn't open your email app, then copy and paste [webmaster@guildofcreativeart.org](mailto:webmaster@guildofcreativeart.org) into the "To" section of an email in order to send it to us.**