NORTH
DEVON
ARTS

North Devon Arts Website

Artists' Dashboard

Version 2 : Updated November 2023

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Introduction :
What is the Artists' Dashboard?

The North Devon Arts website is at the heart of the organisation. It is where we communicate with our members and the wider community. It is also the central hub of the organisation where all administrative tasks are carried out.

As a member of North Devon Arts you have access to the NDA website Artists' Dashboard. This is a hidden area of the website only accessible to members where a member can carry out the following tasks:

• Manage their account details
• Renew and manage their membership subscriptions
• Create an online profile page
• Upload artwork to their personal and group gallery
• Access their membership card
• Download invoices for membership and exhibition payments
• Apply for exhibitions
• Manage their newsletter preferences

To help streamline administrative tasks, all website accounts and memberships are handled via the NDA website by **members themselves**. We offer support to members who may require help with this.

An NDA website account

Before you can do anything with the NDA website you have to register an account. That way we know who you are and have a record of you. Once you have a website account you can 'login' to access areas of the website that are only available to website visitors with an account.

Registering a website account is the first step and a required step of the signing up process. The second step is to purchase a membership subscription.
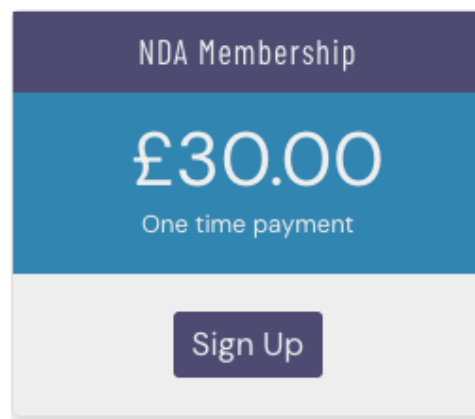
As long as your membership subscription is active you will have full access to the Artists' Dashboard. If your membership expires and becomes inactive, you will still be able to login to the NDA website, but will find your access to the Artists' Dashboard restricted. Plus, any profile pages or artwork you have uploaded will be temporarily removed from the NDA website until your Membership Subscription has been restored.
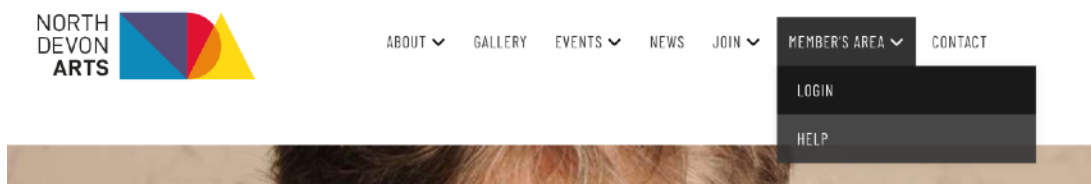
Getting started

If you are not yet a member, the first step is to sign up. Follow the web link below and look out for the 'sign up' button

https://www.northdevonarts.co.uk/join/become-a-member/

If you are already a member, the first step to accessing the Artists' Dashboard is to Login to the website. Open the NDA website and find the 'Member's Area' link on the main menu. From the drop-down menu, select Login:

https://www.northdevonarts.co.uk/login/

At this point enter your **username** and **password.**

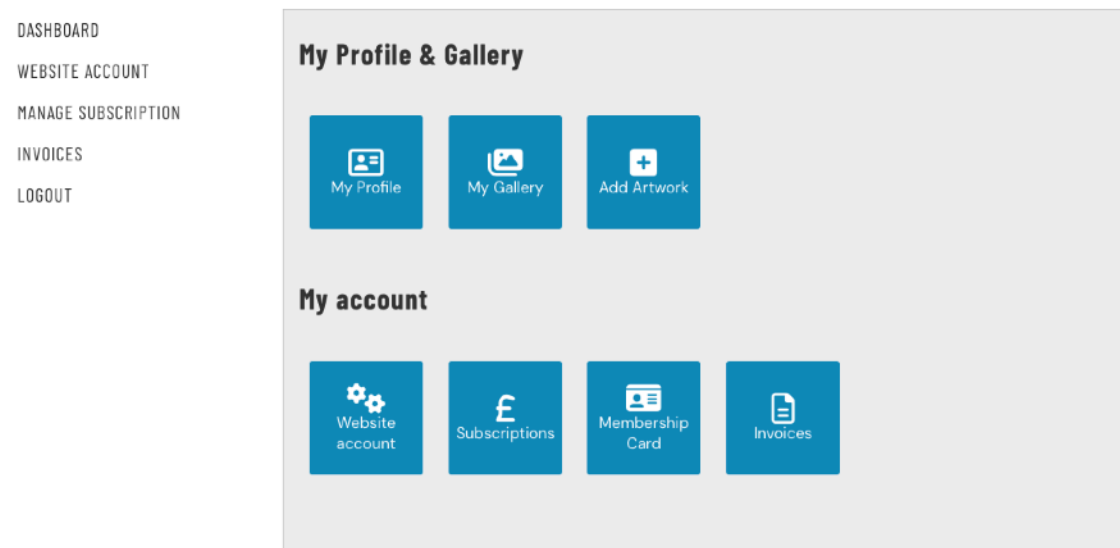*The username will either be one you have created yourself or your email address.

Password reset

If you are unable to login, you may need to create or change your password. Please use the 'Lost Password' link to run through the password reset process.

You will receive an email containing a special web link that can only be used **once**. Click this to continue, but please **only click this link ONCE.** Double-clicking will render the one-time link as used and you will have to repeat the process from the start.

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The Artists' Dashboard

You will now be in the Artists' Dashboard. Hopefully the navigational menu and buttons will be clear and easy to follow enabling you to carry out your tasks.

Website Account

The website account section is where your primary details are stored. Your name, address, email and password. You can edit and amend these details at any time. The email address you enter here is the one will will communicate with you on.

Manage Subscription

This is where you check the status of your membership and begin the renewal process if your membership has expired.

We have produced a more detailed document explaining the whole renewal process which can be found on our Help page:

https://www.northdevonarts.co.uk/members-area/help/

Invoices

This section contains a record of all payments made to NDA with downloadable PDF receipts if required for business purposes.

My Profile

As a member you have the ability to publish an Artist Profile to the NDA website. *This is optional - not all members want a profile.*
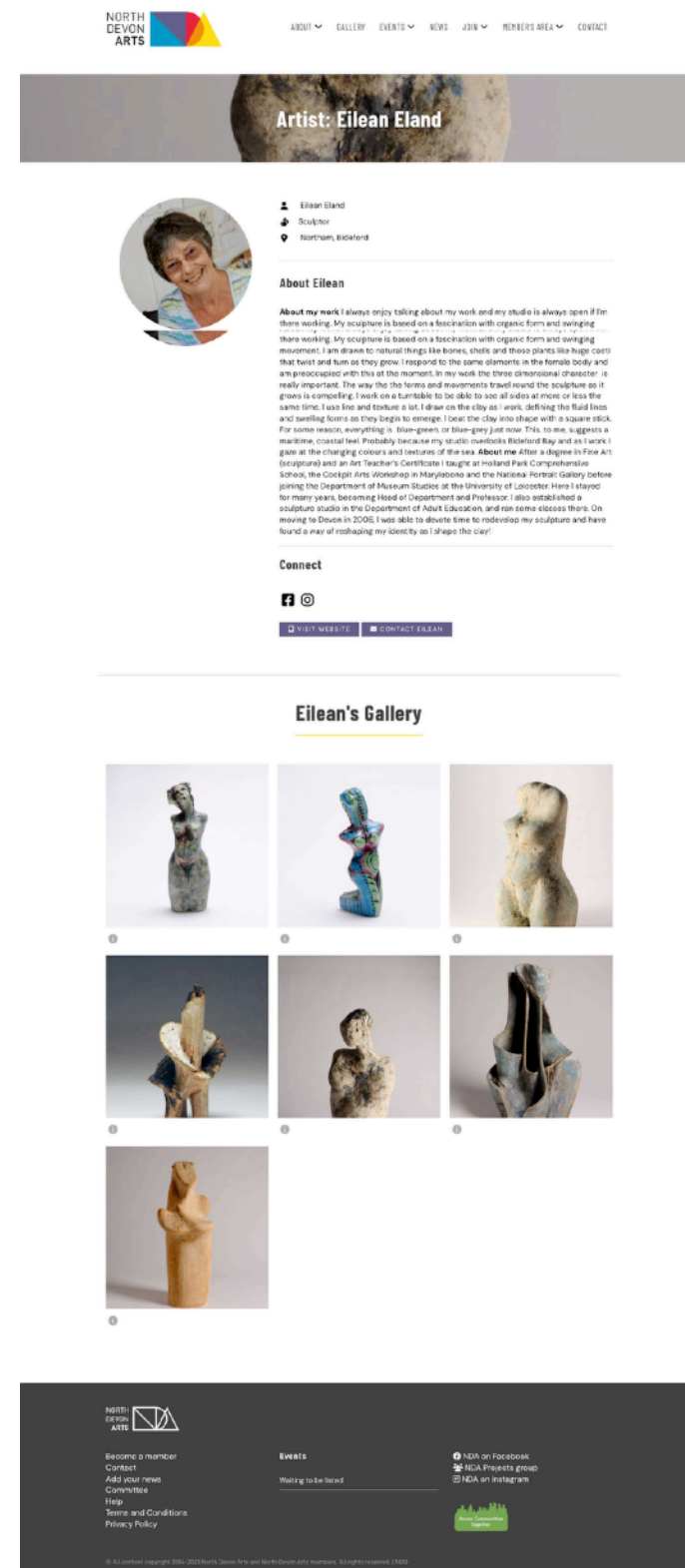
Some of the basic information such as your name will be taken automatically from your website account, though you can modify this in the profile editing page.

You also have the option of selecting an different email address for your profile. For example, you may have a personal email address on your website account, but can then use a business email address on your profile page.

You can add a profile photo, some background information and your social media accounts to the profile page too.

At the bottom of the form is a tick box which is labelled "Publish Profile" this must be ticked for the profile to appear on the website. Leave this unticked if you do not want your profile to appear.

Opposite is an example of how the Artist Profile page appears on the website. The example is our ex-chair, Eileen Elland:
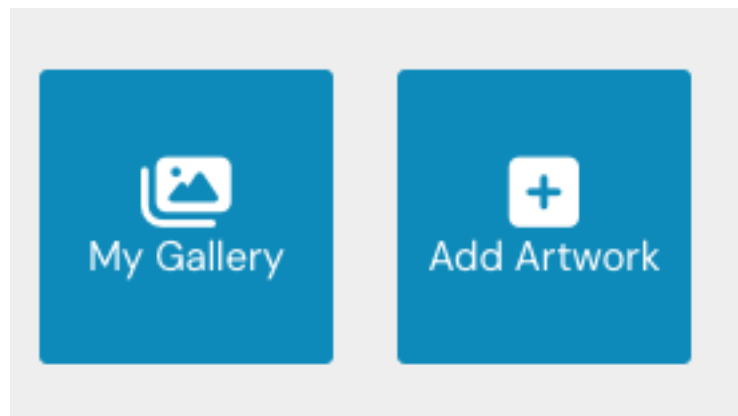
Add Artwork

One of the most powerful features of the Artists' Dashboard is to the ability to upload your own artwork.

The artwork will appear on your Artist Profile page in your own personal gallery, but will also be included in the group gallery which appears in several places throughout the NDA site.
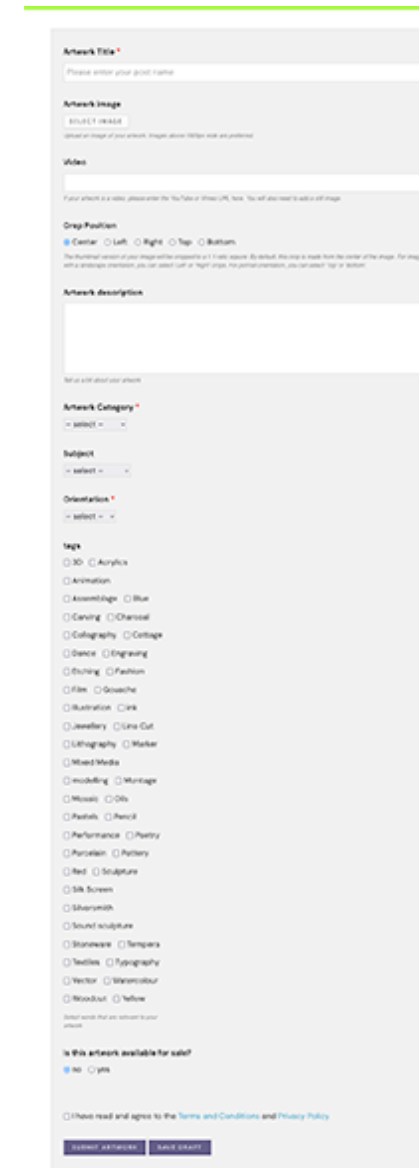
My Gallery

Once artwork has been added, you can view all of your uploads via the My Gallery button. Here you can view and delete your uploads. Every member is allowed 12 gallery uploads.

You can add a new gallery upload from the My Gallery page, or from the 'New Artwork button'

You should find the fields on the 'Add Artwork' fairly simple and intuitive. The tricky part is preparing your image to get the best result:

Editing images for upload

The most important field in the Add Artwork form is the **Artwork Image** field where you upload an image of your artwork. Your artwork needs to be represented in the best possible way, so a well lit, well taken photograph is crucial.

Once uploaded to the website, your artwork will be used in several places, at several sizes, so it is important that you upload an image that is big enough to be used in all of these situations.

Image sizes

Ideally, images need to be approx **2000px** in width (for landscape) or height (for portrait) at **72dpi**

At this size, they will be a high enough resolution to fill the entire browser window.

Digital images

Digital cameras and modern mobile phones take photographs at very high resolutions, which are suitable for printing purposes at around 300dpi (dots per inch). This creates a digital image file that could be approx 30MB in size. It is possible to upload these images directly to the website as they will get resized and cropped automatically to the correct sizes and proportions, however at 30MB, it could take a long time to upload and could possibly timeout, causing your connection to break.

Therefore, it would be much more practical to either edit your image first in an image editing software package such as **Adobe Photoshop**, or take the original photographs in **low resolution** as websites only display images at 72dpi. Once edited your 300dpi image at 30mb will be reduced to something like 5mb or less.

Summary

Photograph in low resolution from your camera / phone *(Refer to the manufacturers user guide if unsure)*

If your digital photographs are high resolution, then edit them using software to **2000px @72dpi**
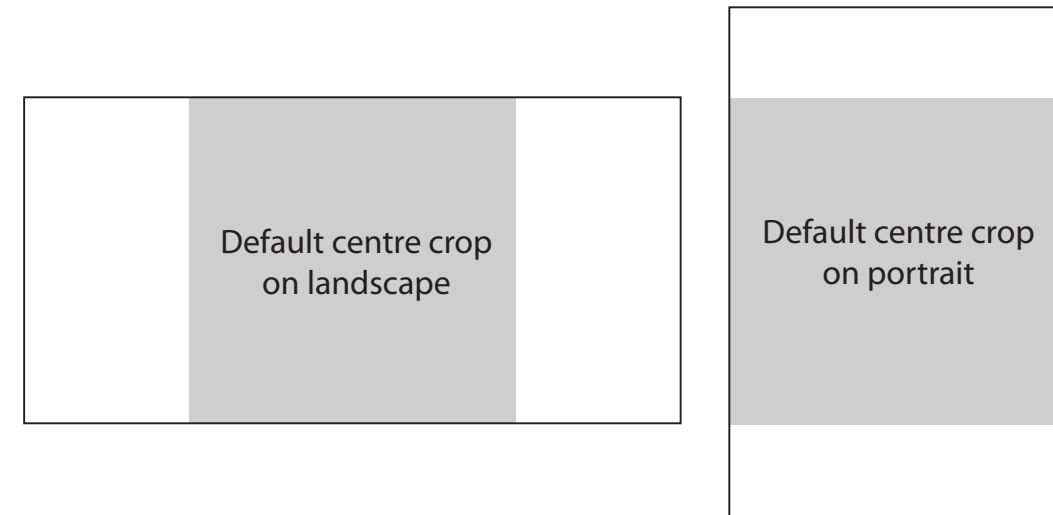
Save your digital images in **.jpg** format

Crop position

In some areas of the NDA website, the gallery images are displayed as square thumbnail images. To create the square image, the original image is cropped. If your artwork focuses on a subject that is positioned to the left, right, top or bottom, then there is a chance the subject may get cropped out of the thumbnail, so this field enables you to choose where about within your image you would like the crop to be.

Default centre crop on landscape

Default centre crop on portrait

Artwork description

In this field you can provide information about the artwork piece such as your inspiration, when it was created or the materials used. The more descriptive **key words** you use, the more chance of your artwork being found by a site visitor or a Google search.

An example may be: *"An oil painting on canvas in an impressionist style featuring two children playing on a beach in Devon"*

Tags & Categories

This section of the form adds key word tags to your artwork and places it within categories that are used by the website visitor to search and filter artwork.

Tags are optional, but **categories** are required fields that must be set. You can only choose one category from each drop-down menu.

Selling

If you would like to advertise your artwork as being for sale, you can select the '**Yes**' radio button which reveal another field where you can enter the price of the artwork.

The price field is numeric so will only accept a number. There is no need to add a £ symbol. You cannot write custom messages here, but you can leave this field empty if you are not sure what to charge.

Once indicated as for sale, additional information is added on the artwork page which enables the visitor to open a contact form to email you about their interest.

Submitting

At any point during the form filling in process, you can **save a draft** version to continue editing later, using the **Save Draft** button at the bottom of the page. If you have completed the form, then you can submit your artwork using the **Submit Artwork** button, also at the bottom of the page.

Please note. You MUST save a draft, or submit to save your work, otherwise it will be lost and you will have to start over.