



Completing Your Artist Profile

Instructions for PC and Mac

If you are already a member of the Sonoran Arts League but have not completed your artist profile, follow these instructions.

When your profile is complete, people who look you up in the “Find an Artist” section on the League website—or who are looking for an artist who works in your medium—can see examples of your work, get links to your artist website and social media presence, and learn about who you are as an artist, whether they are a League member or not.

You may link out from your profile to your own artist website and social media sites.

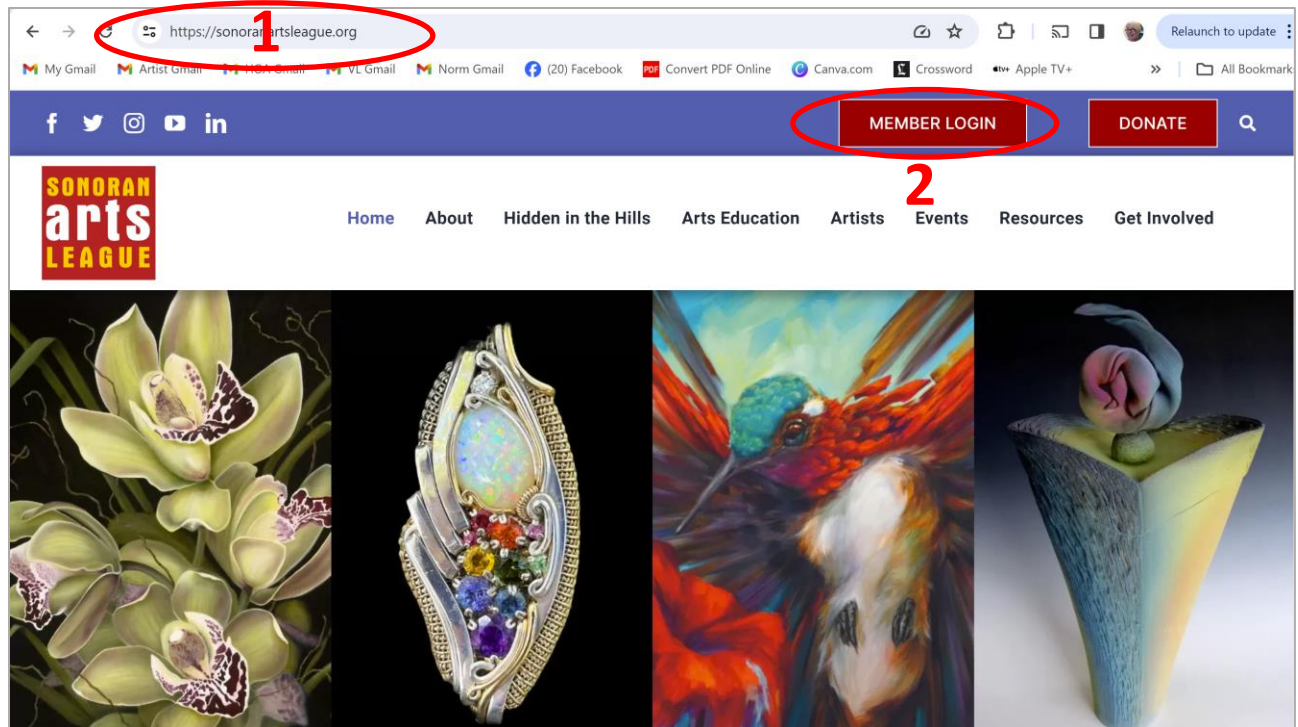
If you don’t have your own website, you may use your profile on the League website as your artist URL, especially if you post photos of your work.

NOTES:

- The screen shots on the following pages are from a PC running Chrome on Windows 11. If you are using a Mac or a different PC browser, the top of your screen may differ slightly, but the directions and steps are the same.
- **Computer and technical help** are available at the **Desert Foothills Library** every **Wednesday at 2 pm**.

How to Complete your Artist Profile

1. Type sonoranartsleague.org into your browser and press the **Enter** key to display the League's Home page, shown below.
2. Click the **MEMBER LOGIN** button in the top bar on the Home page.



NOTE: Once you click **Member Login**, you are in the League's "Your Membership" portal, where membership information is housed. Its URL, shown at the top of your browser, begins with <https://sonoranartsleague.site-ym.com/>...

Log in as a Member

3. *Recommended:* On the Member Login screen, enter your Sonoran Arts League credentials (**Username** and **Password**) and click the **SIGN IN** button, then skip to Step 5.
4. *If you don't remember your Username or Password, you may:*
 - a. Click the **Login with LinkedIn** button to sign in from your LinkedIn account (the Facebook link doesn't work);
 - b. **or** click the link to reset your League credentials.

Welcome to the online community. Because of the built-in security features, you must first register and be approved before accessing many site sections. If you are not a member of the site yet, please register - we'd love you to be part of our online community.

Sign in using your social profile

~~f Login with Facebook~~

in Login with LinkedIn 4a

OR

Sign in using your credentials

Username

Password

☒ Remember Me

SIGN IN

3

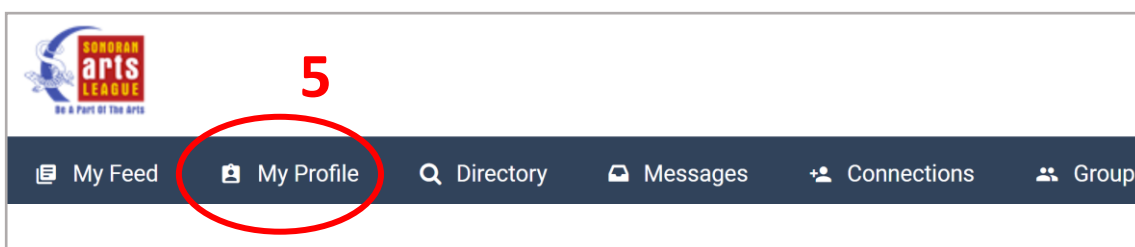
Forgot your password? **Click here to reset your password.** 4b

Haven't registered yet? **Click here to Register**

Fill Out Your Artist Profile Information

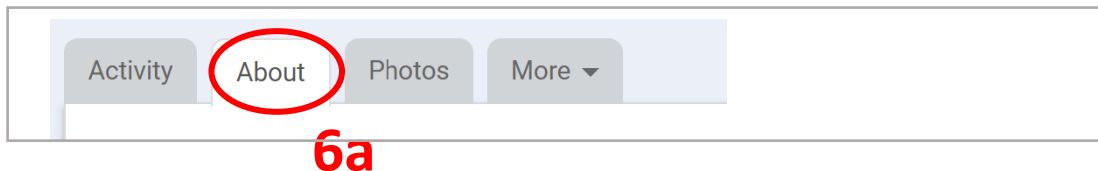
Once you are signed in as member, you'll be taken to your personal feed within the Your Membership section of the League website.

5. Click the **My Profile** option on the top menu bar (upper left) to go to your profile.



The Profile page has a left panel with your headshot (or a placeholder) and a larger right panel with your feed (not shown).

6. Go to the About pane:
 - a. If the top of the right panel is has tabs, click the **About** tab.



- b. If the top of the right panel has a Show Me drop-down list, open the list and select **About** (not shown).



NOTE: If you have already filled out your *Personal, Professional, and Additional Information*, select the **Photos** option in the set of tabs or drop-down list instead of **About** and skip to Step 12 on page 8 to add photos of your work.

7. On the About pane, scroll down past the *Profile Completeness* bar to fill in your **Personal Information**.

a. Click the **Edit** link.



b. When you click **Edit**, your Account Information is displayed first. Scroll down past that section (unless you need to make changes) to the **Personal Information** section, shown below.



c. If any field has a **locked icon** next to it, that information won't be visible to people who visit your page.

d. To make a field public, click the locked icon and it will change to **unlocked**:



. Most fields in the About pane are set to unlocked by default.

e. We recommend making sure your **Phone** and/or **Mobile** number are unlocked so people can contact you directly.

f. Scroll down to finish filling out or editing your address information, if needed (not shown below).

7c



Your Birthday

(12/31/1999)

7d



Phone *



Mobile

8. Continue scrolling down to add your **Professional Information**. Make sure these fields all remain unlocked.

We encourage you to...

- a. Enter the URL of your artist **Website**. (If you do not have your own website, the URL of your League Artist Profile page can serve as your web presence.)
- b. Select your **Primary Medium** (and up to two additional) from the drop-down lists. Visitors to the League website can look you up by the media you enter here.
- c. Indicate whether and what types of art you teach.

8a

The screenshot shows a web form titled "Professional Information". It contains several fields, each with a lock icon indicating it is unlocked. A red box labeled "8a" highlights the "Website" field, which is a text input with a placeholder "(Start with: 'http://')". Another red box labeled "8b" highlights three dropdown menus: "Primary Medium" (showing "mixed media"), "Secondary Medium" (showing "mixed art"), and "Tertiary Medium" (showing "acrylic"). A third red box labeled "8c" highlights the "Arts Instructor" field (a dropdown menu set to "No") and the "Type of Arts Instruction" field, which is a multi-select list showing options like "(Select All/None)", "acrylic", "batik", "bronze", and "cement".

8b

8c

9. Continue scrolling to add **Additional Information**. Make sure these fields all remain unlocked. Note: It's best to write up your bio, artist statement, and education separately so you can copy and paste them into the fields here.

We encourage you to...

- Click the **Upload File** button and upload an **Artist Headshot**;
- Enter your **social media** information;
- Copy/paste your **Artist Bio** (your journey as an artist), **Artist Statement** (your type of work, inspiration, materials, and methods), and relevant **Education/Experience** into the fields in this section.

10. Click the **Save Changes** button.

The screenshot shows a web form titled "Additional Information". It contains several input fields, each preceded by a green padlock icon indicating they are unlocked. The fields are: "Artist Headshot" with an "Upload File" button; "Facebook Page" with a text input and a hint "(Start with 'http://')"; "Twitter Handle" with a text input; "Instagram Handle" with a text input; "Artist Bio" with a large text area; "Artist Statement" with a large text area; and "Education/Experience" with a large text area. At the bottom are "Save Changes" and "Cancel" buttons. Red annotations include: "9a" pointing to the "Upload File" button; "9b" pointing to the social media fields; "9c" pointing to the bio/statement/experience section; and "10" pointing to the "Save Changes" button.

Additional Information

Artist Headshot 9a

Facebook Page (Start with "http://") 9b

Twitter Handle

Instagram Handle

Artist Bio

Artist Statement

Education/Experience

9c

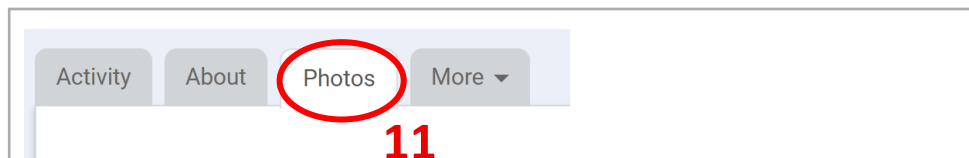
10

NOTE: You can change and/or add to this profile information whenever you log in as a member.

Upload Photos of Your Work

11. Go to the Photos pane:

- a. *If the top of the right panel has tabs, click the **Photos** tab.*



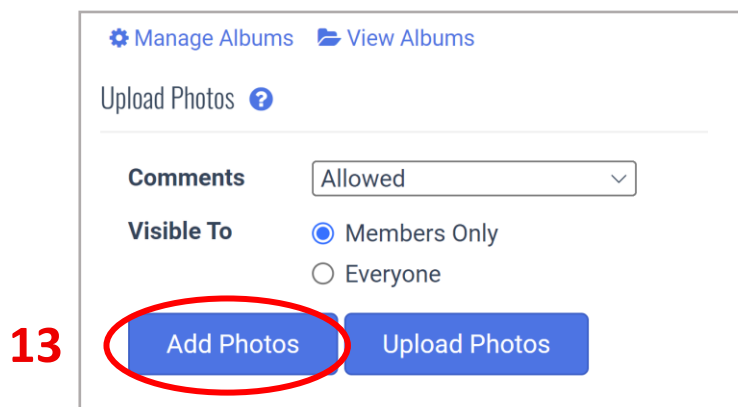
- a. *If the top of the right panel is a Show Me drop-down list, open the list and select **Photos** (not shown).*



12. In the Photos pane, scroll down to the *Upload Photos* section.

Optional: You may organize your work into Albums (not covered in these instructions).

13. Click the **Add Photos** button.



14. Navigate to a folder with images of your artwork and select the file or files you want to add. Those photos will appear in the *Upload Photos* section once selected (see screenshot on the next page).

15. Click Visible To **Everyone** to make your photos visible to non-members who look for you on the Sonoran Arts League website. (Note: The placement of this choice may differ from the screenshot below.)


IMPORTANT: Make sure “Everyone” is selected before you upload your photos in the next step.

16. With **Everyone** selected, click the **Upload Photos** button, which will place the displayed image(s) further down the Photos pane under *Existing Photos*.

Visible To

☐ Members Only

☒ Everyone 15

 14

0.6 MB

Remove file

Add Photos Upload Photos 16




NOTE: You can add/upload or remove photos of your work whenever you log in as a member.

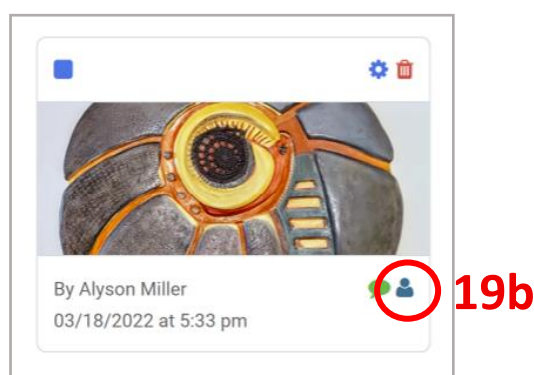
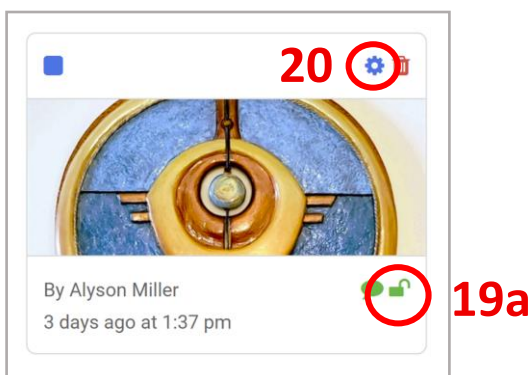
17. To verify that your photos will visible to the public:


- Follow the steps in the next section.
- Alternately, you can **Sign Out**, go the League’s Home page, and search for yourself by clicking **Find an Artist** in the **Artists** main menu and typing your name as the Search criteria. Your images will show up in your profile when you click **Photo Gallery** at the bottom of the left panel (not shown).

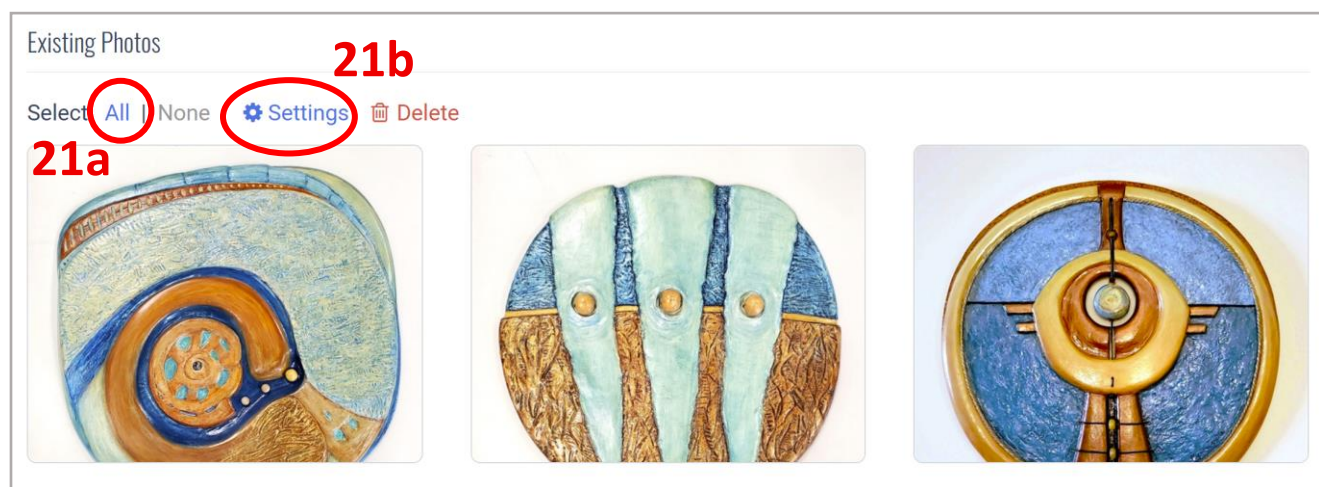
How to Make Existing Images Visible to Everyone

Unless you added images properly as described above (selecting **Everyone** before **Upload Photos**), they will be visible only to members of the League by default.

18. When you want to make sure that images you've added are visible to everyone, scroll down to the *Existing Photos* section of the Photos pane.
19. Hover over each image to see if they have a green open lock icon in the lower right corner.
 - a. **Green open lock icon** : The image will be visible to *Everyone*.
 - b. **Blue person icon** : The image will be visible to *Members Only*.
20. To change the setting for a single image, click its **settings icon** , then skip to Step 22.

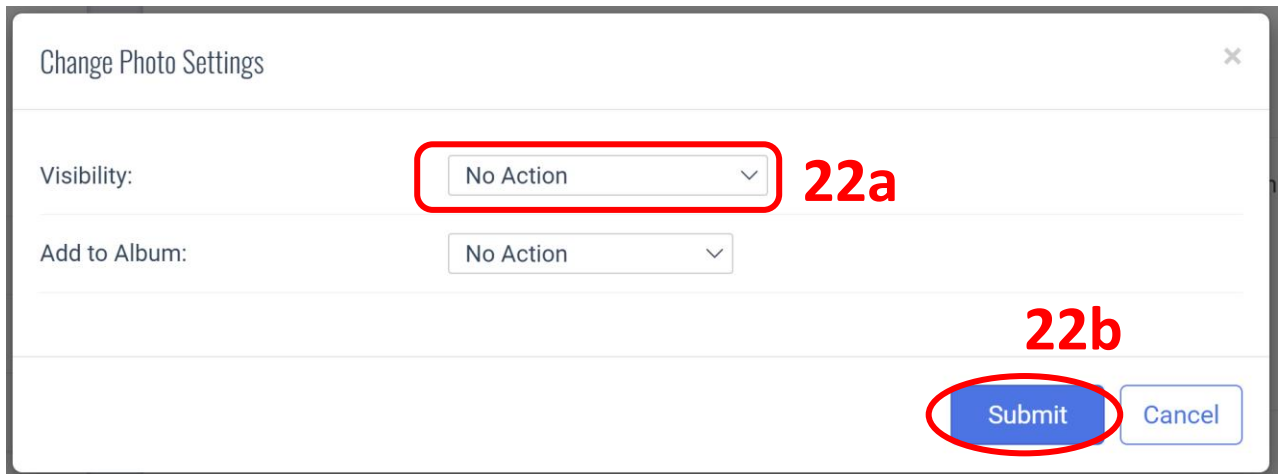


21. To make all your images visible to everyone:
 - a. Select **All**.
 - b. Click the  **Settings** link.



22. In the Change Photo Settings box:

- a. Click the down-arrow to open the Visibility drop-down list and select **Visible to: Everyone** (not shown).
- b. Click **Submit**.



Change Photo Settings

Visibility: No Action ▼ 22a

Add to Album: No Action ▼

22b

Submit Cancel

23. Back in the Existing Photos pane, you can hover over your images again (Step 19) to make sure they have all changed.

**THANK YOU FOR COMPETING YOUR PROFILE AND
MAKING YOUR PHOTOS VISIBLE TO ALL!**

If you have questions, please reach out to the Sonoran Arts League office at:

info@sonoranartsleague.org

480-575-6624