



Instructions for Uploading Data for An Artist's Page

Every Artist member gets a listing on the Artist Members web page. You are also eligible to have your own individual member page on our website, and we encourage you to do so. There are a number of benefits of having your own page, such as

- You will get a thumbnail of your work on the Artist Members' page, along with a link to your own page
- You can have up to 10 paintings in a slide show on your page
- The photo of you on your page will let other artists and potential buyers recognize you at PAPJC events
- You can link to your own website or blog from your page
- The Signature Member Selection Committee will be reviewing the individual member pages every six months looking for new Signature Member candidates

In order to have an Artist's Member page of your own, you need to provide the PAPJC webmaster with the following:

- Between 5 and 10 digital photos of your plein air paintings
- A bio using our online submission form (see instructions below)
- A photo of yourself (optional)

The first two items are required, and must conform to the specifications below. We will not post incomplete submissions. We expect you to refresh your personal page once a year. If you need assistance in providing the required items, [click here](#).

Preparing your Artist Page Information

Digital photos of paintings

Each photograph must be cropped so only the painting shows. No mat or frame should be visible. The submitted paintings must be work that was substantively done in plein air, although it may have been finished in the studio.

The cropped images of your paintings should be jpegs that are at least 600 pixels on the long side. (Alternatively, each file should be at least 100KB in size.) They must be submitted at the same time as your bio and the (optional) photo of you. Each photo should have a file name that uses the format below:

lastname_firstname_title_medium.jpg.

For example,

Petersen_Candace_Mid-Winter Light_Pastel.jpg

Artist's Bio

We require all artist's bios follow the same format, which is shown immediately below. Please make each topic a separate section in your bio, and all information should appear under its appropriate topic. The order of the topics should remain as shown below. Some topics are marked as required. If a topic does not apply to you and it is not required, you can leave it blank. If it is required but doesn't apply to you, indicate that with "N/A" for "not applicable."

The topics for your bio are as follows.

Required:

- An artist's statement that explains what painting in plein air means to you (to access your artist's statement on the old website, click on this link www.thepapjc.com/oldsite/ and navigate to your old webpage.)

- Education/artistic training
- Associations
- Exhibits

Optional:

- Galleries
- Awards
- Paint Outs
- Collections
- Residency
- Classes/Workshops Taught
- Publications
- Website
- Blog

Digital photo of yourself

If you submit a photograph of yourself, the image should be a jpg file that is 200 pixels on the longest size (if you submit a larger file we can reduce it to this size). The jpg file should be named with the following format:

lastname_firstname_Portrait.jpg

For example,

Petersen_Candace_Portrait.jpg

Submitting your Artist Page Information

First you will submit your bio using an online submission form. Then you will submit the photos of your art work and the optional photo of yourself.

Step 1, enter the data for your bio:

When you access the online submission form, you will see data entry fields for each section of the bio. Enter your data into the appropriate fields. Before you click the "Submit" button on the form, print a copy of the information if you want a copy for your records.

If you are ready to enter your bio data, [click here](#)

Step 2, upload your photos:

When you have your jpg files ready on your computer, you can upload them with our file submission form. Remember to name the files per the instructions above so we know which artist

page the files are intended for. The upload form will let you browse your computer and select the files you want to upload. You will upload one file at a time, and at any time you can view of list of the files you have uploaded so far.

If you are ready to upload your artist page files, [click here](#)

After your submission is complete, the webmaster will be automatically notified that your artist page information is ready to be processed. You will be sent an email when your page is posted to the website.