

## Steps on Computer to Add Artwork to Fall Show 2024

Courtesy of Bobbie Davis

- Open Artleagueforbend.org website
- Click on Classes and Events
- Click on Fall Shows (<https://artleaguefortbend.org/alfb-home/events-and-classes/fall-show/> )
- Read this page carefully, if you are a member of ALFB you are automatically member of LSAG (ALFB pays for and creates your membership)
- As noted in the blue box, click on <http://lsag.wspub.com/Default.aspx>
- Type in email, then the house digits of your home address
- Next, open Artist Information on left side of screen click on view artwork EVEN if this is your first time. Any artwork you have entered in the past will show (again if your first time it will be empty)
- Click on add new: fill in information completely....repeat for as many pictures you are entering
- NOTE: measurement of pictures include frame
- Click SAVE ARTWORK each time you add
- Please read pop up to make sure your piece qualifies
- Add show it is being entered in ...click on down arrow, shows will be noted,
- Click on ALFB Fall Show Judge Ron Gordon.... you will now see your piece has been added. Repeat for each entry.
- Click on view artwork again...click add new (now you add next piece)

NOW....look at blue box again scroll to bottom and register with ALFB (as it says)

- Click on web address
- Read and scroll down, start completing form
- Know your Division you signed up for when you became a member or moved up to....
- Asked if you completed LSAG information .... You should have done that FIRST....YES
- Entry Fee..... 1<sup>st</sup> three
- Addition above three

- Click Next
- Hopefully you made your own notes of your entries ...
- Each entry needs to be completed on this site in order of your entries of LSAG site.....THEY NEED TO MATCH
- After entering pieces SCROLL all the way down
- Screen will popup the link to pay for your entries
- Click Submit
- It will calculate cost
- READ carefully for accuracy
- Choose how you will pay, click
- Enter information
- Click pay
- Site sends you a receipt to your email
- YOU MUST HAVE ART WORK ENTERED INTO LSAG to participate in Fall Show