

# ONLINE REGISTRATION INSTRUCTIONS

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**IMPORTANT: You must pre-register prior to the deadline for the show by inputting your art work information online at the LSAG website: [lonestarartguild.org](http://lonestarartguild.org). If finding the database through the main LSAG website is not working, go to [lsag.wspub.com](http://lsag.wspub.com) and login. From there, follow the instructions below starting with #2.**

## Online Registration Instructions:

FIRST, you need to be IN the database. If you have won a ribbon the past few years since we've had the database, you are in there. New member or tried & true, if you have never been in the database, you need to contact YOUR HOME LEAGUE'S DATABASE MANAGER & ask to be set up & get a login. For your convenience, this can be quickly found on the QUICK FIND page provided the league has sent it to us.

## Once you have a login, you may proceed through the steps:

1. Using an updated browser, go to SHOWS then ENTER where you will find the Database button. The database home page will come up, & you can login.
2. Click PROFILE, confirm you have selected an appropriate division based on your life experience with art & update your email address. Adding a home address & phone number is optional & added at your discretion.  
If you made changes, click SAVE PROFILE. If you don't, it will be like you never changed anything.
3. Click VIEW ARTWORK.  
If you have artwork in the system, you can click on it, confirm the details, & add it to an upcoming show that is still receiving entries. If you made changes, click SAVE ARTWORK before you add it to a show. If you need to enter a new piece, click ADD NEW.  
Enter the title, category, medium, & dimensions, & click SAVE ARTWORK.
4. You have ONE piece up on the screen, & you want to add it to a show.  
Click on the Show drop down menu & select the show (ONE show at a time please) then click ADD.  
A confirmation that it has been added will come up at the top.  
VIEW ARTWORK & add more pieces the same way by repeating only steps 3 & 4.  
Then logout when you are finished.

## Notes:

- Do NOT enter a piece unless it was made within the last 2 years.
- If a piece has already won a "Best of" ribbon, a 1st place, or a total of 2 qualifying ribbons or has been in a previous convention show, it is NOT eligible to compete again.
- Remember that diptychs & triptychs are ONE entry in our system. The title should be followed by (diptych) or (triptych) in parentheses as shown here.
- Please review notes about the differences between the categories of photography & digital art as well as over sized & delicate works.