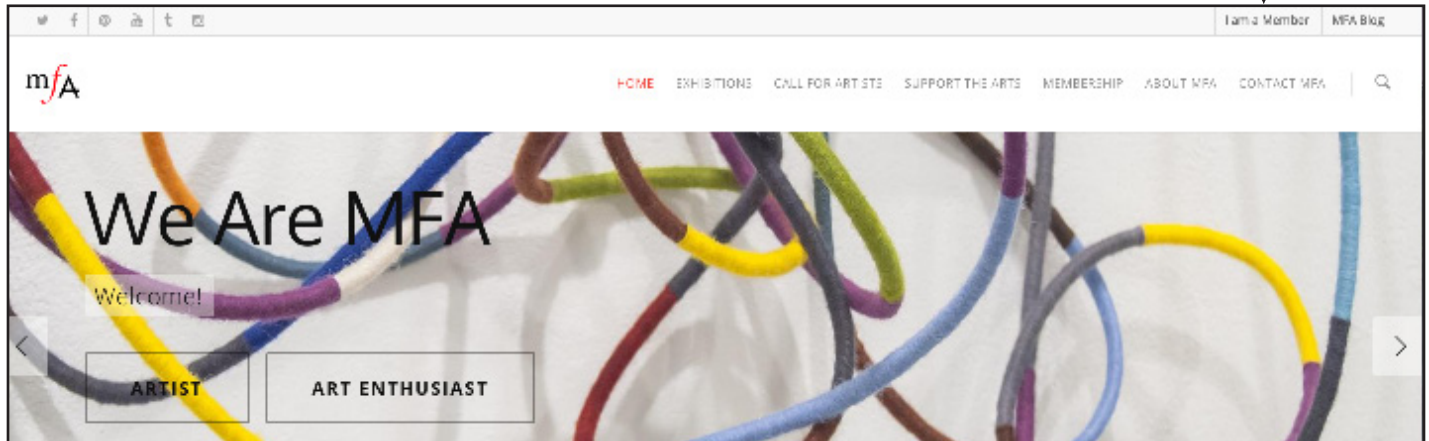


## Instructions for creating your online portfolio on the MFA website:

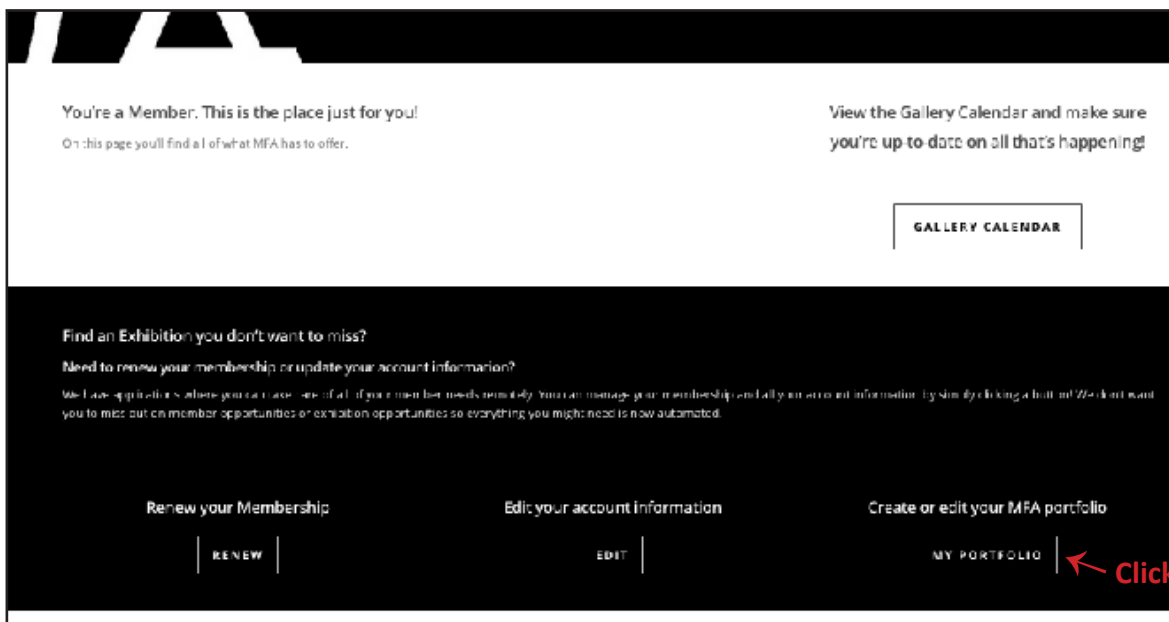
Visit the MFA website at [www.mfedart.com](http://www.mfedart.com)

From the Home Page, in the top right corner there is a link for the **“I am a Member”** page. This page contains most if not all information and links you will need as a member.

**Click Here**



Once you arrive at the **“I Am a Member”** page find the button that says **“My Portfolio”**. This will take you to the page where you manage all of your portfolio related content.



Login using your same MFA login you use for exhibitions.

*In case you need a new password or you'd like to change it there are links to do so on the left-hand side. If you have yet to set-up a password choose "if you have forgotten your password, go HERE". You will receive a temporary password via email. To set your password to your liking, then choose "if you want to change your password, go HERE."*

Choose the option "Edit artist information" to get started.

**Login using your email address and password.**

If you have forgotten your password, go [HERE](#).

If you want to change your password, go [HERE](#).

Email Address

Password

After login, you will be taken directly to the page selected below.

Edit artist information.

Add artwork to your catalog.

Edit or delete artwork.

This is the page where you create your Artist Bio. You can edit this area at anytime. Type in any of the 3 boxes starting at the top. These boxes represent separate paragraphs.

Click Here

You can choose to display your phone, email or both for your contact information.

Click **submit** once you have completed filling out the form and each time you change your information. Your information is then saved. Click cancel if you decide not to continue with your additions or edits.

On the left-hand side of the page you will see additional options.

Click **Add Artwork** to begin uploading images to your portfolio.

**OPTIONS**

[Edit Artist Info](#)

[Add Artwork](#)

[Edit or Delete Artwork](#)

[Public Display](#)

[Log Out Securely](#)

**ABOUT THE ARTIST:**

The name, city and state are taken from the database and will be used for display unless you elect to enter a different name. The name you enter here will be displayed as your name on this MFA-sponsored site and in all MFA galleries of accepted artwork.

Severna Park MD

You can also select which contact information currently in the MFA database should be displayed:

Main Phone  Email Link

You may enter zero to three paragraphs of up to 5000 characters each. (If you know HTML, you can use tags within the body of the paragraphs—open and close p tags are inserted by the program.)

The Add Artwork page is a form that you fill out for each individual piece of artwork you would like to add to your portfolio.

The form will tell you if any errors occur while entering each piece.

Images must be jpegs no larger than 2MB.

You can preview to see how it looks once submitted. You can also change the information after submitted for corrections.

You can enter up to 20 images in your portfolio.

**OPTIONS**

Fields marked \* are required. For photographs, prints and giclée, indicate the size of the edition; otherwise, leave that line blank.

Maximum file size 2 MB; maximum image size 20 Megapixels.

20 artworks is the maximum number allowed in your catalog.

[Edit Artist Info](#)

[Add Artwork](#)

[Edit or Delete Artwork](#)

[Public Display](#)

[Log Out Securely](#)

Title\*

Media\*

Round dimensions up to whole numbers only; no commas or other characters.

Width\*  Height\*  W x H x D in inches only.

Depth  Depth - optional for 2D art; recommended for 3D art.

Prints & Giclée  1/1 Edition  Open Edition  Limited Edition size

Price\*  0 = Not for Sale; 1 = On Request (No \$)

JPEG Image \*  [No file chosen](#)

A second view or detail of the same artwork is permitted but not required. For more than two views, you can place two views into one jpg image.

JPEG Image 2  [No file chosen](#)

[Submit Artwork](#) **Please be patient until the form clears.**  
The time required to upload your entry depends on your connection speed.

[Preview your current catalog.](#)

**Change artwork information and images or remove artworks from the catalog.**

In the future, if you'd like to change your artwork, use the "Edit or Delete Artwork" option on the left-hand side.

When your information or artwork has been successfully entered, your portfolio becomes visible to the public. If you click the "Public Display" link on the left side, you can copy a URL link for posting or distribution by email. On that same page you will find a button allowing you to hide your portfolio from the public with a notice saying "This site has been temporarily removed from service." Please visit again later." To hide or display your portfolio, choose the appropriate option and click "Submit."

**OPTIONS**

[Edit Artist Info](#)

[Add Artwork](#)

[Edit or Delete Artwork](#)

[Public Display](#)

[Log Out Securely](#)

**Going Public with Your Web Site**

After you have saved information "About the Artist" and uploaded some artwork, you are ready to display your MFA-sponsored member site to the public.

Your MFA account can save two web site URLs in the database. If two exist, links to both will be displayed in the MFA online galleries of current and past exhibits. A link to any non-MFA-sponsored site will also be displayed in your MFA-sponsored member site.

You can personally post or distribute a link to your MFA-sponsored site by using (copy and paste) the following URL:

`localhost:8080/mfaentry/memsite/index.php?content=catalog&member=32583`

You can also temporarily hide your MFA-sponsored web site from public view, should you wish to do so, by making the appropriate selection below.

Display  Hide

If at any point in time you would like to hide your page this is where you will go to do so.

Be sure to **Log Out** after each visit to your portfolio.

If you have any questions or need further assistance email us at [info@mdfedart.com](mailto:info@mdfedart.com) or call us at 410-268-4566 to schedule an appointment after June 15.

Thank you and enjoy!