

How to Edit Your Profile

Login to update your Artist Registry Profile here: <http://artslb.org/wp-admin>

Login will look like a WordPress website, but you will only be able to edit your profile. *You may receive an error message saying you do not have authorization to make changes, ignore that message and continue editing as you are only able to update your page.

1. In the Username or Email field, you can use either the username you chose upon registering or the email address you used to register
2. *Enter the password you selected upon registering
3. Click “Artists”
4. Select your profile, either by scrolling or using the Search box
5. Click your profile name or click “Edit Profile” underneath your profile name
6. Edit your profile
7. Submit your changes by clicking the blue “Update” button in the right sidebar.
8. Your changes will be reviewed by Arts Council staff and you will be notified when your changes are live

*Note: If you have forgotten your username or password, you can reset your password by clicking “Forgot Password” and entering your email address that you used to register. Your username will be sent to you along with a link. This is a WordPress link, you will only have access to your profile

Tips

- Links do not look good. Is your profile full of links rather than previews?
 - In our world of quick swipes, too many links on your page will get you passed up for another page that does have content.
 - Are you a musician or dancer? Then add your videos in the “video link” drop down tab so viewers will be able to view your video right from your page.
- How does your artist's statement compare to others?
 - Is your statement 1 line or a short paragraph?
 - This is your chance to explain and sell your work.
 - Does your statement invite the viewer to scroll down your page to view it entirely?
- Are you a multidisciplinary artist?
 - Submit 1 preview or image for every genre of art you dabble in. This is the time to show off all of your skills.