

16 SIXTEEN *Online*

A STEP-BY-STEP 
GUIDE TO JOINING
THE COLLECTIVE
AND EDITING YOUR
ARTIST PORTFOLIO.

*We've made the sign-up process as simple as possible.
Follow the steps below to sign up and complete your profile.*



A NEW DIGITAL ARTISTS COLLECTIVE

EXPLORE ARTISTS PORTFOLIOS

NEW WORK



HELENA ZABKO-PHILLIPS
AUTUMN GLORY



ELLIE COTTRELL
WILD MULTIPLICITY



ANN OGDEN
THE BULL

SIXTEEN ONLINE IS A CONTEMPORARY APPROACH TO A TRADITIONAL COLLECTIVE. BUILT OUT FROM THE GALLERY SPACE, OUR DIGITAL PLATFORM ALLOWS ARTISTS TO CURATE THEIR OWN PORTFOLIOS FOR VISITORS TO EXPLORE.

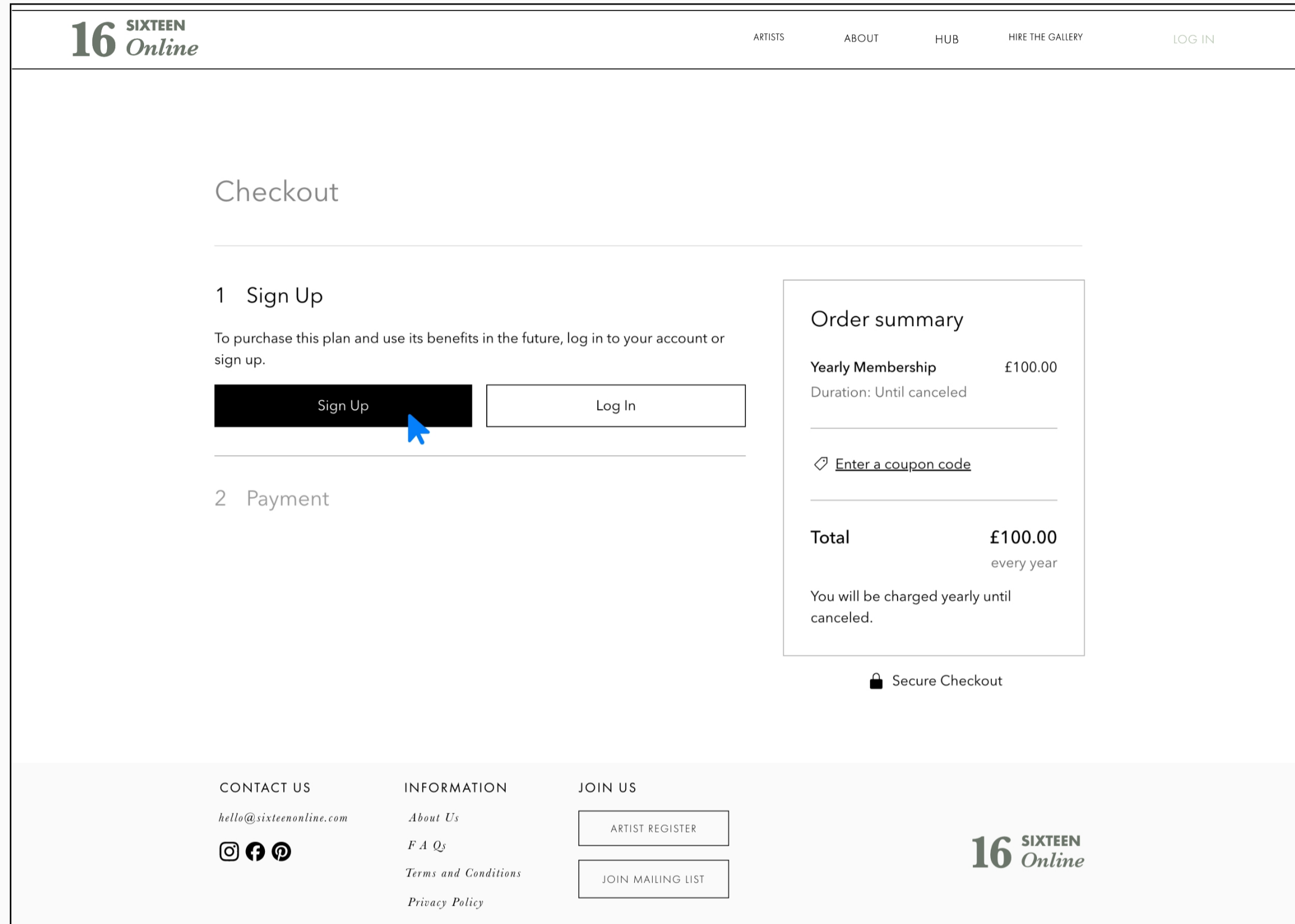
VIEW ARTISTS IN THE COLLECTIVE 

SIGN UP – CLICK THE LINK WE SEND YOU AND HEAD TO THE MEMBERSHIP PLAN PAGE

The screenshot shows the '16 SIXTEEN Online' website. The top navigation bar includes links for ARTISTS, ABOUT, HUB, HIRE THE GALLERY, and LOG IN. The main heading is 'PURCHASE YOUR MEMBERSHIP PLAN'. Below this is a descriptive paragraph: 'Our membership gives you access to create and curate a portfolio on our platform, and display your work with the other artists. Your membership fee goes towards supporting and developing the community. Follow the steps to set up your account, activate and create your portfolio. Find a step by step guide here. You can access and change your portfolio whenever you like.' A central card displays 'YEARLY MEMBERSHIP' for '£ 100 Every year' and 'Only £8.33 per month'. A 'JOIN' button is highlighted with a blue mouse cursor. Below the card, there is a link to 'View our membership Terms and Conditions here. And our Privacy Policy here.' The footer contains three columns: 'CONTACT US' with the email 'hello@sixteenonline.com' and social media icons; 'INFORMATION' with links for 'About Us', 'F A Qs', 'Terms and Conditions', and 'Privacy Policy'; and 'JOIN US' with buttons for 'ARTIST REGISTER' and 'JOIN MAILING LIST'. The '16 SIXTEEN Online' logo is positioned in the bottom right corner of the footer area.

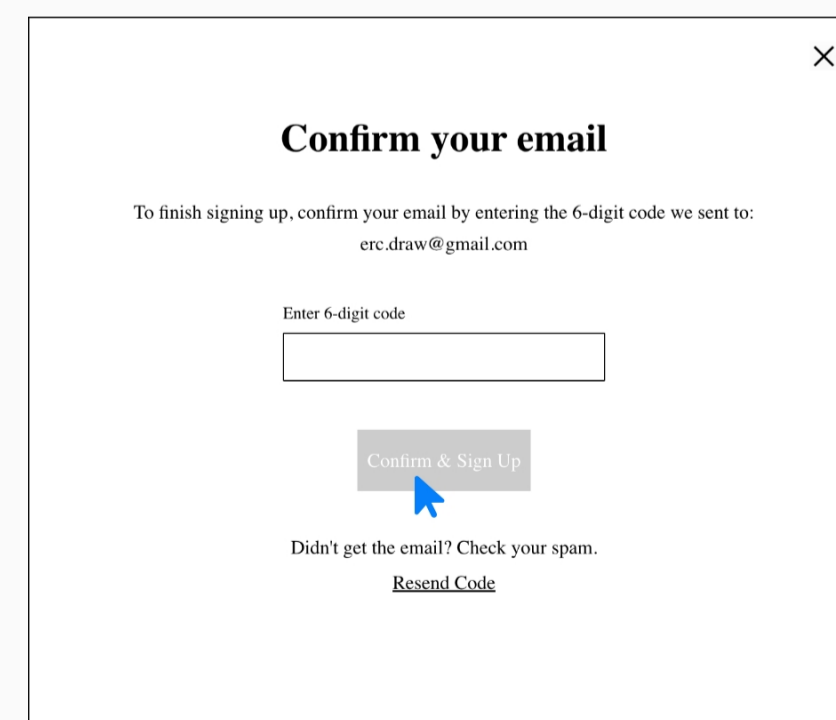
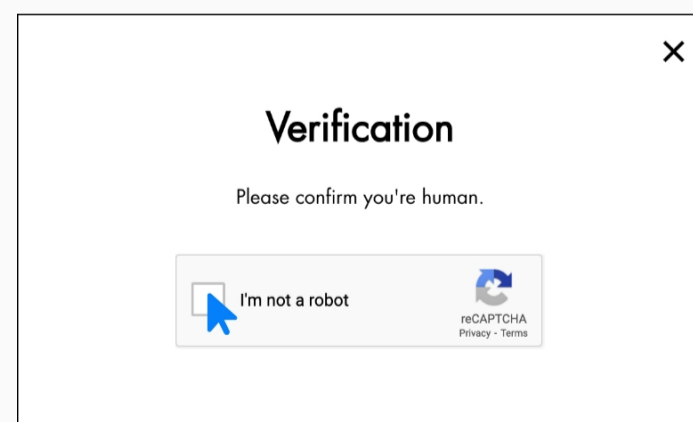
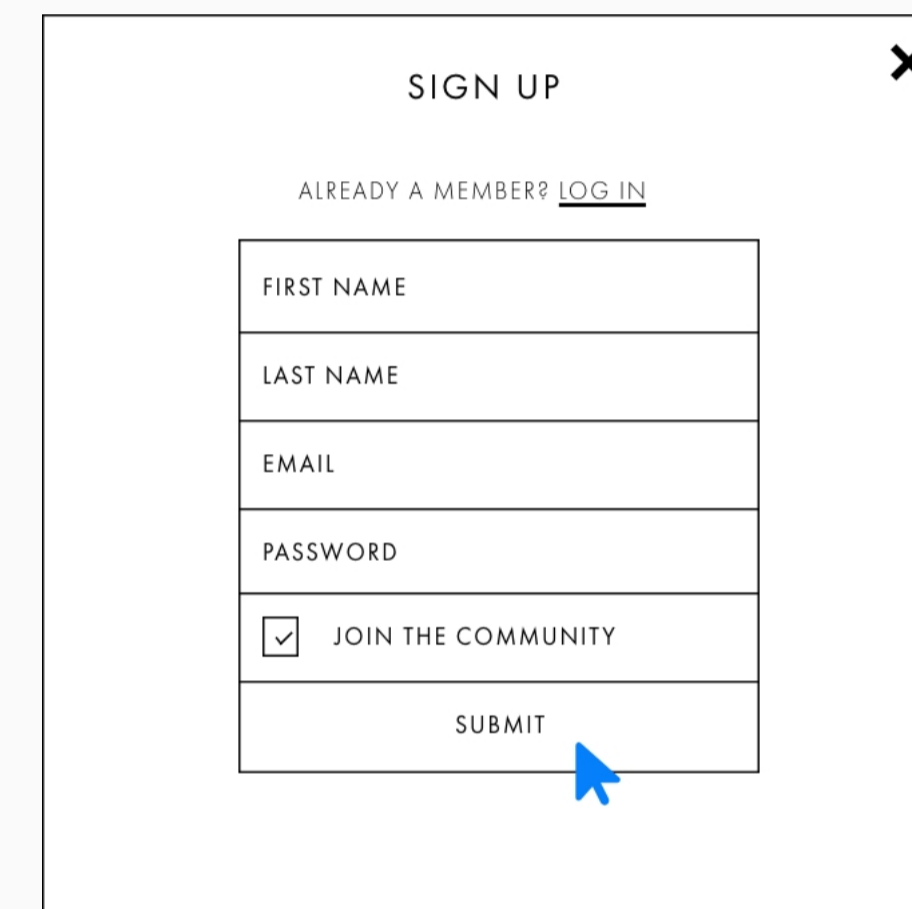
WHEN WE HAVE CONFIRMED YOUR FIT WITH OUR COLLECTIVE, WE WILL SEND YOU AN EMAIL WITH A LINK TO SIGN UP AND GET YOUR MEMBERSHIP.

YOU'LL SEE THE YEAR LONG MEMBERSHIP PLAN, SELECT JOIN TO GET STARTED



SIGN UP – SIGN UP TO THE PLATFORM

CHOOSE SIGN UP TO CREATE YOUR ACCOUNT WITH AN EMAIL AND PASSWORD. THIS WILL BE YOUR LOG IN FOR THE PLATFORM.



THERE ARE SECURITY MEASURES SUCH AS VERIFICATION AND EMAIL CONFIRMATION. THIS SHOULD JUST TAKE A MOMENT, DON'T FORGET TO CHECK YOUR SPAM IF YOU DON'T SEE THE EMAIL STRAIGHT AWAY.

SIGN UP – COMPLETE YOUR MEMBERSHIP PAYMENT INFORMATION

16 SIXTEEN Online ARTISTS ABOUT HUB HIRE THE GALLERY LOG IN

First Name

Last Name

Address




City

Country
United Kingdom

Zip / Postal Code

I've read and accept the [plan policy](#).

Buy Now

CONTACT US
hello@sixteenonline.com
  

INFORMATION
[About Us](#)
[F A Qs](#)
[Terms and Conditions](#)
[Privacy Policy](#)




JOIN US

16 SIXTEEN Online

16 SIXTEEN Online ARTISTS ABOUT HUB HIRE THE GALLERY LOG IN

THANKS FOR YOUR ORDER

You've successfully ordered a pricing plan. You'll get a confirmation email soon.

CONTACT US
hello@sixteenonline.com
  

INFORMATION
[About Us](#)
[F A Qs](#)
[Terms and Conditions](#)
[Privacy Policy](#)

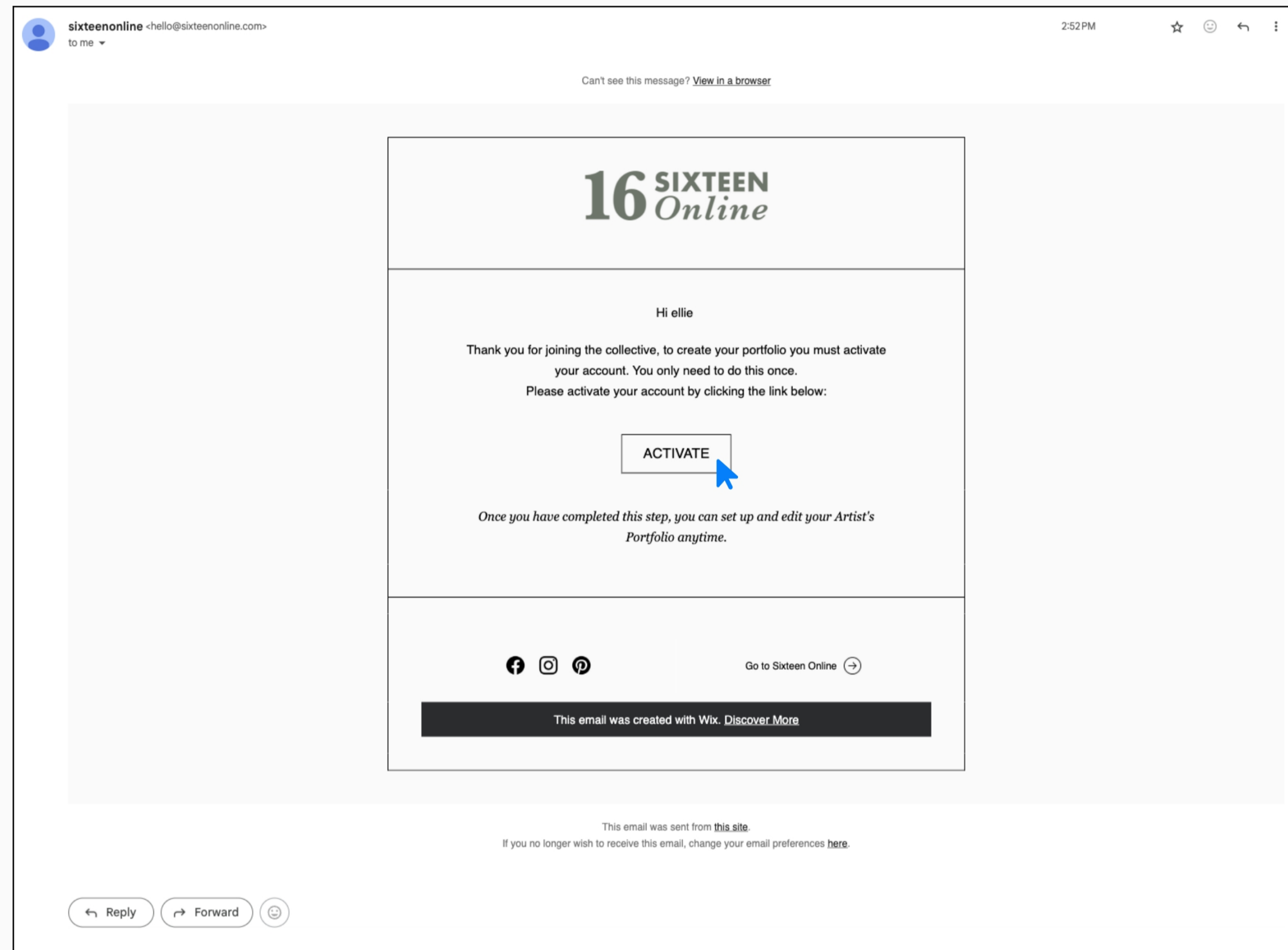
JOIN US

16 SIXTEEN Online

ENTER YOUR DETAILS CARD DETAILS IN ORDER TO SECURE YOUR NEW MEMBERSHIP.

LOOK OUT FOR YOUR ACTIVATION EMAIL TO GET STARTED WITH YOUR PORTFOLIO - IT IS ON IT'S WAY TO YOUR INBOX!

SIGN UP – COLLECT YOUR ACTIVATION EMAIL

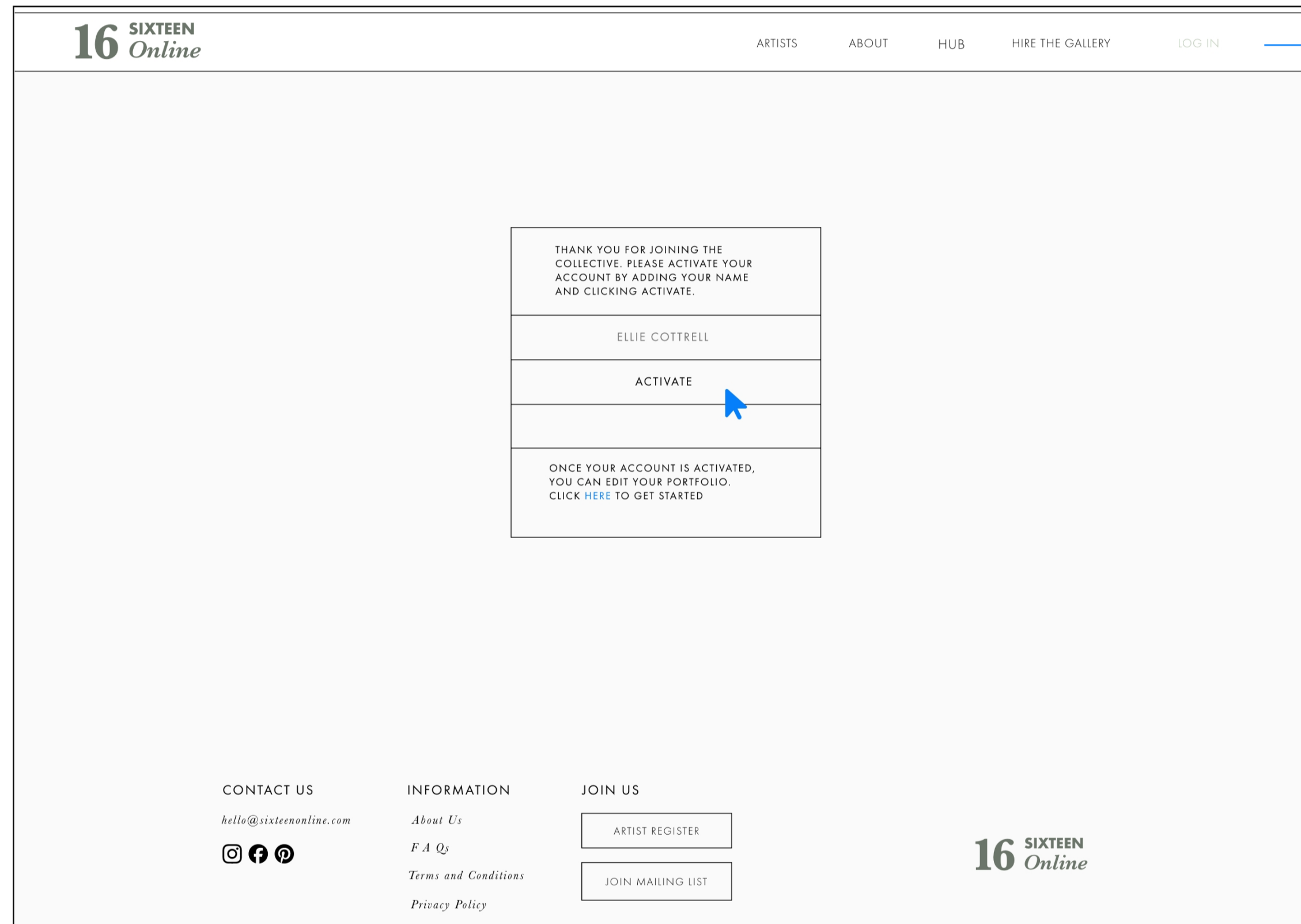


AS SOON AS YOU HAVE COMPLETED THE CHECK OUT, YOU WILL BE SENT AN **ACTIVATION** EMAIL

THIS MAY TAKE A COUPLE OF MINUTES TO ARRIVE

ONCE YOU RECEIVE THIS, FOLLOW THE LINK TO COMPLETE YOUR SIGN UP.

SIGN UP – ACTIVATE YOUR PORTFOLIO



THE LAST STEP AND YOU'RE DONE WITH SET UP AND YOU CAN START EDITING YOUR PORTFOLIO.

ENTER YOUR NAME AND CLICK ACTIVATE. AS SOON AS YOU SEE THE SUCCESS MESSAGE THE PROCESS IS COMPLETE!

YOU WILL NOW BE ABLE TO LOG IN ANYTIME USING THE LINK ON THE TOP RIGHT. YOU WILL SEE YOUR NAME WHEN YOU ARE LOGGED IN.

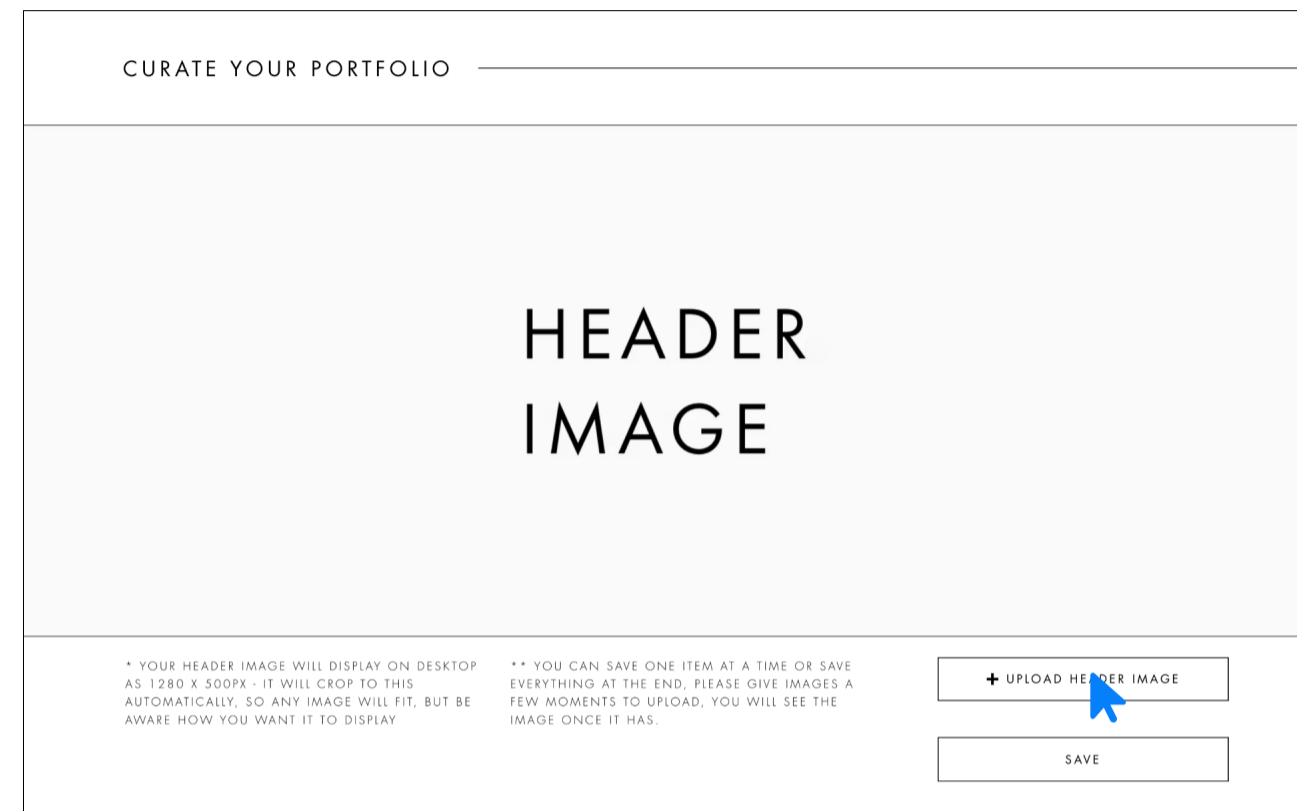
LOG IN

Ellie Cottrell ▾

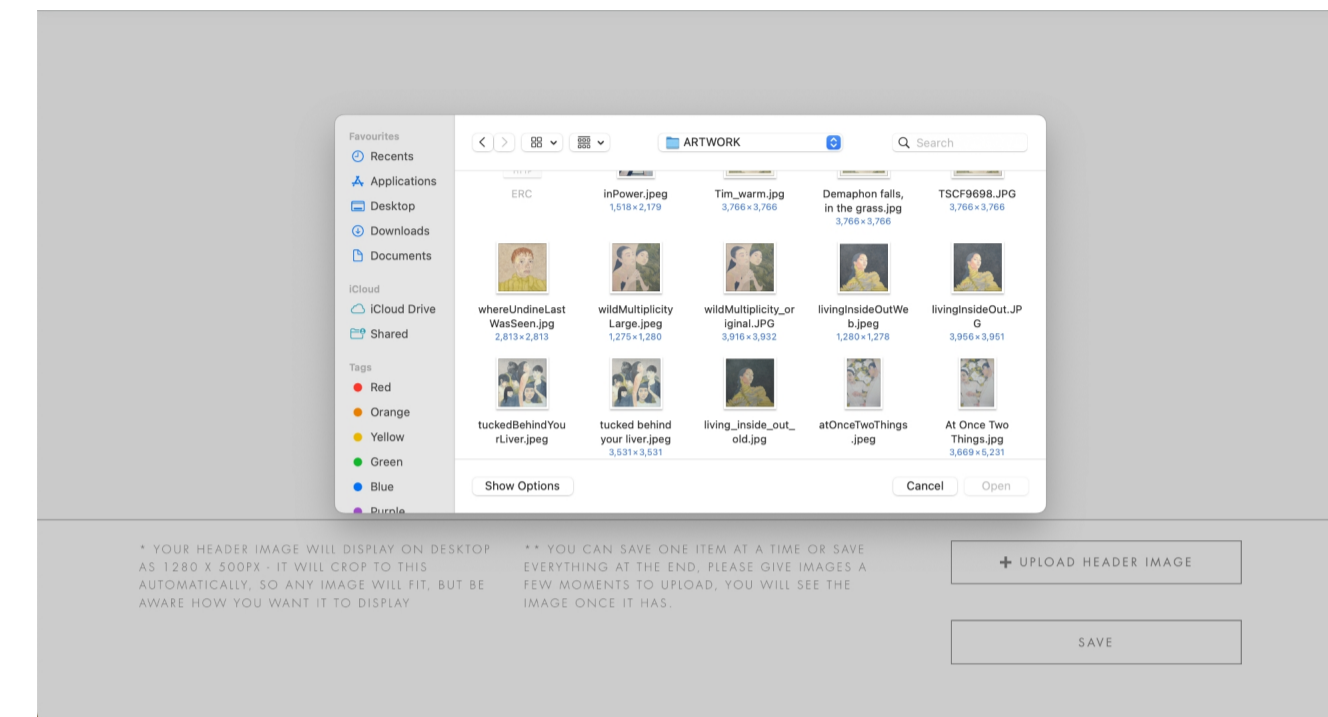
EDIT YOUR PORTFOLIO – HEADER IMAGE

THIS IMAGE WILL BE LARGE SO THINK ABOUT WHAT BEST REPRESENTS YOUR PRACTICE. SOME ARTISTS LIKE TO CHOOSE AN IMAGE OF THEMSELVES IN THEIR STUDIO FOR THIS IMAGE.

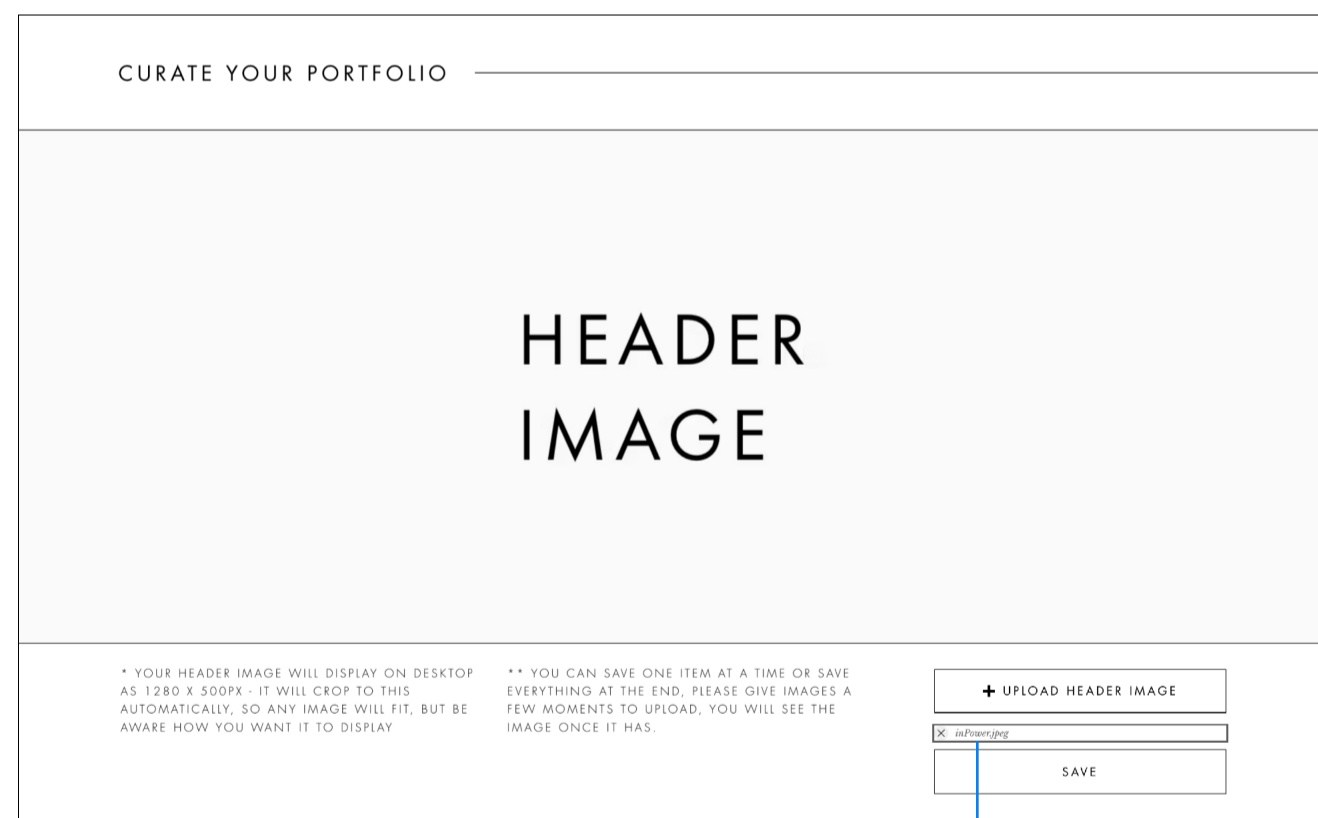
AT THE TOP YOU WILL FIND YOUR HEADER IMAGE. IT IS A FULL SIZE IMAGE OR CROPPED ON MOBILE. WE SUGGEST YOU CROP AN IMAGE YOURSELF TO HAVE SOMETHING YOU ARE HAPPY WITH. THE IMAGE WILL CROP AT THE CENTRE IF NOT.



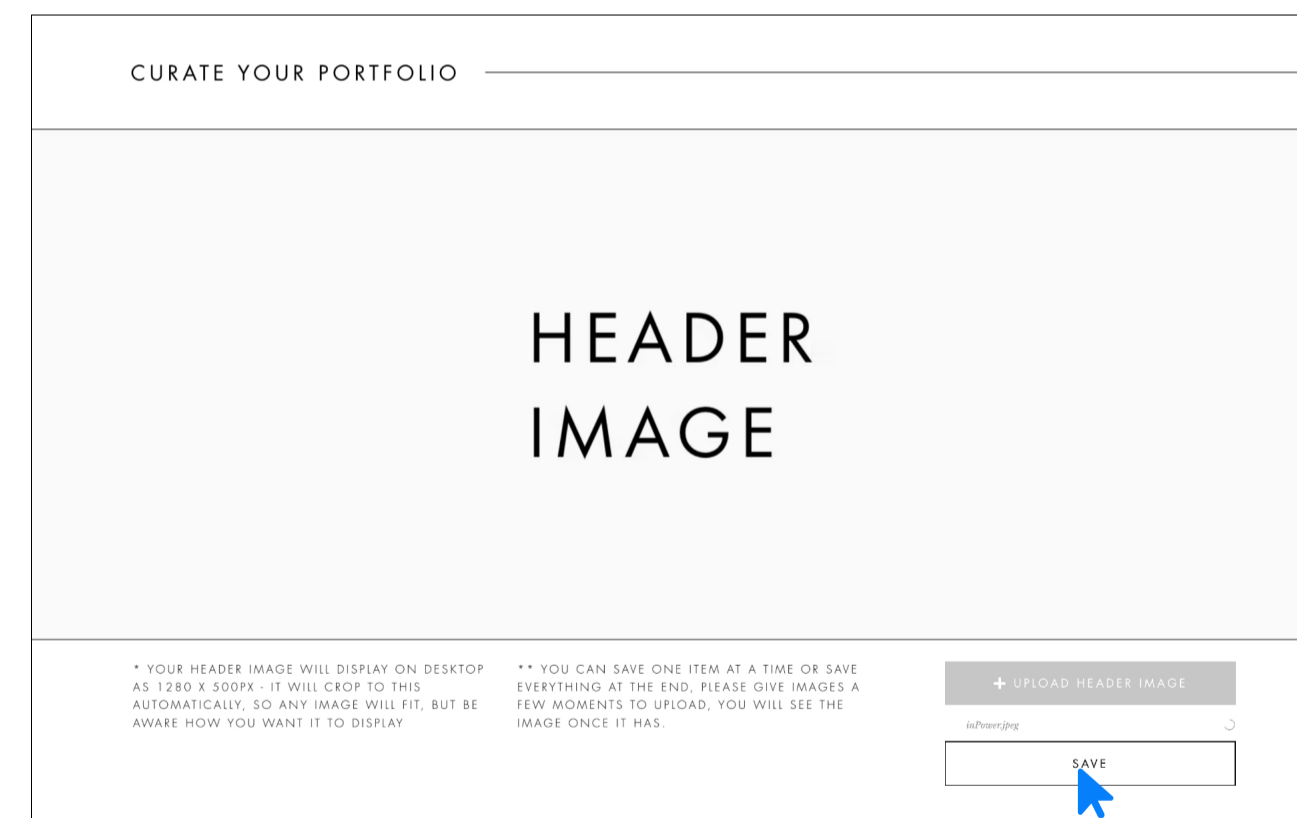
CLICK THE UPLOAD BUTTON TO START



SELECT YOUR CHOSEN HEADER IMAGE



ONCE SELECTED, YOU SHOULD SEE THE NAME OF YOUR IMAGE READY FOR UPLOAD



CLICK SAVE AND YOU WILL SEE YOUR UPLOAD PROGRESS



ONCE YOUR IMAGE HAS SAVED IT WILL APPEAR AND YOU WILL SEE THE SUCCESS MESSAGE

NOTE: YOU CANNOT REMOVE AN IMAGE, ONLY REPLACE IT. SO ANYTIME, JUST CHOOSE THE UPLOAD TO CHANGE YOUR HEADER IMAGE.

EDIT YOUR PORTFOLIO – BIO, CONTACT AND EXHIBITIONS

THIS SECTION IS ALL YOUR WRITTEN CONTENT. HIT ANY SAVE BUTTON AT ANYTIME TO SAVE YOUR WORK.

YOUR NAME SHOULD BE HERE ALREADY FROM WHEN YOU ACTIVATE.

YOUR SIXTEEN ONLINE BIO IS A MIX BETWEEN A BIO AND A STATEMENT. IT IS A WAY TO INTRODUCE YOURSELVES TO VISITORS. IF YOU WANT SOME IDEA ON WHAT TO PUT HERE, CHECK OUT THE ARTICLE IN OUR HUB.

BIO CONTACT EXHIBITIONS

ELLIE COTTRELL	YOUR EMAIL - FOR VISITORS TO CONTACT YOU YOU@YOUREMAIL.COM	THIS EXHIBITION SECTION IS FOR DISPLAYING INFORMATION ON YOUR NEXT EVENT. PLEASE UPDATE IT TO KEEP VISITORS KNOWING WHERE TO CATCH YOU.
ARTIST BIO	YOUR WEBSITE (IF YOU HAVE ONE) COPY AND PASTE A FULL URL HTTPS://WWW.YOURWEBSITE.COM	IT WILL NOT BE DISPLAYED ON YOUR PORTFOLIO PAGE IF YOU HAVE NO INFORMATION.
	SOCIAL LINKS: COPY AND PASTE FULL URL. ANY NOT ENTERED WILL NOT APPEAR ON PAGE	THE START AND END DATES WILL NOT SHOW ON YOUR PAGE BUT WILL INSERT YOUR EVENT INTO OUR CALENDAR SO THAT WE ARE ABLE TO PROMOTE WHAT YOU ARE DOING.
	HTTPS://WWW.INSTAGRAM.COM/YOURNAME	EXHIBITION NAME
	HTTPS://WWW.FACEBOOK.COM/YOURNAME	EXHIBITION GALLERY / LOCATION NAME
	HTTPS://WWW.LINKEDIN.COM/YOURNAME	EXHIBITION WEBSITE URL
	HTTPS://WWW.PINTEREST.COM/YOURNAME	EXHIBITION DATE - EG: 11 - 15 JANUARY
	HTTPS://WWW.YOUTUBE.COM/YOURNAME	Start Date <input type="text"/> End Date <input type="text"/>
SAVE	SAVE	SAVE

ADD THE EMAIL YOU WISH VISITORS TO CONTACT YOU ON

YOU DON'T HAVE TO HAVE A WEBSITE, BUT WE'RE HAPPY TO ADD YOUR LINKS IF YOU DO. COPY AND PASTE A URL.

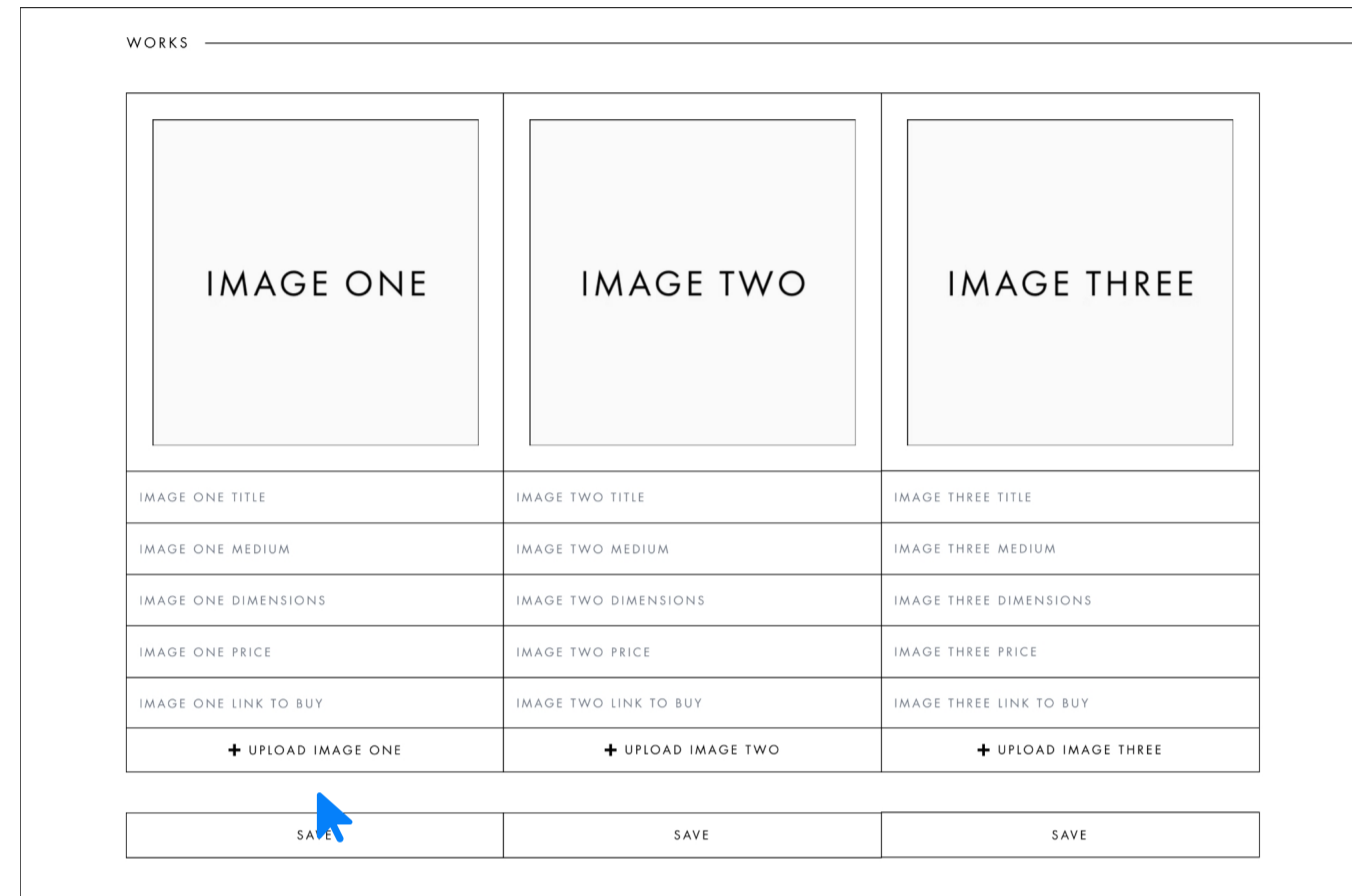
ENTER THE INFORMATION FOR YOUR NEXT EXHIBITION SO VISITORS TO THE SITE KNOW WHERE THEY CAN FIND YOU IN PERSON. ADDING THE DATE TWICE ENSURES IT LOOKS GOOD ON YOUR PROFILE, BUT ALSO NOTIFIES THE TEAM AT SIXTEEN, SO WE CAN PUBLICISE IT!

IF YOU DON'T HAVE A SHOW PLANNED, YOU COULD USE THIS SPACE TO SHOUT ABOUT A PUBLICATION, OR ANOTHER EVENT YOU'RE INVOLVED IN. JUST UTILISE THE LAYOUT TO YOUR BEST ABILITY TO SHOWCASE YOURSELF.

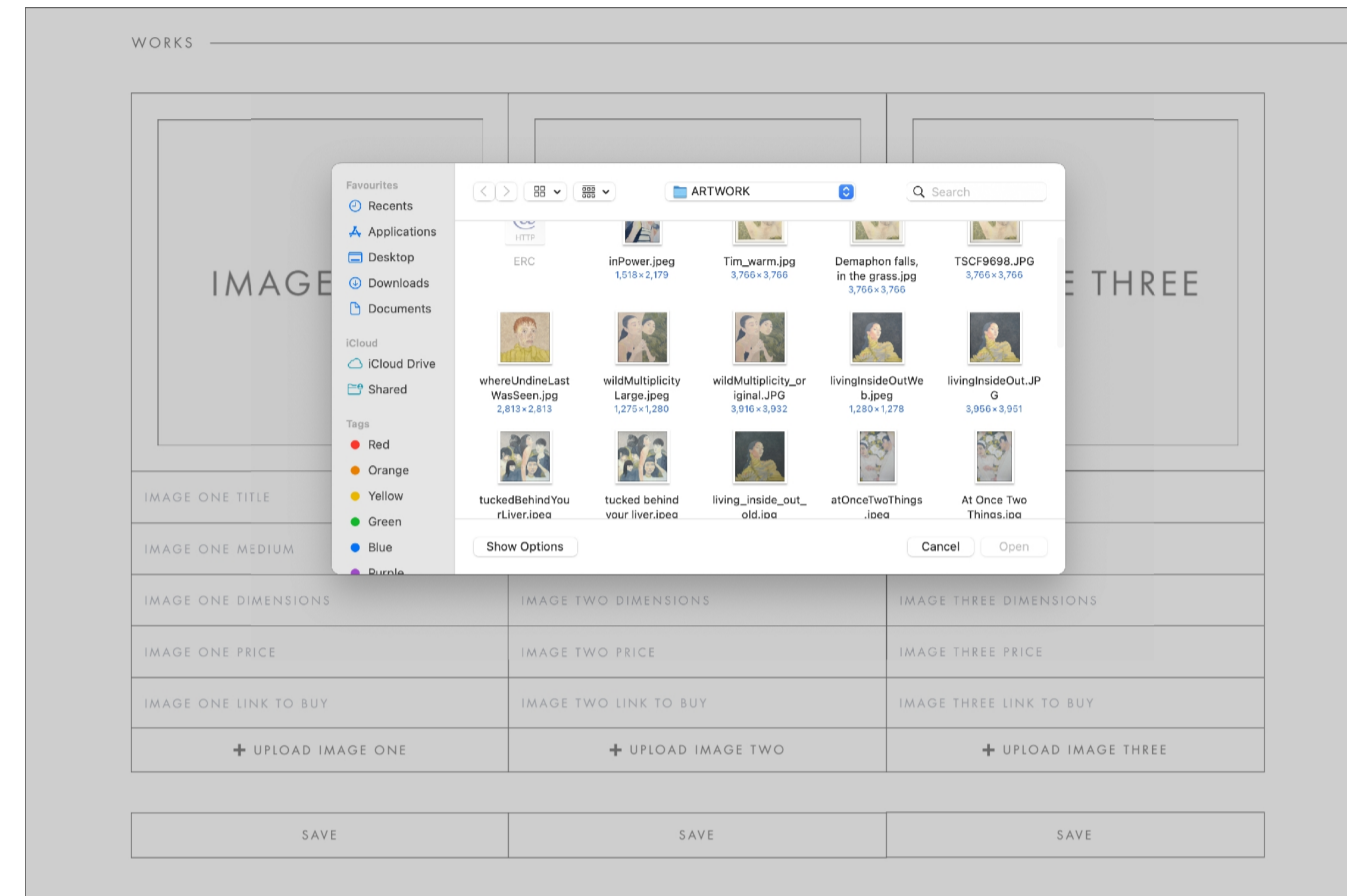
YOU CAN HIT SAVE AT ANY POINT, BUT DON'T FORGET!

FOR ALL YOUR SOCIALS LINKS, COPY AND PASTE THE URLS TO ENSURE ACTIVE LINKS. LEAVE ANY THAT AREN'T APPROPRIATE TO YOU AND THEY WILL NOT DISPLAY.

EDIT YOUR PORTFOLIO – ADDING YOUR ARTWORK AND ARTWORK INFORMATION

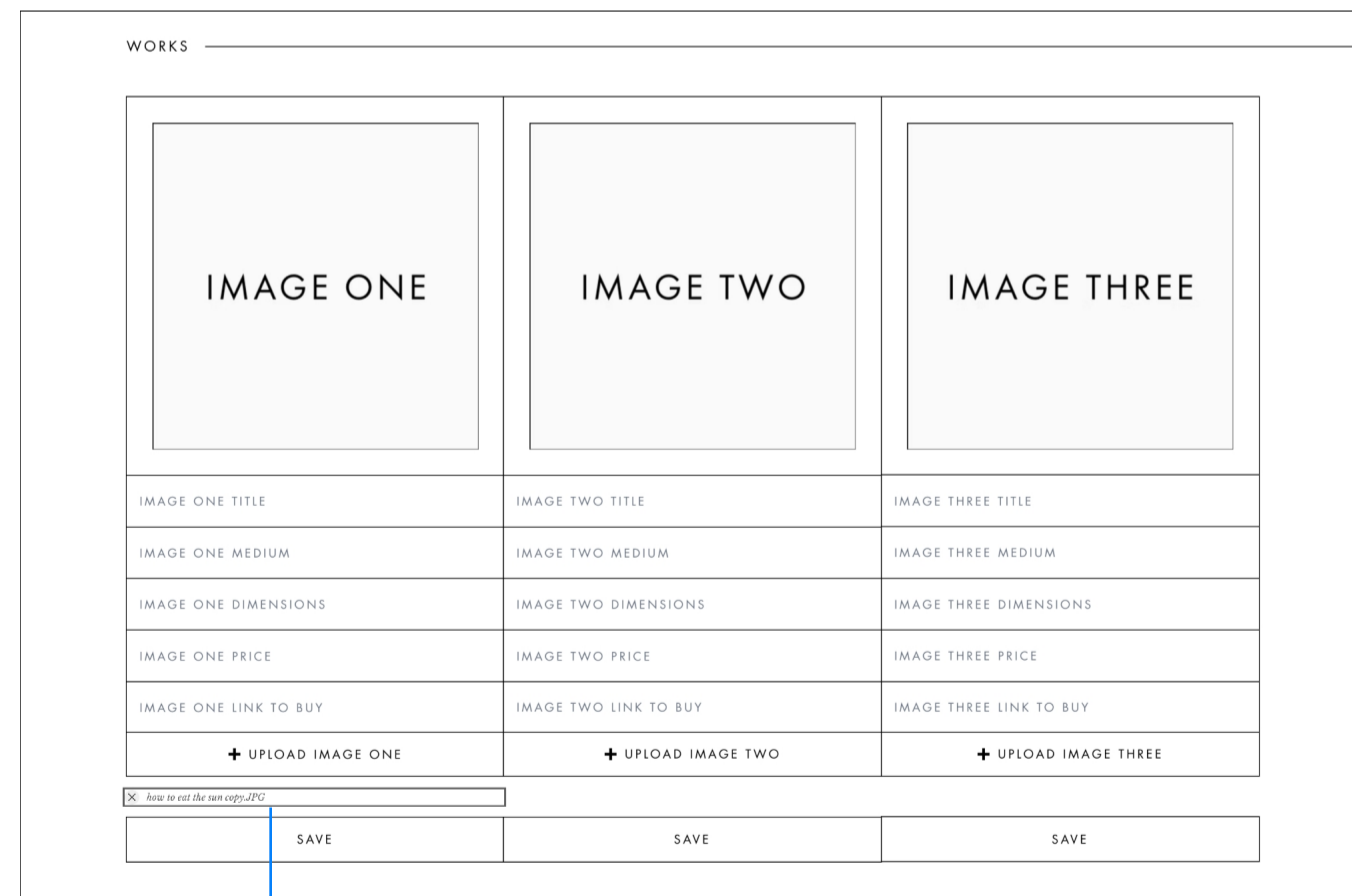


CLICK THE UPLOAD BUTTON TO START

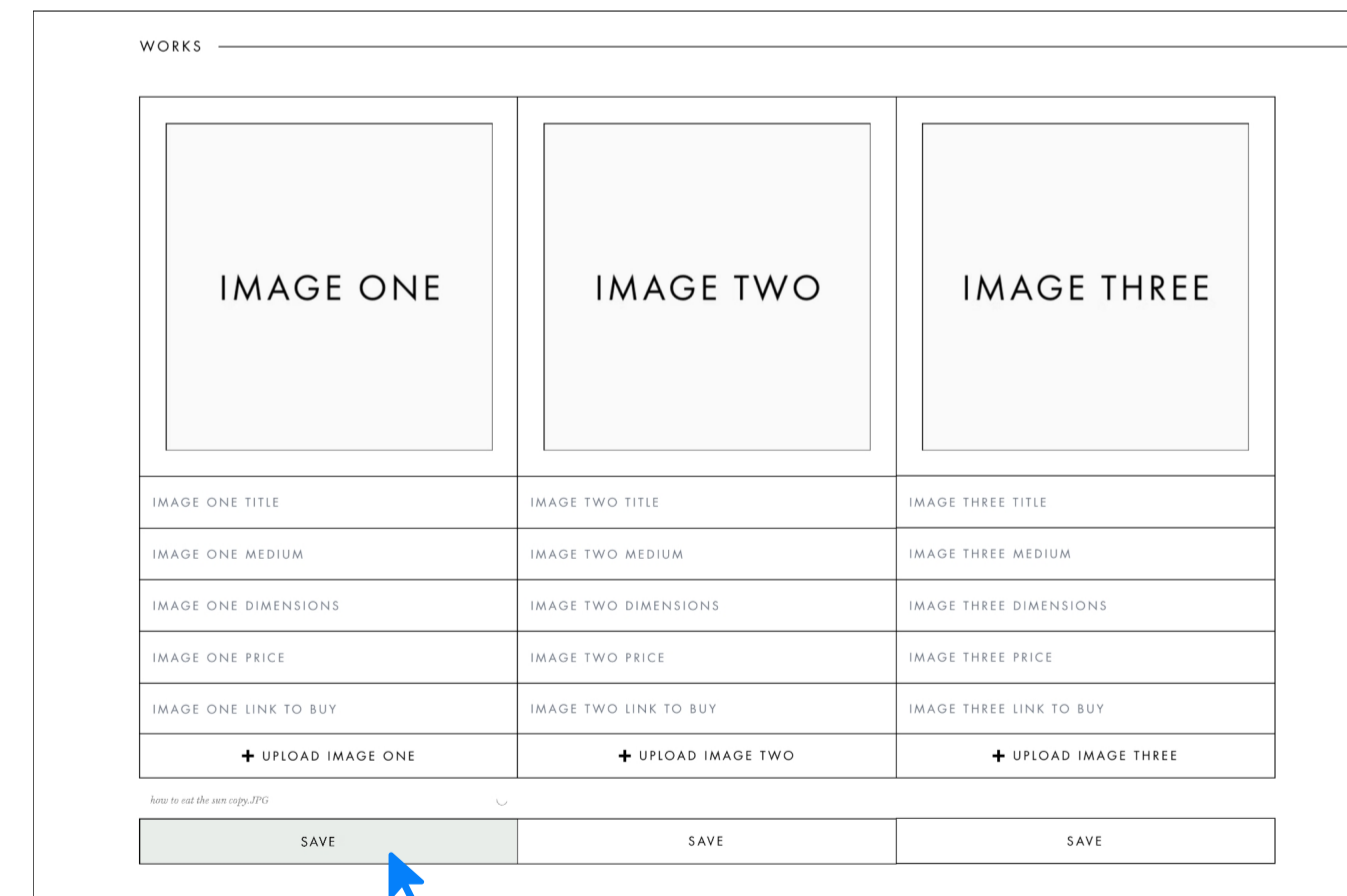


SELECT YOUR CHOSEN IMAGE

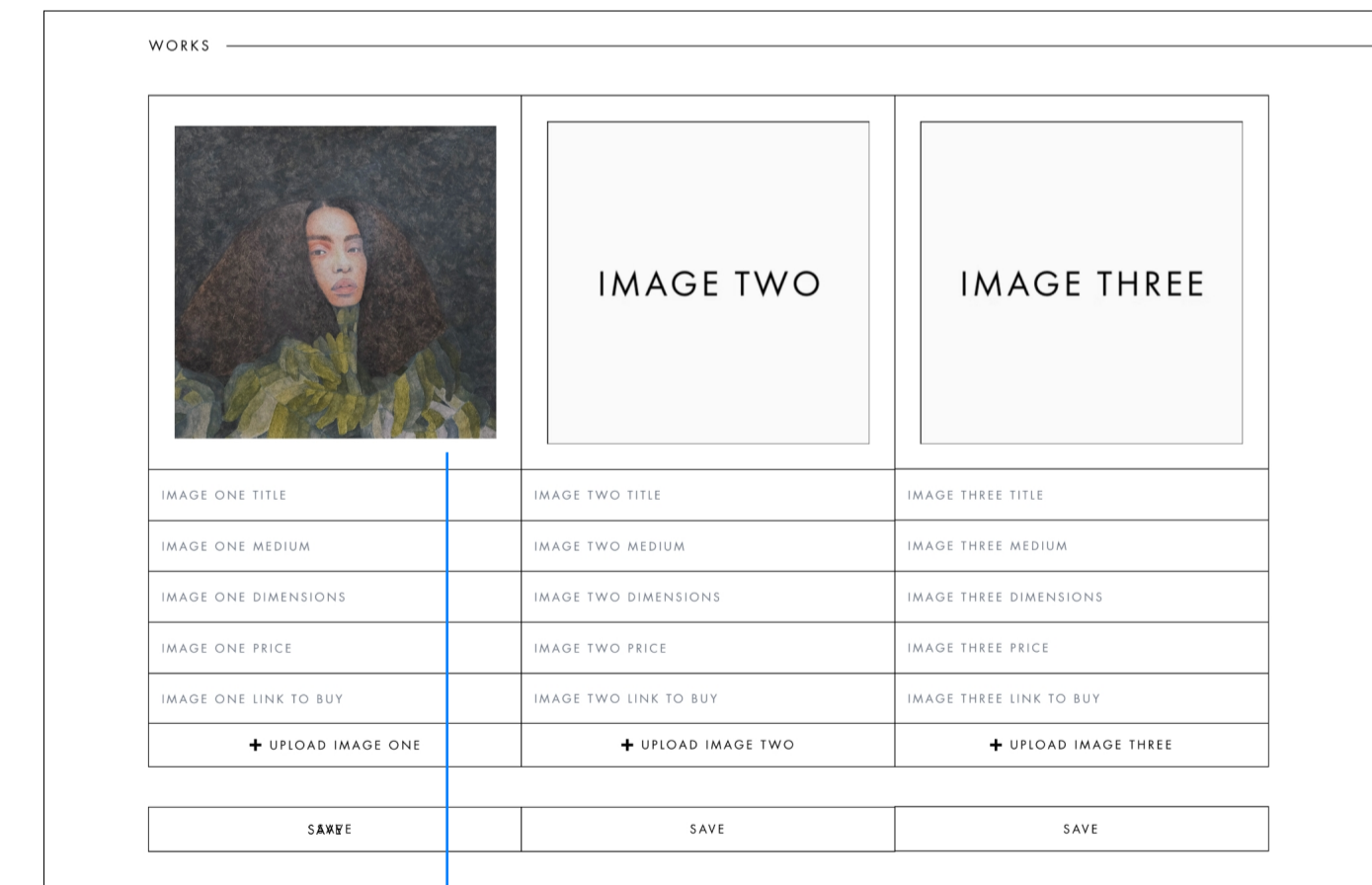
THE MOST IMPORTANT SECTION IS ADDING YOUR IMAGES. THIS WORKS THE SAME WAY AS YOUR HEADER, AND ONCE YOU HAVE ADDED ONE IMAGE, SIMPLY REPEAT ALL THE WAY THROUGH THE NINE IMAGES. IF YOU HAVE FEWER WORKS, SIMPLY DON'T UPLOAD AN IMAGE AND THE BOX AND INFORMATION WILL NOT DISPLAY.



ONCE SELECTED, YOU SHOULD SEE THE NAME OF YOUR IMAGE READY FOR UPLOAD



CLICK SAVE AND YOU WILL SEE YOUR UPLOAD PROGRESS



ONCE YOUR IMAGE HAS SAVED IT WILL APPEAR AND YOU WILL SEE THE SUCCESS MESSAGE

EDIT YOUR PORTFOLIO – TAGS

TAGGING YOUR WORK HELPS VISITORS FIND YOU. THEY CAN USE THE SEARCH ON OUR 'ARTISTS' PAGE TO EXPLORE ALL THE MEMBERS OF THE COLLECTIVE, AND THEY CAN USE MEDIUM OR GENRE TO DO THIS. VISITORS LIKE THEIR SEARCHES TO RETURN GOOD INFORMATION, BY THIS WE MEAN, NO ONE ENJOYS SEARCHING FOR "PAINTING" AND SEEING A DOZEN CERAMIC ARTISTS DISPLAY.

TAGS

PLEASE USE THE MOST APPROPRIATE TAGS FOR THE WORK YOU ARE SHOWING. THIS HELPS VISITORS FIND YOU IN A SEARCH. AVOID SELECTING MEDIUMS /STYLES YOU ARE NOT SHOWCASING IN YOUR PORTFOLIO CURRENTLY, AND IF YOU ARE MIXED MEDIA, SELECT THIS RATHER THAN CHOOSE ALL TAGS.

select tags

- ABSTRACT
- ACRYLIC
- DRAWING
- FIGURATIVE
- FLORAL
- LANDSCAPE
- MIXED MEDIA
- OIL PAINTING
- PASTEL
- PHOTOGRAPHY
- PRINT MAKING
- STILL LIFE
- WATERCOLOUR

TO HELP GIVE OUR VISITORS AN ENJOYABLE EXPERIENCE, MAKE SURE YOU TAG YOUR WORK BASED ON THE MAIN ELEMENTS IN THE CURRENT COLLECTION YOU ARE SHOWING. DON'T TAG TOO MANY THINGS, BE SELECTIVE.

EDIT YOUR PORTFOLIO – THUMBNAIL IMAGE

YOUR “THUMBNAIL” IS HOW MANY VISITORS WILL FIRST ENCOUNTER YOUR WORK. THINK CAREFULLY ABOUT THE PIECE YOU WANT TO REPRESENT YOU AND YOUR PRACTICE. IT CAN BE ANY DIMENSIONS AND WILL DISPLAY FULLY. CHECK OUT THE ‘ARTISTS’ PAGE IF YOU WANT TO SEE HOW THIS WILL LOOK, AND GET AN IDEA WHAT IMAGES PEOPLE USE.


PLEASE NOTE: THIS SHOULD BE AN IMAGE OF YOUR ARTWORK, RATHER THAN A STUDIO IMAGE OR PORTRAIT.

WE MAY CHOOSE TO SELECT AN ALTERNATE WORK FOR YOU IF IT CREATES A BETTER, MORE COHESIVE FEEL FOR THE GALLERY, BUT IT WILL ALWAYS BE FROM YOUR RECENT BODY OF WORK.

THUMBNAIL

COLLECTIVE ARTISTS SEARCH

DALIA OBRETIN	ARTHUR OWEN-SMITH	ROY SHAPIRO
WENDY GOLDING	SUSAN MORTIMER	NICHOLAS HOIMES
NICOLA CURRIE	MARGARET POWELL	HELENA ZABKO PHILLIPS
CORYNNA JUDWINE	OLIVIA MEREDITH	BARBARA CUREY
JANE POWELL	CHRIS KNAPMAN	KIM JARVIS MA
ANNA LANSLEY	CHRISTINA SADLER	JANET CHAPLIN
JONATHAN OAKES	NICK PIKE	ELLIE THOMAS
ANDY OWEN-SMITH	SIMON BARLOW	ANTONELLA SCARPAISSES
HILARY FORBES	CAROLINE J EVANS MA	TAMSIN STUART
ANDY BRADLEY	GENEVIEVE MURRAY	MICHAEL ISSLES
BEVERLEY FERRY	FELICITY OSBORNE	ANN OGDEN
JOANNA LOGAN	TONIA REES	ELEANOR WOOLLEY
FIONA BOULT	ANDREW GURNETT	SUSAN SMITH
MAIKE NIELSEN	ELLIE COTTRELL	OLHA BARYYNKA
MARIA BUTTULLER	ANITA SAUNDERS	SUE DURKIN
SUE BRANCH	MIKE SKINNER	LYNNE WOODS
JANE FOOT	JOHN ECKERSLEY	



THIS IMAGE WILL BE YOUR ENTRY ON OUR COLLECTIVE ARTISTS PAGE. THIS IS HOW VISITORS WILL FIRST ENCOUNTER YOUR WORK, SO WE RECOMMEND THINKING CAREFULLY ABOUT WHICH IMAGE BEST REPRESENTS YOU AND YOUR WORK BEST.

IF YOU LEAVE THE THUMBNAIL BLANK YOU WILL NOT BE DISPLAYED ON THE COLLECTIVE ARTISTS PAGE.

ON SAVE, ADD ME TO THE ARTISTS PAGE - YOU CAN UNSELECT THIS IF YOU ARE NOT READY TO BE DISPLAYED.

THUMBNAIL IMAGE

+ UPLOAD THUMBNAIL IMAGE

SAVE

EDIT YOUR PORTFOLIO – RESTARTING AND DANGER AREA

FOR MOST OF YOU, YOU WILL NEVER NEED THIS AREA SO JUST IGNORE IT AND THIS STEP AND SKIP STRAIGHT AHEAD.

DANGER AREA

DELETE IF YOU HAVE A BIG CHANGE AND WOULD LIKE TO START AGAIN FROM SCRATCH, YOU CAN DELETE YOUR PROFILE HERE. JUST BE SURE TO COPY OVER YOUR BIO INFORMATION AS YOU WILL LOOSE IT ALL. YOU WILL NEED TO REACTIVATE USING THE BUTTON BELOW.

CREATE NEW IF YOU HAVE DELETED YOUR PROFILE, CLICK HERE TO BEGIN AGAIN.

IF FOR SOME REASON YOU WANT TO COMPLETELY DELETE YOUR PORTFOLIO AND START AGAIN, YOU CAN DO THAT HERE. YOU WILL LOOSE ALL YOUR INFORMATION.

AND THAT'S IT! ONCE YOU HAVE SAVED YOU WILL BE ADDED INTO THE "ARTISTS" PAGE AND VISITORS CAN BEGIN BROWSING YOUR PORTFOLIO. IT MAY TAKE A COUPLE OF MOMENTS OR A PAGE REFRESH UNTIL YOUR NAME APPEARS ON THE LIST, BUT BE SURE TO CHECK OUT YOUR WORK AND SEE YOUR FINISHED PORTFOLIO PAGE!

THANK YOU! 

16 SIXTEEN
Online