

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.

6 SIXTEEN Online



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.



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

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ew our membership Terms and Conditions here. And our Privacy Policy here.			
CONTACT US INFORMATION JOIN US			
hello@sixteenonline.com About Us ARTIST REGISTER ARTIST REGISTER			16 SIXTEEN
Terms and Conditions			LU Online

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



16 SIXTEEN Online	ARTISTS ABOUT HUB HIRE THE GALLERY LOG IN	SIGN UP — SIGN UP TO THE PLATFORM
Checkout 1 Sign Up To purchase this plan and use its benefits in the future, log in to your account or sign Up Log In 2 Payment	Yearly Membership £100.00 Duration: Until canceled Image: Compone code Image: Compone code Total £100.00 wery year Total £100.00 wery year Su will be charged yearly until canceled.	CHOOSE SIGN UP TO CREATE YOUR ACCOUNT WITH AN EMAIL AND PASSWORD. THIS WILL BI YOUR LOG IN FOR THE PLATFORM.
CONTACT US INFORMATION JOIN US hello@sixteenonline.com About Us ARTIST REGISTER Image: Content of the second se	16 SIXTEEN Online	

Verification Please confirm you're human.	finish signing up, confirm your email by entering the 6-digit code we sent to: erc.draw@gmail.com
Verification Please confirm you're human.	finish signing up, confirm your email by entering the 6-digit code we sent to: erc.draw@gmail.com
Verification Please confirm you're human.	Enter 6-digit code
Please confirm you're human.	
I'm not a robot	Confirm & Sign Up
	Didn't get the email? Check your spam.
	Resend Code

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	IN 16 SIXTEEN Online	ARTISTS ABOUT HUB HIRE THE GALLERY LOG IN
	First Name Last Name Address City City United Kingdom Zip / Postal Code Image: Instance of the plan policy.			THANKS FOR YOUR ORDER You've successfully ordered a pricing plan. You'll get a confirmation email soon. GOTIT
	CONTACT US INFORMATION JOIN US hello@sixteenonline.com About Us ARTIST REGISTER Image: Contract of the second secon	16 SIXTEEN Online	CONTACT US hello@sixteenonline.com	INFORMATION JOIN US About Us About Us ARTIST REGISTER FA Qs Terms and Conditions JOIN MAILING LIST Privacy Policy

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

LOOK OUT FOR YOUR ACTIVATION EMAIL TO GE TO YOUR INBOX!

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



SIGN UP - COLLECT YOUR ACTIVATION EMAIL

sixteenonline <hello@sixteenonline.com> to me ▼</hello@sixteenonline.com>	
	Can't see this message? View in a browser
	16 SIXTEEN Online
	Hi ellie Thank you for joining the collective, to create your portfolio you must activate your account. You only need to do this once. Please activate your account by clicking the link below:
	ACTIVATE Once you have completed this step, you can set up and edit your Artist's Portfolio anytime.
	Go to Sixteen Online → This email was created with Wix. <u>Discover More</u>
	This email was sent from <u>this site</u> . If you no longer wish to receive this email, change your email preferences <u>here</u> .
← Reply ← Forward	





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 🗸





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5				
SE USE THE MOST APPROPRIATE TAGS FOR THE	WORK YOU ARE SHOWING. THIS HELPS VISITORS FINI	YOU IN A SEARCH. AVOID SELECTING MEDIUMS		

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16 SIXTEEN Online

CURATE YOUR PORTFOLI

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IMAGE TWO	IMAGE THREE	

ARTISTS ABOUT HUB HIRE THE GALLERY elle con

+ UPLOAD HEADER IMAGE

HEADER

IMAGE



YOU WILL ALSO FIND YOUR SUBSCRIPTION INFORMATION HERE SHOULD YOU NEED IT

YOUR PORTFOLIO WORKS LIKE ONE PAGE LONG FORM, WHERE YOU ADD ALL YOUR INFORMATION AND YOUR IMAGES AND IT CREATES OR EDITS YOUR PAGE IN OUR ARTISTS COLLECTIVE. IT IS LAID OUT AS YOUR PORTFOLIO APPEARS TO VISITORS TO HELP YOU UNDERSTAND WHAT IT WILL LOOK LIKE. WORK YOUR WAY THROUGH THE FOLLOWING STEPS TO GET STARTED OR IF YOU NEED ANY REMINDERS LATER.

EDIT YOUR PORTFOLIO - NAVIGATING AND FIRST LOOK

ARTIST	S A	BOUT	HUB	HIRE THE GALLERY	ellie cottrell 🗸 🗸	
					Portfolio Subscriptions LOG OUT	
'OU FOR JOINING THE IVE. PLEASE ACTIVATE YOUR NT BY ADDING YOUR NAME CKING ACTIVATE.						
YOUR NAME						
ACTIVATE						
activated						
DUR ACCOUNT IS ACTIVATED, EDIT YOUR PORTFOLIO. <u>RE</u> TO GET STARTED.						

YOU WILL FIND YOUR PORTFOLIO PAGE UNDER THE DROP DOWN MENU ON THE TOP RIGHT. ONLY YOU CAN SEE THIS, AND YOU CAN EDIT YOUR PORTFOLIO AT ANY TIME



EDIT YOUR PORTFOLIO - HEADER 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.

CURATE YOUR PORTFOLIO -	
* YOUR HEADER IMAGE WILL DISPLAY ON DESKTOP AS 1280 X 500PX - IT WILL CROP TO THIS AUTOMATICALLY, SO ANY IMAGE WILL FIT, BUT BE AWARE HOW YOU WANT IT TO DISPLAY	* F 1/

CLICK THE UPLOAD BUTTON TO START

CURATE YOUR PORTFOLIO	CURATE YOUR PORTFOLIO —
HEADER IMAGE	
YOUR HEADER IMAGE WILL DISPLAY ON DESKTOP AS 1280 X 500PX - IT WILL CROP TO THIS AUTOMATICALLY, SO ANY IMAGE WILL FIT, BUT BE AWARE HOW YOU WANT IT TO DISPLAY ** YOU CAN SAVE ONE ITEM AT A TIME OR SAVE EVERYTHING AT THE END, PLEASE GIVE IMAGES A FEW MOMENTS TO UPLOAD, YOU WILL SEE THE IMAGE ONCE IT HAS. ** IMProveripeg SAVE	* YOUR HEADER IMAGE WILL DISPLAY ON DESKTOP AS 1280 X 500PX - IT WILL CROP TO THIS AUTOMATICALLY, SO ANY IMAGE WILL FIT, BUT BE AWARE HOW YOU WANT IT TO DISPLAY
ONCE SELECTED, YOU SHOULD SEE THE NAME OF YOUR IMAGE READY FOR UPLOAD	CLICK SAVE AND Y Progress

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





SELECT YOUR CHOSEN HEADER IMAGE







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



EDIT YOUR PORTFOLIO - BIO, CONTACT AND EXHIBITIONS

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

				POINT, BUT DON'T FORGET!
	SAVE	SAVE	SAVE	YOU CAN HIT SAVE AT ANY
		HTTPS://WWW.YOUTUBE.COM/YOURNAME	Start Date End Date	TO SHOWCASE YOURSELF.
		HTTPS://WWW.PINTEREST.COM/YOURNAME	EXHIBITION DATE - EG: 11 - 15 JANUARY	THE LAYOUT TO YOUR BEST ABILIT
		HTTPS://WWW.LINKEDIN.COM/YOURNAME	EXHIBITION WEBSITE URL	PUBLICATION, OR ANOTHER EVEN YOU'RE INVOLVED IN. JUST UTILIS
OUR HUB.		HTTPS://WWW.FACEBOOK.COM/YOURNAME	EXHIBITION GALLERY / LOCATION NAME	SPACE TO SHOUT ABOUT A
ON WHAT TO PUT HERE,		HTTPS://WWW.INSTAGRAM.COM/YOURNAME	EXHIBITION NAME	IF YOU DON'T HAVE A SHOW
YOURSELVES TO VISITORS. IF YOU WANT SOME IDEA		SOCIAL LINKS: COPY AND PASTE FULL URL. ANY NOT ENTERED WILL NOT APPEAR ON PAGE	PROMOTE WHAT YOU ARE DOING.	CAN PUBLICISE IT!
IT IS A WAY TO INTRODUCE		HTTPS://WWW.YOURWEBSITE.COM	THE START AND END DATES WILL NOT SHOW ON YOUR PAGE BUT WILL INSERT YOUR EVENT INTO	THE TEAM AT SIXTEEN, SO WE
BIO IS A MIX BETWEEN		YOUR WEBSITE (IF YOU HAVE ONE) COPY AND PASTE A FULL URL	IT WILL NOT BE DISPLAYED ON YOUR PORTFOLIO PAGE IF YOU HAVE NO INFORMATION. 7	ENSURES IT LOOKS GOOD ON
YOUR SIXTEEN ONLINE	ARTIST BIO	YOU@YOUREMAIL.COM	UPDATE IT TO KEEP VISITORS KNOWING WHERE TO CATCH YOU.	PERSON. ADDING THE DATE TWIC
YOUR NAME SHOULD BE HERE ALREADY FROM WHEN YOU ACTIVATE.	BIO CONTACT EXHIBITIONS	YOUR EMAIL - FOR VISITORS TO CONTACT YOU	THIS EXHIBITION SECTION IS FOR DISPLAYING INFORMATION ON YOUR NEXT EVENT. PLEASE	YOUR NEXT EXHIBITION SO VISITORS TO THE SITE KNOW
YOUR NAME SHOULD BE	BIO CONTACT EXHIBITIONS			ENTER THE INFORMATION FOR

THE URLS TO ENSURE ACTIVE LINKS. LEAVE ANY THAT AREN'T APPROPRIATE TO YOU AND THEY WILL NOT DISPLAY.

ADD THE EMAIL YOU WISH VISITORS TO CONTACT YOU ON

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SE THIS HER EVENT IST UTILISE ST ABILITY

EDIT YOUR PORTFOLIO - ADDING YOUR ARTWORK AND ARTWORK INFORMATION

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

CLICK SAVE AND YOU WILL SEE YOUR UPLOAD PROGRESS



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.

IMAGE TWO	IMAGE THREE	
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SAVE	SAVE	

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S&X₩E	SAVE	SAVE

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



EDIT YOUR PORTFOLIO - TAGS

ENJOYS SEARCHING FOR "PAINTING" AND SEEING A DOZEN CERAMIC ARTISTS DISPLAY.

T,	AGS
Р I /	.ease use the most appropriate tags for the work you are showing. This helps visitors find you styles you are not showcasing in your portfolio currently, and if you are mixed media, select
se	lect tags
C	ABSTRACT
\square	ACRYLIC
C	DRAWING
\square	FIGURATIVE
\square	FLORAL
С	LANDSCAPE
С	MIXED MEDIA
\square	OIL PAINTING
C	PASTEL
\square	PHOTOGRAPHY
C	PRINT MAKING
C	STILL LIFE
C	WATERCOLOUR

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

IN A SEARCH. AVOID SELECTING MEDIUMS THIS RATHER THAN CHOOSE ALL TAGS.

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.

COLLECTIVE ARTISTS		SEARCH Q	
DALIA OBRETIN ARTHUR OWEN-SMITH WENDY GOLDING SUSAN MORTIMER NICOLA CURRIE MARGARET POWELL	ROY SHAPIRO NICHOLAS HOLMES HELENA ZABKO PHILLIPS		
JANE POWELL CHRIS KNAPMAN ANNA LANSLEY CHRISTINA SADLER JONATHAN OAKES NICK PIKE	KIM JARVIS MA JANET CHAPLIN ELLIE THOMAS		
ANDY OWEN-SMITH SIMON BARLOW HILARY FORBES CAROLINE J EVANS MA ANDY BRADLEY GENEVIEVE MURRAY BEVERLEY PERRY FELICITY OSBORNE	ANTONELLA SCARPA-ISLES TAMSIN STUART MICHAEL ISLES ANN OGDEN		
JOANNA LOGAN TONIA REES FIONA BOULT ANDREW GURNETT MAIKE NIELSEN ELLIE COTTRELL MARIA BUTTULLER ANITA SAUNDERS	ELEANOR WOOLLEY SUSAN SMITH OLHA BARYYNKA SUE DURKIN		
SUE BRANCH MIKE SKINNER JANE FOOT JOHN ECKERSLEY	LYNNE WOODS		THUMBNAIL
			IMAGE
'HIS IMAGE WILL BE YOU	R ENTRY ON OUR COLLECTIV	IVE ARTISTS PAGE. THIS IS HOW	N
SITORS WILL FIRST ENCOUNTER YOUR WORK, SO WE RECOMMEND THINKING AREFULLY ABOUT WHICH IMAGE BEST REPRESENTS YOU AND YOUR WORK BEST.		+ UPLOAD THUMBNAIL IMAGE	
CAREFULLY ABOUT WHICH			

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.



EDIT YOUR PORTFOLIO - RESTARTING AND DANGER AREA

FOR MOST OF YOU, YOU WILL NEVER NEED THIS STRAIGHT AHEAD.

DANGER AREA	
DELETE	IF YOU HAVE A BIG CHANG Your profile here. Just All. You will need to re
CREATE NEW	IF YOU HAVE DELETED YOU

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

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

IGE AND WOULD LIKE TO START AGAIN FROM SCRATCH, YOU CAN DELETE BE SURE TO COPY OVER YOUR BIO INFORMATION AS YOU WILL LOOSE IT EACTIVATE USING THE BUTTON BELOW.

UR PROFILE, CLICK HERE TO BEGIN AGAIN.



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!



