AMDUR PRODUCTIONS

Virtual Art Festival How To Step by Step for All Artists

Artists who've already been invited to the Virtual Art Fest and have paid toward their booth fee, follow these steps to register for the Virtual Art Fest:

1. In your preferred browser, navigate to ArtZipper.com. It is best to be working from a machine/device from which you can easily access headshots/booth shots/art images.
2. Click LOG IN and navigate to REGISTER. Enter your email and a password with confirmation, then click "Sign Up".
3. Then, if you want to sign up for Arlington Heights, click here. If you want to sign up for Gold Coast, click here.
4. Click "APPLY $100 TOWARDS VIRTUAL ART FEST".
5. Click "CHECKOUT NOW", complete the payment process screens, click "PURCHASE".
6. You should now see a green bar at the top of the screen with "Manage your Virtual Art Fest". Click on "Click here".
7. (Continue on step 8 below)

Artists not already accepted into the Virtual Art Fest may register to be in the Virtual Art Festival pending approval by the festival committee. In the event the work is not accepted, the applicant's fee will be refunded.

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2. Click LOG IN and navigate to REGISTER. Enter your email and a password with confirmation, then click "Sign Up".
3. Then, if you want to sign up for Arlington Heights, click here. If you want to sign up for Gold Coast, click here.
4. Click "OWN IT".
5. Click "CHECKOUT NOW", complete the payment process screens, click "PURCHASE".
6. You should now see a green bar at the top of the screen with "Manage your Virtual Art Fest". Click on "Click here".

After any artists register, please follow the steps below:
7. **Step 1 of 2. Building your profile.** When uploading images, square cropped shots are always best, otherwise center the subject top to bottom, left to right. Do not use images less

than 72dpi. These images represent you and your art. Make every effort to make these images look their best.

    a. **Headshot** - click Browse and navigate to the image you want to upload for your Headshot (jpg or .png format only). Use an image you feel best represents you.

    b. **Booth shot** - click Browse and navigate to the image you want to upload for your Booth shot (jpg or .png format only).

    c. Continue completing the form as best you can, noting required fields.

    d. Optional but recommended - **provide a zoom link** so visitors can video chat with you live. A minimum Pro Plan ($14.95 per month) from Zoom.us is recommended. This plan allows for several preferable meeting options, as well as 24 hour meeting lengths vs. the 40 minute standard allowance for free accounts. Please see the Zoom visual tutorial attached for further info or go to Zoom.us for more.

    e. Optional - provide a YouTube link to your video. This could be a marketing piece, show your unique process, or whatever you wish. Videos should be limited to two minutes. Your video will appear in place of your booth shot in your virtual booth.

    f. Continue completing the form as best you can, noting required fields.

    g. IMPORTANT: agree to terms of service by ticking the "I agree" box, and click the "Save" button.

8. Complete Step 2 of 2 by entering your contact info and click "Save".

9. **Building your Gallery**

    a. After completing your profile, click "ADD ARTWORK" on the toolbar

    b. You will be adding one art image and completing the necessary information for one art piece at a time. There is a 10 art piece minimum for Virtual Art Festivals.

    c. Choose your Category for the drop down box.

    d. On the "Front image" line, click Browse and navigate to the art image you want to upload (jpg or .png format only)

    e. Closeup, Side, Angle and Back options can be used for 3D, jewelry, wearables and other pieces that would benefit from these different points of view or to show color options, metal options, or similar as they apply. This is a great way to show a huge amount of variations in a limited space. When viewed by a customer, the lead image will have the color variation images below it. Flat art may be shown in a room setting.

    f. For each art image, add a Title, Description, Keywords (for search), Material, Technique, Color(s) and Theme.

    g. Add dimensions (column 1 measurement is feet, column 2 is inches), Weight in pounds, Price, and shipping cost.

    h. IMPORTANT: TICK "Go Live", and click "Save"

    i. Review your entry. Edits can always be made by clicking the "EDIT" button.

    j. Always click "Save" at the bottom of each art image to save your edits.
Click "ADD MORE ARTWORK" until you have uploaded a minimum of 10 art pieces. You may add up to 100 art images plus angle shots.

Gallery/Booth Tips

❖ When you complete uploading your art images, click the "MY GALLERY" tab on your artist page. You will see a preview of how your "booth" will appear on our Virtual Art Festivals at the bottom of the page.

- ❖ If any of your images are rotated, click the image, then click the "ROTATE FRONT" button until it is aligned how you wish. To see your change, just hit your shift button and the refresh icon on your screen at the same time.
- ❖ To change the order of your art by using the arrows under the pieces. One arrow down moves the piece one spot to the right. Two arrows down positions the piece last. One arrow up moves the piece one spot to the left, two arrows up positions the piece first.
- ❖ Artists can choose if they want to accept returns or not (pending).
- ❖ If you added a Zoom link, there should be an icon under your headshot that says "JOIN VIDEO CHAT". If you did not add a zoom link, it will say "Not chatting now".
- ❖ You can also turn on your Zoom video chat anytime during the virtual art fest week!
- ❖ All other information on your booth can be edited on your MY GALLERY page.

To remove an image due to it's sale or your preference to make a change:
1. Click on MY GALLERY from the LOGGED IN AS drop down on the top right.
2. Click on the image you want to remove.
3. Scroll to the bottom of the page and UNTICK "Go Live", then click "Save".
4. Hit refresh, and the image should be removed. Artists will still see the item in their gallery, however, the public will not see that item.

Need help? Reach out to us at info@amdurproductions.com with your phone number and we will call you asap.

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