

Website INSTRUCTIONS 2021

To make sure your name and work appears in **FIND A GLASS ARTIST** on our website www.cgs.org.uk, you must have a written profile and have at least one image

Log in using your username/ email and your password, if you have forgotten it, you can request a new one with your email. **You will only appear in Find a Glass Artists once your profile has been completed.**

Any problems contact admin@cgs.org.uk

When logged in go to **MY CGS** top button and use headings on the left to update everything. Please make sure all your information is correct and up to date, **saving any changes before you move onto the next tab (button at bottom of each page)**.

Here is a short description of each tab:

- **Details:** general information and address, please keep this up to date as it is used to mail out the magazine Glass Network. You can put a company Name if you so wish, i.e. Glittering Glass, instead of Pam Reekie, write your Company in the First Name section. Remember this is how people will find you in the Directory.
- **Profile image:** main image display on find a glass artist (this is required)
- **Submit to an exhibition:** submit to open exhibitions, this is where you take part in online exhibitions.
- **Images:** upload up to nine images of your work. Images should be around **575 wide x 462 high pixels at 72dpi**. but the website will resize them automatically as long as they are not too large files (over 8mb).
To load click **Choose File**, go to the image you want to load (this should be on your computer in your pictures) click on the image, then click the button **upload**, write the title of work and any photo credit, then go to the bottom of page and **click save**.
- **Activities:** additional information, tell us what technique you use, what area you work in. We recommend you only tick three, the most important to you, because again people will use this to search, for say, glass casters, blowers **If you collect glass, please tick Collector under occupation.**
- **Edit profile:** here you can write about yourself and your work, this is required for you to appear in FIND A GLASS ARTIST. **Do write a simple paragraph about yourself & work** and tell us about any projects. All changes go live immediately, so if you find you haven't got it quite right, go back and make changes.
You can tick what information you wish shown on the website we recommend you tick your email and web contacts so that visitors can contact you directly, **remember we have over 12,000 visits per month**
- **Add notices:** here you can add notices in the CGS noticeboard, sell equipment advertise exhibitions etc. <https://www.cgs.org.uk/noticeboard/> this is quite easy just follow instructions, keeping information short and to the point. You can also upload an image with your text for added emphasis.
- **Login settings:** here you can change your password and email address
- **Subscriptions:** here you can manage your subscription

Once all is completed do check that you are in the **Find a Glass Artists (our directory)**. If you are not there, please contact admin@cgs.org.uk

Do check **NEWS/ Magazine** on the home page for all our latest offers and look in **NOTICEBOARD** for opportunities, jobs, equipment for sale, workshops etc.

- **Members Area** -When you are logged into the website, if you go to the Resources tab you will find a Members Area tab. Here you can see videos of talks and useful information.

Uploading your images for on line Gallery Exhibitions

Log in to your profile using your username/email and password, you will land on your profile page, there is a button; **Submit to exhibitions:**

There may be other images here that you submitted to other shows. **DO NOT EDIT PAST ENTRIES** - Scroll down to bottom to find an empty form, **OR ADD ANOTHER ITEM** Find the exhibition title you want to submit to, in Exhibition box. Upload your image, no larger than 8mb in size. **Make sure the title of the work and your name is in the file name** Do fill in all fields below the image, especially **contact details**, these will appear next to your image in the exhibition so that people can contact you from here, also in **Shop** you can say where to buy the work from, if it is for sale. **Remember to click save.**

You will receive an email confirming that we have received your submission, this does not guarantee you are in the show, as sometimes we have number limits or the photograph quality is not good enough.

Renewing your membership – If you have a standing order or reoccurring payment, renewal will be automatic. If you don't have a standing order Please set up a standing order or reoccurring payment with Stripe or Paypal, it saves you £5 and CGS so much admin time

However, if you don't want a standing order,

- Login to your account
- Click on My CGS on the top right hand (<https://cgs.org.uk/my-cgs/>)
- Click on Login Settings <https://cgs.org.uk/my-account/edit-account/>
- Click on My Subscription and click RESUBSCRIBE
- Insert your payment details
- Complete the payment

Get in touch if you have any problem admin@cgs.org.uk .

It is **crucial that you keep your postal address & email address up to date** so that you receive our regular Magazine and e-bulletins, and please do read them, you might be missing some important opportunity. Do this on the website in your profile and let CGS admin know any changes admin@cgs.org.uk **Please make sure your inbox accepts** admin@cgs.org.uk and info@cgs.org.uk

CGS Privacy Policy & Data Protection

By purchasing a subscription your details will be held on a database. As a subscriber you will be automatically contacted to let you know when your current subscription is about to expire and receive reminders should you forget to renew. Should you not renew immediately your information will not appear on the website however it will be retained for twelve months to give you time to renew, (unless you tell us to remove it earlier) if you have not renewed after twelve months all information will be deleted.

Subscribers providing an email address can opt into receiving regular e-bulletins with useful information. Our database records are not passed onto anyone else. You may ask us to withdraw from our services at any time by contacting admin@cgs.org.uk

Further information If you have any problems or queries contact our Administrator +44 (0)1 379741120 admin@cgs.org.uk Our privacy policy <http://www.cgs.org.uk/privacy-policy> covers CGS Contemporary Glass Society and its websites www.cgs.org.uk

Regarding sending images for publicity etc.

NEVER send any image without your name on it. It will get lost. Ideally the file name should be; Last name, First name or initial, title of piece, date made, size, any photo credit e.g. Reekie,Pam, Blue Fish 2017, 6hx4wx2d cm photo David Reekie. **You can rename an image it's very easy;**

Navigate to the file you want to change, Left click on file to select it, Right click on the file and choose Rename from the drop down menu or Ctrl and click on the file and Rename from the drop down menu. Type in your new,