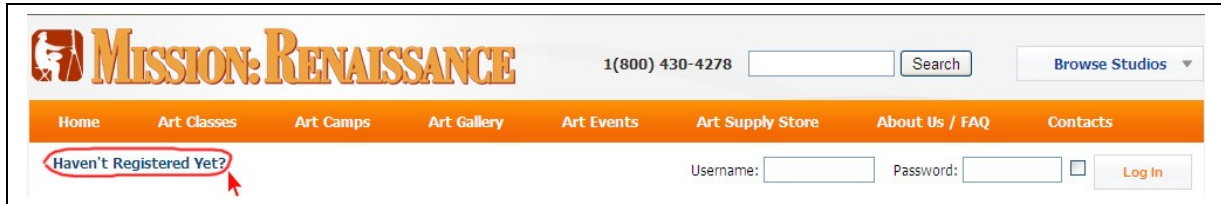


## ART GALLERY GUIDELINES FOR FINEARTCLASSES.COM

1. To begin, register your gallery profile by going to: [www.FineArtClasses.com](http://www.FineArtClasses.com)  
Click on “Art Gallery” on the orange menu bar then click on “Haven’t Registered Yet?” see the image below.



2. After accepting the Terms and Conditions, fill out all the registration form fields (your first name, last name, age, student account number and e-mail address will not appear on the gallery, they are for our records only).

If you do not want to list your actual age, enter Child, Teen or Adult in the field.

\*If you are under the age of 13 you will need to obtain parental permission to create an online gallery at FineArtClasses.com

When the form is complete, enter the verification code, which is not case sensitive, and click Submit (if you have difficulty seeing the code clearly you can click on it and it will refresh to display a new one).

The Registration Form

Student Account Number:

Studio Attended:

First Name:

Last Name:

Age:


Username:

Your Username should be something nice.  
It is going to be under your artwork

Password:

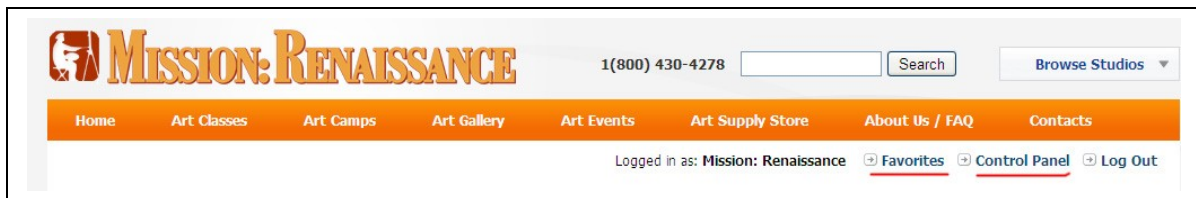
Email:

Receive Future Updates?

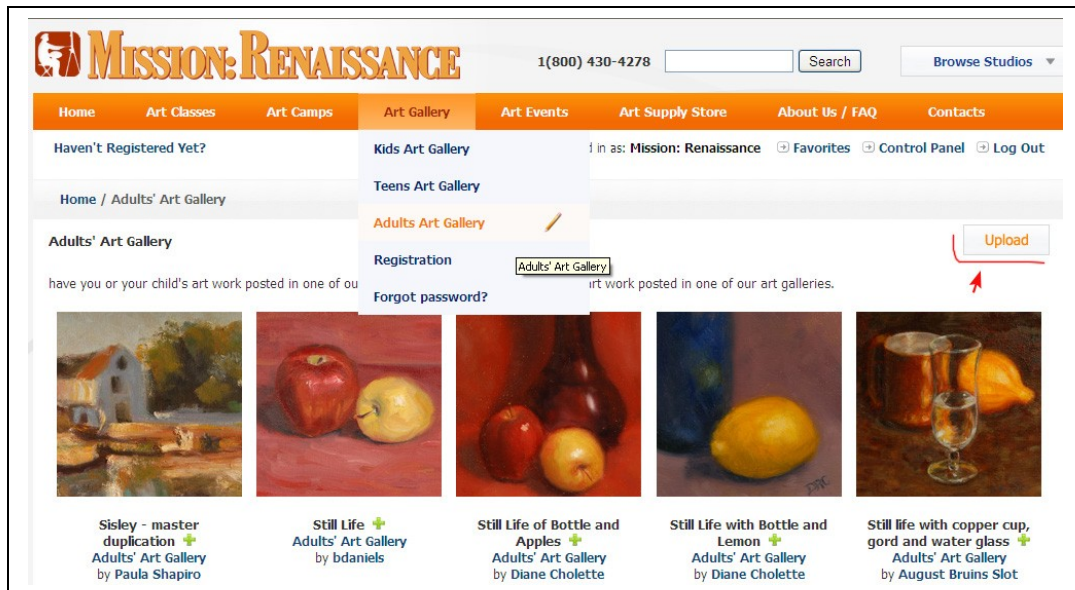
Verification code: 

Please enter the letters or digits that appear in the image. If you have problems identifying the image, click on it to get a new one.

3. After you submit your registration form the system will send a request to the site administrator who will need to verify and activate your account. This may take up to 1 business day depending upon system activity.
4. Once activated you will receive an e-mail notifying you that you can log in using your username and password. When you log in you will see “Logged in as:” under the orange bar as well as: “Favorites, Control Panel and Log Out.” Under Favorites you can view images you have “favorited” and under Control Panel you can modify your personal information. This can only be done while you are logged in with your username and password. No one else can do this.



5. To upload your images choose either Kids, Teens or Adult Gallery category from the “Art Gallery” drop down menu (see image below). An “Upload button will appear on the right (see image below). Follow the prompts on the upload form.



6. The upload form has a “URL” field that is for advanced users. This is if you want to upload from remote places. You do not need to enter anything in these fields. (See image below)

**Upload Form**

**Image File:**    
 Maximum file size should be 2.5 MB.  
 Your file must be 650 pixels wide or more to avoid pixelation.

**URL:**   
 Valid extensions: jpg, gif, png

**Thumbnail File: Upload:**    
 You can leave this blank


**URL:**   
 Valid extensions: jpg, gif, png

**Image Name:**

**Description:**

**Keywords:**   
 Keywords must be separated by spaces.

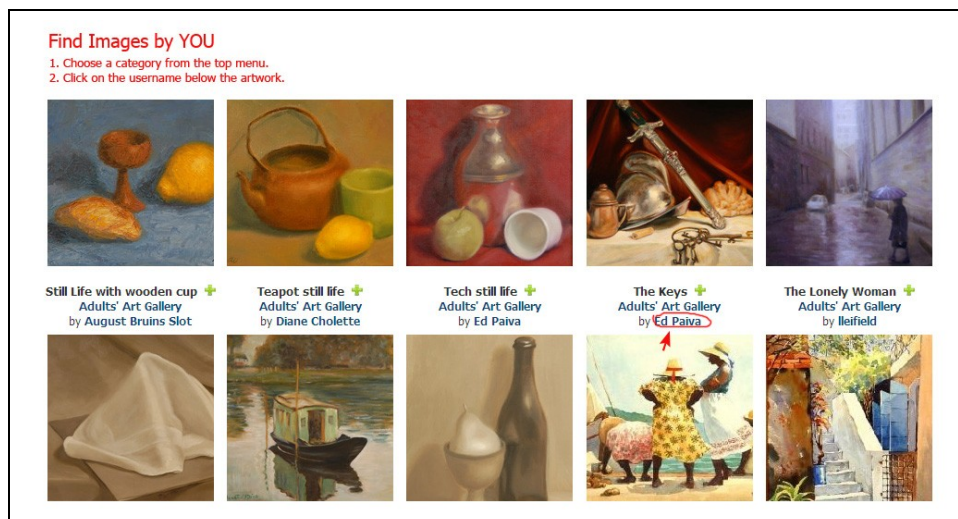
**keyword - a word or words related to your topic that will help you find information when conducting a search.**

**Verification code:** 

Please enter the letters or digits that appear in the image. If you have problems identifying the image, click on it to get a new one.

In accordance with our Terms and Conditions the system administrator will need to review and approve each image and contents before it is activated in your profile.

7. If you want to find active images added by you or someone else just choose a category from the “Art Gallery” drop menu and you can click on the username of the artist and this will take you to the persons profile. (see image below)



8. Once you are at the artists profile you can display all images uploaded by the artist. (See image below)

User profile of: Ed Paiva

[Display all images added by Ed Paiva](#)

Join Date: 24.05.2010

Studio Attended: Glendale

Last Activity: 27.05.2010 09:38


Comments: 0

Homepage:

[click to display all images by this user](#)

9. You can choose one of YOUR images from your gallery and you can edit the descriptions by clicking on the word “edit” at the bottom of the image (see image below).

Home / Adults' Art Gallery / A Village street by Pissarro 1871



[Edit](#) [Delete](#)

This is the image description [ Oil on canvas color tone study, he drew a lot with his brush.

You can send this image as an eCard to [ [Send This eCard](#) ] [add this image to your Favorites](#)  
your friends or relatives.

[ [village, pissarro, oil, canvas, color, tone, study, drew, brush](#) ]

Keywords of this image. By clicking on of these keywords, you can display all the images that have the same keyword.