WVA Member's Website Guide

This guide is for use by WVA members. To login you will need your username and password. If you do not have this information, contact Doug Haynes (haynes@emeraldstudio.com). The links mentioned below are visible on the left menu after one is logged in.

Your member page

Every WVA member has a page on the site. Clicking "View your page" will take you to that page. The content of this page is determined by the images and information you upload. The link "Edit your page", allows you to post an artist's statement, website link as well as update your contact information. Please note that your contact information is not shown to the public.

Uploading images

The link "Upload images" allows you to post images that will appear on your member page and can also be shown in the gallery or with your member news. Image formats should be .jpg, .png or .gif. Images may fail to upload if the file size is extremely large (please keep maximum file dimensions under 650 pixels) or the file is in CMYK format (please use RGB).

Entering member news

Clicking the link "Add member news" will lead you to a page which offers choices of event types: exhibits, awards, opportunities classes and events / meetings. Click on the appropriate choice and you will be taken to a page where you may fill in the details regarding your member news. Clicking in the date fields will cause a calendar to pop up which allows you to enter a date. The venue address will be used to map the location of your event.

Connecting related events

In cases where there are multiple entries on the website documenting the same event, these events can be connected. For group shows this will allow a unified presentation on the website. Upon entering or updating an entry about an event the site will check to see if the date of your event coincides with the date of other entries. If there are matching dates you will be presented with a list of events that may be connected to your entry. Please check the boxes next to events that are connected and click the button labeled "Connect Events".

Editing events

If you are logged in some items will have a blue editing icon. Clicking this icon will allow you to edit that information. The link "Edit member news" will take you to page with a search function as well a list events you have posted. Use the search box to look for a particular event. If you need access to edit an event you did not post, please contact Doug Haynes (haynes@emeraldstudio.com)

Editing images

The link titled "Edit images & captions" will allow you to edit image captions, image order and choose which image to show in the gallery. The green plus icon will allow you to choose an image to show with member news.

Other options

"Download member list" provides a roster of WVA members in pdf format. The link "WVA Officer list" provides addresses and phone numbers of WVA officers. You can also change your password to one of your preference by following the link "Change password"