



Help with Members' Gallery plus how to create or update one online

The WPA website has a Members' Gallery where you can exhibit between **3 to 10 photos** of your work along with an **Artists statement** about you and what you produce. Please take the time to familiarise yourself with the layout and content of some galleries to help you consider how best to show your work, what to say and links to include. Our members area will allow you to both create and update your gallery, full guidance for how to do this is included here. Firstly, we will set out what our guidelines are for the content.

IMAGES

To make the website both more interesting and friendly we would like a photo of you at work, that appears in the strapline of your gallery. We recognise however, some people may not wish to appear personally, so give some thought to what image you would like in that position. It is also worthwhile deciding which of the pictures will be used for the link to your gallery. Normally we suggest your favourite picture for the link.

There is a stripe image that runs right across the top of the members gallery page. We try and relate this to the members work using either a closeup detail or similar, or failing that an appropriate generic image. We are happy to organise this or if you have a particular image for that purpose let us know.

Images should be good quality and in focus, no greater than **1500 pixels wide/tall and 350KB** in size, but can be in any format, landscape, portrait or square. Try to position your subject roughly in the middle of the frame and leave some background space around the edges. Think about the background to the work, it will look better if you use a neutral or contrasting tone and ensure nothing accidentally gets cut off.

If you want a caption to go with your image, giving brief details of the piece, **please save your image file with your text, max 10 words**. (e.g. Stoneware bottle Seascape 15 x 30 cm high.jpeg). **N.B.** No price tags please.

ARTIST STATEMENT

You should give a personal statement about your work using no more than **150 words**. Most people use around 80 words or less. If you need help, take a look at other examples on the Members' Gallery pages. Don't forget to include any contact details you wish to be published. We can publish as many details as you wish, including your studio address, telephone and links to your website, email address and any social media accounts if required. Should you want to include any facilities you offer, like courses, studio opening/visits or such, please let us know these details too. This will also allow you to add any links for exhibitions or galleries that show your work.

FILTER

We have introduced a filter function for members galleries based upon some standard criteria which have been developed from members' feedback, these will be reviewed periodically. There is a separate list of options for you to complete and return should you wish.

PUBLISH

To display your creations in the members' gallery we would prefer you to use the new "Your gallery listing" function in the members area. By doing so, it helps us by reducing the amount of work

committee members carry out. However, you can still send us your jpeg photographs text and filter criteria to website@westcountrypotters.co.uk or contact us if you have any questions or require any help, e.g. we can amend photo file sizes if required.

Here is some help about how to use our new function.

Your gallery listing

Firstly, you will need to be logged into the Members area. Go to the dashboard and using the menu choose "Your Gallery Listing". A page will open with lots of text boxes each with its function just above it. You only need to provide new or amended content, please leave empty those boxes not required for what you are doing.

If you already have one, your gallery title will be displayed in the first box. If you are creating a gallery put your preferred gallery title here. This will generally be your first name and last name unless you prefer to use a gallery or business name.

Now fill boxes for your contact details, website and social media links. These will enable your gallery to send visitors to your contact details and direct them straight to your social media pages. We suggest you copy the html address for any you want used direct from the page you want visitors to go to (It is useful to have these open whilst you are in the member's area). Just click into the address bar of your browser and right click to copy the link, then go to the relevant text box and paste the address. As an example, for an Instagram account, you should get something like https://www.instagram.com/your_user_name, do this for each of the accounts you want to include, ensuring you copy the relevant one to its corresponding box.

Next comes the titlebar quote, this appears above your gallery page, we often just use a suitable quote from your description – or Artist's statement. The following "Description" box is your Artist statement. If you want to amend what you currently say please enter your entire new statement, we can then just replace the old text. A new gallery will use the text you enter, we suggest you look at what others have said about themselves and refer to our guidance.

Search terms are a list of pre-selected tags we created to enable visitors to our website to filter using one tag. A full list can be found at the link above the text box. Please just type a list of those applicable to your practice.

Once you have got this far you have almost created or updated your gallery, it just remains to upload up to ten images that will appear in the gallery and your profile picture. Images should be good quality and in focus, no greater than **1500 pixels wide/tall and 350KB** in size, but can be in any format, landscape, portrait or square. If you want a caption to go with your image, giving brief details of the piece, **please save your image file with your text, max 10 words before uploading it.** (e.g. Stoneware bottle Seascape 15 x 30 cm high.jpeg). **N.B.** No price tags please.

For those with a gallery, the current images will be displayed numbered. If you want to replace any, just list the numbers you want to delete in the Photo instructions box. You can also tell us which image you would like used for your gallery link. This image appears on the gallery home page on the WPA public website.

We suggest you assemble the photos you want in a separate folder on your device. Then click select files in the "add more photos" box and a dialog box will open to allow you to select the relevant folder, then select the images you want to upload. If any files exceed the 350kb limit they will be highlighted in red and will not be uploaded, those meeting the criteria will show in bold below the box.

A similar method is used for your profile image – this is the image that appears to the left under the title bar. We would like a photo of you at work that appears in the strapline of your gallery. We

recognise however, some people may not wish to appear personally, so give some thought to what image you would like in that position.

Whether you are creating a new gallery or updating one, please check over all the content you have added before you press the submit button which is at the very bottom of the page. You will receive an email confirming what you have submitted. The website team will then get back to you as soon as possible to confirm the changes have been actioned, or if they have any queries about your request.

We hope you will find this function useful please let us know if you need any help, have any queries or comments by sending an email to website@westcountrypotters.co.uk. Eventually we hope everyone will use this new way of sending in images, text etc.

Once we have published your page, we will notify you to check you are happy with it.