**~ Alamance Artisans Guild Website Cheat Sheet ~**

**Our new website will only be as good as the information we post.**

**When we say "we", we mean YOU and all AAG members.**

**Since we do not have a paid staff person, each member is responsible for**

**posting personal openings, art events that include members, etc.**

**Here are some helpful hints!!**

* Any openings, sales, and workshops may be posted on the calendar.

Go to the website.

Go to the member resource tab.

Fill in the member password: **AAGstudio2R** -- *The password is case sensitive.*

Click on the applicable form.

Fill it out as completely as possible then press "submit".

Check the site after several days to make sure the event is visible.

If you are submitting an exhibit that lasts a number of days and it also has an opening, you may submit the opening as a separate event. You need to do this on a separate form.

Feel free to submit a short news story about the event using the appropriate form, again, in the member resources section. Photos are helpful and can be uploaded.

* Members planning monthly programs should post information about the upcoming programs in the same way. You may submit a news article about any interesting program that is open to the public.
* The events and exhibitions committees will post upcoming events on the calendar as soon as possible. News articles are important and welcome.
* All "contact us" emails from the website go directly to the president and will be passed on to the appropriate party.
* If you encounter something on the website that doesn't seem to be functioning properly, PLEASE let the Communication Committee know as soon as possible so that we can remedy the problem.

 FACEBOOK

* Art-related news, comments, events, question, are all appropriate for the FB group page.
* New AAG members should request to be added to the group on the FB group page. ( Members would have to have a facebook account)
* AAG sponsored events of interest to the public should be posted on the AAG Facebook page by submitting information to ones of the FB administrators listed below.

Website Member pages will be updated twice a year.

* Pages of members renewing by January 31 will be updated in February.
* Pages of individuals renewing their memberships after January 31 will be updated in June.
* If we do not receive new info prior to the Studio Tour application deadline, the page will remain the same until the next renewal cycle.

**INFO NEEDED FOR MEMBER PAGES ON AAG WEBSITE:**

* First Name
* Last Name
* Studio Name (if one exists)
* Media (very short, finishes the sentence “John Doe works in …”)
* Artist Statement
* Artist Bio
* Email
* Website
* Artist Portrait image
* 6 images, with captions if available

**Communications Committee**:

Chair: Susan Kern *susanh.kern@gmail.com*

Member Pages: Beverly McAnulty *bmcanulty@hotmail.com*

 Jan Holloman *xplorin46@gmail.com*

Studio Tour Page: Donny Bell *donny@studio6.co*

Calendar/ Events: Steve Cann *stevencann@triad.rr.com*

Home Page / About Us: Susan Kern *susanh.kern@gmail.com*

News: We need a volunteer coordinator for this!

Website Consultant: Steven Durland *Durland@durland.com*

AAG Facebook Group (seen by members only)

and AAG Facebook Page (seen by the public) administrators:

 Janae Lehto *janae@janaelehto.com*

Carolyn Nelson *carolynnels@gmail.com*

Juanita Wrenn *juanita@wrennworks.com*

Susan Kern*susanh.kern@gmail.com*