

The PROVIDENCE ART CLUB



THE ART OF *Camaraderie*

EXHIBITING ARTIST PORTFOLIO CREATION

We welcome all exhibiting artist members put up a portfolio and we've made it easy to do, particularly over the next 90 days. We have essentially started the process for you by putting all artist members profiles in a format that can easily be upgraded from a basic member's profile to a full-fledged portfolio in a few simple steps. The do-it-yourself package is yours for a one-time cost of \$25. The gallery-assisted package has a one-time fee of \$50. For gallery assistance contact Michael Rose gallery coordinator at michael@providenceartclub.org



GETTING ORGANIZED

Below is the information that you'll need to have access to when creating your profile.

Seven to 10 images of your artwork, designate one horizontal as your cover shot (Images need to be jpeg format, 1920px on the longest side at 96ppi.)

Please name each image file what you'd like to see as that image's caption, up to 30 characters

A profile picture. This can be a head shot (photo of you, self portrait, a picture of your cat,... anything, 960px on longest side at 96ppi)

A short bio of no more than 180 characters (about 40 words)

An artist statement of no more than 1,000 characters (about 200 words). Please use a text program, such as Microsoft Word or Apple Pages to check your character count.

If you'd like to include a CV or list of accomplishments of any sort we will accept a document of up to 5 pages in PDF form only, no larger than 2MB.

Lastly, please provide any contact info and social media links you want to be included; phone number, website, Facebook, LinkedIn, Instagram or Twitter links. (Think: what would you want on your web site, because this is a mini website of sorts)

Tips for a good professional portfolio presentation

- Think through in advance which 7 - 10 of your works represents you best.
- Consider pieces that will read well small. Even when clicked to be enlarged in almost all cases the images are still mere thumbnails.
- Start with good images of your artwork
- Photos should be in focus
- Avoid areas of glare
- 2-dimensional work should be squared up
- Think through the order of your images in advance. It's much easier to rearrange your order on paper than in this form, where you need to delete and upload images again to put works in a different order.

NOTES:

If you are working on it but don't want it published yet then hold off on uploading your cover photo. Once you upload that then the portfolio gets published in the Artist Portfolios section.

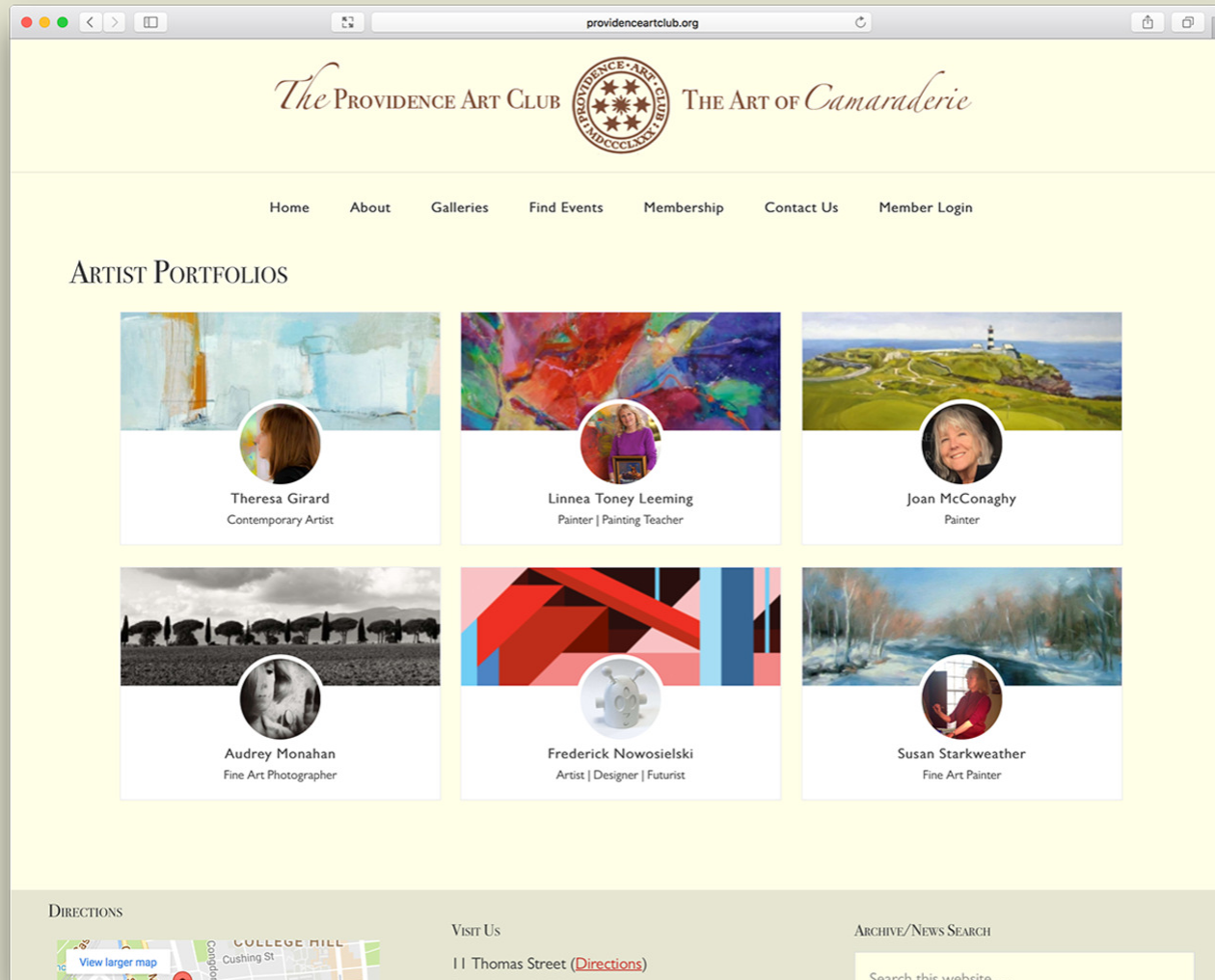
SAVE OFTEN. There is a session time limit of 20 minutes to work on it. If you upload something its best to save and then edit to add the next item.

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PORTFOLIO PAGE GOAL

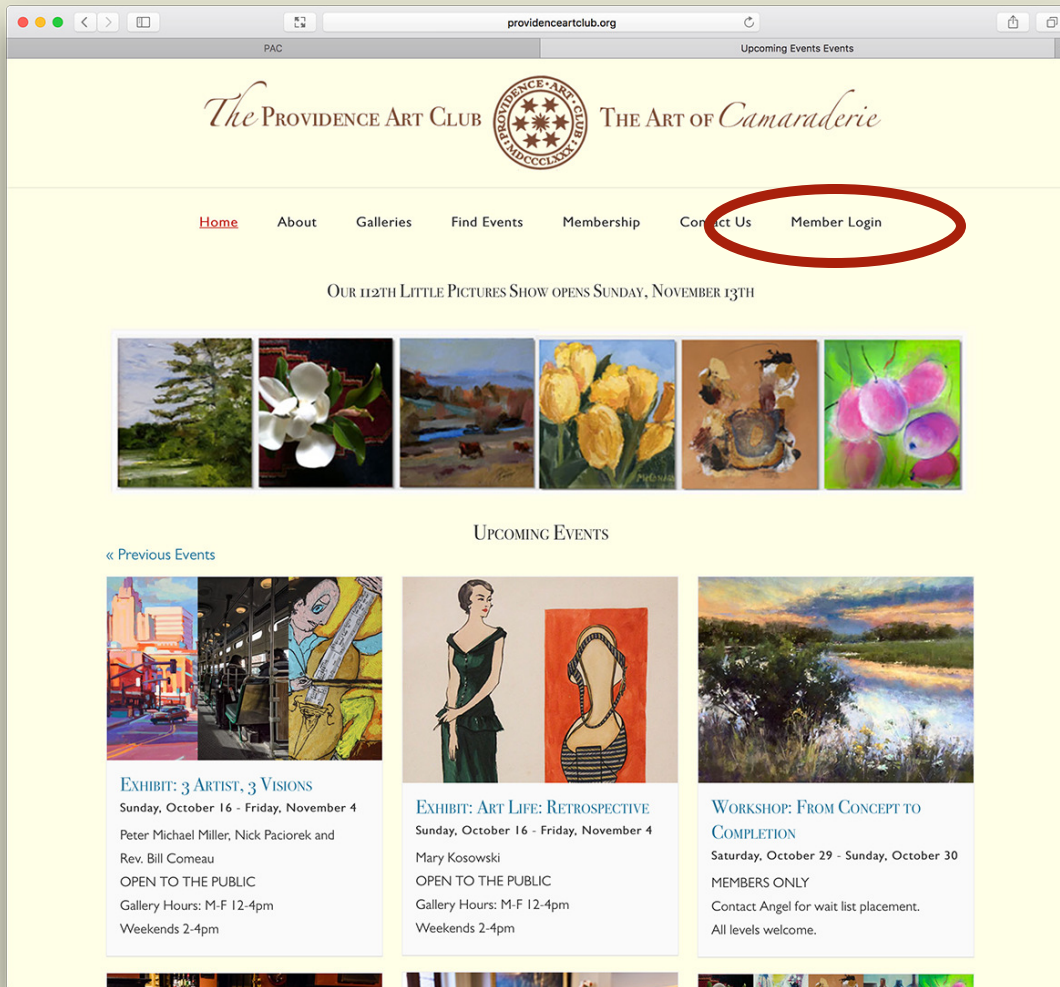


Here is the Artist Portfolios page. As you can see this is an exciting upgrade to the current Portfolio pages. You'll be able to update your portfolio whenever you like. Artists will be featured in alphabetic order by last name.

This guide walks you through creating your portfolio on the PAC site.



HOME PAGE



From the Home Page click on
Member Login



LOGIN PAGE

providenceartclub.org

The PROVIDENCE ART CLUB THE ART OF *Camaraderie*

Home About Galleries Find Events Membership Contact Us [Member Login](#)

LOGIN

PLEASE NOTE: This is for Providence Art Club members and staff. Please see [Membership](#) on how to join.

Username or E-mail *

Password *

☒ Keep me signed in

Login Register

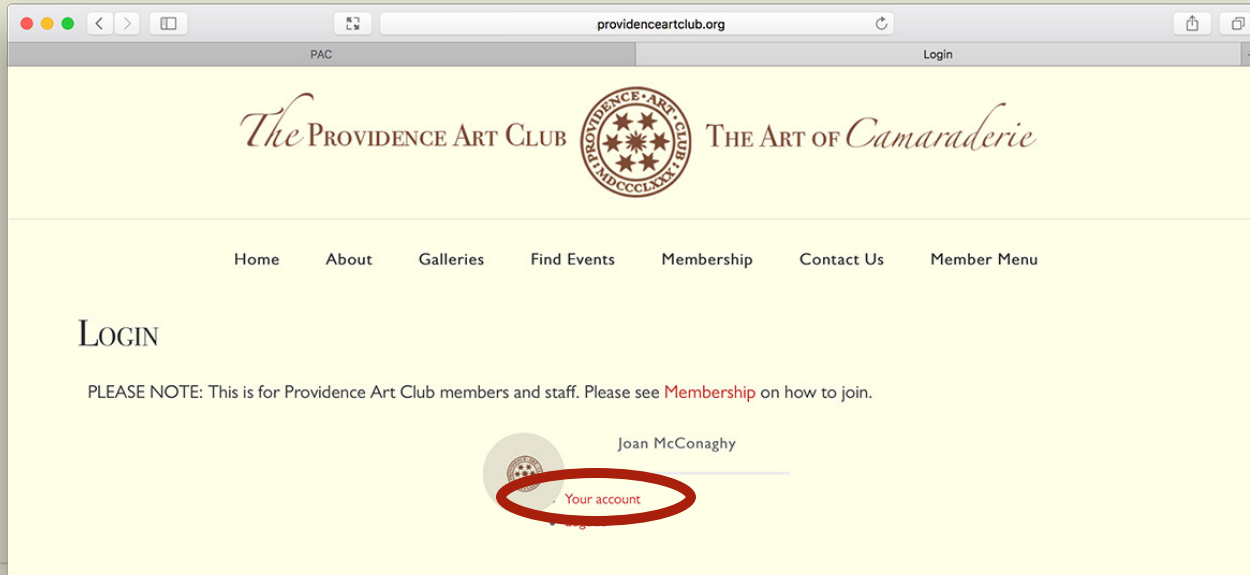
Check your email for your username and temporary password.

You can use your Username or the E-mail the club has on file to login.

If you are on your personal device you can check Keep me signed in to take advantage of Member only content.



LOGIN HOME PAGE



Once logged in you'll be on the login home screen. Click on **Your Account** to see or edit your details.



YOUR ACCOUNT PAGE


providenceartclub.org




PAC Account

The PROVIDENCE ART CLUB THE ART OF *Camaraderie*

Home About Galleries Find Events Membership Contact Us Member Menu

ACCOUNT


Joan McConaghy
[View profile](#)

-  Account >
-  Change Password >
-  Privacy >

Account
Username *
joanmcconaghy

First Name
Joan

Last Name
McConaghy

E-mail Address
joanmcconaghy@gmail.com

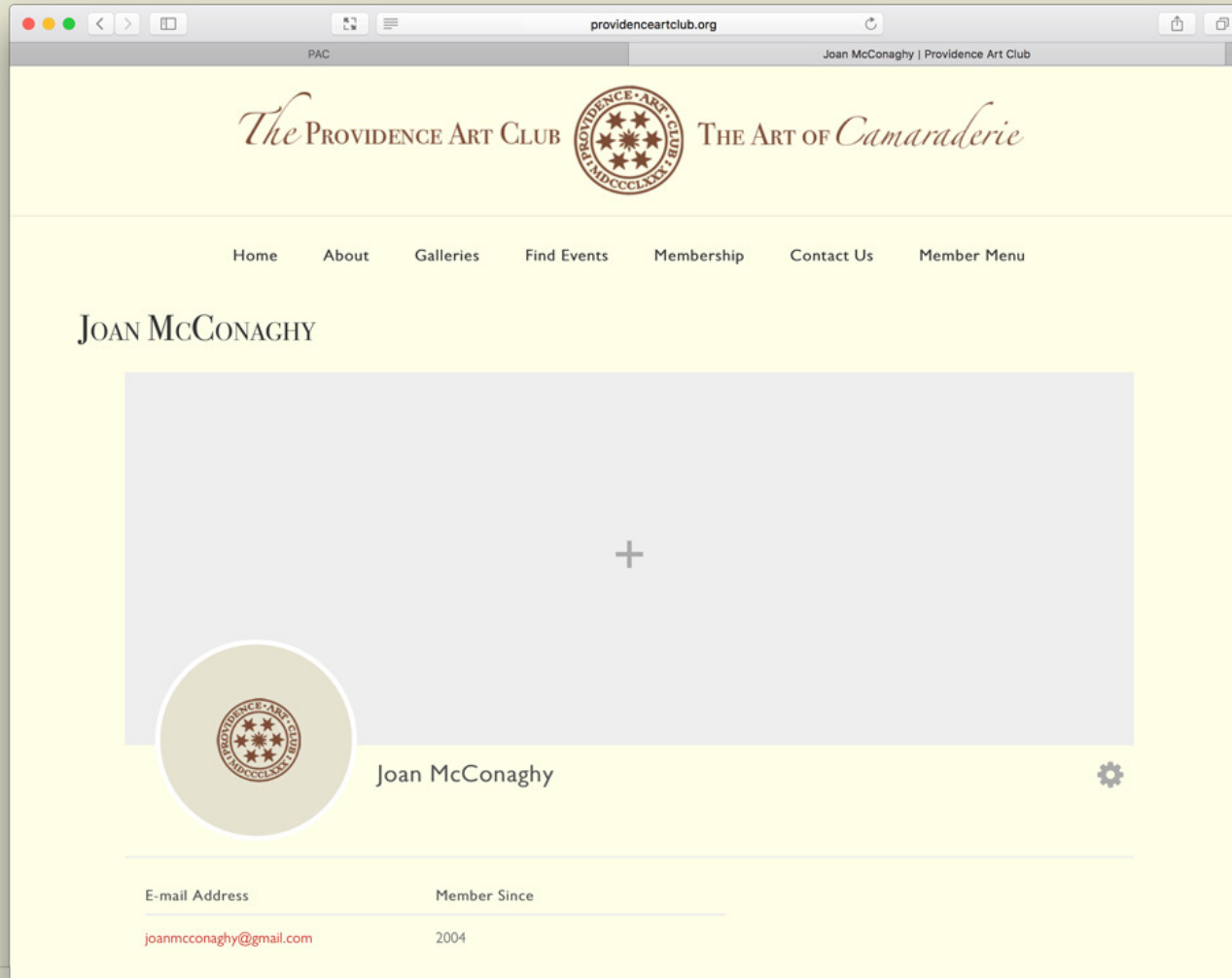
Update Account

If you've made any changes click on **Update Account**.

To access your portfolio click on **View Portfolio**.



BLANK PORTFOLIO PAGE



Here you see how your portfolio currently looks like.



EDIT PORTFOLIO PAGE

The screenshot shows a web browser window with the URL providenceartclub.org. The page title is "Joan McConaghy | Providence Art Club". The header features the Providence Art Club logo and the tagline "THE ART OF Camaraderie". The navigation bar includes links for Home, About, Galleries, Find Events, Membership, Contact Us, and Member Menu. The main content area displays the member's name "JOAN McCONAGHY" and a large placeholder for a profile picture. Below the name, there is a circular profile picture placeholder with the club's logo. The member's name "Joan McConaghy" is displayed next to the placeholder. At the bottom of the page, there is a table with two columns: "E-mail Address" and "Member Since". The email address is joanmcconaghy@gmail.com and the member since date is 2004. A dropdown menu is open, showing options: "Edit Profile" (highlighted with a red circle), "My Account", "Logout", and "Cancel".

Click on the **cog**, highlighted in blue below, to **Edit Profile**.



FILL IN PORTFOLIO PAGE

The screenshot shows the 'Fill In Portfolio Page' for Joan McConaghy on the Providence Art Club website. The page is titled 'The Providence Art Club' and 'The Art of Camaraderie'. The user's name 'JOAN McCONAGHY' is displayed at the top. The page contains several sections for profile information and artwork uploads. Red numbered arrows (1-8) point to specific elements:

- 1. Plus sign for cover photo
- 2. Camera icon for profile picture
- 3. Bio text area (Tell us a bit about yourself...)
- 4. Artist statement text area
- 5. Area of concentration text area
- 6. Website input field
- 7. Upload button for featured artwork
- 8. Update Profile button

1. Click on the **Plus sign** to upload your cover photo.

2. Click the **Camera icon** to upload your profile picture.

3. The Tell us about yourself is a short 180 character bio.

4. Your Artist Statement can be up to 1,000 characters. If you run out of room you can upload a PDF CV with further details of your accomplishments.

5. Area of Concentration shows up below your name. Click [here](#) to see examples.

6. Fill in whatever further information you'd like to be public.

7. Upload images of work you'd like to feature.

8. Click **Update Profile** or the checkmark below the cover photo.

[NEXT](#) »

Important: Don't let too much time go by when filling out this form and uploading or you could lose your data. So, it's important to have your content organized in advance.

« [PREVIOUS](#)

The screenshot displays the website for The Providence Art Club, with the URL 'providenceartclub.org' in the browser's address bar. The site's header includes the club's name in a serif font, a circular logo with stars, and the tagline 'THE ART OF Camaraderie'. A navigation menu at the top lists 'Home', 'About', 'Galleries', 'Find Events', 'Membership', 'Contact Us', and 'Member Login'.

The main section is dedicated to artist Joan McConaghy. It features a large landscape painting of a lighthouse on a cliff, a circular portrait of the artist, and a bio stating she is a painter who taught Graphic Arts for 22 years. A red circle highlights a gear icon in the top right corner of the artist's bio section. Below the bio is an 'Artist Statement' where she discusses capturing mood and inspiring reflection through her work.

Below the statement is a contact information table:

Phone Number	f Facebook	Website
401-864-2379	Facebook	http://www.enfieldgallery.com
		Member Since
		2004

The 'Featured Artwork' section displays a grid of nine paintings with their titles and artist names:

- White Tulips** (McConaghy)
- Rock of Cashel** (McConaghy)
- Grandpa's Grapes** (McConaghy)
- Texas Longhorn** (McConaghy)
- Motherhood** (McConaghy)
- The Wall** (McConaghy)
- Onions** (McConaghy)
- Orange Poppies** (McConaghy)
- Edgartown Lighthouse** (McConaghy)

You'll now see your completed portfolio.

You can edit your portfolio at any time by clicking on the cog.