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**How to Register for the Ohio Arts Council’s Online Artist Registry**

The Ohio Arts Council is excited to introduce our new online artist registry that will feature artists of all disciplines in one digital location. Registry participants will be searchable by discipline category, city, or key word search. This online home for artists is designed to be user-friendly, accessible, and editable throughout the year. **Please note: additions to the registry can be added at any time but there are approval processes that may take a day to activate.**

For the registry to work properly you must allow for Cookies in your web browser. Depending on your browser here are the instructions:

Firefox: <https://support.mozilla.org/en-US/kb/websites-say-cookies-are-blocked-unblock-them>

Chrome: <https://support.google.com/accounts/answer/61416>

Safari: <https://support.apple.com/guide/safari/manage-cookies-and-website-data-sfri11471/mac>

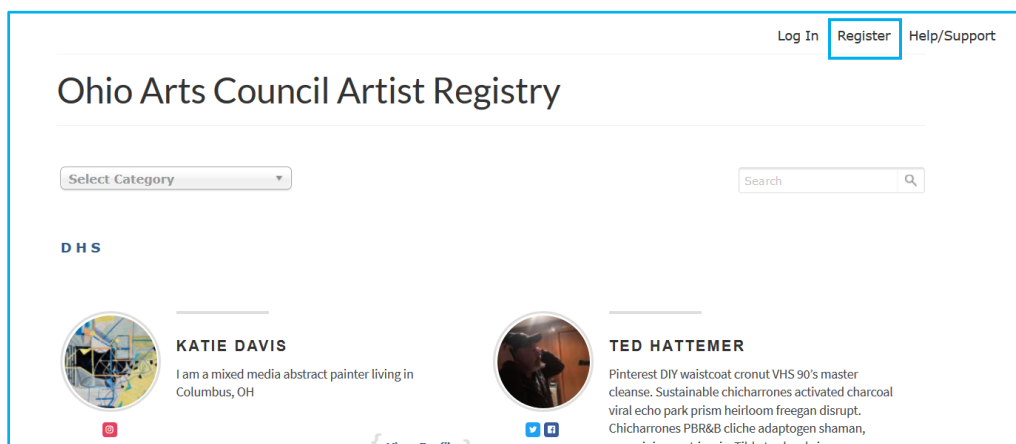
The two sites that need to be unblocked/allowed are:

<https://oovar.ohioartscouncil.org>

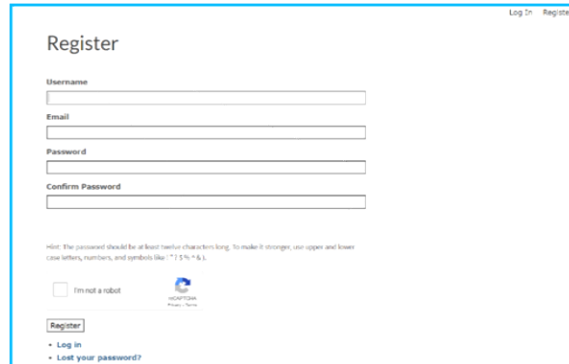
<https://oac.ohio.gov>

To create a new registry listing follow these steps:

1. Access the Ohio Arts Council Artist Registry at: <https://www.oac.ohio.gov/Resources/Ohio-Online-Artist-Registry>
2. Navigate to “Register” on the top right of the page. Click “Register.”

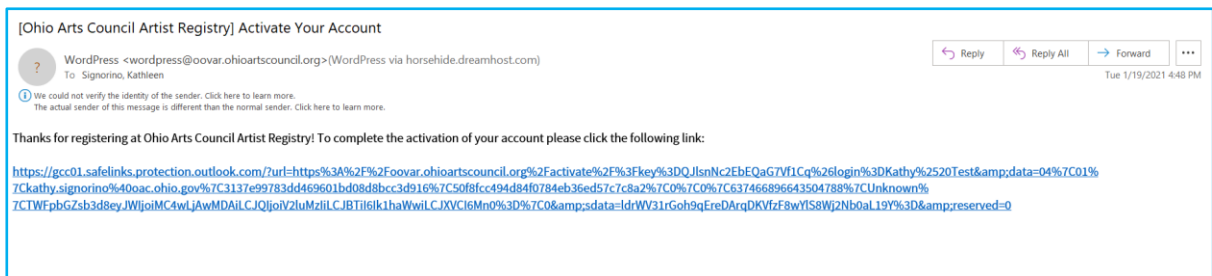


3. Create a username and password. Keep this information in a safe place because you will need it to login. When you are finished, click “Register.”

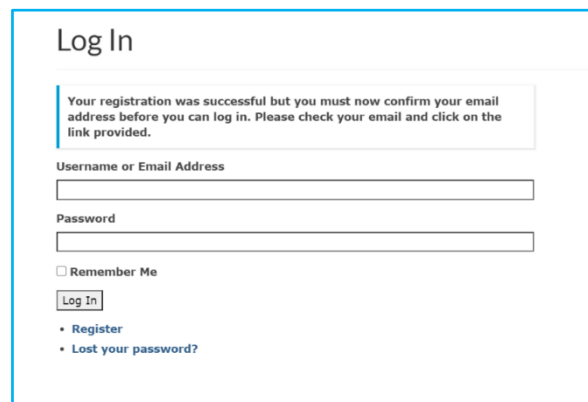


The screenshot shows a 'Register' form with the following fields: Username, Email, Password, and Confirm Password. Below the fields is a note: 'Note: The password should be at least 8 characters long, to make it stronger, use upper and lower case letters, numbers, and symbols like "!"@%\*&'. There is a checkbox for 'I'm not a robot' and a CAPTCHA image. At the bottom, there is a 'Register' button and links for 'Log In' and 'Lost your password?'.

4. After hitting “Register,” you will receive an email from WordPress with a subject line that reads “[Ohio Arts Council Artist Registry] Activate Your Account.” Click the link in this email to activate your account. If you do not receive an email in your inbox, please check your Spam or Junk Mail folders. Please note that there is often a slight delay in receiving this confirmation email. If submitting a login request outside of normal business hours, please expect this confirmation email by noon the next business day.

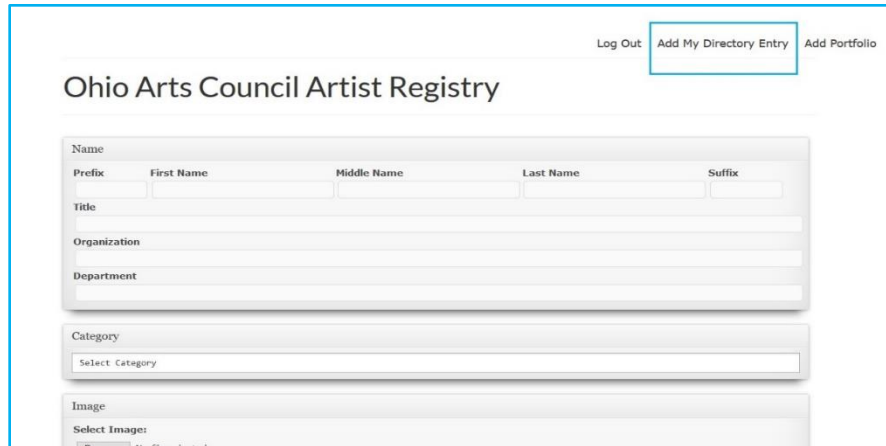


5. You have registered, confirmed your email, and an administrator has approved your account. You are now ready to log into the system and begin creating your Directory Entry. Using your username and password you set in Step 3, log in and press the “Log In” button to enter the database.



The screenshot shows a 'Log In' form. At the top, there is a message: 'Your registration was successful but you must now confirm your email address before you can log in. Please check your email and click on the link provided.' Below this are two input fields: 'Username or Email Address' and 'Password'. There is a checkbox for 'Remember Me' and a 'Log In' button. At the bottom, there are links for 'Register' and 'Lost your password?'.

- Once you log into the system click the “Add My Directory Entry” in the top right of the page. Complete the information for your profile. **NOTE: The image that you are entering in your profile will be the main image for your registry listing. You will add your artwork images/information once you create a portfolio.**

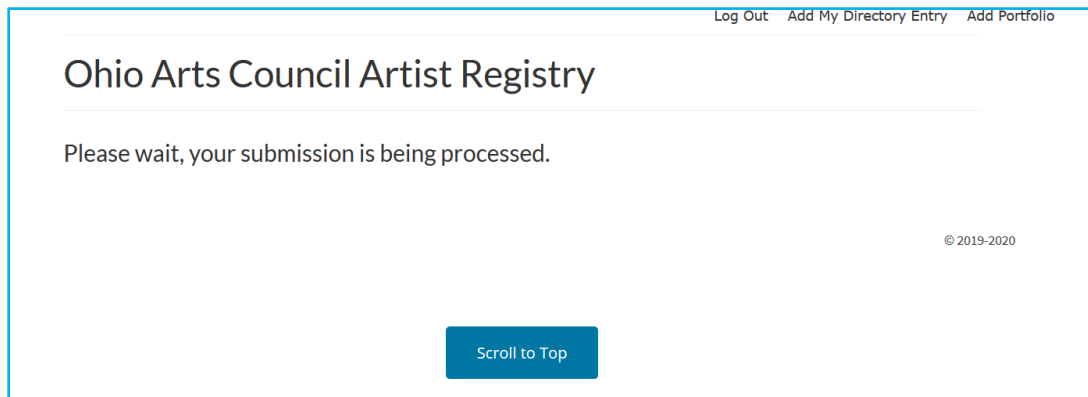


The screenshot shows the 'Add My Directory Entry' form on the Ohio Arts Council Artist Registry website. The form is titled 'Ohio Arts Council Artist Registry' and includes the following fields:

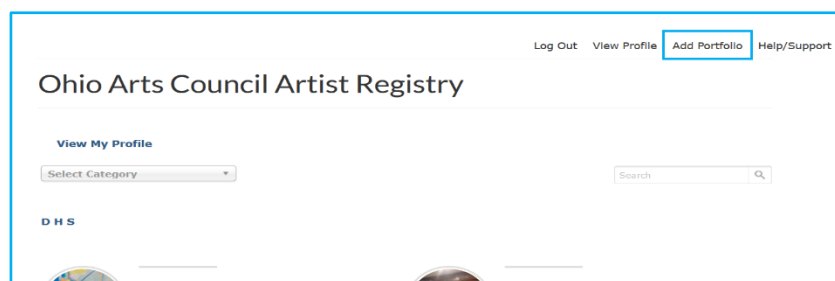
- Name:** Prefix, First Name, Middle Name, Last Name, Suffix
- Title:** (text input)
- Organization:** (text input)
- Department:** (text input)
- Category:** Select Category (dropdown menu)
- Image:** Select Images (text input)

Navigation links in the top right corner include 'Log Out', 'Add My Directory Entry' (highlighted with a red box), and 'Add Portfolio'.

- Once you have completed your Directory Profile hit submit. Your Directory Profile will be reviewed and approved by an administrator which may take a day to process.



- Once your profile is approved then it is time to add a portfolio. To begin the process, click on the “Add Portfolio” in the upper right-hand corner.



9. You may add as many portfolios as you like, with a maximum of 10 items per portfolio. For example, if you are a painter and a ceramicist you may add a portfolio of your painting and then also of your ceramics, each with a maximum of 10 images. File types that can be added include: jpg, png, doc, pdf, mp3, and mp4.

The screenshot shows a web form for adding a portfolio. The form includes the following sections:

- Portfolio name \***: A text input field containing "2020 Paintings".
- Categories**: A dropdown menu with the instruction "Hold down the Ctrl or Cmd key to select multiple categories." The menu is open, showing "Visual Art" selected, with sub-items "Painting", "Drawing", "Sculpture", "Collage", and "Ceramics".
- thumbnail**: A "Browse..." button next to the text "028.JPG".
- Image One \***: A "Browse..." button next to the text "100.JPG".
- File**: A text input field containing "The Pretty Flowers".
- Title**: A text input field containing "Acrylic on Canvas".
- Description**: A text input field (empty).
- Image Two**: A "Browse..." button next to the text "No file selected."

The browser's address bar at the bottom shows "ArtistRegistry-AddRegistration-Instructions - Saved" and a search bar.

10. Once you submit your portfolio it will be reviewed and approved by an administrator. Once it is approved it will appear online. This process may take a day for each portfolio submission to finalize. You can add another portfolio, go back to the main registry, or Log Out.

Log Out View Profile Add Portfolio Help/Support

**Thanks for your portfolio submission. We will review your submission and get back in touch with you.**


[Go Back to Registry.](#)

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Scroll to Top


11. Once this last step is finished the portfolios will appear under the artist's profile. You will click on each image (which is the first image of the portfolio) to see the full portfolio.

United States  
Work Phone: 555-555-5555




Portfolio

**2020 Photography Collection**  
February 1, 2021

 **Tulips Taken with a Nikon 5000 Hydrangeas Unfiltered image Chrysanthemum Koala Lighthouse 02/01/2021**

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**paintings**  
January 28, 2021

 **flower asdfasdf 01/28/2021**


12. You can edit your profile information at any time. To do this click the “Edit My Profile” and make the changes that you would like, then hit submit.

Log Out View Profile Add Portfolio Help/Support

## Mary Smith » Ohio Arts Council Artist Registry

[Go Back to Registry.](#) [Add to Address Book.](#) [Edit My Profile](#)

**Mary Smith**  
Mary Smith Art Studio  
Home  
1111 High St  
Columbus Ohio 43201  
United States  
Work Phone: 555-555-5555



Portfolio

**2020 Photography Collection**

13. You will receive the message below. An administrator will review your request and activate the changes. Please allow one to two business days for this change.

[Log Out](#) [View Profile](#) [Add Portfolio](#) [Help/Support](#)

## Mary Smith » Ohio Arts Council Artist Registry

Please wait, your submission is being processed.

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Please note: You can edit your profile at any time but if you'd like to make changes to a portfolio you will need to contact our office at [kathy.signorino@oac.ohio.gov](mailto:kathy.signorino@oac.ohio.gov) or [katie.davis@oac.ohio.gov](mailto:katie.davis@oac.ohio.gov)