

## How to edit your Artweeks on-line account:

Go to [www.artweeks.org](http://www.artweeks.org)

- *'Sign in' (top right hand of screen) – using your username and password.*
- *If you have forgotten your username or password ask for a new password, a tab choice on the sign in screen.*
- *Once you are signed in, left click 'My Account' (top of screen).*
- *Under the heading 'your items', click on your name/group name above the item you wish to edit.*
- *Click the 'edit' – beside that name.*
- *Edit as required.*
- *Now scroll to the bottom of the page and press 'Save'. **You must press save or your edit will be lost.***
- *Now click 'sign out' (top right hand of screen)*