

How to register and pay for membership, exhibition entry on-line

Go to: www.artweeks.org

Go to the 'For Artist' page 'exhibition options' and choose how you wish to exhibit.

First register with the Artweeks website:

- Click register/sign in [top right hand of screen]
- Click – 'create a new account' tab under the title ' my account'
- Type in a username and a valid email address in the boxes provided
- Then click on the 'Create a new account' button.
- An automatic email will be sent to you a onetime only password.
[Please check your 'junk box' if it is not in your 'inbox'.]
- This email will include a link – click on this link which will return you to the website where you will be asked to create a new password which you need to remember.
- Use your username and password to sign in, each time you wish to view or edit your account.

To Buy Membership only on-line:

- Go to the 'For Artists' page (menu choice at top of page).
- Choose 'Buy membership' (down side of page).
- Select individual membership and press ADD.
- Complete the form and press SAVE.
- Proceed to basket (top right corner).
- (If you wish to purchase other items, click continue shopping).
- When you have finished shopping, proceed to checkout/review order.
- Pay via PAYPAL - If you do not have a PayPal account they will accept a one off transaction with any major credit card.

To buy membership and a selling exhibition:

- Go to the 'For Artists' page (menu choice at top of page).
- Choose 'Buy membership' (down side of page).
- Select individual membership and press ADD.
- Complete the form and press SAVE.
- Proceed to basket (top right corner).
- Select – buy entry (i.e. you are continuing to 'shop'.)
- Choose the exhibition entry you require and press ADD.
- Complete the entry form (if a group entry, start typing artist's names, click on the correct name that the screen shows), upload your image and SAVE.
- **Double check/proof** your entry and edit if required.
- Proceed to check out and pay via PAYPAL – If you do not have a PayPal account they will accept a one off transaction with any major credit card.

For a non-selling group/charity exhibition/business exhibition entry

Go straight to non-selling exhibition entry where you may purchase membership and complete your exhibition entry on a single form in one transaction.