

Creating or Updating an Artist's Page on the NPA Website

As an NPA member you are entitled to have your work featured on the NPA website.

Go to <https://www.northern-potters.co.uk/artists/> to see examples of other members' pages.

To create your own page or if you have any questions please send an e-mail to the Website Lead (currently Ian Turner-Smithson): website@northern-potters.co.uk



Please note that all of these requirements are optional apart from a single image.

- Up to 6 images of your work as .jpg files, images should a maximum of 2MB in size (please note that to reduce the amount of space that the website uses they are further scaled to around 200KB so it is worth checking they still look good at that image quality). Please send in a zip folder*. Please label your folder **and** each individual image with your name followed by a number
- Select one of the images to be your featured image
- Your artist's statement (preferably written in the first person), the statement does not need to be anything fancy, just describe why you love doing your work and what inspires you.
- Any contact details you wish to be published. Bear in mind that Artists' Pages are accessible by all so consider carefully which phone numbers, email addresses etc. you want to be made public. Also we assume that the e-mail you send your request from is confidential unless you explicitly list it in your list of details. For social media please include the URL to your page rather than just your username.

Once your page has been created or updated the Website Lead will send the link to the Magazine Editor who will feature one of your images in an upcoming issue of the Magazine (which in the web version of the magazine will have a live link back to your Artist's Page on the website).

Please save copies of your original, high resolution (min 300dpi), uncropped images in case the Magazine Editor needs a better quality image for printing than is posted on the website.

Please review the images, contact details and images on your Artist's Page regularly and send any updates/new images to the Website Lead. Updated images may also be featured in the Magazine so this is a good way to keep your profile current.

Your Artist's page will remain on the website for as long as your subscription is up to date. Once your subscription lapses the page will be removed so please check you have signed up with a JoinIn account and pay your subscription by direct debit, having contacted your bank to cancel any previous standing order. If at any time you would like your page removed (or made private) then please email the website lead.

To create and send a zip file in Windows:

- Place the images you wish to send in a separate new folder with your name in the title
- Right click on the folder and select **SEND TO** from the drop down, then select **ZIP FOLDER**
- This will create a new zip folder in the same location as the folder you created
- Attach this zip folder to an email and send it to website@northern-potters.co.uk along with your artist's statement and contact details.