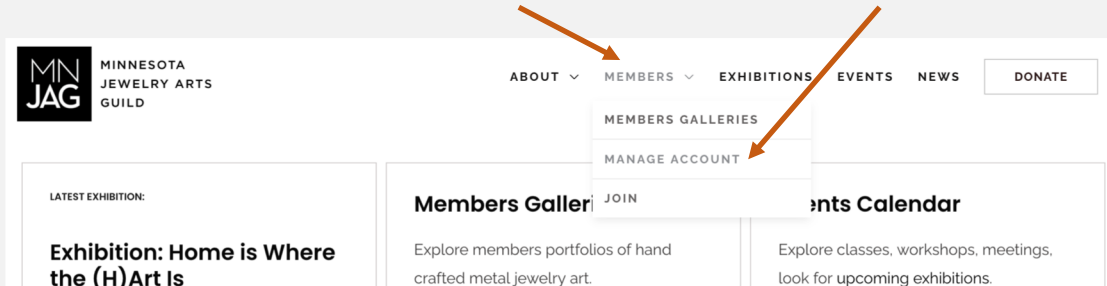


MNJAG Profile Setup Instructions

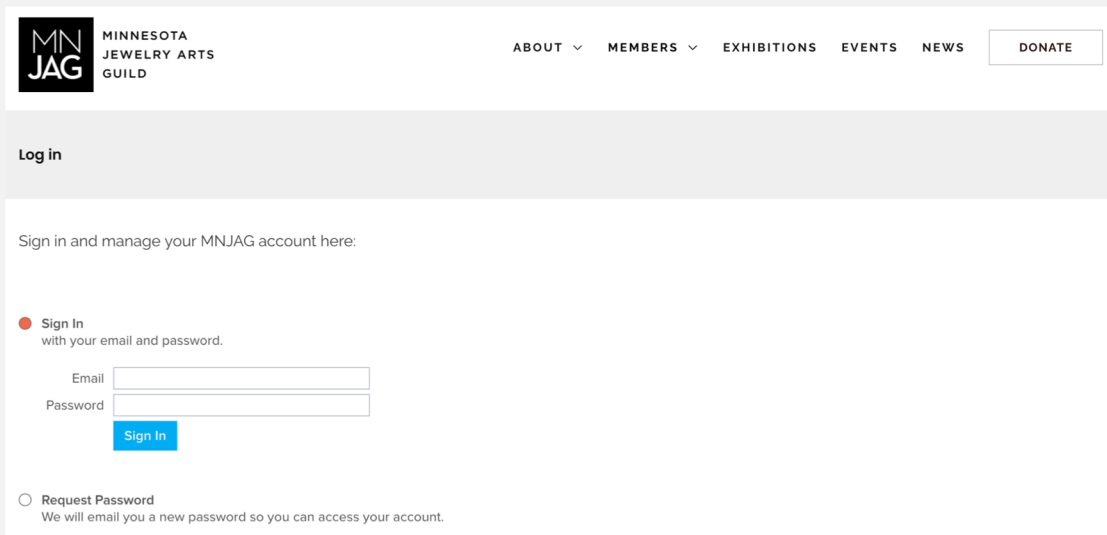
1. Go to <https://mnjag.org>

2. In the menu, under MEMBERS, click MANAGE ACCOUNT



3. Sign in with your email and password

(if you can't find it, search your inbox for subject line "Your sign-in for Minnesota Jewelry Arts Guild (MNJAG)" or click "Request Password" to get a new password. Please note that you will remain logged in until you click "Sign Out")



MNJAG Profile Setup Instructions

4. Click the About tab and enter your information as you want it displayed in your “Business Card” and Profile. Click Learn More for helpful videos.

[About](#) [Profile](#) [Additional](#) [Deal](#) [Sign Out](#)

Name *(required) enter your Name and/or Business Name*

Contact Person *(optional) if you only entered your Business Name above, enter your Name here*

Address *(optional) Street Address – in the next tab, you may choose to hide address*
 (required) City, State and Zip Code

Email *(required)*

Phone *(optional)*

Fax *(optional)*

Website *(required) link to your online shop if you want to traffic to be directed there*

Password [Change](#)

5. Save changes before clicking the next tab or signing out.

[✔ Save & Continue](#) [Skip](#)

MNJAG Profile Setup Instructions

6. Click the Profile tab and enter your information as you want it displayed in your “Business Card”. Click Learn More for helpful videos.

About Profile Additional Deal Sign Out

Do not list in directory
 Do not show street address in profile

Business Card [? Learn more](#)

Click areas on card to upload logo or edit tagline:

[Click here to delete the current image.](#)

An image that best represents the work you make

Your Name and/or Business Name will appear here

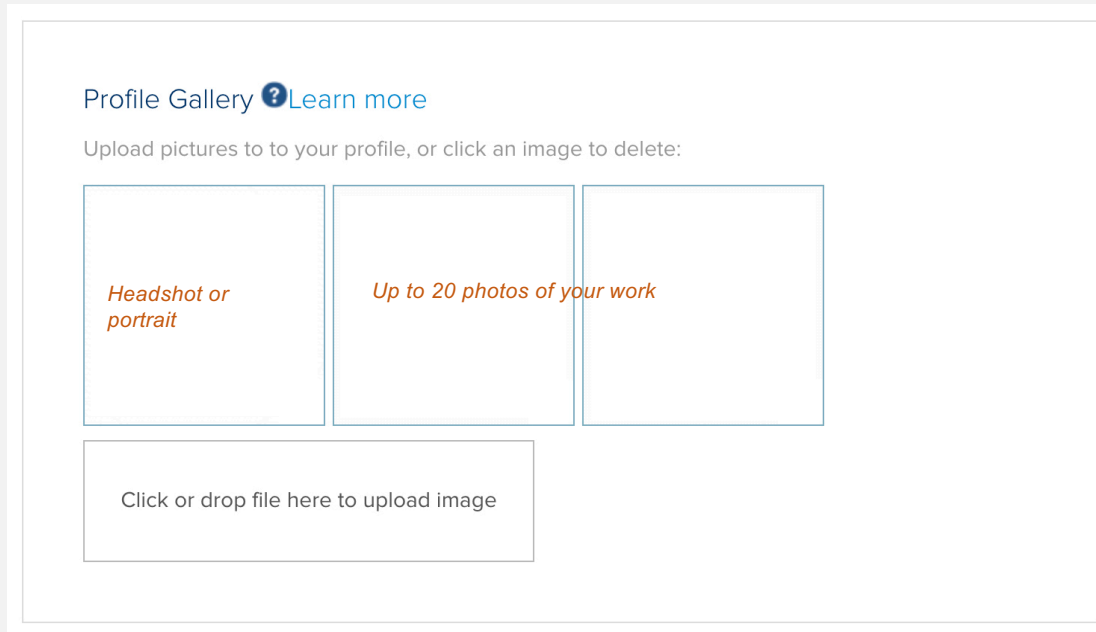
Short description of your work or business

Your website or store link will appear here

This “Business Card” will appear with everyone else’s, will be searchable, and will link the public to your Gallery and Contact Information.

MNJAG Profile Setup Instructions

7. Click the Profile tab and enter your information as you want it displayed in your Profile.



The screenshot shows a web interface for a 'Profile Gallery'. At the top, it says 'Profile Gallery' with a question mark icon and a link to 'Learn more'. Below this is the instruction: 'Upload pictures to to your profile, or click an image to delete:'. There are three empty rectangular boxes for image uploads. The first box is labeled 'Headshot or portrait'. The second and third boxes are grouped together and labeled 'Up to 20 photos of your work'. Below these boxes is a larger rectangular area with the text 'Click or drop file here to upload image'.

Please upload images in the order you want them displayed. The arrangement of images cannot be changed after you upload images.

We recommend uploading from a dedicated desktop folder containing images renamed with numbers corresponding their upload sequence and arrangement – for example: ‘1 headshot.jpg’; ‘2 necklace.jpg’; and so on.









Maximum file size is 10MB. For best visibility, your images should be square and with a resolution of at least 1400 by 1400 pixels.

If you want, using your image editing app, add a description of your piece to the image itself before uploading it.

MNJAG Profile Setup Instructions

Profile Description [? Learn more](#)

Describe your products & services:

Edit  **B** *I* U       

Your Bio or Artist Statement

Social Links

LinkedIn	<input type="text"/>
Facebook	<input type="text"/>
Twitter	<input type="text"/>
Youtube	<input type="text"/>
Pinterest	<input type="text"/>
Instagram	<input type="text"/>

Your profile usernames preceded by '@'

8. **Save changes before clicking the next tab or signing out. Go to MEMBER GALLERIES to review your profile and return to MANAGE ACCOUNT if you want to make changes.**

If you need assistance, please contact treasurer@mnjag.org!