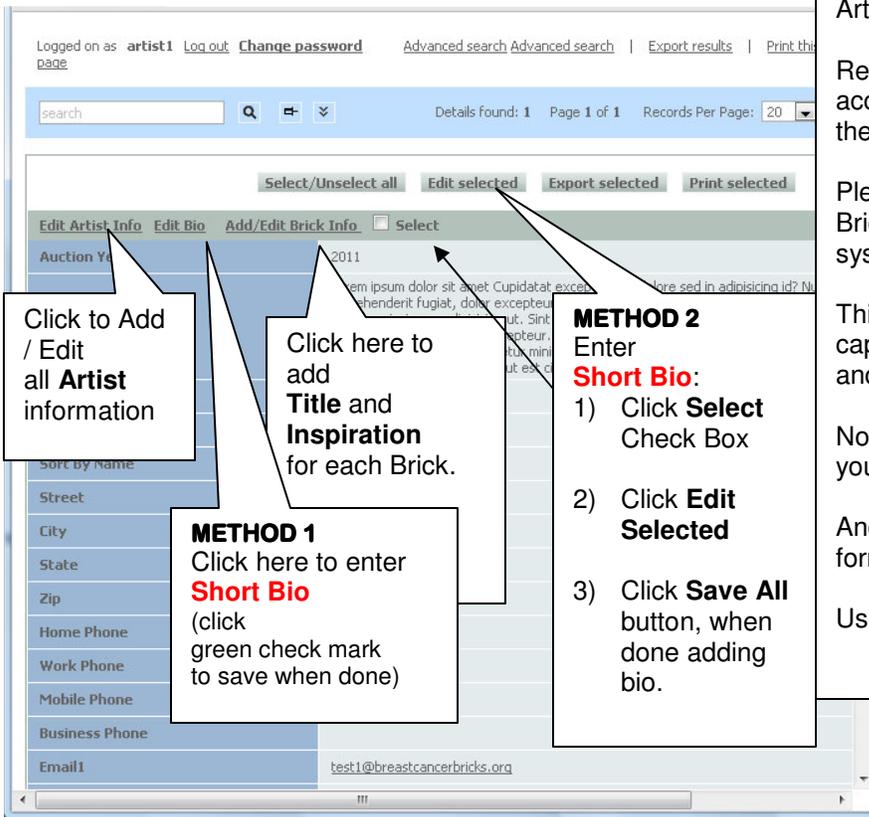


Guide for Artists to enter Brick and Short Bio information ONLINE.



Click to Add / Edit all **Artist** information

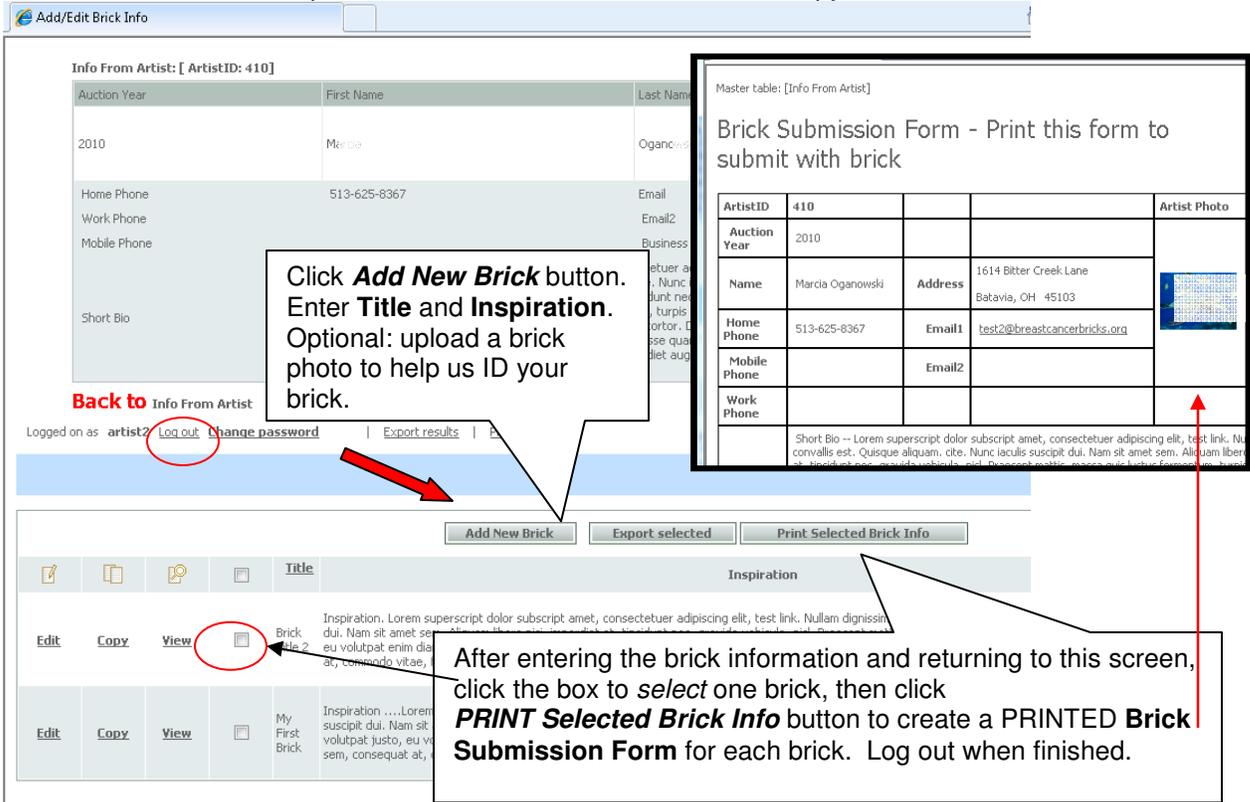
Click here to add **Title** and **Inspiration** for each Brick.

METHOD 1
Click here to enter **Short Bio** (click green check mark to save when done)

METHOD 2
Enter **Short Bio**:
1) Click **Select** Check Box
2) Click **Edit Selected**
3) Click **Save All** button, when done adding bio.

Artists,
Registered Artists log into your account from the Artist's Login link on the Artist Page.
Please enter your Short Bio, Title of Brick and Inspiration into our online system.
This will assist us in accurately capturing all the information about you and the brick you are creating.
No more double entering your bio if you are creating multiple bricks.
And you can print the brick submission form right from here!
Use this guide to assist you.

Enter **BRICK** Title and Inspiration information and **PRINT** the hard copy to **HAND IN** with each BRICK:



Click **Add New Brick** button. Enter **Title** and **Inspiration**. Optional: upload a brick photo to help us ID your brick.

Master table: [Info From Artist]

Brick Submission Form - Print this form to submit with brick

ArtistID	410			Artist Photo
Auction Year	2010			
Name	Marcia Oganowski	Address	1614 Bitter Creek Lane Batavia, OH 45103	
Home Phone	513-625-8367	Email1	test2@breastcancerbricks.org	
Mobile Phone		Email2		
Work Phone				

Short Bio -- Lorem superscript dolor subscript amet, consectetur adipiscing elit, test link. Nullam dignissim convallis est. Quisque aliquam. cite. Nunc laculis suscipit dui. Nam sit amet sem. Aliquam libero.

After entering the brick information and returning to this screen, click the box to **select** one brick, then click **PRINT Selected Brick Info** button to create a **PRINTED Brick Submission Form** for each brick. Log out when finished.