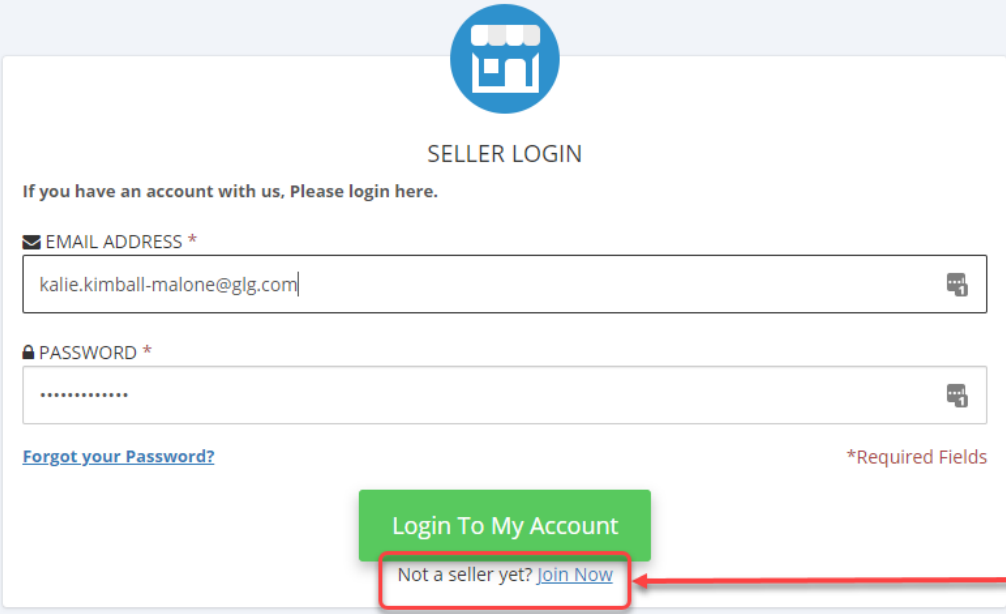# Artist Setup Information

Creating the Profile

The Bellevue Arts Museum Arts Fair portal will allow each artist to set up an artist profile, upload product images and pricing, and set up any standard shipping information within the portal. With a Calendly account, artists can also provide a link for appointment setting to speak with Arts Fair guests via the artist's preferred channel (Google Meet, Zoom, etc.).

To register as an artist, access the portal at:

https://bellevue-arts-museum-arts-fair.sp-seller.webkul.com

On the artist's first visit, a new account will need to be created by clicking the **Join Now** link as shown above.

On the initial screen, artist setup information is entered in the text fields as follows:

- **Seller Name:** Your name as you would like it displayed within the Virtual Arts Fair.
- **Email:** The email you use to conduct business.
- **Password and Confirm Password:** Please use a strong password here that is unique to the store. Please remember that this is a secure site, and a strong password is a key part of keeping your data secure.
- **Calendly Link:** A link to your Calendly account for virtual appointment setting.
- **Calendly Link Text:** The display text for your Calendly link on the Virtual Arts Fair site.

- **Artist Category:** Which medium(s) you were juried into for the Virtual Arts Fair.
- **Website Link Label:** The display text for the link to your websiteon the Virtual Arts Fair site.
- **Website Link:** The URL for your website.
- The remaining fields are for your social media links and their link labels as described.

CREATE ACCOUNT

Already have an account? Go to Login

SELLER NAME*

The Garrigan Lyman Group

EMAIL*

chris.geiser@glg.com

PASSWORD*

••••••••••••

CONFIRM PASSWORD*

••••••••••••

Please Enter Your Password Again

CALENDLY LINK

https://calendly.com/glg

CALENDLY LINK TEXT

GLG Appointments

ARTIST CATEGORY

2-D Media

INSTAGRAM LINK LABEL

INSTAGRAM LINK

FACEBOOK LINK LABEL
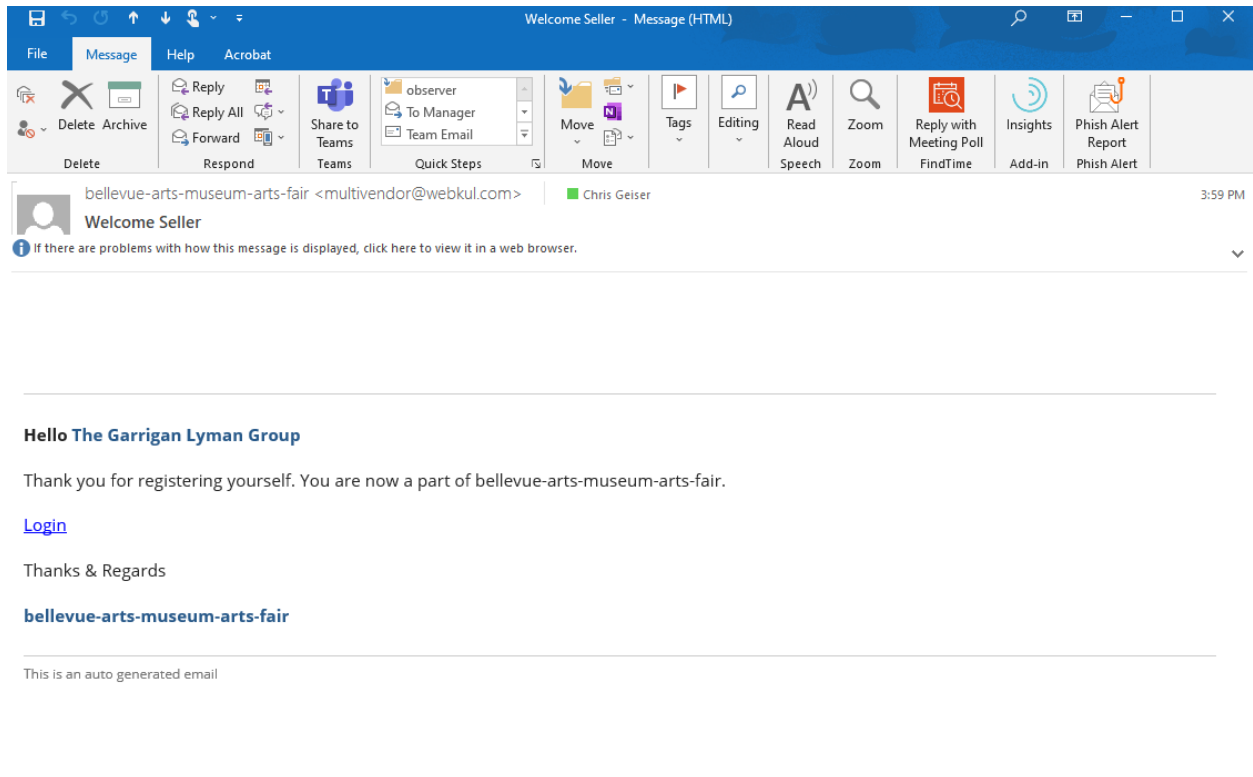
FACEBOOK LINK

PINTEREST LINK LABEL

PINTEREST LINK

TWITTER LINK

TWITTER LINK LABEL

Create My Account

Once the fields are filled out, press the **Create My Account** button. You will receive a welcome email at the email address you provided:

Please note that while some fields are not required, completing as many of the fields as possible will enrich your selling profile within the Virtual Arts Fair site.

Modifying the Profile

To modify your seller profile, log in to the portal via the link provided in the welcome email.

Once logged in, under the **Profile** tab in the top navigation, choose **My Profile**.

From the **My Profile** tab, you can modify all of the profile information you created at registration, and you can also add descriptive text and profile images within the interface.

My Account

Here are your details.

ACCOUNT DETAILS

EMAIL

chris.geiser@glg.com

SELLER SHOP NAME*

The Garrigan Lyman Group

SELLER NAME *

The Garrigan Lyman Group

STORE ADDRESS *

Enter Seller's Store Physical Address

CITY *

Enter Seller's City Name Here

COUNTRY *

<--Select Country-->

SELLER ZIPCODE *

Enter Seller's Zipcode Number Here

SELLER PROFILE & STATUS

Here You Can Upload Profile Image of Seller & Change the Status of Seller.

SELLER PROFILE

UPLOAD IMAGE

Note :

Image can be uploaded of any dimension but we recommend you to upload image with dimension of 185x185 px.
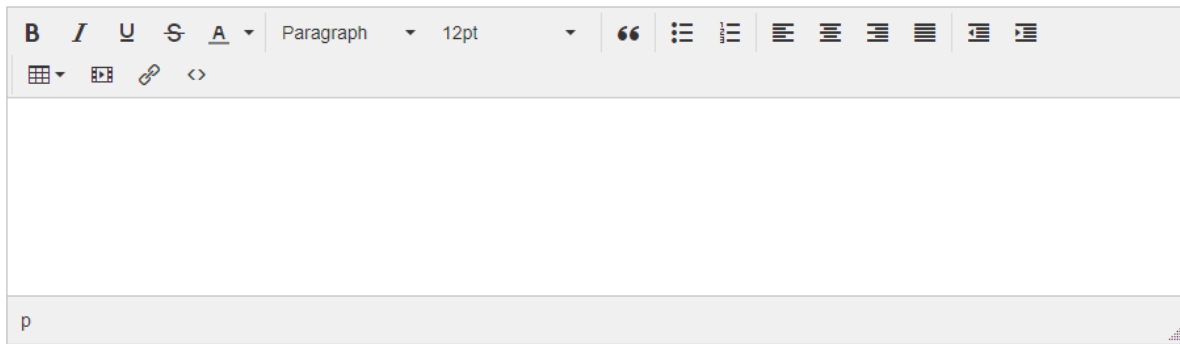
SELLER SHOP LOGO
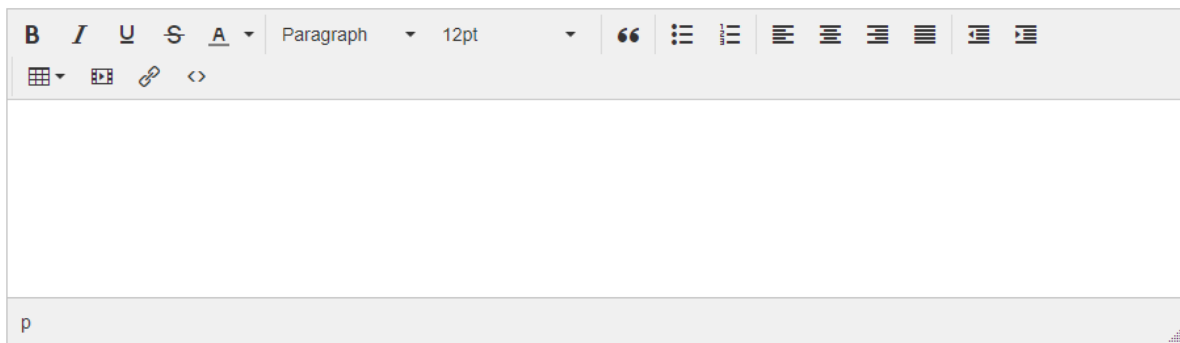
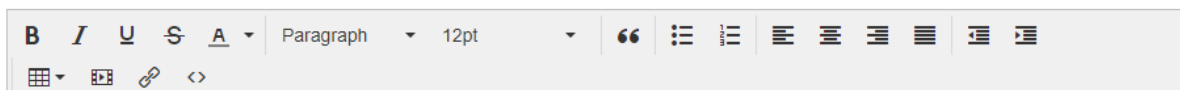Here You Can Upload Shop logo of Seller.

SHOP LOGO

ARTIST DESCRIPTION *

B *I* U S̶ A ▾ | Paragraph ▾ | 12pt ▾ | 66 | ☰ ☰ | ☰ ☰ ☰ ☰ | ☰ ☰

⊞▾ ▣ 🔗 ‹›

p

ABOUT THE ARTIST *

B *I* U S̶ A ▾ | Paragraph ▾ | 12pt ▾ | 66 | ☰ ☰ | ☰ ☰ ☰ ☰ | ☰ ☰

⊞▾ ▣ 🔗 ‹›

p

CUSTOM ORDERS *

B *I* U S̶ A ▾ | Paragraph ▾ | 12pt ▾ | 66 | ☰ ☰ | ☰ ☰ ☰ ☰ | ☰ ☰

⊞▾ ▣ 🔗 ‹›

All the information you enter here will appear on your artist page within the Virtual Arts Fair site.

Adding Products

Once your profile has been created, new products can be added by selecting **Product Listing** from the top navigation under the **Products** tab.
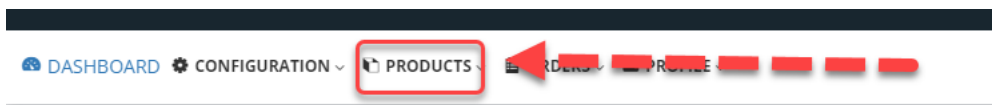
Once inside the **Products Listing**, the large green **Add Products** button in the upper right-hand corner will allow you to start adding product information:
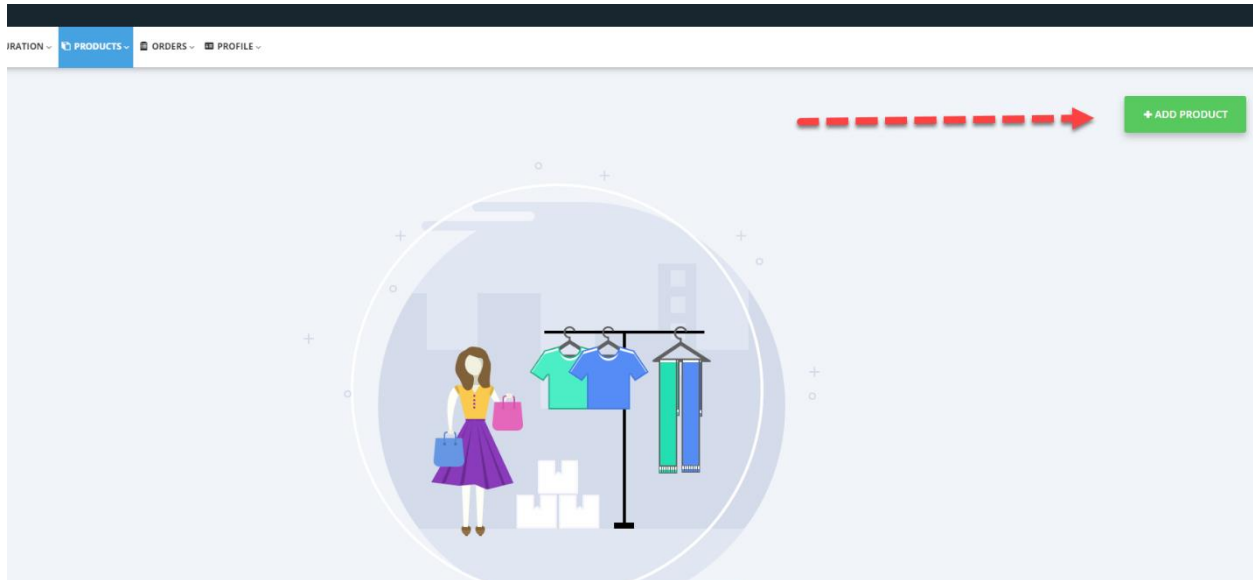
Complete the product details fields as shown and add product images in the box on the right.

Some fields are not required, but any fields completed will add to the level of detail about the product.

To control your inventory, complete the inventory details as shown below. If your products have variants (for example, different colors or sizes of something you consider to be the same product), you can add the variant type and quantity available for each.

INVENTORY DETAILS

Add inventory details here

SKU

my sku number

BARCODE

Enter Product Barcode Here

TRACK INVENTORY

Track This Product's Inventory

QUANTITY * :

5

☐ ALLOW CUSTOMERS TO PURCHASE THIS PRODUCT WHEN IT'S OUT OF STOCK

Add product variant information as described above.

VARIANT DETAILS   Cancel

Add variant details here, if this product comes in multiple versions, like different sizes or colors

OPTION NAME *	OPTION VALUE *
Size	10 × 11 × 12 ×
Color	white × black ×
Material	

Note: Option values should be comma separated, like 10,11,12. These values will appear as shown in the screenshot above.

Select the product category from the predefined values. These are described as collections in the catalog, but they are the categories from the Virtual Arts Fair jury process.

COLLECTIONS

Add this product to a collection so it's easy to find in your store.

View Smart Collections

COLLECTIONS

Select some options ▼

Search

☐ 3D Mixed Media

☐ 3D Mixed Media Artists

☐ Ceramics

☐ Ceramics Artists

Note: Please don't select any category with the "Artists" suffix because these collections are used within the system to create the "Browse Artists" page.

For example, if your product category is ceramics, then *Ceramics* should be set as the category and **not** *Ceramics Artists*.

Click on the **Save Changes** button at the bottom of the page.