

# ARIZONA COLLECTOR'S GUIDE

## General Gallery Instructions

The following screen shots and instructions are for users registering as galleries on the Arizona Collector's Guide, AZCG, Web site. All content will be approved by AZCG before it actually displayed on the site.

### Section 1 -- Building A Gallery Profile (STEP 1)

After registering as a user of the site the first step for an gallery is to build at least one gallery profile. (Galleries can have multiple profiles...one per location.) You can do that by logging in to the administration application, <http://www.azcollectorsguide.com/admin>, and selecting "My Galleries " from the left-hand menu section of the Web site labeled Gallery Administration. Once a gallery has created a profile then they are permitted to take the next steps of developing content and selecting artist for which they show art. The Gallery Administration menu looks like this:



Let us now take a look at some screen shots of the gallery administrations screens.

## My Galleries

Artists can use the "My Galleries" screen to selected related artists for displaying art in your online AZCG galleries.

The screenshot shows the "My Galleries" page in the AZCG Admin system. The page title is "ARIZONA COLLECTOR'S GUIDE Content Management System". The user is logged in as "DeWayne". The page contains a navigation menu on the left, a "My Galleries" section with search filters, and a table of galleries.

**My Galleries**

Welcome to the AZ Collector's Guide Administration Portal. This application is used to maintain galleries. This page can be used if the gallery already exists.

Date From: 01/01/1980  
Date To: 12/31/2009

Export only data  
 Ignore paging (exports all pages)  
 Open exported data in new browser window

Show filtering item:  Yes  No

Drag a column header and drop it here to group by that column										
Edt/End	Artists	Show Art	Delete	Gallery	Active?	Approved?	Advertis?	Phone	Contact	
				Test Gallery 1	True	False	False	5555555555	Some Gallery	
				Test Gallery 2	True	True	True	5555555555	Some Gallery	

Application owned and operated by: [Arizona Collector's Guide](#)  
Application Development By: [Algorithm Intelligence, Inc.](#)

By choosing the icon a gallery can select the artist for which they want to be associated with. Once they have made all their artist connections they can then select the icon to select the art from each artist they want to display and choose 1 piece as the primary image for the gallery.

## **My Gallery Articles**

Galleries can use the "My Gallery Articles" screen to upload articles about themselves, their galleries, or their associated artists.

## **My Gallery Events**

Galleries can use the "My Gallery Events" screen to upload information about an upcoming event, such as a gallery showing.

## **My Gallery Articles**

Galleries can use the "My Gallery News" screen to upload news about their gallery or the artists/art being shown in their galleries.