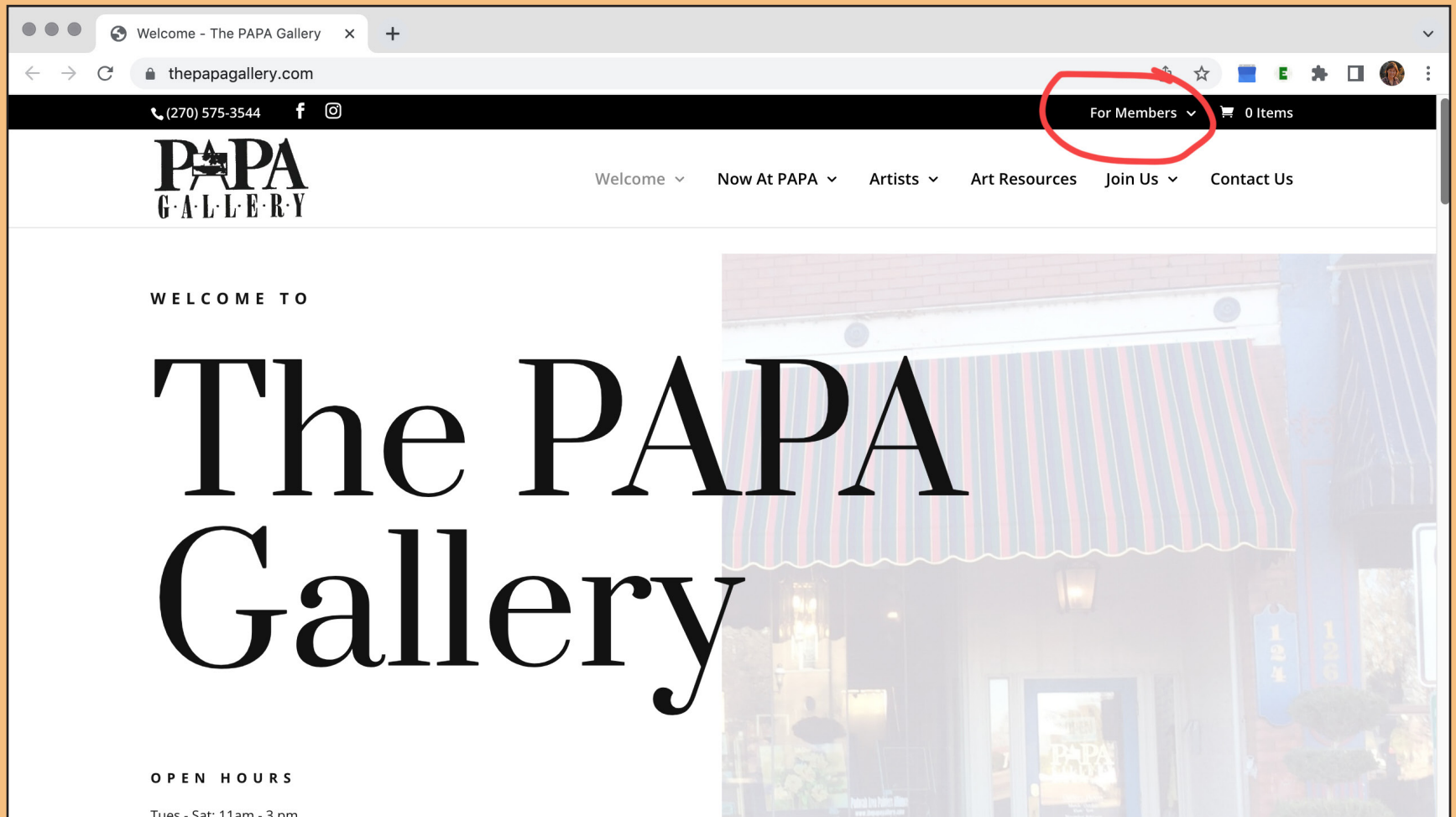
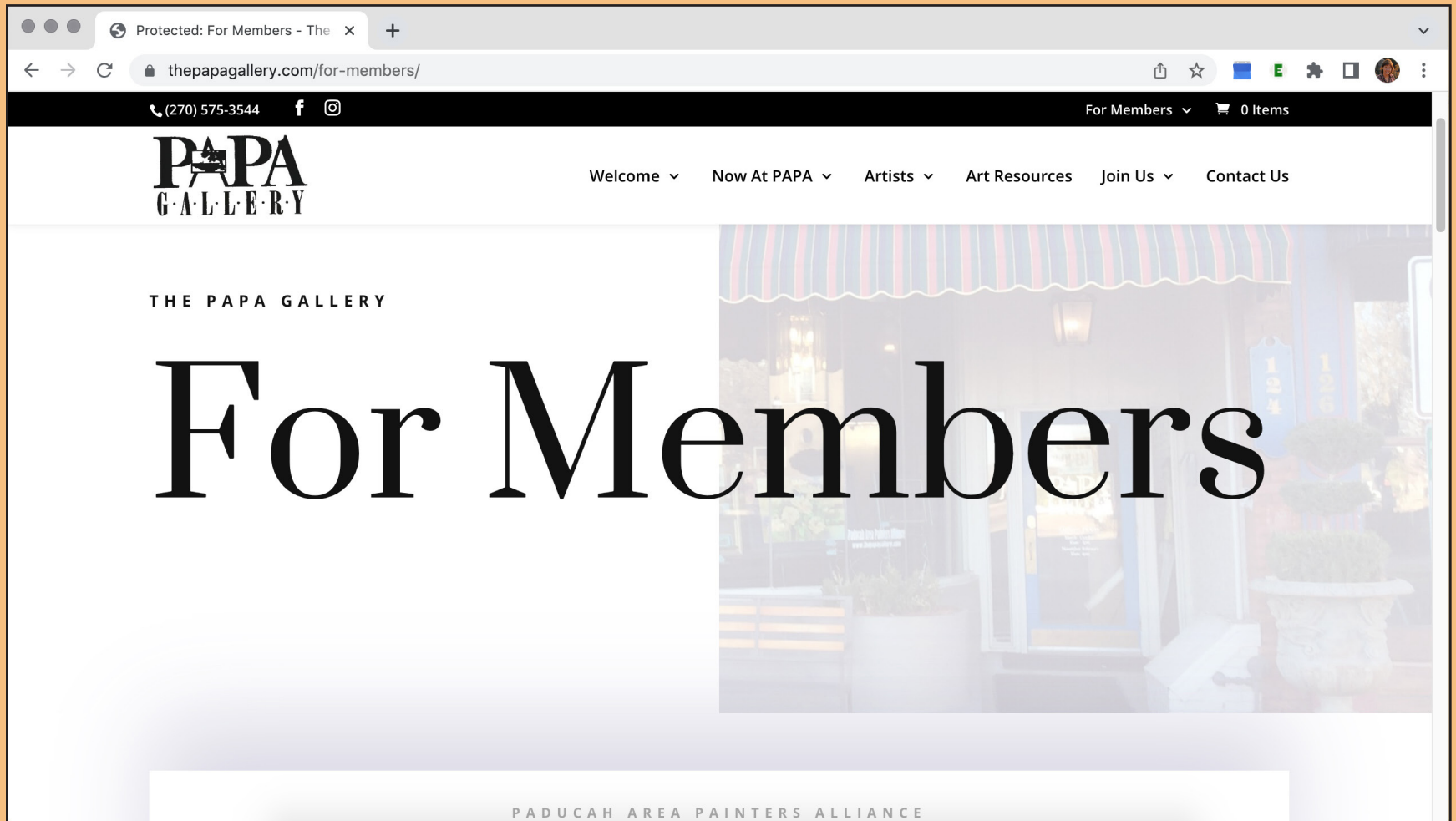


# 10 Steps to create your own PAPA website Artist's Page

1. Log into ThePAPAGallery.com,  
and click on *For Members* at the upper right (as circled).



You may need to sign in. Password is *PAPAPlease!*  
Then, the *For Members* page opens.



## 2. Scroll down to Essential References, and click on *Create Your PAPA Page*.

The screenshot shows a web browser window with the URL <https://www.thepapagallery.com/for-members/>. The page features the PAPA Gallery logo and a navigation menu with links: Welcome, Now At PAPA, Artists, Art Resources, Join Us, and Contact Us. The main heading is "Essential References". Below this, there are three columns of links:

- Left column: [NEW MEMBER KIT](#), [ONLINE MEMBERSHIP RENEWAL](#), [PAPA CALENDAR \(WITH CONTACT INFO\)](#)
- Middle column: [THE PAPA CHALLENGE](#) (with a thumbnail image of a calendar listing painting challenges for 2023), [Click image to enlarge](#)
- Right column: [PAPA FORMS AND DOCUMENTS](#), [CREATE YOUR PAPA PAGE](#) (circled in red), [ARTIST PAGE REQUEST MENU](#)

The thumbnail image for "THE PAPA CHALLENGE" contains the following text:

**PAPA Gallery**  
**CHALLENGE PAINTINGS FOR 2023**

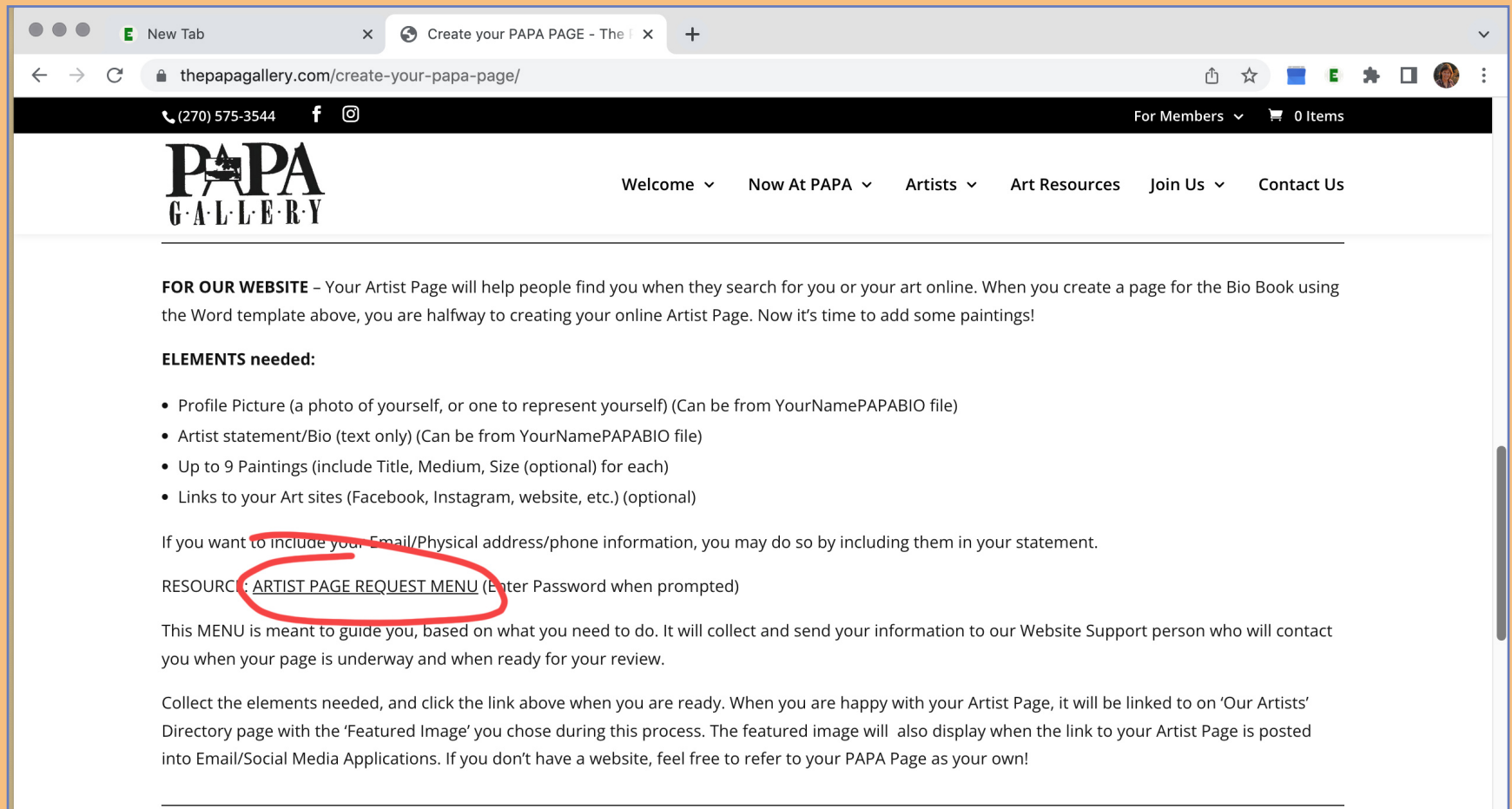
JAN	Paint A Winter Landscape
FEB	Painting Using Cool Colors
MAR	Animals That Live In The Cold
APR	Painting With Texture
MAY	Painting With Nature
JUNE	Something Found Underwater
JUL	Something You Would See Downtown
AUG	Paint A Sunset
SEP	Abstract Painting
OCT	Harvest Painting
NOV	Monochromatic Painting

Challenge paintings can be framed, named and priced for sale. They will be hung together near the back of the Gallery under the title of "The Challenge".

The *Create your PAPA Page* opens.

The screenshot shows a web browser window with the URL [thepapagallery.com/create-your-papa-page/](http://thepapagallery.com/create-your-papa-page/). The browser's address bar includes navigation icons and a search icon. The website's header features the PAPA GALLERY logo on the left, a phone number (270) 575-3544, and social media icons for Facebook and Instagram. On the right side of the header, there are links for 'For Members' and a shopping cart icon showing '0 Items'. A navigation menu below the header includes 'Welcome', 'Now At PAPA', 'Artists', 'Art Resources', 'Join Us', and 'Contact Us'. The main content area is dominated by a large, bold, serif font heading that reads 'Create your PAPA Page'. The background of this heading is a faded image of the gallery's storefront. Below the heading, there is a white rectangular box containing the text 'Create your PAPA PAGE' and 'WORDS and PICTURES – Those are the two essentials needed to create your PAPA PAGE.'

3. Scroll down past the information for the PAPA Bio Book, to the For Our Website section. Click on *Artist Page Request Menu*.



The screenshot shows a web browser window with the URL [thepapagallery.com/create-your-papa-page/](http://thepapagallery.com/create-your-papa-page/). The page header includes the PAPA GALLERY logo, a phone number (270) 575-3544, and social media icons for Facebook and Instagram. A navigation menu contains links for Welcome, Now At PAPA, Artists, Art Resources, Join Us, and Contact Us. The main content area is titled 'FOR OUR WEBSITE' and explains the purpose of an Artist Page. It lists 'ELEMENTS needed' such as a profile picture, artist statement, and up to 9 paintings. A red circle highlights the 'ARTIST PAGE REQUEST MENU' link under the 'RESOURCE' section.

**FOR OUR WEBSITE** – Your Artist Page will help people find you when they search for you or your art online. When you create a page for the Bio Book using the Word template above, you are halfway to creating your online Artist Page. Now it's time to add some paintings!

**ELEMENTS needed:**

- Profile Picture (a photo of yourself, or one to represent yourself) (Can be from YourNamePAPABIO file)
- Artist statement/Bio (text only) (Can be from YourNamePAPABIO file)
- Up to 9 Paintings (include Title, Medium, Size (optional) for each)
- Links to your Art sites (Facebook, Instagram, website, etc.) (optional)

If you want to include your Email/Physical address/phone information, you may do so by including them in your statement.

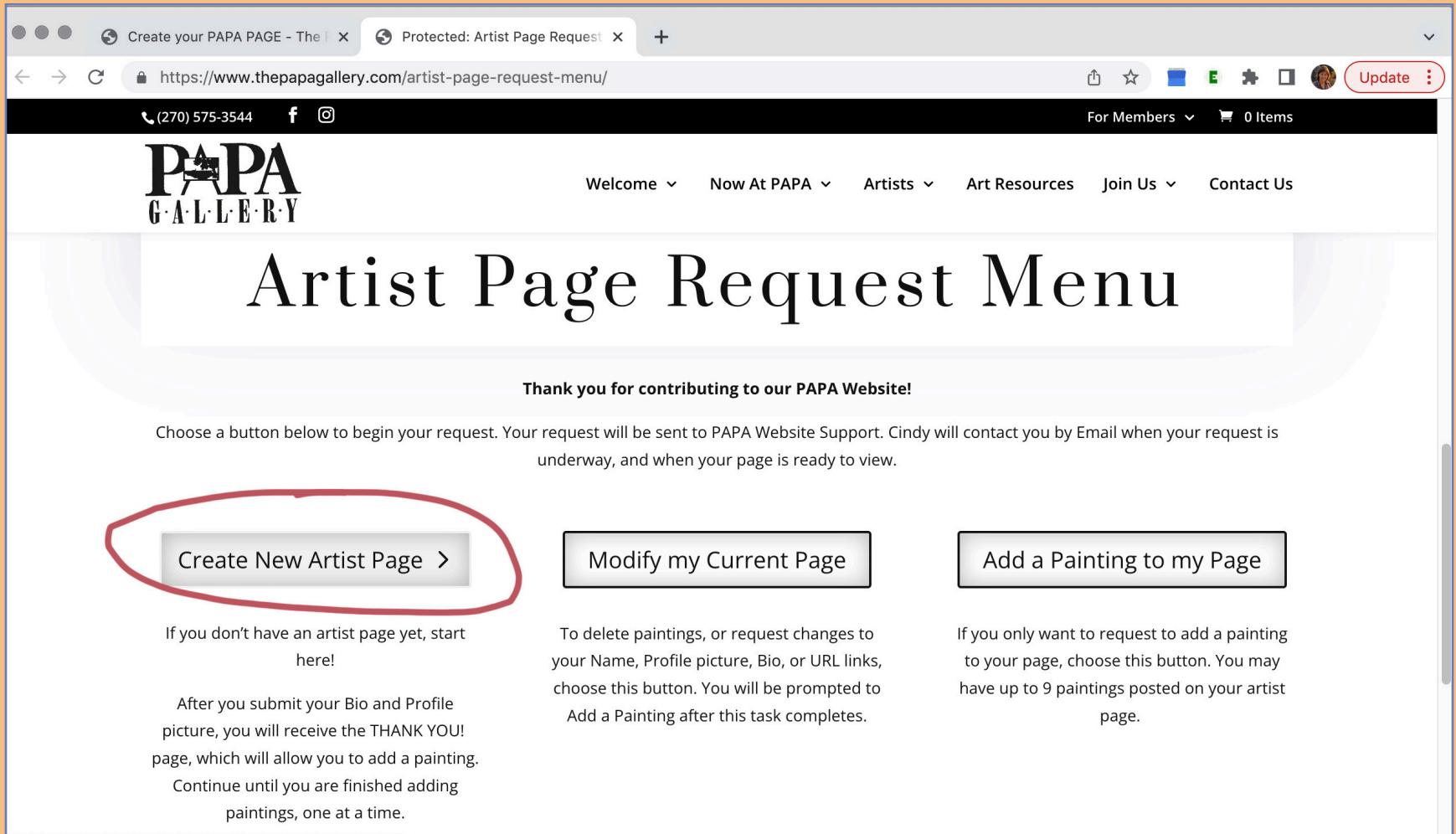
RESOURCE: [ARTIST PAGE REQUEST MENU](#) (Enter Password when prompted)

This MENU is meant to guide you, based on what you need to do. It will collect and send your information to our Website Support person who will contact you when your page is underway and when ready for your review.

Collect the elements needed, and click the link above when you are ready. When you are happy with your Artist Page, it will be linked to on 'Our Artists' Directory page with the 'Featured Image' you chose during this process. The featured image will also display when the link to your Artist Page is posted into Email/Social Media Applications. If you don't have a website, feel free to refer to your PAPA Page as your own!

# 4. That page opens.

## Scroll down and click on *Create New Artist Page*.



The screenshot shows a web browser window with the URL <https://www.thepapagallery.com/artist-page-request-menu/>. The page features the PAPA GALLERY logo and a navigation menu with items: Welcome, Now At PAPA, Artists, Art Resources, Join Us, and Contact Us. The main heading is "Artist Page Request Menu". Below this, a message reads: "Thank you for contributing to our PAPA Website!". A paragraph of text states: "Choose a button below to begin your request. Your request will be sent to PAPA Website Support. Cindy will contact you by Email when your request is underway, and when your page is ready to view." Three buttons are displayed: "Create New Artist Page", "Modify my Current Page", and "Add a Painting to my Page". The "Create New Artist Page" button is circled in red. Below each button is a short instruction: "If you don't have an artist page yet, start here!" for the first button; "To delete paintings, or request changes to your Name, Profile picture, Bio, or URL links, choose this button. You will be prompted to Add a Painting after this task completes." for the second; and "If you only want to request to add a painting to your page, choose this button. You may have up to 9 paintings posted on your artist page." for the third.

**PAPA GALLERY**

Welcome ▾ Now At PAPA ▾ Artists ▾ Art Resources Join Us ▾ Contact Us

# Artist Page Request Menu

**Thank you for contributing to our PAPA Website!**

Choose a button below to begin your request. Your request will be sent to PAPA Website Support. Cindy will contact you by Email when your request is underway, and when your page is ready to view.

**Create New Artist Page >**

If you don't have an artist page yet, start here!

After you submit your Bio and Profile picture, you will receive the THANK YOU! page, which will allow you to add a painting. Continue until you are finished adding paintings, one at a time.





**Modify my Current Page**





To delete paintings, or request changes to your Name, Profile picture, Bio, or URL links, choose this button. You will be prompted to Add a Painting after this task completes.

**Add a Painting to my Page**





If you only want to request to add a painting to your page, choose this button. You may have up to 9 paintings posted on your artist page.

# 5. Fill out the *Create New* form with your photo with the Artist Bio you have written for the PAPA Bio Book.

← → ↻ <https://www.thepapagallery.com/artist-page-request-create/>     Upda

(270) 575-3544   For Members   0 Items

**PAPA**  
GALLERY

Welcome  Now At PAPA  Artists  Art Resources Join Us  Contact Us

## Artist Page Request - Create Page

Fields marked with a red asterisk are required

**Artist Name \***

Enter your name exactly as you want it listed on the PAPA Artists Page.

**Your Profile Picture**

Diane Portrait Chase 2022.jpg

Choose a photo of yourself, or a photo to represent yourself.

**Artist Statement/ Bio \***

If you have an Artist Statement or Bio, paste the text (just words) here. If you don't have one, write a few paragraphs about yourself and your art work.

I have been creative all my life. I first started thinking of myself as an artist in third grade, when I drew a portrait of my sister. I have worked in just about every media; I spent more than a decade as a pastel artist, several years dabbling in watercolor, clay, graphite pencil, and alcohol ink. Now I am concentrating on oils. I love plein-air painting, and I love that oil painting has a rich and centuries-long history. I will always have more to learn!

I've learned through workshops, webinars and videos, including Zoom-based Atelier classes with Gayle Levée. I've won some awards, including Second Place Professional, in the Paducah Woman's Club Art Show 2023; and Second Place, Painting, in the juried Murray Art Guild Visual Evidence Show, 2022

I have an Associate of Arts degree from the College of DuPage in Illinois. I have also authored a memoir about finding my famous birth mother, the 1970s actress, Karen Black. I currently live in Benton, KY. My husband, Rich, and I, have three adult sons and four grandchildren.



## 6. Press *Submit* at the bottom.

https://www.thepapagallery.com/artist-page-request-create/

(270) 575-3544 f

For Members 0 Items

**PAPA**  
GALLERY

Welcome Now At PAPA Artists Art Resources Join Us Contact Us

After pressing the SUBMIT button below, Please WAIT while your photo uploads. You will see the 'Add a Painting' page when it's finished.

Verification

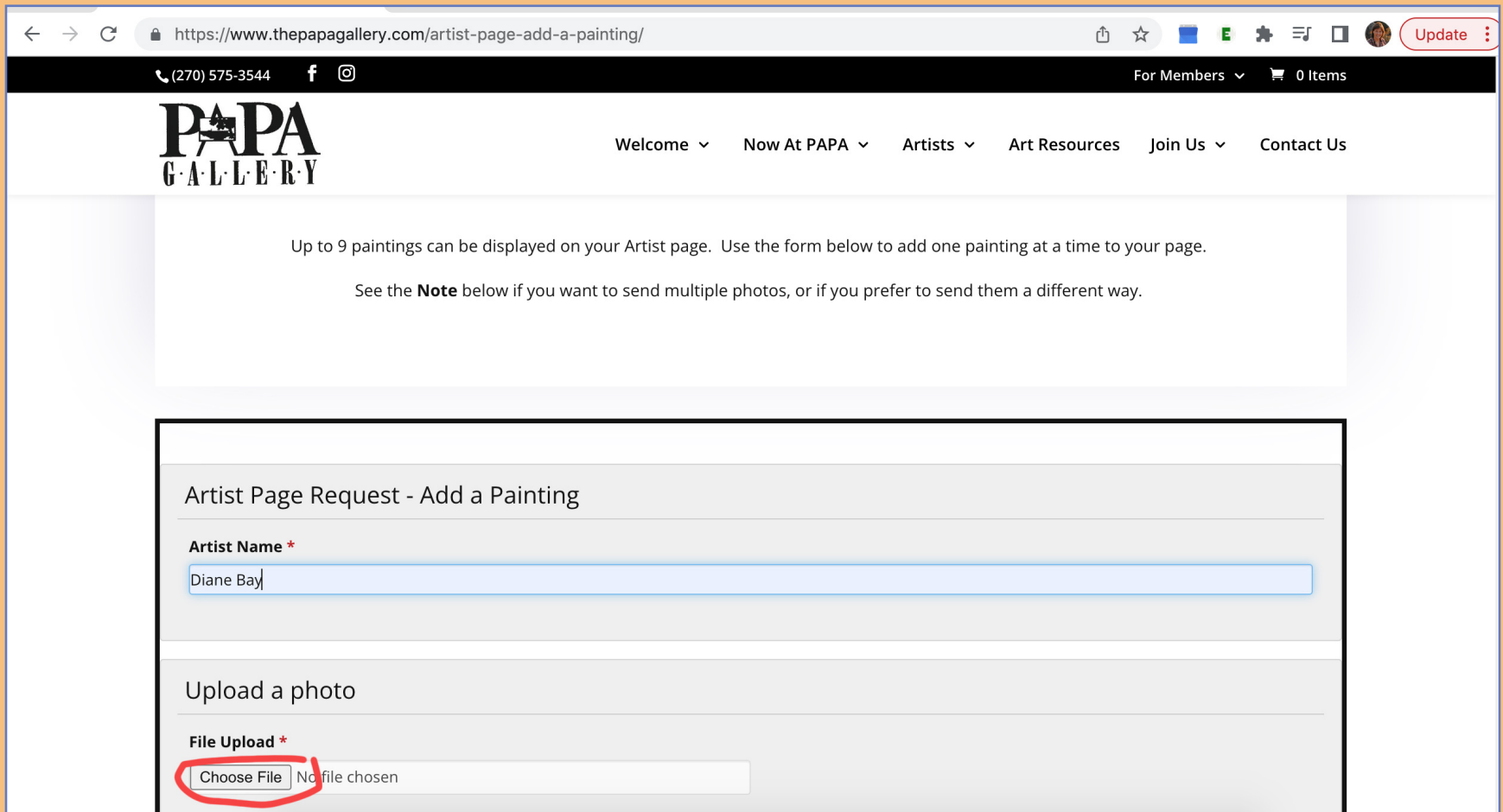
Please enter any two digits \*

22

Example: 12

Submit

7. The *Add a Painting* page opens.  
Type your name and then press *Choose File*.  
You can also do this from your phone.



The screenshot shows a web browser window with the URL <https://www.thepapagallery.com/artist-page-add-a-painting/>. The page header includes the PAPA GALLERY logo and a navigation menu with items: Welcome, Now At PAPA, Artists, Art Resources, Join Us, and Contact Us. The main content area contains the following text:

Up to 9 paintings can be displayed on your Artist page. Use the form below to add one painting at a time to your page.

See the **Note** below if you want to send multiple photos, or if you prefer to send them a different way.

The form is titled "Artist Page Request - Add a Painting" and contains two sections:

- Artist Name \***: A text input field containing "Diane Bay".
- File Upload \***: A file upload control with a "Choose File" button (circled in red) and the text "No file chosen".

## 8. Navigate to your paintings on your device.

The screenshot shows a web browser window with the URL <https://www.thepapagallery.com/artist-page-add-a-painting/>. The browser's address bar shows the current page. The website's header includes a phone number (270) 575-3544 and a search bar. The main content area is titled 'the PAP GALLERY' and features a 'File Upload' section with a 'Choose File' button. Below this, there are fields for 'Painting Name', 'Medium', and 'Size of Art (W)'. A file explorer window is open over the website, showing a list of files under the 'ART 2023' folder. A red arrow points to the 'ART 2023' folder name in the explorer's address bar. The file explorer shows various image files with their names and modification dates. The background shows the 'the papagallery.com' website with a 'File Upload' section and a 'Painting Name' field.

Name	Date Modified	Size
Grade School Art Class	Yesterday at 10:07 AM	
rachel dowd glow trans red under.jpg	Jun 18, 2023 at 8:48 AM	
Rachel Down Pine trees.jpg	Jun 18, 2023 at 8:42 AM	
Rachel Dowd Plein Air setup.png	Jun 18, 2023 at 8:38 AM	
JoyFalls2023.jpg	Jun 17, 2023 at 3:33 PM	
AfterKathleenHudson.jpg	Jun 17, 2023 at 3:32 PM	
Snowy Lincoln Marsh2.jpg	Jun 17, 2023 at 2:57 PM	
Snowy Lincoln Marsh.jpg	Jun 17, 2023 at 2:55 PM	
morning sun	Jun 17, 2023 at 7:51 AM	
Dog for Rhonda shadow.jpg	Jun 16, 2023 at 1:11 PM	
Dog for Rhonda Light.jpg	Jun 16, 2023 at 1:09 PM	
Winter Woods.jpg	Jun 15, 2023 at 12:02 PM	
Blue Glass Still Life.jpg	Jun 15, 2023 at 12:02 PM	
Red Vase Still Life.jpg	Jun 15, 2023 at 12:01 PM	
Pinecone Still Life.jpg	Jun 15, 2023 at 12:00 PM	
GG Frame	Jun 15, 2023 at 10:37 AM	
Beachcomber.jpg	Jun 15, 2023 at 10:31 AM	
Just The Two of Us Barns	Jun 15, 2023 at 10:30 AM	
Ancient Guardian.jpg	Jun 15, 2023 at 10:30 AM	
DSC_0201.JPG	Jun 15, 2023 at 9:22 AM	
Leann Ford Still Life planter.jpg	Jun 15, 2023 at 8:59 AM	
Leann Ford Still Life pottery.jpg	Jun 15, 2023 at 8:57 AM	
Rachel Forest Scene.jpg	Jun 15, 2023 at 8:37 AM	
rachel dowd misty lake.jpg	Jun 14, 2023 at 7:47 AM	
Rachel Dowd Post Wording	Jun 14, 2023 at 7:47 AM	
Just The Two of Us Barns small.jpg	Jun 14, 2023 at 7:44 AM	
BARN 2023 watercolor source	Jun 11, 2023 at 1:27 PM	
18th-Annual-Member-Exhibit-b...-2023.pubedits.pubedited.pdf	Jun 9, 2023 at 1:25 PM	

## 9. Complete the painting form and press *Submit*.

← → ↻ thepapagallery.com/artist-page-add-a-painting/ 🔗 ☆ 📄 📧 ⚙️ 🗄️ 👤 ⋮

(270) 575-3544 📱 📧 📷 For Members ▾ 🛒 0 Items

**PAPA**  
GALLERY

Welcome ▾ Now At PAPA ▾ Artists ▾ Art Resources Join Us ▾ Contact Us

**Medium \***

Oil

**Size of Art (Width x Height) in inches**

14x18

After pressing the SUBMIT button below, Please WAIT while your photo uploads. The 'Thank You' page will display when it's finished. You can add another one from there!

**Verification**

**Please enter any two digits \***

12

Example: 12

**Submit**

10. After uploading, the Thank You page appears.  
From there you can add more paintings.

The screenshot shows a web browser window with the URL <https://www.thepapagallery.com/artist-page-request-thank-you/>. The browser's address bar includes navigation icons, a phone number (270) 575-3544, social media icons for Facebook and Instagram, and a shopping cart icon showing 0 items. The website header features the PAPA GALLERY logo on the left and a navigation menu with links: Welcome, Now At PAPA, Artists, Art Resources, Join Us, and Contact Us. The main content area displays a large, bold message: "Artist Page – Thank You!". Below this message, the text "PADUCAH AREA PAINTERS ALLIANCE" is visible. At the bottom of the page, there are three buttons: "Add a Painting to my Artist Page >" (highlighted with a red circle), "Return to 'Artist Page Request Menu'", and "Return to 'For Members' Page". The browser's address bar at the bottom shows the URL <https://www.thepapagallery.com/artist-page-add-a-painting/>.

Once Cindy uploads your info, you can enjoy and share  
your very own Artist Page!

