

Dear members

Thank you for expressing an interest in the 'Members Online' section of the ASA website.

Here are some instructions for submitting your work. Sorry there is a lot of info, but we want to make it as easy as possible for Tom Russell who will have hundreds of pictures to deal with. We will need from you an email addressed to [ASAonline@mail.com](mailto:ASAonline@mail.com)

Please DO NOT send your submissions to anyone's personal email address, to avoid it getting missed.

**Contents of your email – if your pictures are not too large you will be able to attach them all to one email which is preferable, to avoid confusion. Please try to avoid zipped files etc – it all makes extra work for Tom.**

1. Your name (first name and surname)
2. A short bio in NO MORE THAN 80 WORDS, exactly as you would like it to appear. You can say whatever you like, the following is just an example: It can be less than 80 words if you want. Please check spelling and punctuation as it will not be edited. Remember to include something about the media you work in and the sort of subjects you like to paint.

*I am a landscape painter based in Cheshire. My paintings are an emotional response to my immediate surroundings, be it urban, coast or country. Wales is a favourite source of inspiration. I sketch and paint on location wherever possible, mainly in oil, acrylic, watercolour or pen and ink. However, I love to experiment with different media and subject matter, often attending painting breaks or working intensively in my studio. If you would like to commission a painting, please contact me.*

3. An email address if you would like potential buyers to contact you by email. This is not compulsory, and you don't need it if you are not planning to sell your work, or if you are providing a link to your own website or Facebook page (which allow alternative means of contact). If you don't want to use your normal email address, you could always set up a free gmail account or other separate account just for this purpose. Personally, I have my email freely available on my website and haven't had any particular problems with spam.
4. A link to your art website if you have one.
5. Links to any social media pages you have e.g. Facebook, Twitter, Instagram. Please check all links to make sure they work as they will be copied directly!
6. Attach :
  - a passport-style jpeg photo of yourself (this will be used alongside your bio)
  - Between 1 and 12 photos of artwork that you would like to appear on the site – these should be jpegs. Keep the file size **SMALL**, approx. 100kb each (as on Facebook) is fine. Remember that small files are all that is needed for for online use only. The picture should be cropped to exclude any frames, mounts etc. Pictures taken on your phone are fine but avoid photographing work through glass. See this link for advice if you need it <https://willkempartschool.com/how-to-photograph-your-paintings-with-your-iphone/>

Make sure that each picture has a descriptive filename so that it can be matched with its caption (see below)

7. Include in the email the caption for each picture which should include:
  - Title
  - Medium (and whether it is framed)
  - Dimensions
  - PriceThese captions will be pasted directly into the website so check your spelling and any prices. Don't use any fancy fonts or inverted commas. Example:  
Moonlight on Montego Bay. Oil on canvas, framed. 60 cm x 40 cm. £200

8 Select which picture should appear on the front page to represent your work

Any questions, please contact Tom Russell or Jane Fraser