

Instructions for Artists



www.mexindex.ie

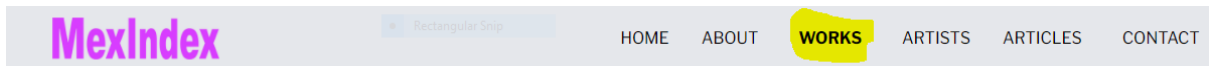
info@mexindex.ie

Because of new functionality added to the MexIndex website, artists can now register to make changes to their biography and works, and add new works. The instructions for all these processes are available as pdfs on the MexIndex website.

Instructions for Artists: Amend Current Work

To make changes to a work already on the website,

- 1 go to the Home page of the MexIndex website and select **Works**.

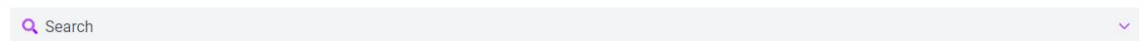


This will bring you to the Works page.

All Works

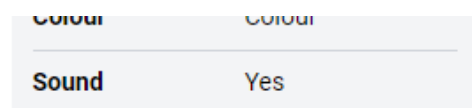
These are all the works that currently feature in MexIndex.

The index is continuously growing so please check back regularly for new additions to the site.

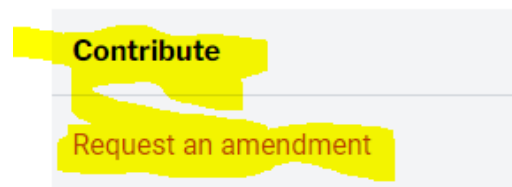


- 2 Find your work and click on the title to be brought to your entry.

On the right, underneath the list of details, you will see the option to **Contribute**.



- 3 Click on **Request an amendment**.



This will bring you to a login page, which will allow you to make changes and add images as you wish.