

Instructions for Artists



www.mexindex.ie

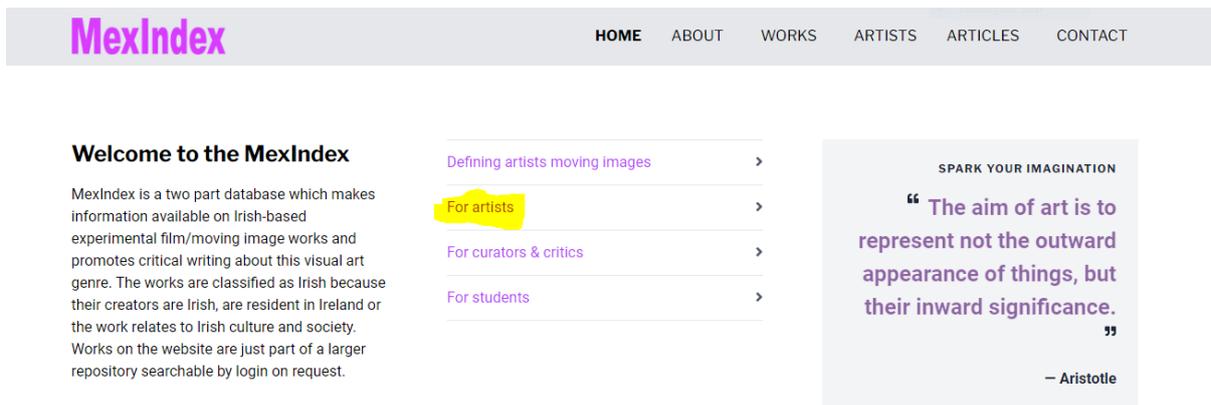
info@mexindex.ie

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.

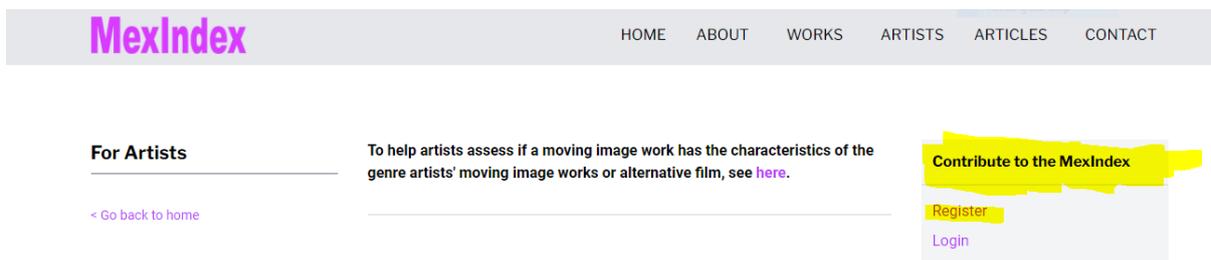
Instructions for Artists: Registration

To register as an artist,

- 1 go to the Home page of the MexIndex website and select **For artists**



- 2 On the For artists page, under **Contribute to the MexIndex**, click **Register**.



This will bring you to a form to be filled out *once only*. See next page for details.

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1 On the form, you must fill in your name and email address. You may also add a phone number if you wish.

2 From the Which category do you fall into? dropdown list, select the category Artist.

3 Under Briefly describe how you would like to contribute, write 'As an artist'.

4 Enter and confirm your password.

A screenshot of the MexIndex registration form. The form is titled 'MexIndex' in purple. Below the title, it says 'If you would like to contribute to the MexIndex then please fill in this form.' The form contains several fields: 'Name', 'Email', and 'Phone', each with a text input box. Below these is a dropdown menu labeled 'Which category do you fall into?' with a list of options: 'Select one', 'Academic', 'Artist', 'Critic', and 'Curator'. The 'Artist' option is highlighted. Below the dropdown is another dropdown menu with the same label and options. Below that is a text area labeled 'Briefly describe how you would like to contribute' with a yellow highlight. Below the text area is a note: 'This will help speed up the approval process.' Below that are two password fields: 'Password' and 'Confirm Password'. At the bottom right is a purple 'Register' button.

IMPORTANT: all fields on the form marked with an asterisk must have an entry, otherwise the form will not submit.

The application form will be automatically flagged to the MexIndex administration and once the application is approved you will be informed by email.