

Instructions for Artists



www.mexindex.ie

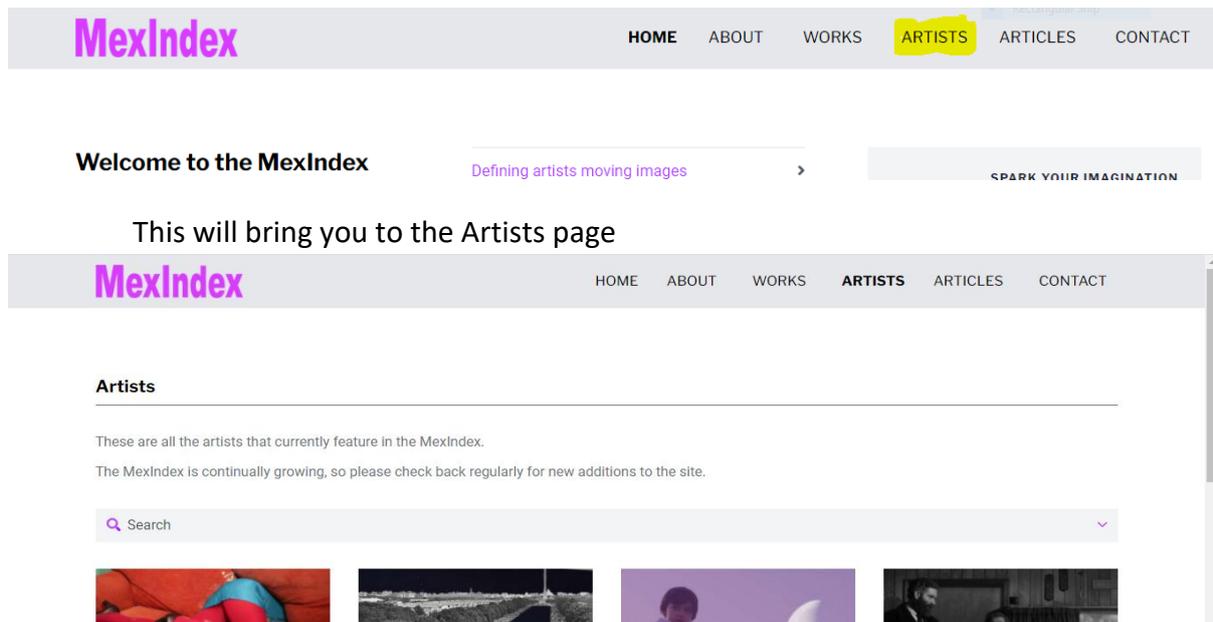
info@mexindex.ie

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 Biography

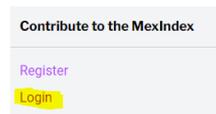
To amend your biography,

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



- 2 Find your entry and click on your name to be brought to your biography.

- 3 On your biography page, choose **Login**.



You are then offered the option to update your bio or your websites. You are also able to add images (png; jpeg) or documents (pdf), and to submit these changes to the admin checking process.

Once the checking process has been completed, the updated information will be available online.