

Instructions for Artists



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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.

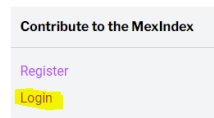
Instructions for Artists: Add New Work

To add a new work to the website,

- 1 Go to the **For artists** page of the MexIndex website, and check that the work meets the criteria for inclusion.

IMPORTANT: the work will be refused approval if it does not meet these criteria.

- 2 On the **For artists** page, select Login.



This will bring you to the application form for submitting a new work.

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

Once the checking process has been completed, the new work will be available online.

PLEASE NOTE: You can add a **maximum of 5** new works to the website currently.