FADA

FINE ART DEALERS ASSOCIATION

MEMBER GALLERY WEBSITE MANUAL
v1.1

WWW.FADA.ORG

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MEMBER GALLERY WEBSITE MANUAL
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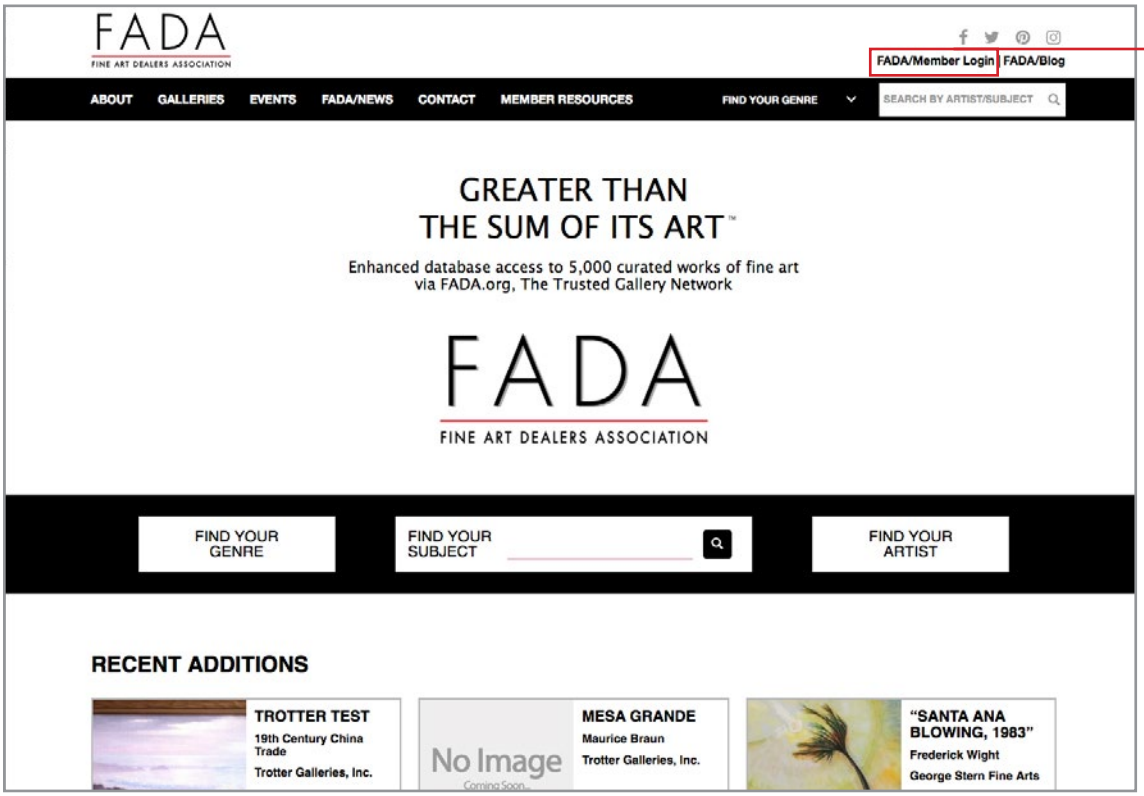
Welcome to the new Fine Art Dealers Association website. There have been a few improvements to the new site that will hopefully make updating your profile page a simplified experience. This manual will provide you with a step-by-step guide to making edits to your FADA profile page.

ACCESS YOUR MEMBER DASHBOARD

To access your FADA account, you can click on the Member Login link located at the top right corner of the website on the navigation bar. This will bring you to a page where you will be prompted to enter your existing email and password. Once you log in, it will bring you directly to your member dashboard.

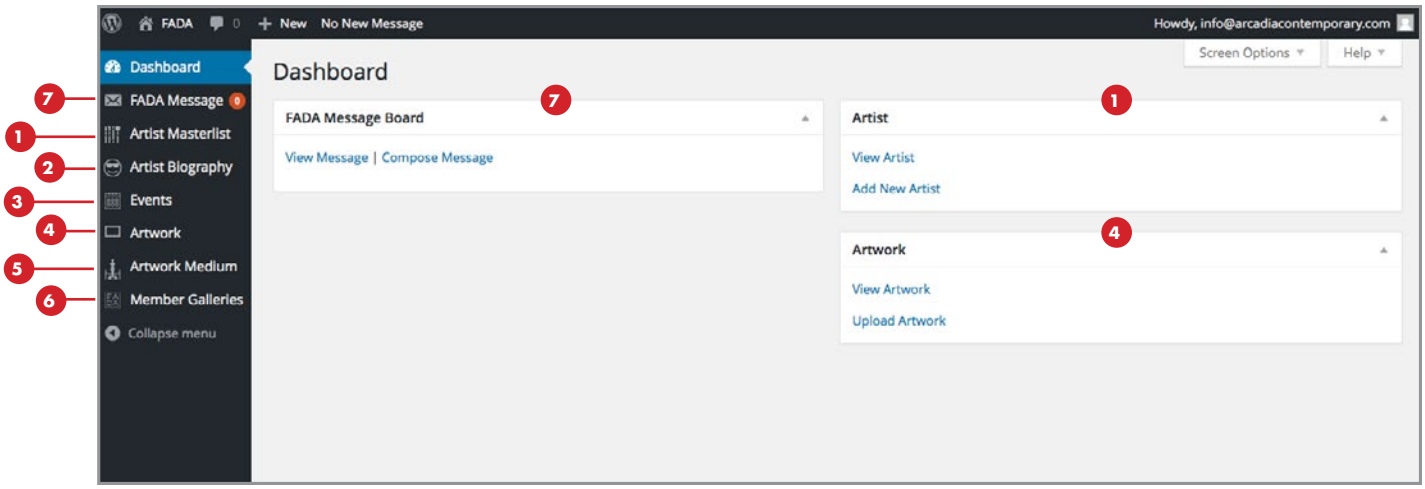


Click here to gain access to your account

MEMBER DASHBOARD OVERVIEW

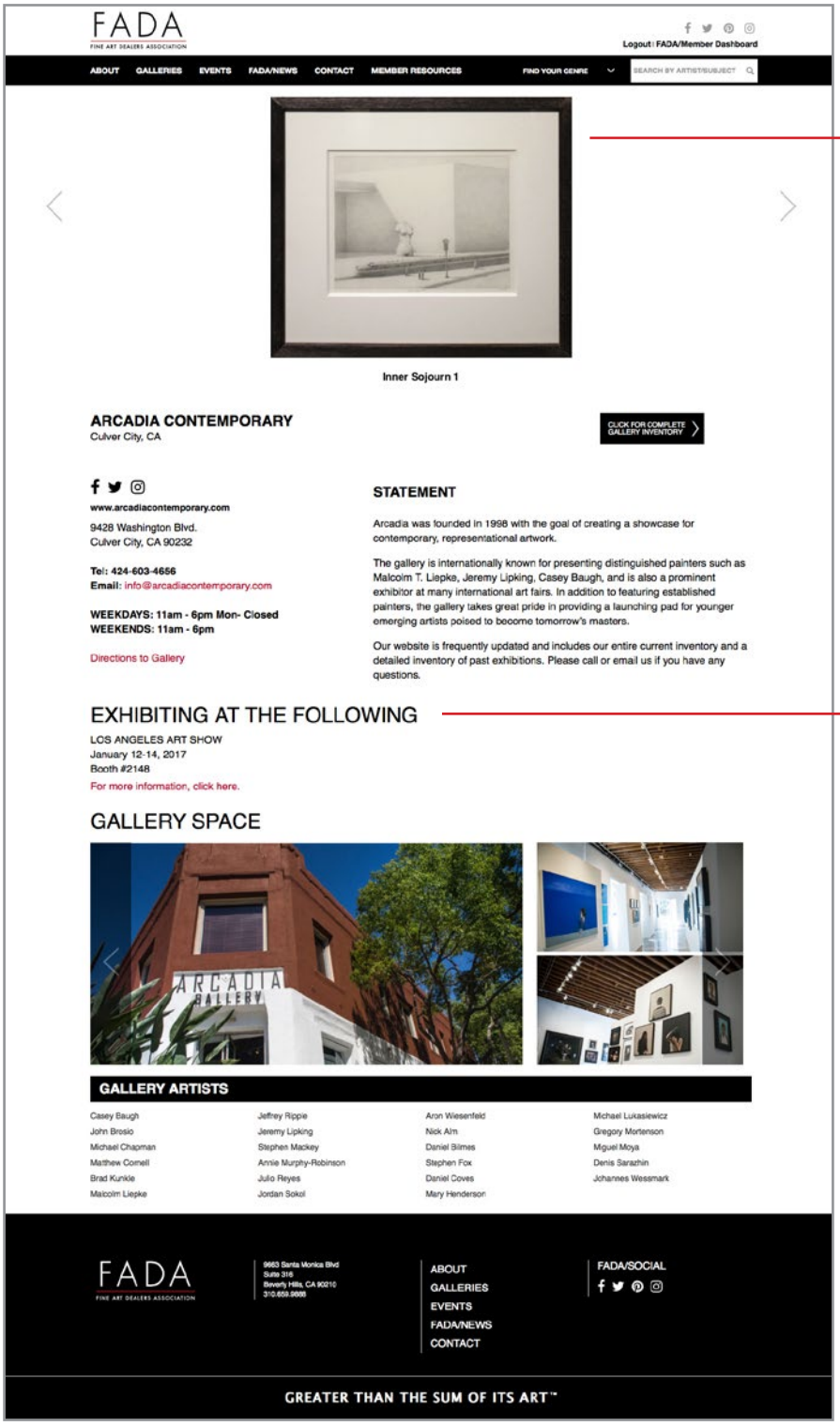
Below is a screenshot of your dashboard. From this page, you will have access to the following functionalities:

1. Add/edit artists
2. Add/edit artist biographies
3. Add/edit gallery events
4. Add/edit artwork
5. Add/edit artwork mediums
6. Edit your gallery information (about blurb, website, location, etc.)
7. Send messages to within the FADA member network



GALLERY PROFILE PAGE OVERVIEW

Below is a sample gallery profile page.



Gallery information including address, contact info, hours, mission statement, website and social media links

Featured artwork showcase

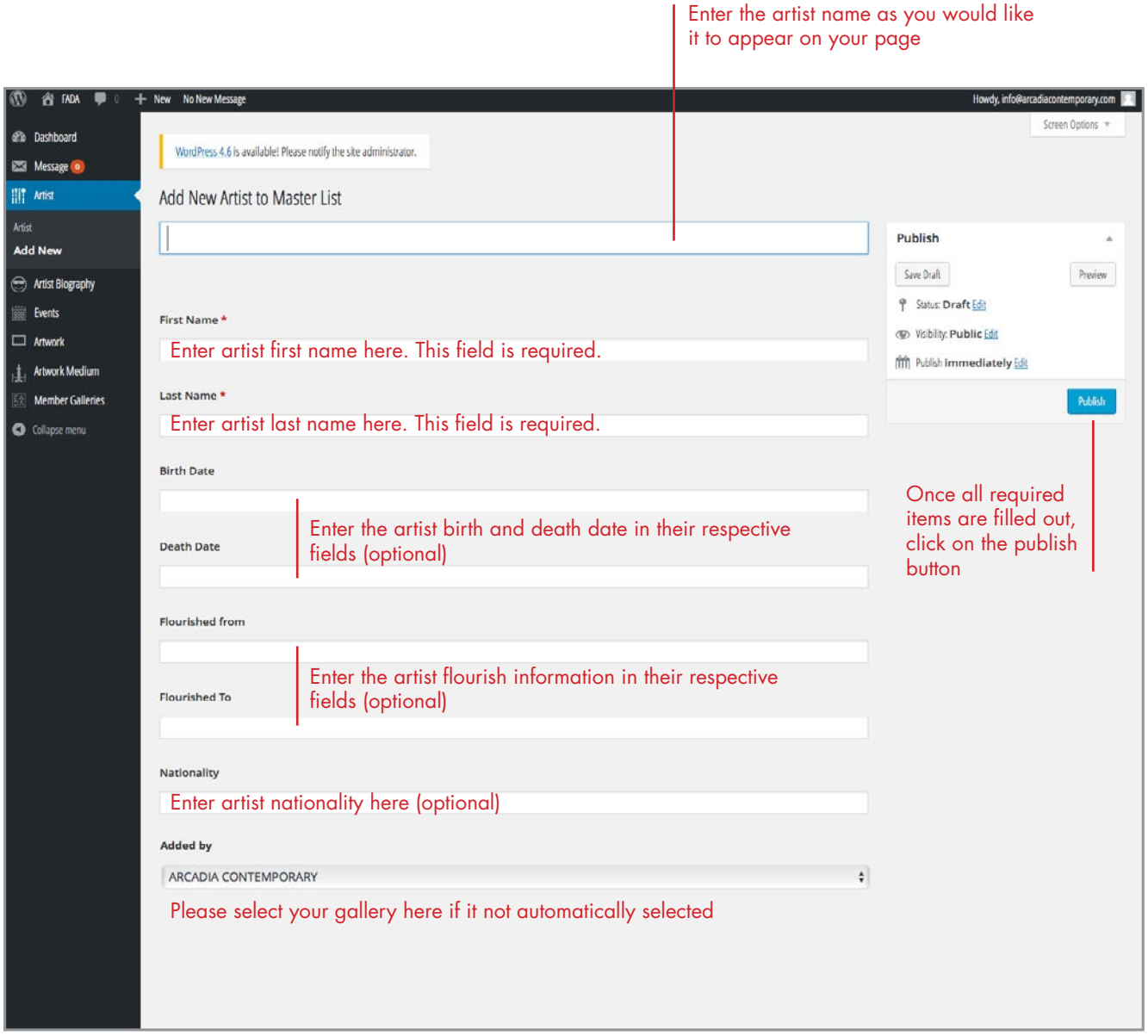
Current traveling exhibits section

Gallery space photos

Gallery inventory section

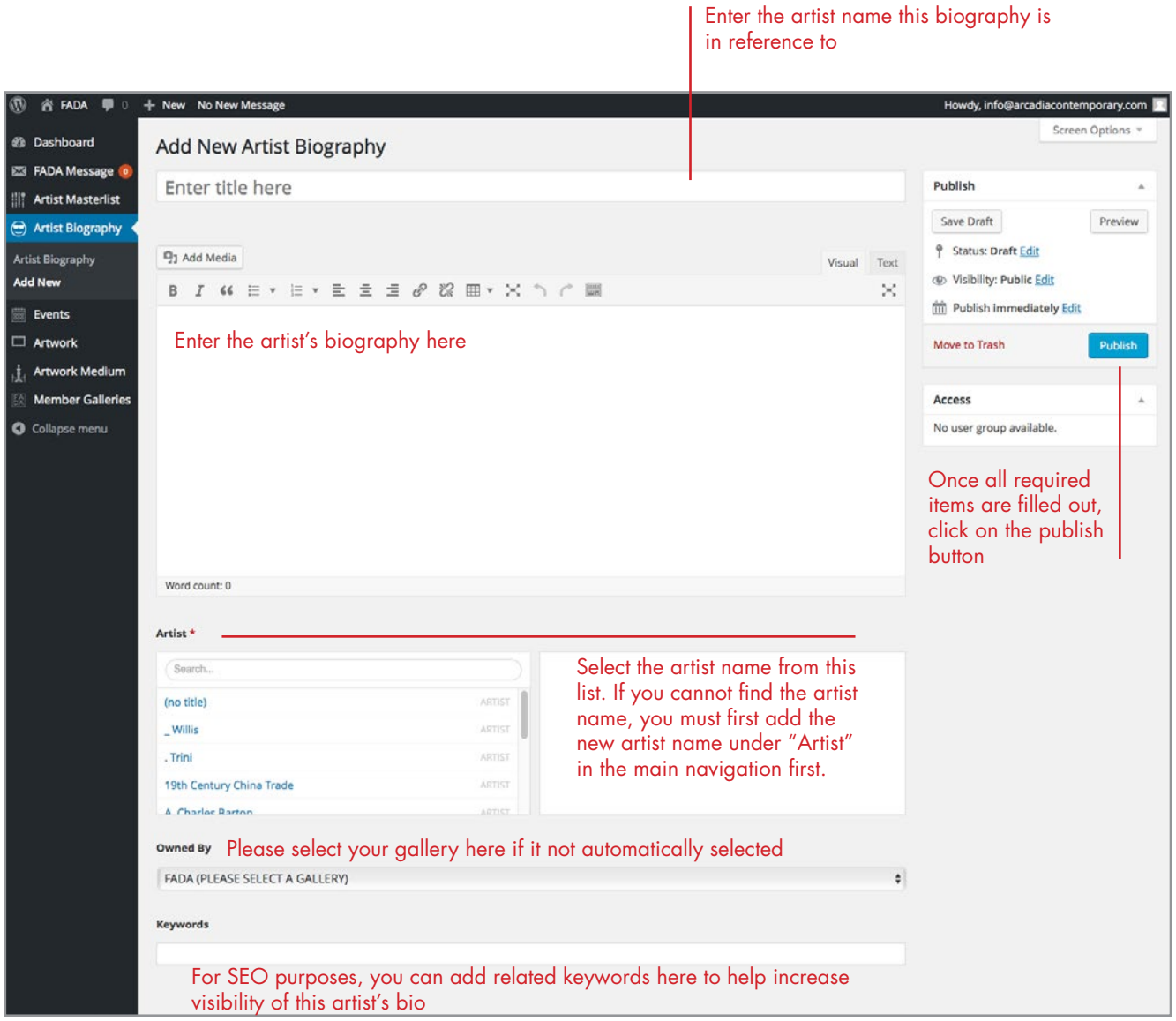
ADD/EDIT ARTISTS

To add/edit a new artist to your inventory, click on the "Artist" nav item located along the left of the dashboard.



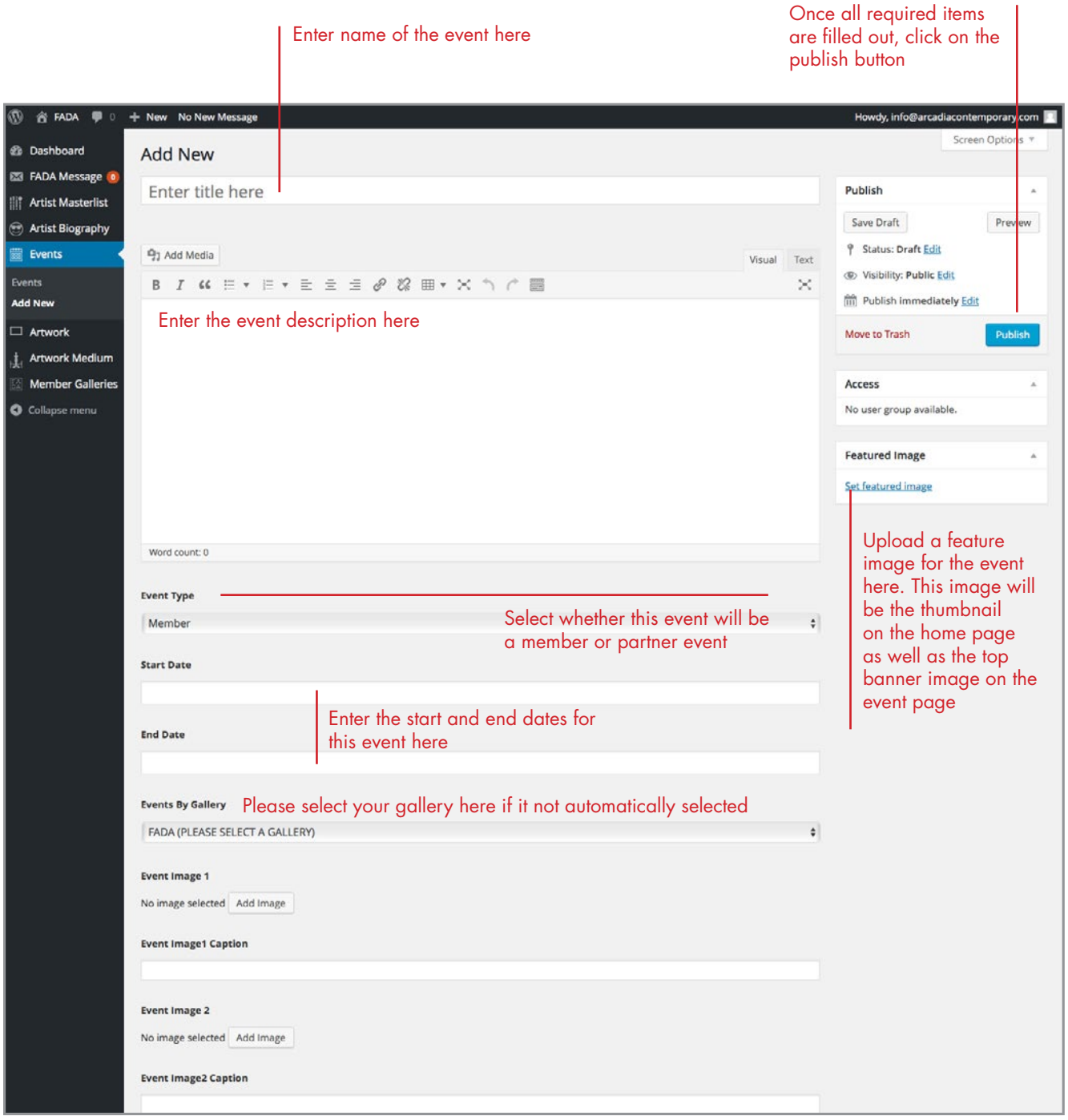
ADD/EDIT ARTIST BIOGRAPHY

To add/edit a new artist biography for any of the artists in your inventory, click on the "Artist Biography" nav item located along the left of the dashboard. Adding a biography for each of the artists in your inventory is important to help gain traffic to your page on FADA.org.



ADD/EDIT EVENT

To add/edit a new event that your gallery is involved in, click on the "Events" nav item located along the left of the dashboard.



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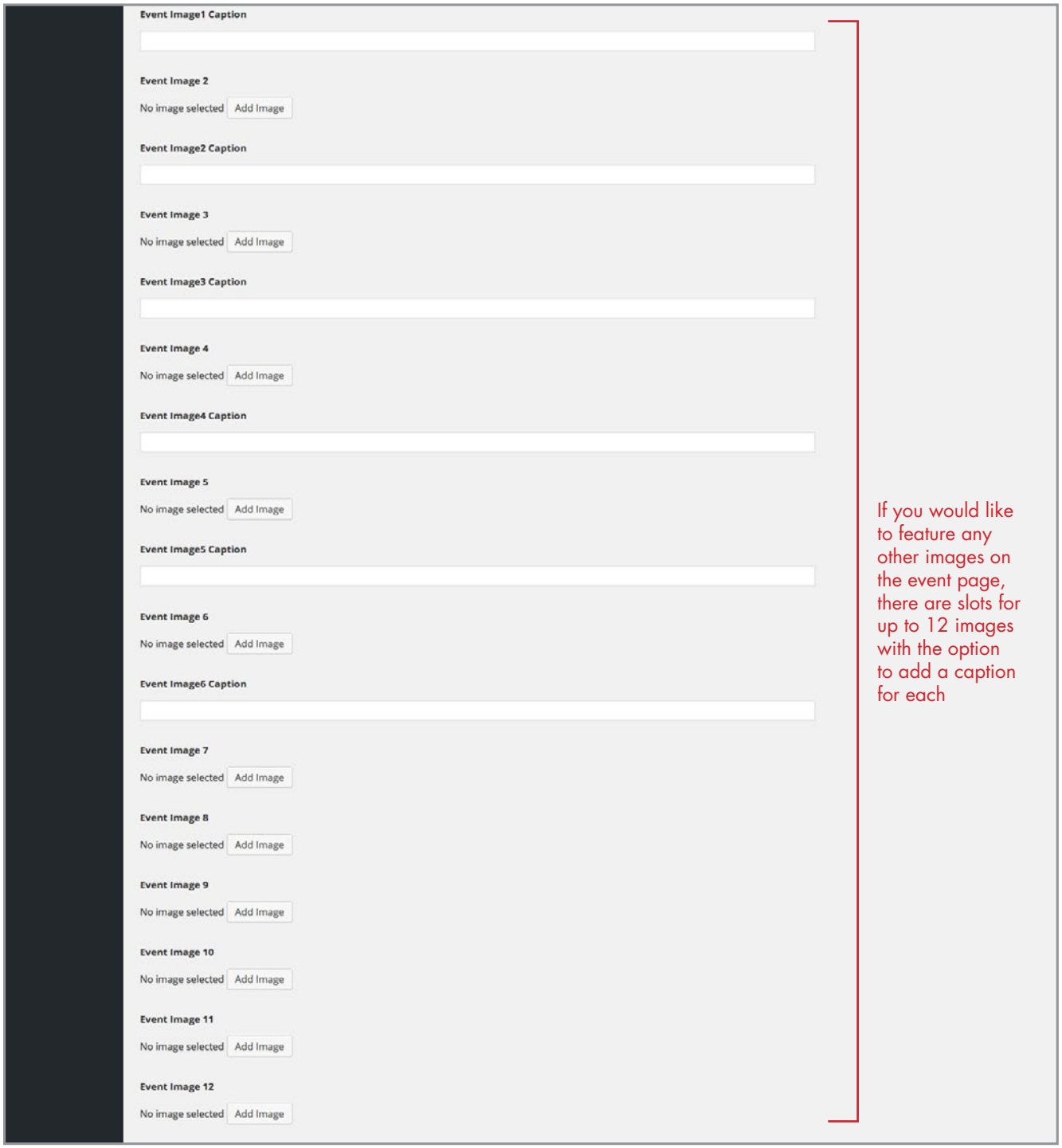

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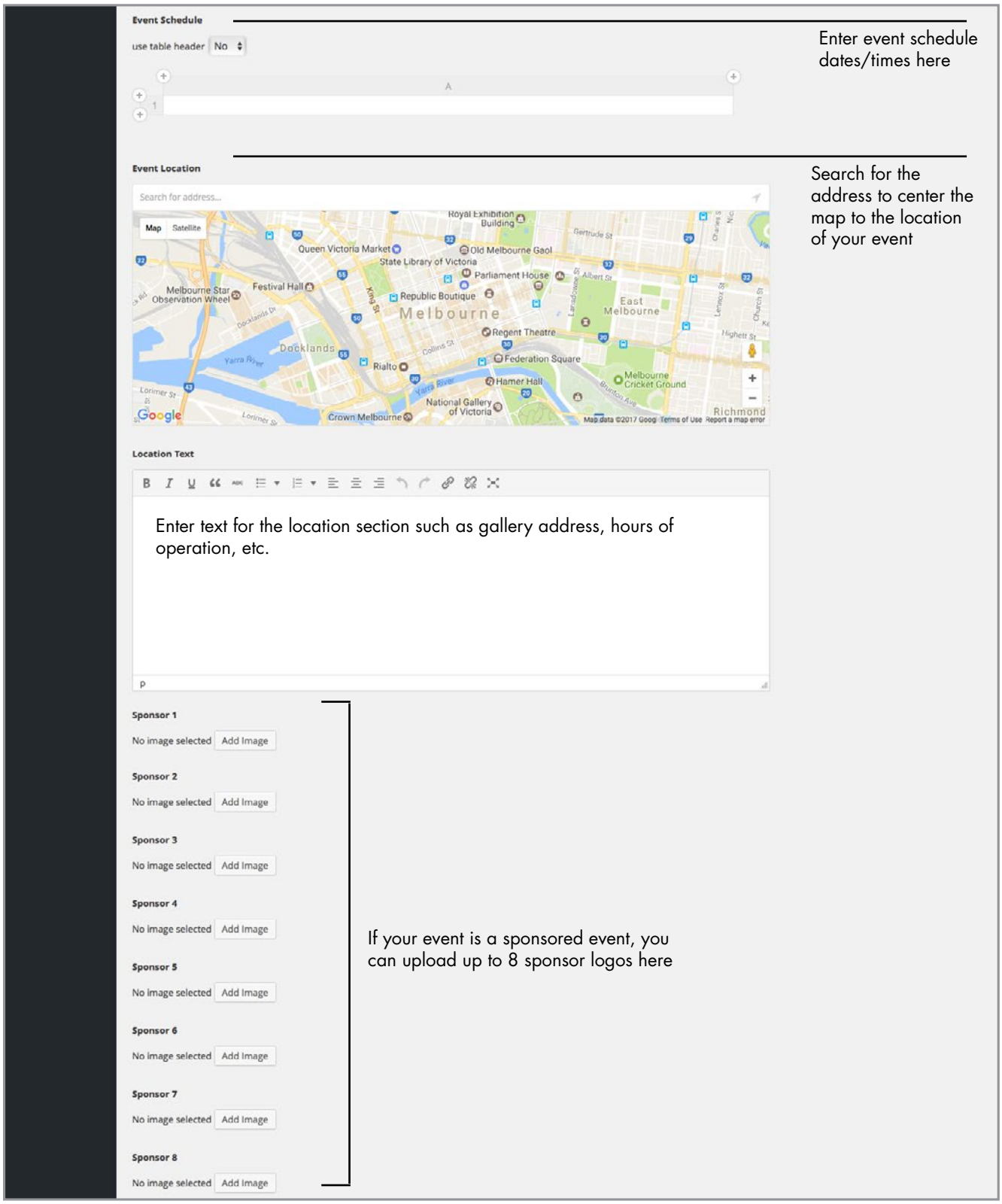

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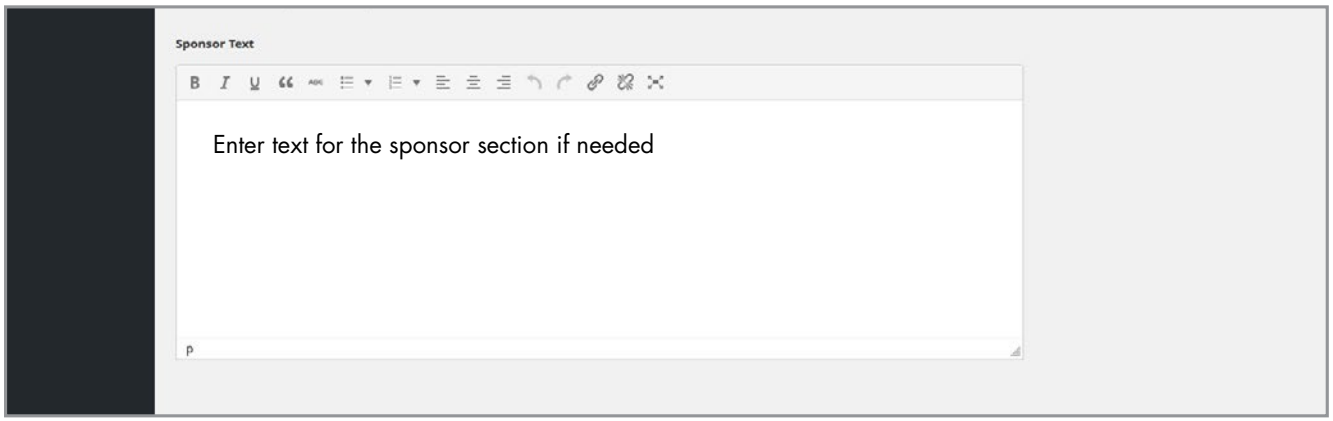
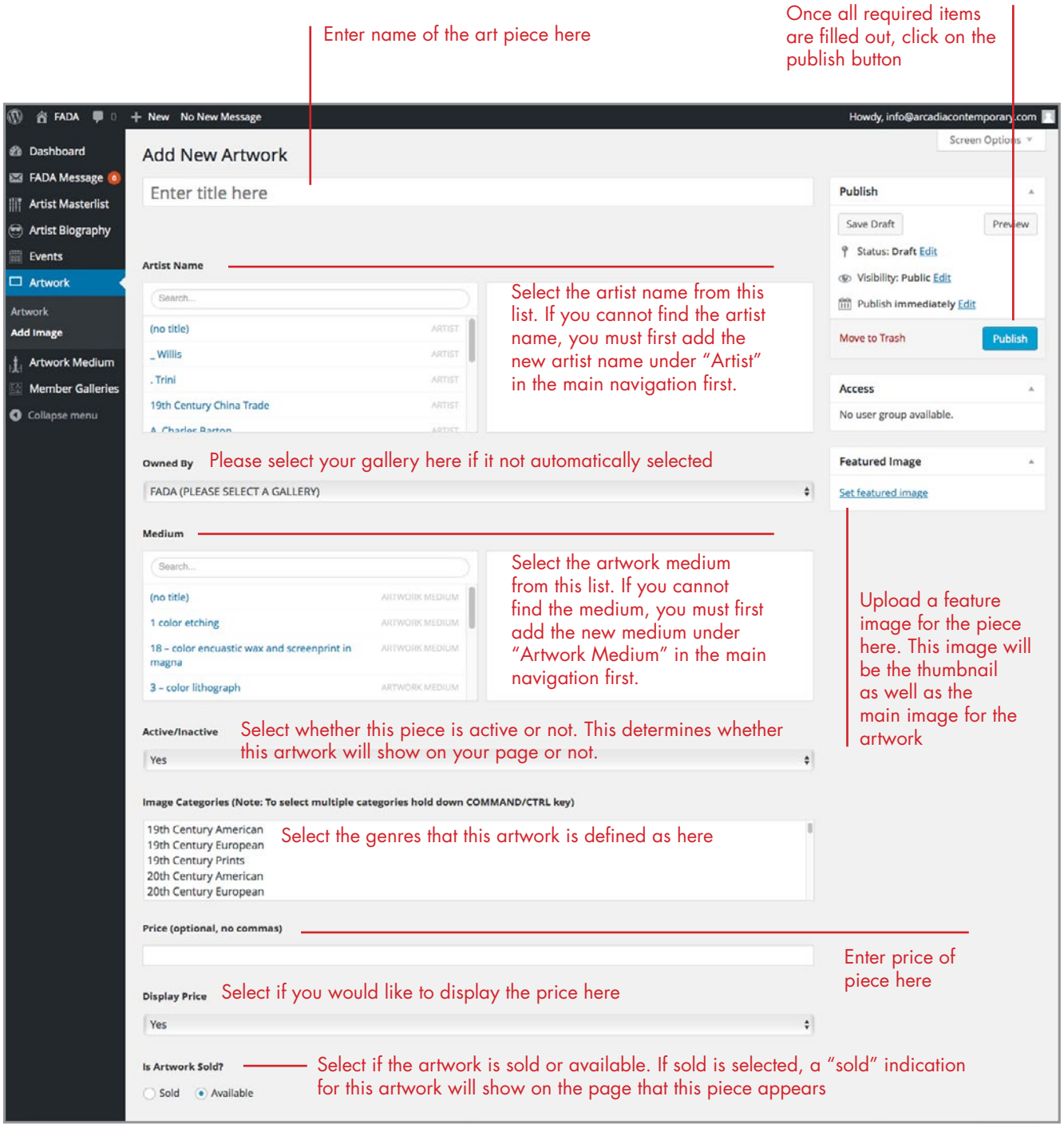


ADD/EDIT ARTWORK

To add/edit new artwork that your gallery is carrying, click on the "Artwork" nav item located along the left of the dashboard.



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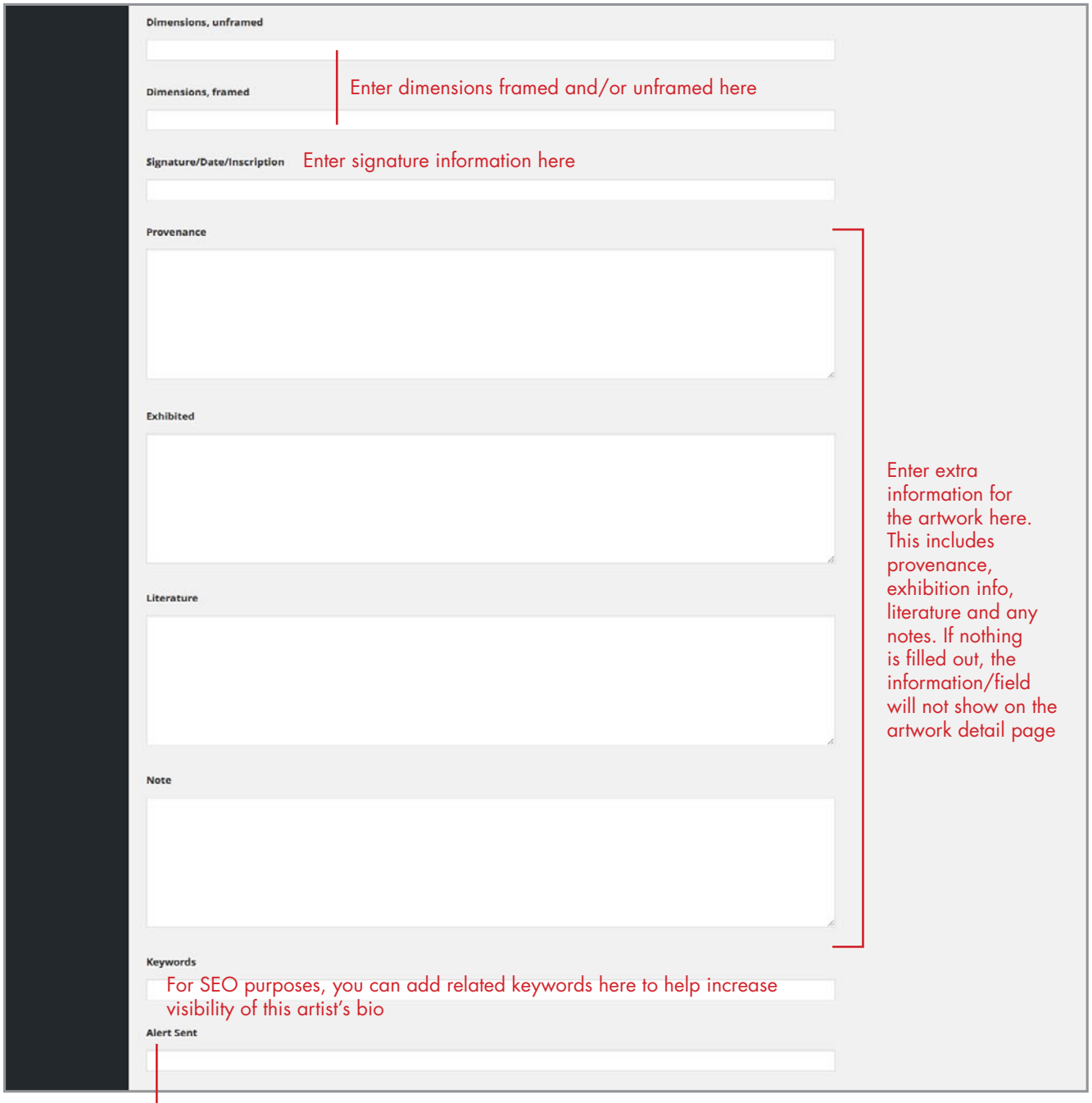
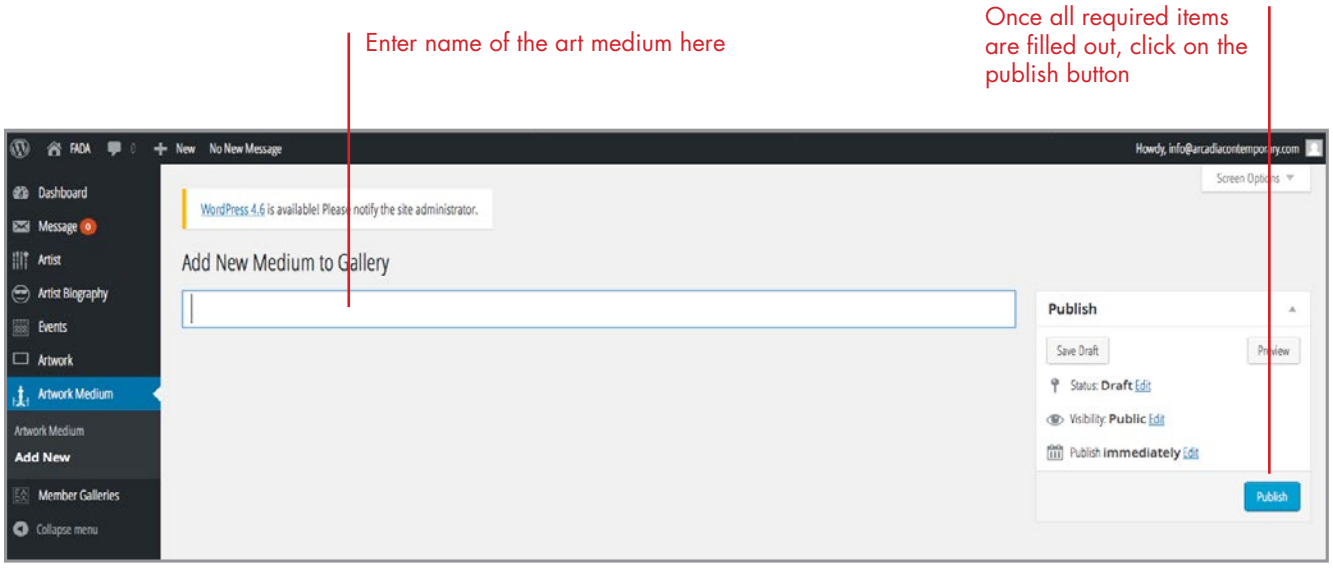


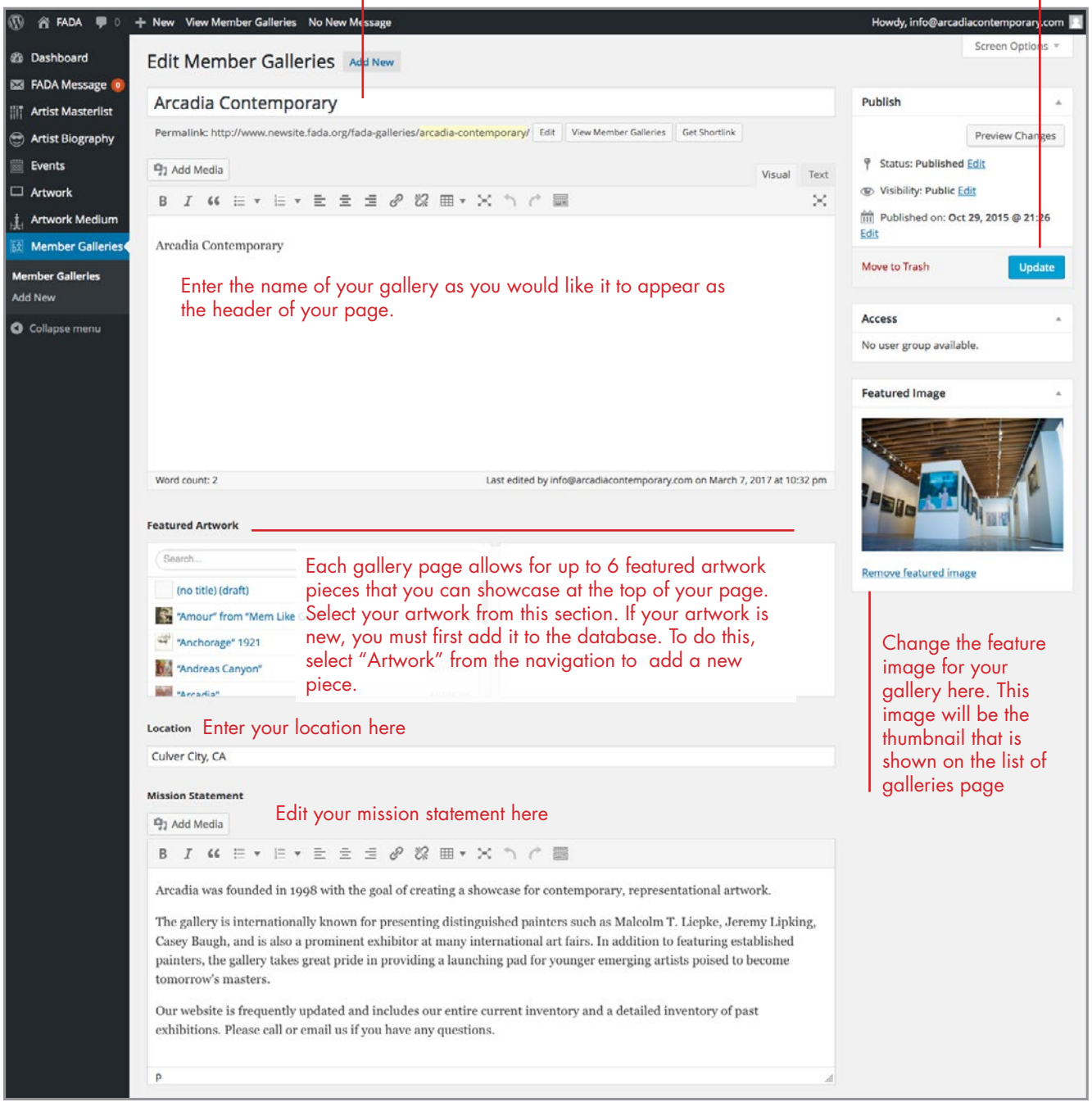
ADD/EDIT ART MEDIUM

To add/edit an art medium, click on the "Artwork Medium" nav item located along the left of the dashboard.



EDIT YOUR GALLERY PROFILE INFORMATION

To edit the information that is featured on your gallery profile page, click on the "Member Galleries" nav item located along the left of the dashboard.



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Latitude

34.021122

Longitude

-118.396466

The longitude/latitude information helps with the location-based feature of the gallery listings page. If you plan on moving, please contact website management for help on changing this information.

Street Address

9428 Washington Blvd.

Edit your street address here.

If you have multiple addresses, you can add the full addresses here.

City Edit your city here

Culver City

State Edit your state here

CA

Zip Edit your zip code here

90232

Phone Edit your phone number here

424-603-4656

Fax Edit your fax number here

Email Edit your contact email address here

info@arcadiacontemporary.com

International Address

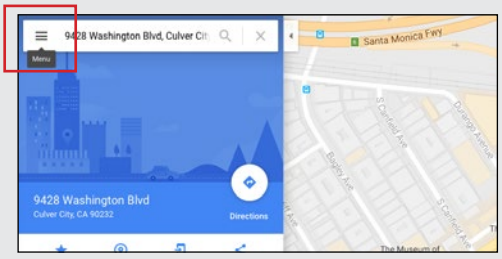
For international locations (outside of the U.S.), please enter your full address here.

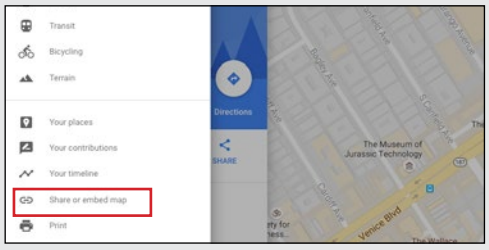
To edit the "Directions to Gallery" link on your profile page, enter the Google Maps share link here (see below for more info)

Direction To Gallery

https://www.google.com/maps/place/9428+Washington+Blvd,+Culver+City,+CA+90232

Gallery Name





maps.google.com

- Do a search for your address
- Click on the menu icon in the upper left corner
- Select "share or embed map"
- Copy and paste link

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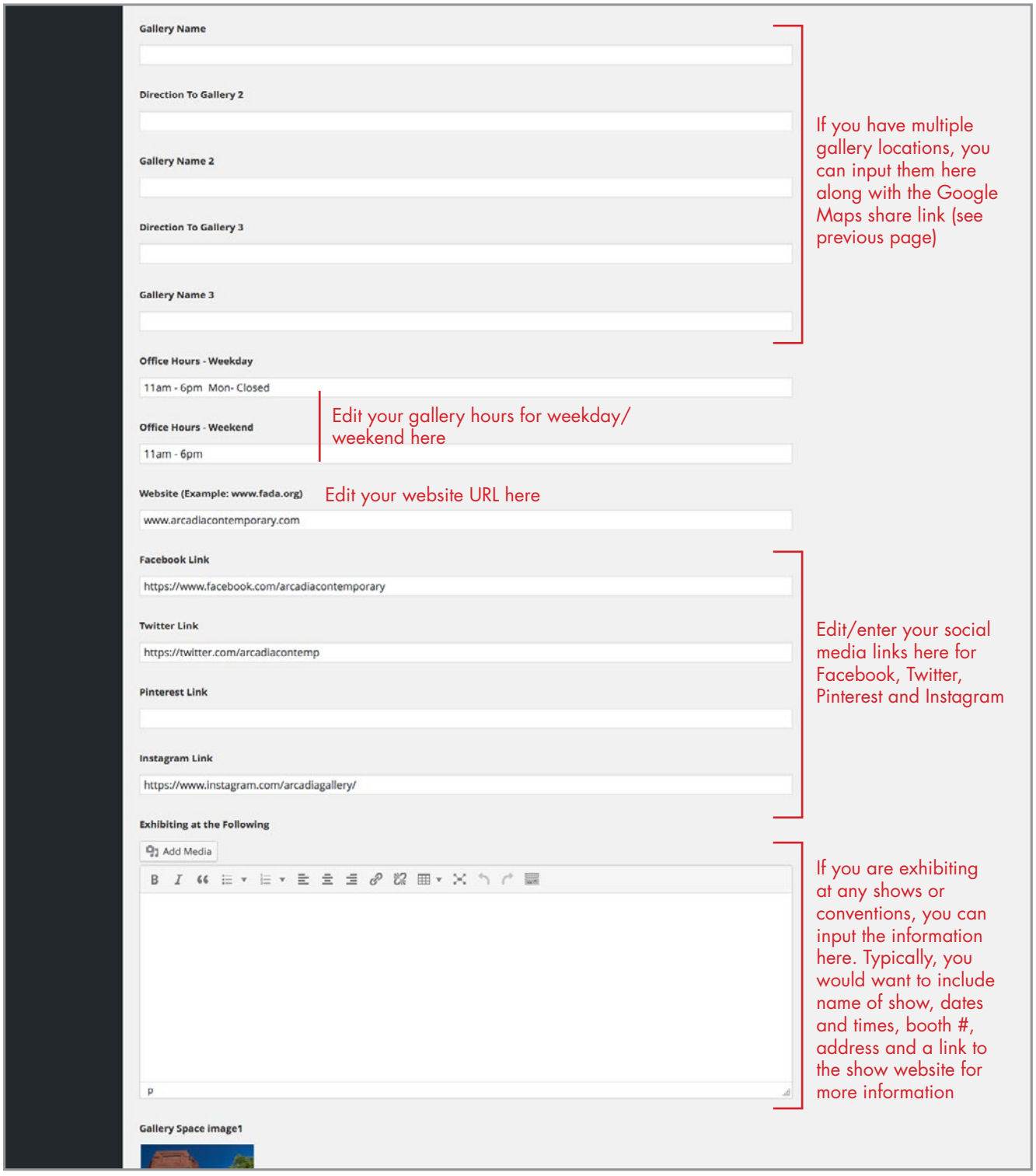

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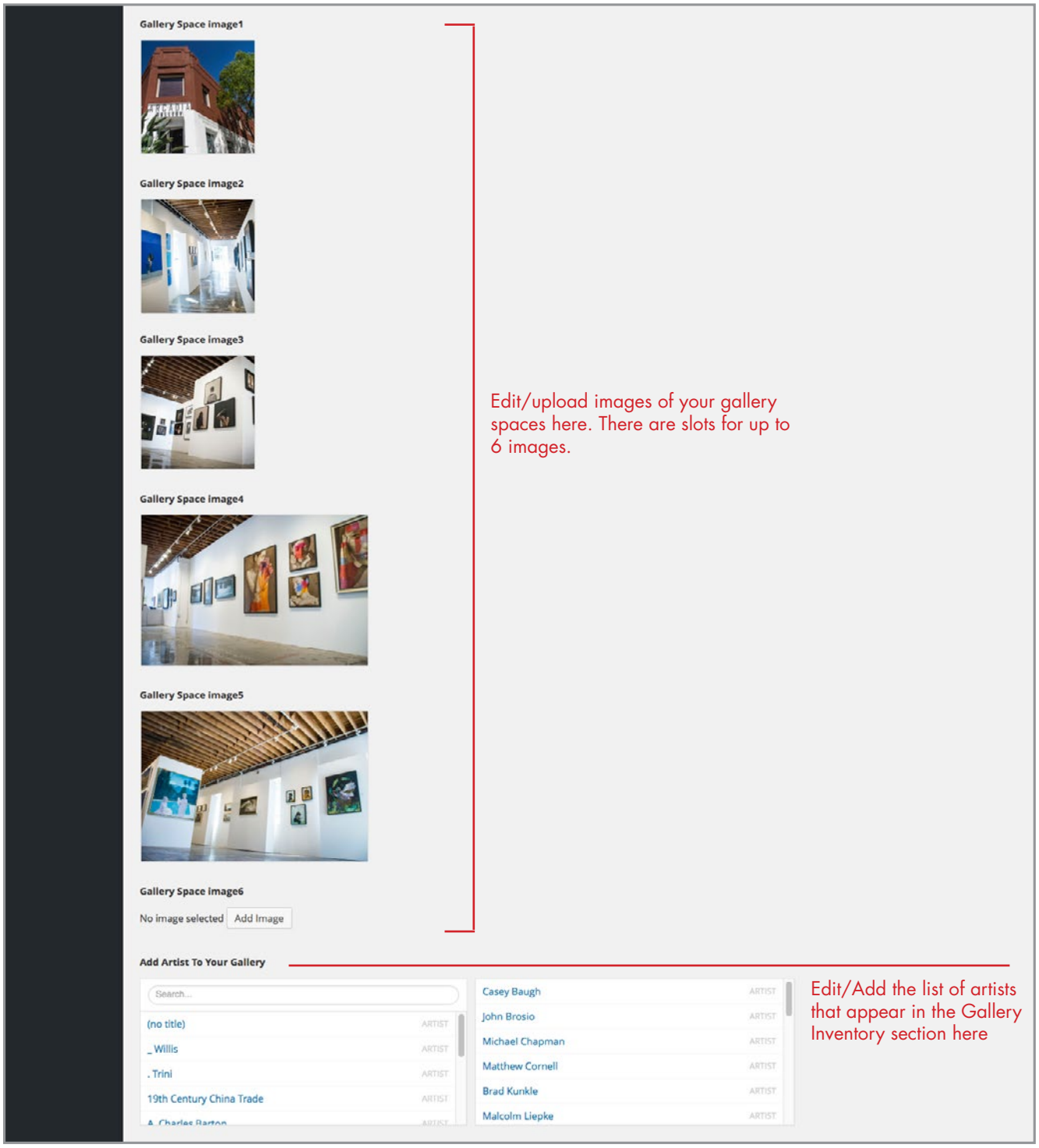

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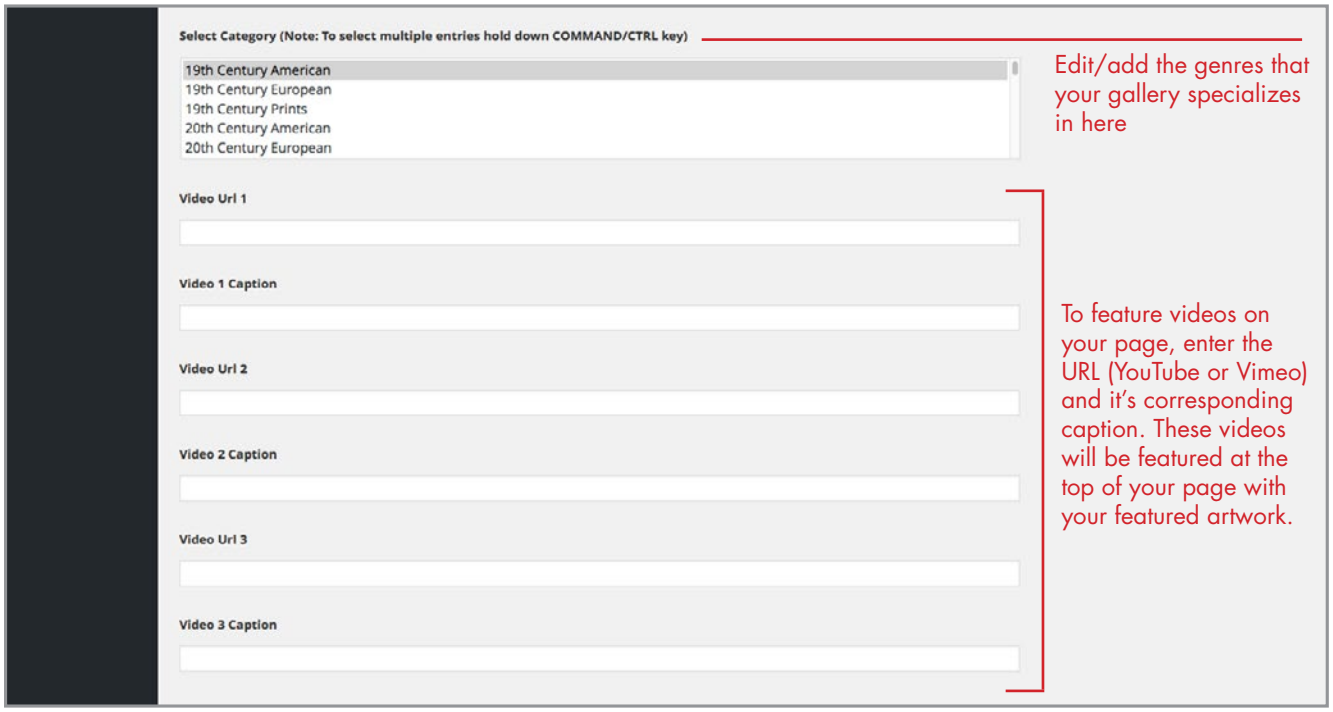
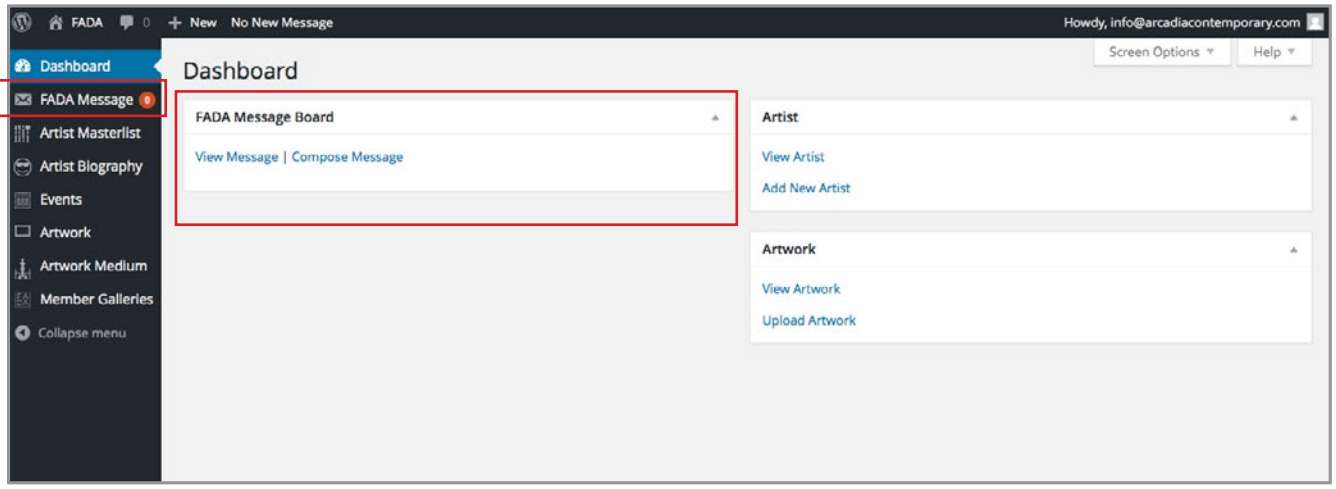
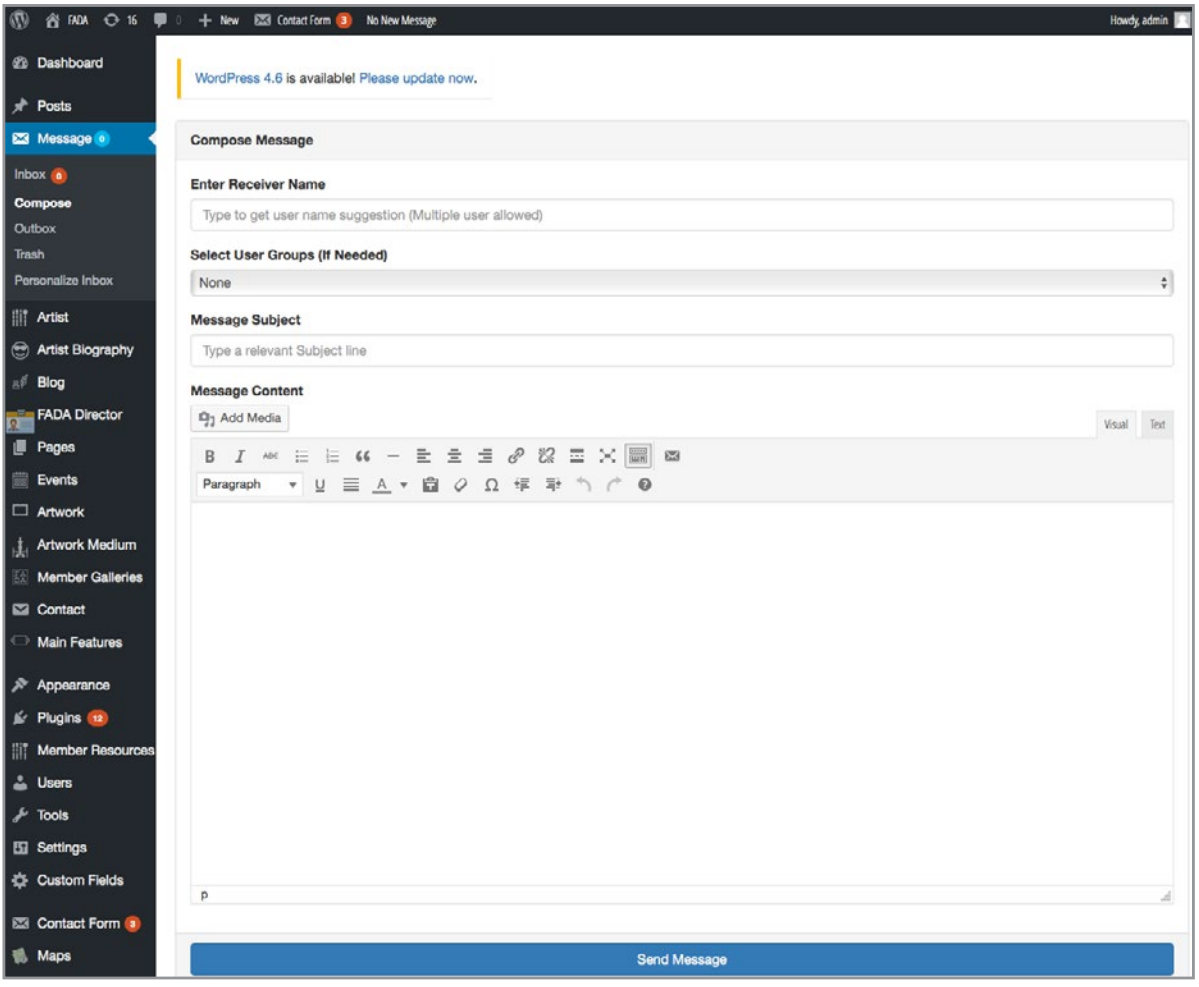


FADA MESSAGE BOARD/SENDING MEMBER MESSAGES

The dashboard allows each gallery to send messages within the FADA network. This is a powerful tool to share leads, look for specific artwork and more. It functions very similar to sending/receiving email.





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FINE ART DEALERS ASSOCIATION

9663 SANTA MONICA BLVD. SUITE 316
BEVERLY HILLS, CA 90210

WWW.FADA.ORG