



FADA

FINE ART DEALERS ASSOCIATION

MEMBER GALLERY WEBSITE MANUAL  
v1.1

W W W . F A D A . O R G



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FINE ART DEALERS ASSOCIATION

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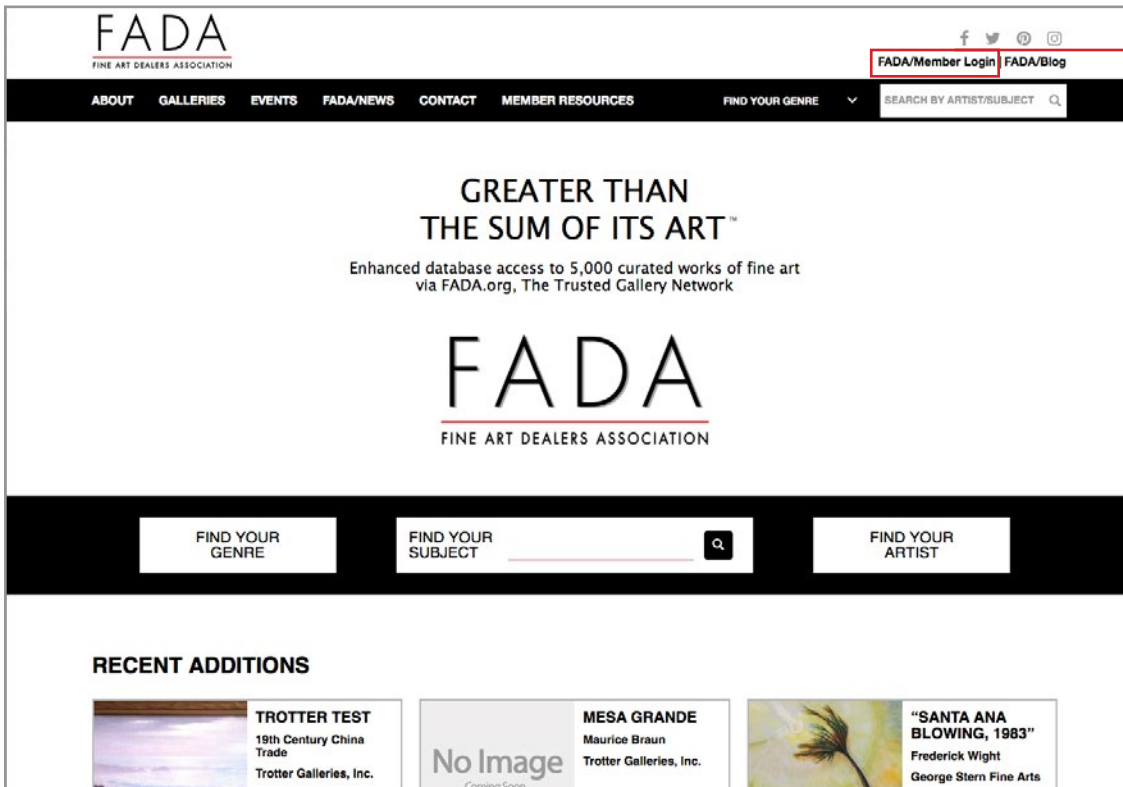
FINE ART DEALERS ASSOCIATION

**WWW.FADA.ORG**

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.

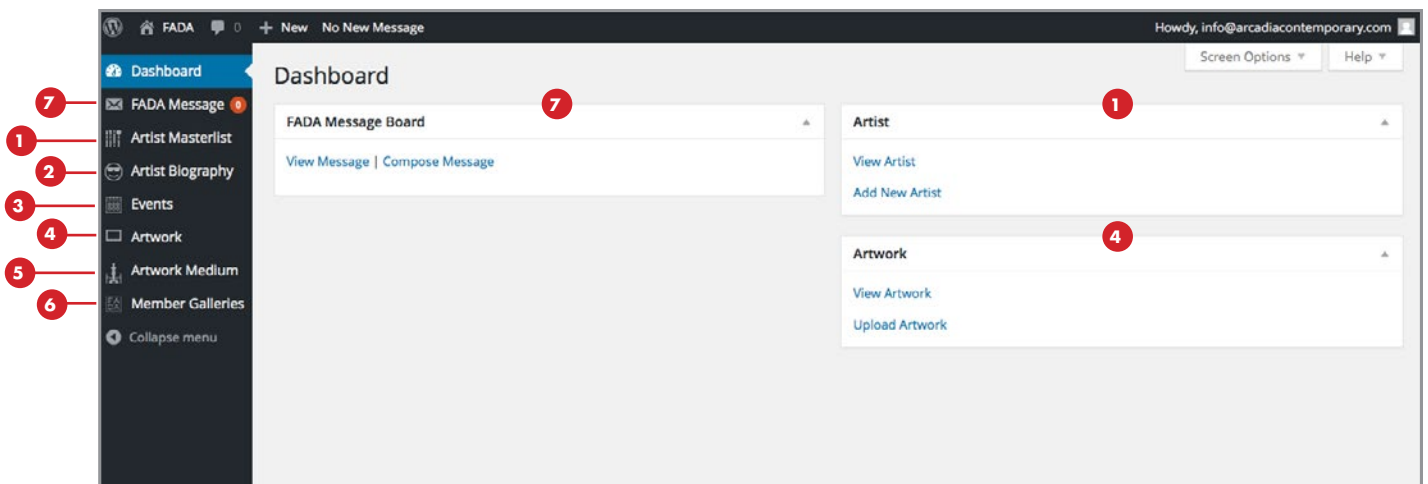


Click here to gain access to your account

## 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.

FADA  
FINE ART DEALERS ASSOCIATION

Logout: FADA/Member Dashboard

ABOUT GALLERIES EVENTS FADA/NEWS CONTACT MEMBER RESOURCES FIND YOUR GENRE SEARCH BY ARTIST/SUBJECT



Inner Sojourn 1

**ARCADIA CONTEMPORARY**  
Culver City, CA

[CLICK FOR COMPLETE GALLERY INVENTORY](#)

**GALLERY INFORMATION**

[www.arcadiacontemporary.com](#)  
9426 Washington Blvd.  
Culver City, CA 90232

Tel: 424-603-4666  
Email: [info@arcadiacontemporary.com](mailto:info@arcadiacontemporary.com)

**WEEKDAYS:** 11am - 6pm Mon- Closed  
**WEEKENDS:** 11am - 6pm

[Directions to Gallery](#)

**STATEMENT**

Arcadia was founded in 1968 with the goal of creating a showcase for contemporary, representational artwork.

The gallery is internationally known for presenting distinguished painters such as Malcolm T. Liepke, Jeremy Lipking, Casey Baugh, and is also a prominent exhibitor at many international art fairs. In addition to featuring established painters, the gallery takes great pride in providing a launching pad for younger emerging artists poised to become tomorrow's masters.




Our website is frequently updated and includes our entire current inventory and a detailed inventory of past exhibitions. Please call or email us if you have any questions.

**EXHIBITING AT THE FOLLOWING**

LCS ANGELES ART SHOW  
January 12-14, 2017  
Booth #2148

[For more information, click here.](#)

**GALLERY SPACE**



**GALLERY ARTISTS**

Casey Baugh	Jeffrey Rippe	Aron Wiesenfeld	Michael Lukasiewicz
John Brosio	Jeremy Lipking	Nick Alm	Gregory Mortenson
Michael Chapman	Stephen Mackey	Daniel Blimes	Miguel Moya
Matthew Cornell	Annie Murphy-Robinson	Stephen Fox	Denis Sarazin
Brad Kunkle	Julio Reyes	Daniel Coves	Johannes Wesemarek
Malcolm Liepke	Jordan Sokol	Mary Henderson	

FADA  
FINE ART DEALERS ASSOCIATION

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Suite 216  
Beverly Hills, CA 90210  
310.659.9998

ABOUT  
GALLERIES  
EVENTS  
FADA/NEWS  
CONTACT

FADA/SOCIAL  
[f](#) [t](#) [p](#) [i](#)

GREATER THAN THE SUM OF ITS ART™

Featured artwork  
showcase

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

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.

WordPress 4.6 is available! Please notify the site administrator.

Howdy, info@arcadiacontemporary.com

Screen Options

Dashboard  
Message  
Artist  
Add New  
Artist Biography  
Events  
Artwork  
Artwork Medium  
Member Galleries  
Collapse menu

### Add New Artist to Master List

Enter the artist name as you would like it to appear on your page

First Name \*

Enter artist first name here. This field is required.

Last Name \*

Enter artist last name here. This field is required.

Birth Date

Enter the artist birth and death date in their respective fields (optional)

Death Date

Flourished from

Enter the artist flourish information in their respective fields (optional)

Flourished To

Nationality

Enter artist nationality here (optional)

Added by

ARCADIA CONTEMPORARY

Please select your gallery here if it not automatically selected

**Publish**

Save Draft Preview

Status: **Draft** Edit

Visibility: **Public** Edit

Publish: **Immediately** Edit

**Publish**

## 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 New Artist Biography**

Enter title here

Enter the artist's biography here

Word count: 0

Artist

- (no title) ARTIST
- \_ Willis ARTIST
- . Trini ARTIST
- 19th Century China Trade ARTIST
- A. Charles Barton ARTIST

Owned By Please select your gallery here if it not automatically selected

FADA (PLEASE SELECT A GALLERY)

Keywords

Enter the artist name this biography is in reference to

Once all required items are filled out, click on the publish button

Select the artist name from this list. If you cannot find the artist name, you must first add the new artist name under “Artist” in the main navigation first.

For SEO purposes, you can add related keywords here to help increase visibility of this artist's bio

**Publish**

Save Draft Preview

Status: Draft Edit

Visibility: Public Edit

Publish Immediately Edit

Move to Trash Publish

Access

No user group available.

## 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.

Enter name of the event here

Once all required items are filled out, click on the publish button

Enter title here

Add Media

Visual Text

Enter the event description here

Word count: 0

Event Type

Member

Select whether this event will be a member or partner event

Start Date

End Date

Enter the start and end dates for this event here

Events By Gallery Please select your gallery here if it not automatically selected

FADA (PLEASE SELECT A GALLERY)

Event Image 1

No image selected Add Image

Event Image1 Caption

Event Image 2

No image selected Add Image

Event Image2 Caption

Publish

Save Draft Preview

Status: Draft Edit

Visibility: Public Edit

Publish Immediately Edit

Move to Trash Publish

Access

No user group available.

Featured Image

Set featured image

Upload a feature image for the event here. This image will be the thumbnail on the home page as well as the top banner image on the event page

CONTINUED ON NEXT PAGE

CONTINUED FROM PREVIOUS PAGE

<b>Event Image1 Caption</b>	<input type="text"/>
<b>Event Image 2</b>	No image selected <input type="button" value="Add Image"/>
<b>Event Image2 Caption</b>	<input type="text"/>
<b>Event Image 3</b>	No image selected <input type="button" value="Add Image"/>
<b>Event Image3 Caption</b>	<input type="text"/>
<b>Event Image 4</b>	No image selected <input type="button" value="Add Image"/>
<b>Event Image4 Caption</b>	<input type="text"/>
<b>Event Image 5</b>	No image selected <input type="button" value="Add Image"/>
<b>Event Image5 Caption</b>	<input type="text"/>
<b>Event Image 6</b>	No image selected <input type="button" value="Add Image"/>
<b>Event Image6 Caption</b>	<input type="text"/>
<b>Event Image 7</b>	No image selected <input type="button" value="Add Image"/>
<b>Event Image 8</b>	No image selected <input type="button" value="Add Image"/>
<b>Event Image 9</b>	No image selected <input type="button" value="Add Image"/>
<b>Event Image 10</b>	No image selected <input type="button" value="Add Image"/>
<b>Event Image 11</b>	No image selected <input type="button" value="Add Image"/>
<b>Event Image 12</b>	No image selected <input type="button" value="Add Image"/>

If you would like to feature any other images on the event page, there are slots for up to 12 images with the option to add a caption for each

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Sponsor Text

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Enter text for the sponsor section if needed

p

## 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.

Enter name of the art piece here

Once all required items are filled out, click on the publish button

The screenshot shows the 'Add New Artwork' form in a web application. The form is divided into several sections with red lines and text annotations. The 'Artist Name' section has a search bar and a list of artists, with a note: 'Select the artist name from this list. If you cannot find the artist name, you must first add the new artist name under "Artist" in the main navigation first.' The 'Owned By' section has a dropdown menu with the note: 'Please select your gallery here if it not automatically selected'. The 'Medium' section has a search bar and a list of mediums, with a note: 'Select the artwork medium from this list. If you cannot find the medium, you must first add the new medium under "Artwork Medium" in the main navigation first.' The 'Active/Inactive' section has a dropdown menu with the note: 'Select whether this piece is active or not. This determines whether this artwork will show on your page or not.' The 'Image Categories' section has a list of categories with the note: 'Select the genres that this artwork is defined as here'. The 'Price' section has a text input field with the note: 'Enter price of piece here'. The 'Display Price' section has a dropdown menu with the note: 'Select if you would like to display the price here'. The 'Is Artwork Sold?' section has radio buttons for 'Sold' and 'Available' with the note: 'Select if the artwork is sold or available. If sold is selected, a "sold" indication for this artwork will show on the page that this piece appears'. The 'Publish' section on the right has buttons for 'Save Draft', 'Preview', 'Publish', and 'Move to Trash', along with status and visibility options.

Enter title here

Artist Name

Search...

(no title) ARTIST

Willis ARTIST

Trini ARTIST

19th Century China Trade ARTIST

A. Charles Barton ARTIST

Select the artist name from this list. If you cannot find the artist name, you must first add the new artist name under "Artist" in the main navigation first.

Owned By

Please select your gallery here if it not automatically selected

FADA (PLEASE SELECT A GALLERY)

Medium

Search...

(no title) ARTWORK MEDIUM

1 color etching ARTWORK MEDIUM

18 - color encaustic wax and screenprint in magna ARTWORK MEDIUM

3 - color lithograph ARTWORK MEDIUM

Select the artwork medium from this list. If you cannot find the medium, you must first add the new medium under "Artwork Medium" in the main navigation first.

Active/Inactive

Select whether this piece is active or not. This determines whether this artwork will show on your page or not.

Yes

Image Categories (Note: To select multiple categories hold down COMMAND/CTRL key)

19th Century American

19th Century European

19th Century Prints

20th Century American

20th Century European

Select the genres that this artwork is defined as here

Price (optional, no commas)

Enter price of piece here

Display Price

Select if you would like to display the price here

Yes

Is Artwork Sold?

Sold Available

Select if the artwork is sold or available. If sold is selected, a "sold" indication for this artwork will show on the page that this piece appears

Publish

Save Draft

Preview

Status: Draft Edit

Visibility: Public Edit

Publish immediately Edit

Move to Trash

Publish

Access

No user group available.

Featured Image

Set featured image

Upload a feature image for the piece here. This image will be the thumbnail as well as the main image for the artwork

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	<div>Dimensions, unframed</div> <div></div>	
	<div>Dimensions, framed</div> <div></div>	<div>Enter extra information for the artwork here. This includes provenance, exhibition info, literature and any notes. If nothing is filled out, the information/field will not show on the artwork detail page</div>
	<div>Signature/Date/Inscription</div> <div></div>	
	<div>Provenance</div> <div></div>	
	<div>Exhibited</div> <div></div>	
	<div>Literature</div> <div></div>	
	<div>Note</div> <div></div>	
	<div>Keywords</div> <div></div>	
	<div>Alert Sent</div> <div></div>	

Enter dimensions framed and/or unframed here

Enter signature information here

For SEO purposes, you can add related keywords here to help increase visibility of this artist's bio

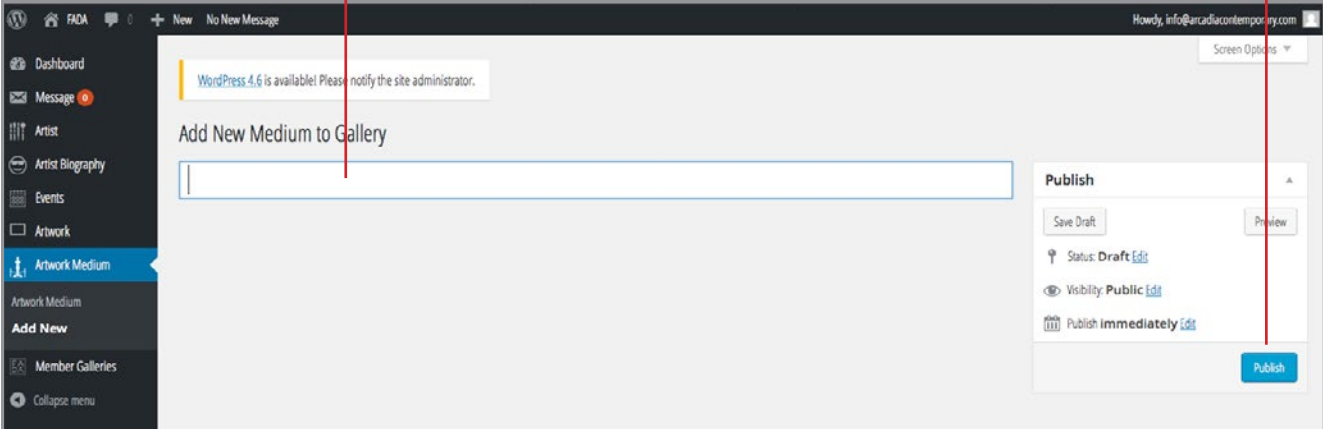
You do not need to fill this section out. This will let you know if an email has been sent to someone who has signed up for artist alerts

## ADD/EDIT ART MEDIUM

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

Enter name of the art medium here

Once all required items are filled out, click on the publish button



The screenshot shows the WordPress dashboard interface for adding a new art medium. On the left, a dark sidebar contains navigation links: Dashboard, Message, Artist, Artist Biography, Events, Artwork, Artwork Medium (highlighted in blue), Artwork Medium, Add New, Member Galleries, and Collapse menu. The main content area is titled 'Add New Medium to Gallery' and features a large text input field. A red line points from the text 'Enter name of the art medium here' to this input field. To the right of the input field is a 'Publish' sidebar. It contains buttons for 'Save Draft' and 'Preview'. Below these are status and visibility settings: 'Status: Draft' with an 'Edit' link, 'Visibility: Public' with an 'Edit' link, and 'Publish immediately' with an 'Edit' link. At the bottom of this sidebar is a blue 'Publish' button. A red line points from the text 'Once all required items are filled out, click on the publish button' to this 'Publish' button. At the top of the dashboard, there is a notification bar that says 'WordPress 4.6 is available! Please notify the site administrator.' and a 'Screen Options' dropdown menu.

## 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.

Once all required items are filled out, click on the publish button

Edit the name of your gallery here

The screenshot shows the 'Edit Member Galleries' interface for 'Arcadia Contemporary'. The left sidebar contains navigation links: Dashboard, FADA Message, Artist Masterlist, Artist Biography, Events, Artwork, Artwork Medium, and Member Galleries (selected). The main content area has a header 'Edit Member Galleries' with an 'Add New' button. Below this is the gallery name 'Arcadia Contemporary' with a permalink and buttons for 'Edit', 'View Member Galleries', and 'Get Shortlink'. A rich text editor follows, containing the text 'Arcadia Contemporary' and a red annotation: 'Enter the name of your gallery as you would like it to appear as the header of your page.' To the right is a 'Publish' sidebar with options for Status (Published), Visibility (Public), and Published on date (Oct 29, 2015 @ 21:26). Below this is an 'Access' section and a 'Featured Image' section showing a gallery interior with a 'Remove featured image' link. At the bottom is a 'Featured Artwork' section with a search bar and a list of artworks: '(no title) (draft)', 'Amour' from 'Mem Like', 'Anchorage' 1921, 'Andreas Canyon', and 'Arcadia'. Below this is a 'Location' field with 'Culver City, CA' and a 'Mission Statement' section with a rich text editor containing text about the gallery's founding in 1998 and its focus on contemporary art.

Each gallery page allows for up to 6 featured artwork pieces that you can showcase at the top of your page. Select your artwork from this section. If your artwork is new, you must first add it to the database. To do this, select “Artwork” from the navigation to add a new piece.

Change the feature image for your gallery here. This image will be the thumbnail that is shown on the list of galleries page

Enter your location here

Edit your mission statement here

CONTINUED ON NEXT PAGE

CONTINUED FROM PREVIOUS PAGE

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  
Culver City  
Edit your city here

State  
CA  
Edit your state here

Zip  
90232  
Edit your zip code here

Phone  
424-603-4656  
Edit your phone number here

Fax  
Edit your fax number here

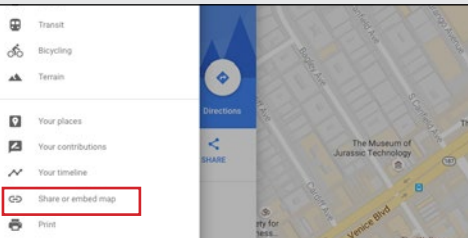
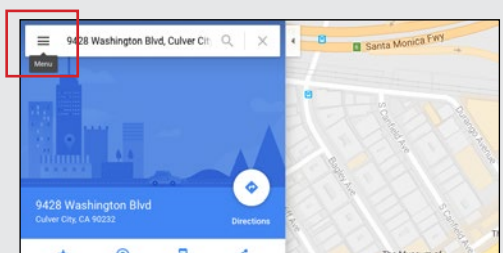
Email  
info@arcadiacontemporary.com  
Edit your contact email address here

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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Gallery Space image1



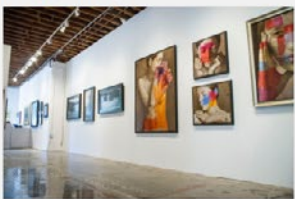
Gallery Space image2




Gallery Space image3



Gallery Space image4



Gallery Space image5



Gallery Space image6

No image selected

Add Image

Edit/upload images of your gallery spaces here. There are slots for up to 6 images.

Add Artist To Your Gallery

Search...

(no title)

ARTIST

\_ Willis

ARTIST

. Trini

ARTIST

19th Century China Trade

ARTIST

A. Charles Barton

ARTIST

Casey Baugh

ARTIST

John Brosio

ARTIST

Michael Chapman

ARTIST

Matthew Cornell

ARTIST

Brad Kunkle

ARTIST

Malcolm Liepke

ARTIST

Edit/Add the list of artists that appear in the Gallery Inventory section here

CONTINUED ON NEXT PAGE

CONTINUED FROM PREVIOUS PAGE

Select Category (Note: To select multiple entries hold down COMMAND/CTRL key)

19th Century American

19th Century European

19th Century Prints

20th Century American

20th Century European

Video Url 1

Video 1 Caption

Video Url 2

Video 2 Caption

Video Url 3

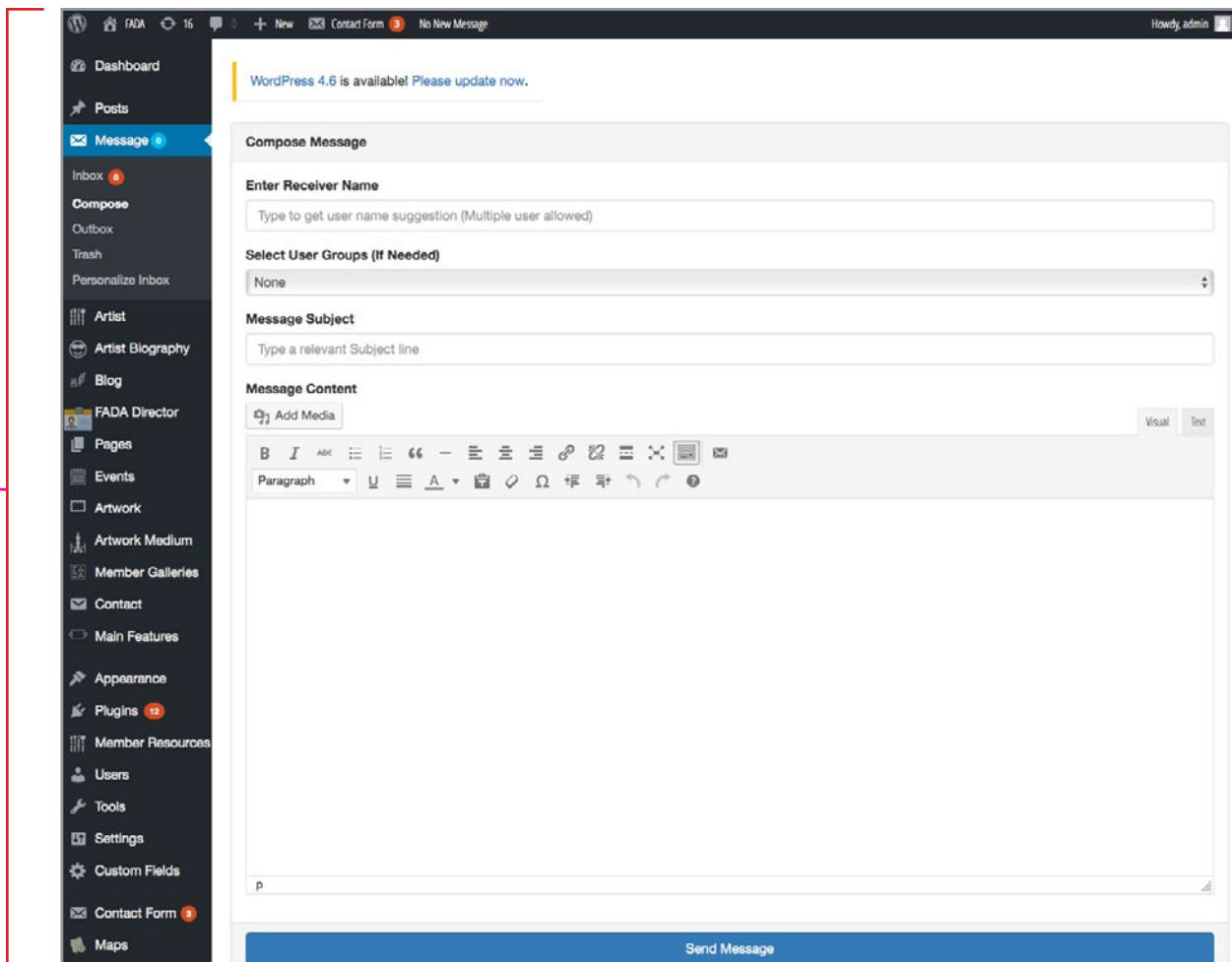
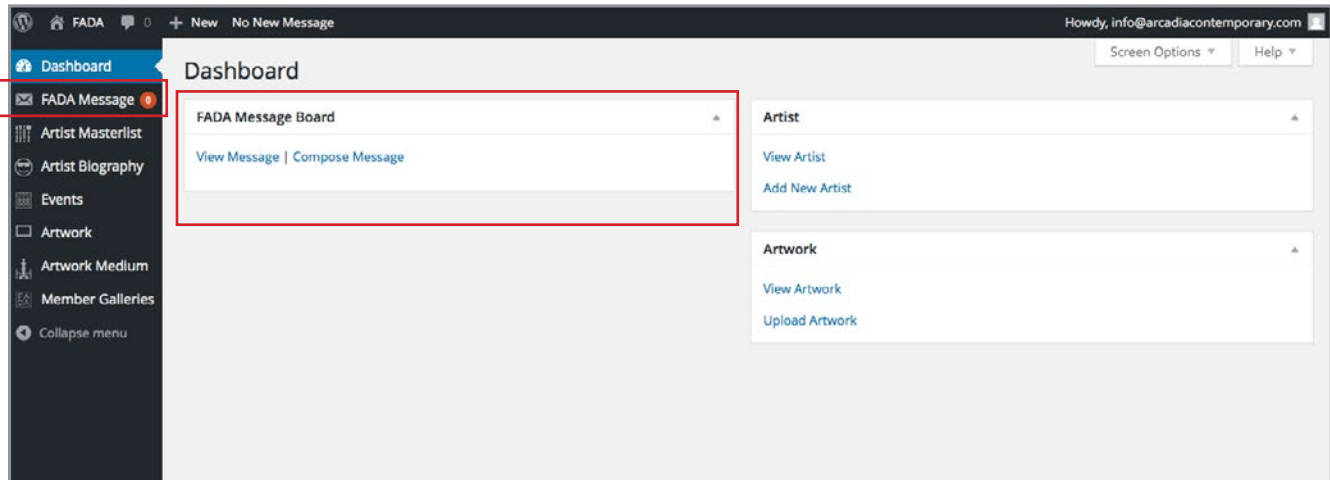
Video 3 Caption

Edit/add the genres that your gallery specializes in here

To feature videos on your page, enter the URL (YouTube or Vimeo) and it's corresponding caption. These videos will be featured at the top of your page with your featured artwork.

## 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.



# FADA

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FINE ART DEALERS ASSOCIATION

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**W W W . F A D A . O R G**