

Artist's Profile guidelines

General – An online website is one of the best ways to showcase your art work. We provide all BAA members an opportunity to have a free customized web page. Once this single page is created, it will become part of the overall BAA web site. We have listed guidelines governing this web publication.

The following general guidelines apply to the profile page -

- 1) The BAA member needs to provide all content appearing on their free web page. This can include brief biography; class(s) they teach; education; explanation of their vision.
- 2) The BAA member will also provide:
 - a) A full name to list as the profile contact is required.
 - b) A functioning member email address is required.
 - c) Personal and/or business telephone numbers can be listed
 - d) The member's personal / business addresses can be listed
 - e) We can list links to a personal/business external website
- 3) Member's page will be allowed only two changes per year including swapping out images and other pertinent content.
- 4) Content or images may be returned to the member for further improvement at the webmaster discretion.
- 5) All content can be submitted by email or personally delivered to the Webmaster by DVD/CD at a BAA meeting.

The following guidelines apply to profile page images -

- 1) We will accept up to six (6) graphic images to be included on each web page.
- 2) Ideally your submitted images should be in a square format, but 6x4 images will work equally as well.
- 3) Bear in mind, if you submit images of insufficient size, the quality of your image will degrade if we need to enlarge the image to better fit the web page.
- 4) Artist will provide all images captions or images will not be labeled.
- 5) If we receive images not meeting the above criteria, they may be altered by the webmaster to be more aesthetic pleasing.
- 6) All artistic images must be in good taste. If a piece is deemed inappropriate by the webmaster, it will not be displayed on the profile page.
- 7) By submitting original art images (solely owned by member), member gives the BAA permission to use these images anywhere on the BAA web site.
- 8) BAA agrees to not release original submitted graphic images to anyone unless permission is granted by owner. Note - due to technology advancements, no image has code to prevent copying.
- 9) Web Profile will state all pictures are subject to artist's copyrights.
- 10) Images can be submitted by email or personally delivered to the Webmaster by DVD/CD at a BAA meeting.

The following guidelines detail the Webmaster responsibilities -

- 1) The webmaster will create the web page with submitted content and images and publish the page on the “Gallery” page of the BAA web site.
- 2) Creating a profile page can take up to two weeks – be patient.
- 3) Webmaster will use the same template for all profile pages – no exceptions.
- 4) The webmaster will create a new profile web page showing the member’s user name added to Bellevueartist.com address (subdomain) e.g. {YourName}.bellevueartists.com or MarySmith.bellevueartists.com
- 5) The member has permission to use new address as a business address.
- 6) The webmaster will not submit any type of data to alter any search engine’s priorities in listing the new profile page. Search spiders will be allowed to run their natural course (usually a couple weeks).
- 7) We will not publish or track any visitor statistics for any profile page.
- 8) There will be no email accounts attached to this free page.
- 9) No member will be allowed to conduct any type of online sales.

If you have any questions concerning these guidelines, please contact the webmaster.