Part 1: Registering as Artist

Click the account-section at the top right of the page



Proceed to input your emailadress and press 'Register as Artist'.

AUTHENTICATION





Part 2: Artist Profile

On the top of the page there is a language selection if you want to input the information in more than 1 language. We can help you with that as well. Currently we offer English, German and Dutch.

English (United States)	\sim

Artist or Art Gallery name* Phone number* Banksy's gallery 059031290 Business Email Get Notification banksy@banksy.com On Both Address* Schoolstreet 12 Country* City* Linemed	
Banksy's gallery Image: O59031290 Business Email Get Notification banksy@banksy.com On Both Address* Schoolstreet 12 Country* City* United Kingdom City*	
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Short Biography	
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This is a short biography and/or some trivia about the artist. Do not use text-styling, this will be done on the backend.	
You can Use	
Bullet PointsIf you want	
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Facebook Link	
http://www.facebook.com	
Instagram link	
http://www.instagram.com	
Twitter Link	
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General	Search	Policy	Bank Information	
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Part 3: Adding a Artwork

New Prod	uct	
Set the Product Ty	уре	4
Once the new pro	oduct is saved, you cannot change the product type on edit.	
	Single Artwork Serie of Artworks (you need to create single artworks first) Digital Art (downloadable) Next	

First select the type of artwork. Most of that will be 'single artwork' (simple). Click next.



In this information you can input the basic information. Pick your own <u>article number</u> (this gets changed in Colonia-Art system) and give the artwork a <u>name</u>. You can also do that in several languages. Leave 'EAN-13'- and 'UPC'-field **blank**. Make sure to check the <u>'show price'</u> checkbox if you would like to show price.

Information	
Name*	Reference Code (i.e. 2021-2 or A321)*
Throw Flowers	2021-3
EAN-13 or JAN barcode	UPC barcode
Active	Visibility
Tes V	Everywhere
Condition	Manufacturer
New	Banksy
 Available for order Show price Online only (not sold Short Description Formats B I E E E I Lithograph from mural More information 2 More information 3 	d in your retail store) ■ = = → = → = ♪= ♪
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Contraction	
Background information regarding the artwork p Tags	

Each tag has to be followed by a comma. The following characters are forbidden: !<;>;?=+#"°{}_\$%.



In the price-tab you should leave the tax-option as <u>'No Tax'</u>, as Colonia-Art uses a separate accounting program for this. Input the <u>Total Price</u>. Apply a discount and the start and end date additionally. In that case do not forget to mark the <u>'Display on sale icon'</u>.

Total Price*	Retail Price(Tax incl.)	
€ 0	€ 0.00	
Ĩax*	Additional: apply a discount of	
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Discounted Price Start Date	Discounted Price End Date	
8		

Now proceed to the Categories-tab to select the categories. <u>Always select 'All Artworks'</u> and pick your default category.

Categories -
Categories* Cannot make home category as default category. In order to add default category please select other categories.
 Start (2 selected) Paintings Photography Drawings Sculptures Works on Paper Exhibition Posters Lijsten Digital Art Jewelry Mirrors Applied Arts Eco Art MI Artworks
 Collections Ironwork
Choose Default Category*
Start >> Works on Paper



You can input some search engine information in various languages as well. This is not necessary. In that case Colonia-Art's basic settings will be used.

Search Engine Information	-
Search Engine Title	
29 Artwork by Artist: Banksy - Throw Flowers	
Meta Description	
91 Famous lithograph of artwork 'Throw Flowers' by British artist Banksy	
throw-flowers-banksy	
𝒫 The product link will look like this:	
http://www.colonia-art.com/en/2480-throw-flowers-banksy.html	

Press the 'Save and Stay'-button now.

Images					-
You can upload	l image of maximum size: 8 MB				
New Image Cap	to this product E Add Image.				
Image	Caption	Position	Cover		
*	Banksy - Throw Flowers	1	۲	Ŵ	
Features					+
Quantities					+
Categories					+
Shipping					+
Suppliers					+
Combinations	•				+
Save and Sta	ay Save				



You can select various features for your artwork so that buyers can filter and your artwork will have better visibility throughout the Colonia-Art platform. You can also input a custom value if needed. Not everything needs to be filled in.

Features	-
Technique: Lithography	Custom:
Surface: Handmade Paper	Custom:
Year: 21th Century	Custom:
Country of Origin:	Custom:
Signed: No ~	Custom:
Topic: Other	Custom:
Style:	Custom:
Time Period:	Custom:
Image Size:	Custom:
Total Size:	Custom: 101 x 99 cm



Quantities	
Quantity	
5	
Shinning	
Subbug	
Package Width	Package Height
cm 12.000000	cm 12.000000
Package Depth	Package Weight
cm 12.000000	kg 12.000000

Lastly, input quantity and additional shipping information. Shipping information is not obligated.

Now you can save your product. After it gets approved it will show up on the Colonia-Art platform. Please do **NOT** fill in the <u>'Supplier'</u> and <u>'Combination'</u>-tabs.

Colonia-Art hopes to offer a convenient input process and will attract a lot of potential customers.

If you have <u>any</u> questions or need help, do not hesitate and please use the contact form or mail us directly at <u>info@colonia-art.com</u>

Thank you and kind regards,

Team Colonia-Art

