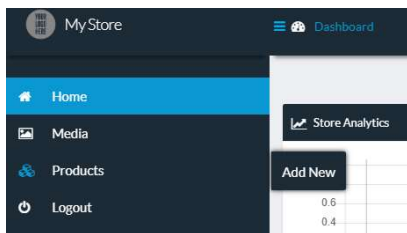




Creating Your Makers Portfolio

Once you have registered and been approved you can create your Portfolio. Just Login & create your Portfolio as follows!

1. **Products** - Hover over the “Products” tab (left navigation) and click “Add New”



2. **Simple Product** – Leave “Simple Product” selected & don't click catalog, virtual or downloadable.

Simple Product Catalog Virtual Downloadable

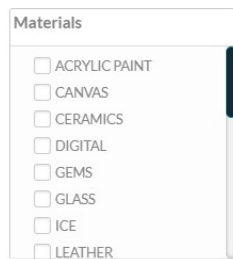
3. **Product Title** - Enter the name for your portfolio, e.g “Oil Pastels” (30 characters max)

Product Title

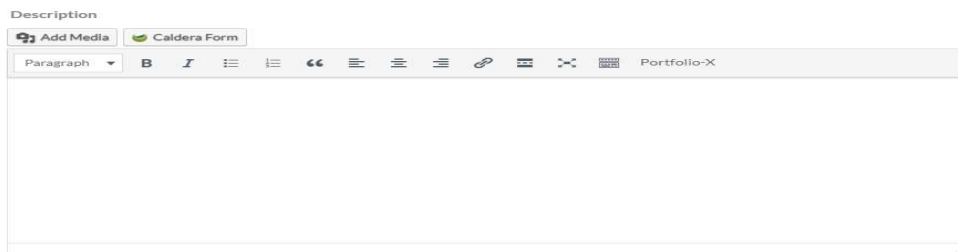
4. **Price** - Enter the price range your works start at £ (leave sale price blank) This won't be shown in your portfolio but will be triggered when users are searching for makers in a price range. We add our margin on top of your prices.

Price(£) Sale Price(£)

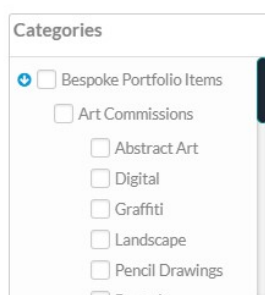
5. **Materials** - Enter all the materials you work in.



- Description** - Enter as much detail about yourself and your works. Please do not use any links & please make it personal talking about yourself as a 1st person not as a 3rd person.



- Categories** - Click the “Bespoke Portfolio items” **blue arrow** then click all the categories your work belongs to but please only select the categories you work in. You can also specify **Maker Artist Type** – below that as well as adding any **Tags** to help clients find you.



- Images** - Click the top right image placeholder, upload (**1- IMAGE ONLY**), it will resize automatically. This is your portfolio thumbnail, not portfolio images. without any watermarks or reference to 3rd party organisations.



Then scroll down the page to Add Portfolio Images & Description, upload 4 images representing your capabilities and provide up-to 200 characters describing each work, highlighting things like size, cost to produce & materials used.

A screenshot of a web form titled 'Portfolio Images & Description'. The form is organized into four rows. Each row contains a label on the left, a text input field in the middle, and a blue 'UPLOAD' button on the right. The labels are: 'Add First Image', 'Image Description*', 'Add Second Image', 'Image Description*', 'Add Third Image', 'Image Description*', and 'Add Fourth Image', 'Image Description*'. Each label has a small circular icon to its right. The text input fields are empty and have a light grey border.

Important - Images should be .jpg or .gif a MAX of 560 pixels wide and optimized for the web (max size of 1000K).

While your portfolio is limited to 4 pictures, you are free to use as many pictures as you want in the “makers details” section. When you create your profile just click the “Add Media” button below description to add more images.