

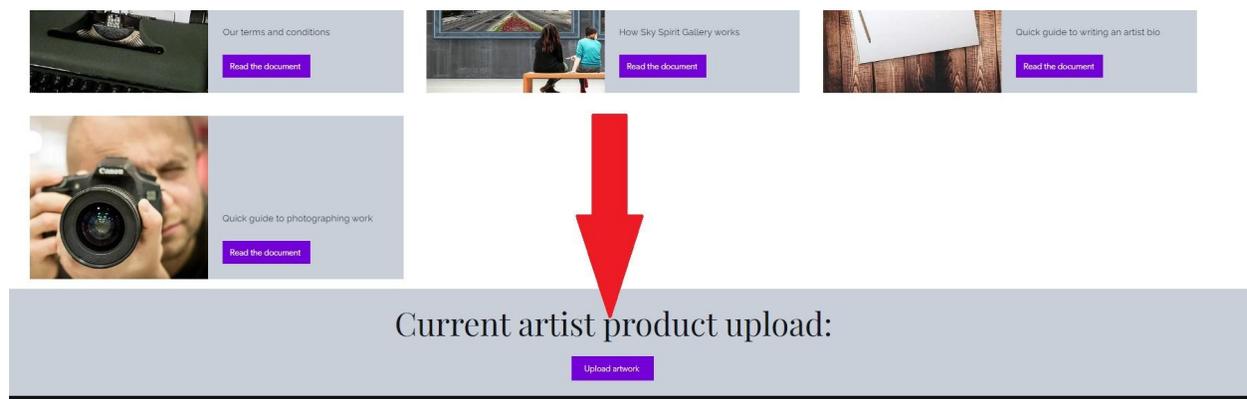
# How to upload your work to Sky Spirit Gallery

Adding the images and description of your work to the site is completed manually by Sky Spirit. However, to make collating the information easier, we've designed an 'upload form', which you can use to send us images of your work and all the accompanying information. This should (hopefully!) streamline the process, make it simple and ensure that we're getting the same information about each artwork.

## Here's how it works:

Go to the 'artist pages' on the website. This is designed to be a 'hub' of information for artists. Here's the link: <https://www.skyspirit.co.uk/information-for-artists>

Click on the 'Current artist product upload' button.



## Guest Area

Please enter the password below.

Password

Go

You'll be asked for a password. Enter the password provided to you by email. If you don't have the password, contact [naomi@skyspirit.co.uk](mailto:naomi@skyspirit.co.uk)

You'll now be able to fill in the upload form. See section descriptions underneath the image.

# Artwork upload

First name \*

Last name \*

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Email \*

Email

Work title (this will appear on the website) \*

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Description of work (this will appear with the image of your work) \*

Eg: Poppies blow in the morning breeze under a glowing morning sky.

Size: H x W x D (cm) \*

Enter artwork size

Subject (tick all that apply) \*

- Abstract
- Animals
- Buildings & architecture
- Landscapes & seascapes
- People
- Plants & flowers
- Scenes of the north east
- Still life
- Nudes & erotica
- Vehicles & machines
- Maps
- Visionary & spiritual

Medium \*

- Watercolour original
- Oil original
- Acrylic original
- Pastel original
- Sculpture
- Glass
- Ceramic
- Mosaic or collage
- Mixed media
- Open edition print
- Limited edition print
- Photography

Wall price

Eg: 599.00

1 Enter your first and last name

2 Enter your email address

3 Enter the title of your work

4 Enter a description of your work. If the work is a print, please include details of the print substrate, ie paper, canvas, box canvas, metal etc

5 Enter the size of your piece in cm. Use H x W x D format. If framed, enter the size including frame.

6 Tick 1 or more subjects and mediums that apply to your piece. This helps it to show up correctly on the website in customers' searches.

7 Enter the wall price. Remember that your commission fee will be deducted from this and you need to allow for your postage/courier costs.

Select an option\*

- This work is available immediately and I can send it within the allowed timescale (to be received by the buyer within 7 days)
- This work is not immediately available, eg another gallery has it and I have to confirm that I can retrieve it to dispatch within the allowed timescale

**\*This section is important!** We've included it to reduce the risk of disappointing customers who buy their 'dream piece' only to find that it's no longer available. Having this information enables us to be comfortable for you to promote your work elsewhere without it causing too many problems with the sales model on this website. In the event that a piece is marked as 'not immediately available', customers will be asked to 'check if this work is available' by sending an automated email request. When we receive the email, we can confirm the status with you and then, assuming you can dispatch to the customer within the allowed time, the sale can be completed. It might sound a little complicated but this workflow will reduce problems further down the line. If you have any queries about it, email [naomi@skyspirit.co.uk](mailto:naomi@skyspirit.co.uk)

- I've read and accepted the artist terms and conditions [View terms of use](#)

**Submit**

9 Tick to say that you've read the artist terms and conditions. There is a link to the document if you need to read them at this point.

10 Finally, click the submit button. You'll receive an email confirmation once your work has been listed. Note: the button will go grey as the files load - you'll see the little progress wheel turning next to the file name - once it goes black again, the file is uploaded. At present, there is no 'upload success' message.

Any problems or feedback for improvements? Please email [naomi@skyspirit.co.uk](mailto:naomi@skyspirit.co.uk)

8 Select whether the work is available to send immediately or whether you have to check if you can access it in time to get it to the customer within 7 days (this would apply if the artwork is held in another gallery or exhibition etc)