








Updating Your Artist Roster

1. Go to: www.artspresenters.org
2. Click on “Members” and log-in
** Note: Whoever is doing the updating must be logged into the database as the primary contact to update the Artist Roster.**
3. Click on “Member Profile Updates” (top left on the navigation bar)
4. Click on “Your Artists' Information”

Follow the on-screen instructions (listed below):

1. **To add an artist**, click on “Add” button  at the top right of the page and fill in the information as needed.
2. Next, **add the artist discipline**, click on the folder icon  and click on the “Add Discipline” button to the far right.
(ALL artists must have a discipline to appear in the Directory of Artists.)
 - **To edit/delete an artist name or description**, click on the pencil icon  to the left of the artist name, make your changes and then save. To delete the artist, simply click on the pencil icon and then click delete.
 - **To edit/delete the artist discipline**, click on the folder icon  and click on the pencil icon  next to the discipline name.