

## ASBA ONLINE SUBMISSION INSTRUCTIONS

### ARTICLES, EXHIBITION PREVIEWS & REVIEWS, CALLS FOR ENTRIES & CLASS LISTINGS

Log in to the website:

- If you are already logged in, click on "Member Features"
- If you are not logged in and already know your password, click on "Member Login" from the home page and enter your email address and password.
- If you don't know (or remember) your password:
  - Go to [www.asba-art.org/user](http://www.asba-art.org/user)
  - Click on "Request New Password"
  - Type in your email address (where it asks for username or email)
  - Click "Email New Password" (if you get an error message, you may have a different email associated with your user account, try another one)
  - You will immediately receive an email, click on the link provided in the email
  - Click on "Login"
  - Enter and confirm a password
  - Click "Save"
  - It returns you to the same screen with the term "Your changes have been saved" (don't get fooled into doing the process over again!)
  - Up in the right hand corner click the link "Member Features"

To submit a CLASS LISTING, EXHIBITION PREVIEW/REVIEW, ARTICLE or CALL FOR ENTRIES:

- Under "Add Content" click on "Submit a Class Listing", "Submit an Exhibition Preview/Review", "Submit an Article" or "Submit a Call for Entries"
- Review the form, making sure you are prepared to complete all the required information. (Required fields are marked with an asterisk "\*" ) Once you begin, you will not have the means to save a partial submission and return to it later
- Fill in the form (upload images if applicable)
- Review your submission (you won't be able to access the submission once you submit it...)
- Click "Save"
- If you need to make a correction after making your online submission contact:
  - the editor at [journal@asba-art.org](mailto:journal@asba-art.org) or
  - the webmaster at [webmaster@asba-art.org](mailto:webmaster@asba-art.org)
- To submit another, click on "Member Features" and repeat the process
- When finished, you may stay logged in to your account to access other member-only features or click on "Log out"
- All content is reviewed prior to being published on the website so it will not be appear on the site immediately upon submission. Do not resubmit the same material. If your submission is not displayed on the website within one week of submission, please contact [webmaster@asba-art.org](mailto:webmaster@asba-art.org).