



NANAIMO CHAPTER OF
THE FEDERATION OF
CANADIAN ARTISTS

WEBSITE
USER GUIDE

How to enter your bio

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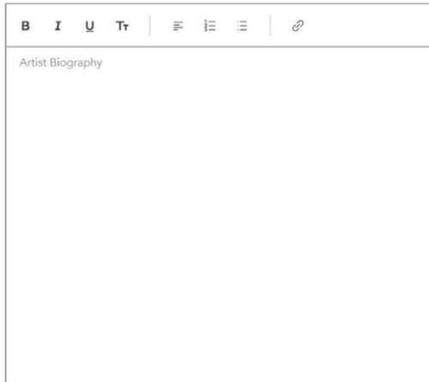
1. On the NFCA website select the **Membership/Bio Form** tab then **click the First Name required field** to add your name. Continue thru the form
2. For the **Membership Year**, enter the most recent year you renewed your membership. For example, 2024

Add Your Bio to the NFCA Members' Biographies Page

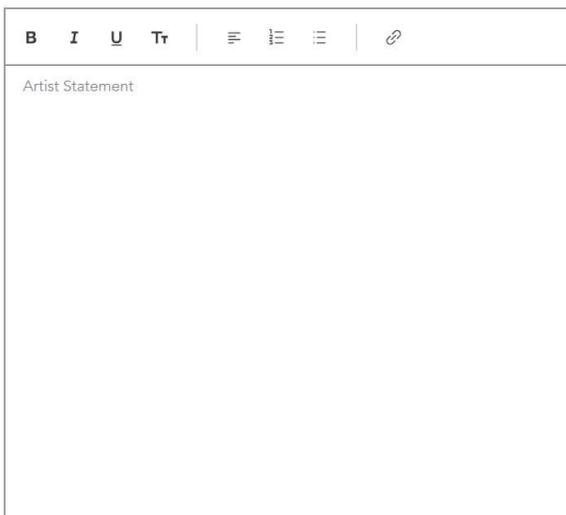
Fill out the membership form and select photo files. Once everything is filled out to your liking, click the submit button. If you need to copy and paste text into any of the fields use the Ctrl+C and Ctrl+V buttons on your keyboard instead of right clicking. Please note only your name, website, membership type, medium, and bio/artist statement with pictures will be visible to the public.

First Name (Required Field)	Last Name (Required Field)	Membership Type (Required Field) 
Phone Number (Required Field)		Membership Year is the most recent year you renewed your membership 
Mailing Address		Membership Year (Required Field)
Email (Required Field)		If you are under 25 and would like a free NFCA membership, please note your age.
Website (Optional: https://www.example.com)		Age
Preferred Medium		

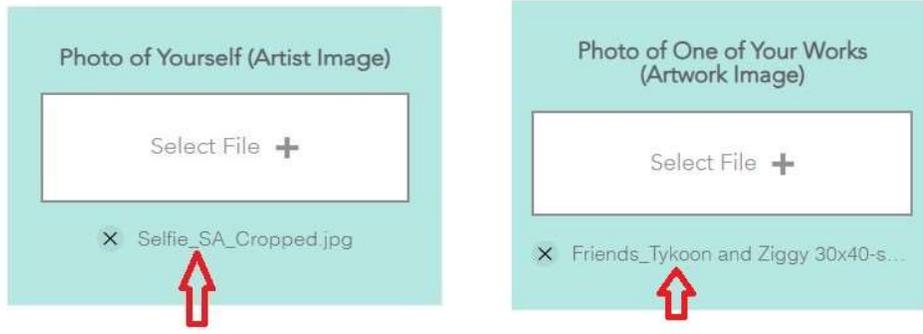
3. Start typing your bio into bio section
4. **Or another option** is to cut and paste your bio from another document
5. Go to your bio, that you may have created in another document. Highlight the text, then **press the Ctrl key and hold, then press the letter C**. This makes a copy of the text. Continue down the page to the bio section
6. Place the cursor within the bio box then **press the Ctrl key and hold, then press the letter V**. Your bio is pasted into the box

A screenshot of a text editor interface. At the top, there is a toolbar with icons for Bold (B), Italic (I), Underline (U), Text color (T), Bulleted list, Numbered list, Indent, and Link. Below the toolbar, the text 'Artist Biography' is visible at the top of a large, empty text area.

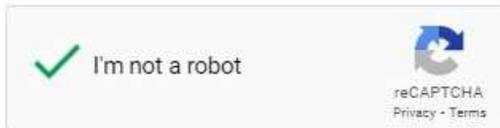
1. Start typing your artists statement into the Artists Statement section
2. **Or another option** is to cut and paste your artists statement from another document
3. Go to your artists statement that you may have created in another document
4. Highlight the text, then **press the Ctrl key and hold, then press the letter C**. This makes a copy of the text. Continue down the page to the artists statement section
5. Place the cursor within the artists statement box then **press the Ctrl key and hold, then press the letter V**. Your artist's statement is pasted into the box
6. Fill in all required fields

A screenshot of a text editor interface, similar to the one above. The toolbar is the same. Below the toolbar, the text 'Artist Statement' is visible at the top of a large, empty text area.

7. If you would like to have your artist photo and an image of your artwork (landscape orientation works best) as well as your artist statement and bio on the NFCA website, please select the files
8. To select the file for your artist photo and then an image of your artwork, **click in the appropriate Select File + box**



9. Access the location for your photo and **click on the photo you want to use**
10. **Click on the Open button**
11. The photo of yourself or the image of your artwork will be inserted into the photo box
12. Please note: once you select an image file you will **not** see a preview.
The name of the file will be displayed under the select file button
13. **Click "I'm not a robot" in reCAPTCHA box**

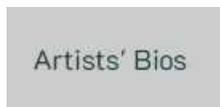


14. **Click the "Submit Form" button**



A "your content has been submitted" message will be displayed. This means we have received your information. We will need a few days to post your bio.

15. You will need to check that your bio has been posted and that it is accurate. Access the NFCA website nanaimofca.com and select the Artists Bios tab at the top of the page



16. Click on the **View our Members' Biographies Here** link

View our Members' Biographies Here



17. The page displays the Nanaimo Chapter artist directory. Move down the page and look for your bio information. The page is organized by last name, in alphabetical order

Nanaimo FCA Chapter Artist Directory

Organized A-Z by Last Name

18. Give it a few days before your bio is displayed on the website
19. If you find there are errors or missing data regarding your bio, click the **Contact Us** tab on the website to advise us of the issue

Contact Us

20. A contact form will be displayed. Fill out all the details and submit the form. The Digital Media Lead will review the issue and contact you by email once the issue is resolved

Contact Form

Let us know your questions, suggestions and concerns by filling out the contact form below.

Your Name

Your Contact Email*

Your Phone #

Subject

Location of How to enter your bio document

1. The **How to enter your bio document** is located on the NFCA website within **About Us** then **Member Only Resources**. A password is required to access this page. Send an email to the Digital Media Lead at fcananaimo@gmail.com

