How to upload items to
Medford Arts Boutique On-line Store

Our new on-line store is hosted on FASO, Fine Art Studio Online. This website caters to artists. We found it to have a streamline approach to uploading, organizing, checkout, shipping and making changes.

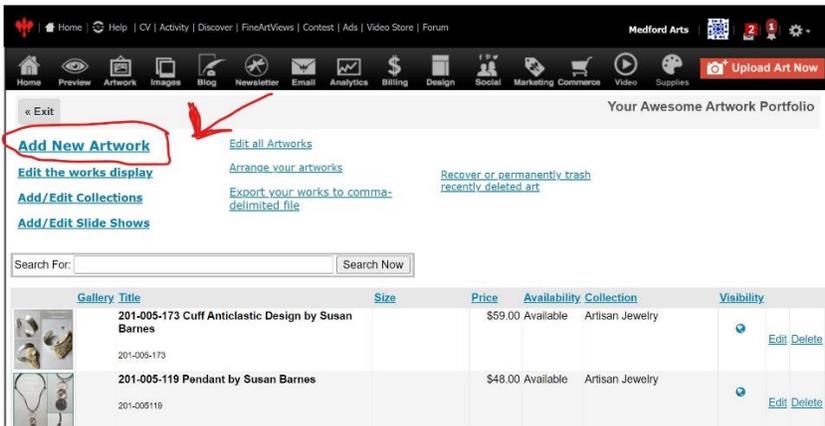This is how to get into the backend of the site to edit and add images.

1. Go to: MedfordArtsBoutique.com
2. At the bottom of the left page click on: edit site
3. Log in information:
email: giftboutiquemedfordarts@gmail.com
PW: MAC6033a

1.Once you log in the HOME page will pop up.

2. On the bottom left side you will see: Edit your Art Website:
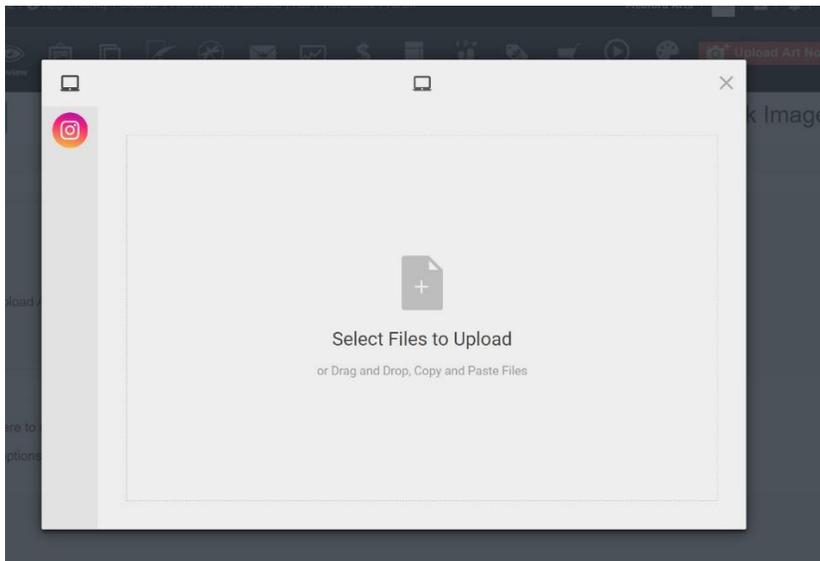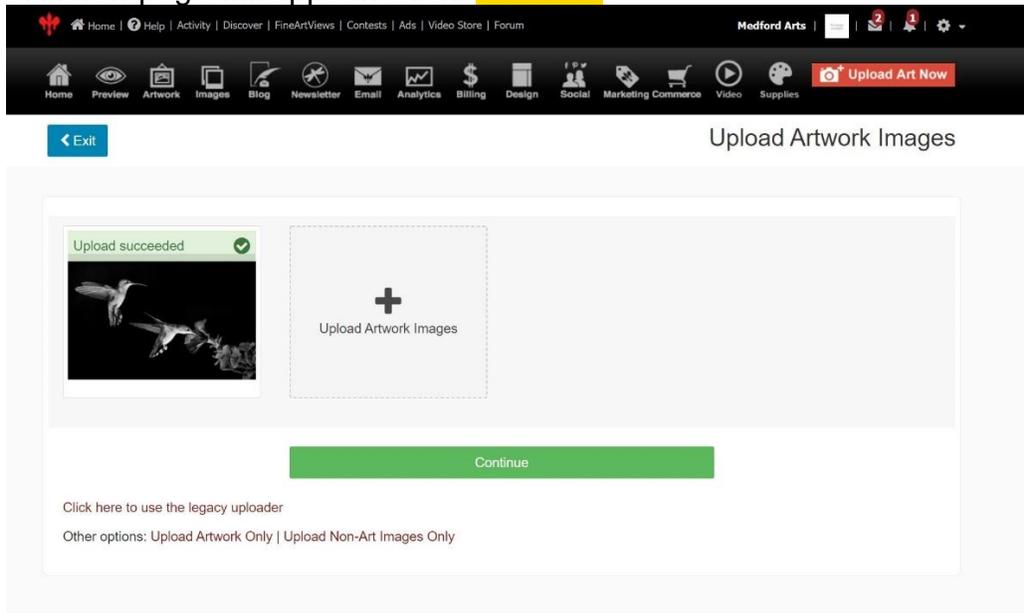
3. Below highlighted a pale-yellow list. Click on Shop

4. A new page will appear. Click on: Add New Artwork
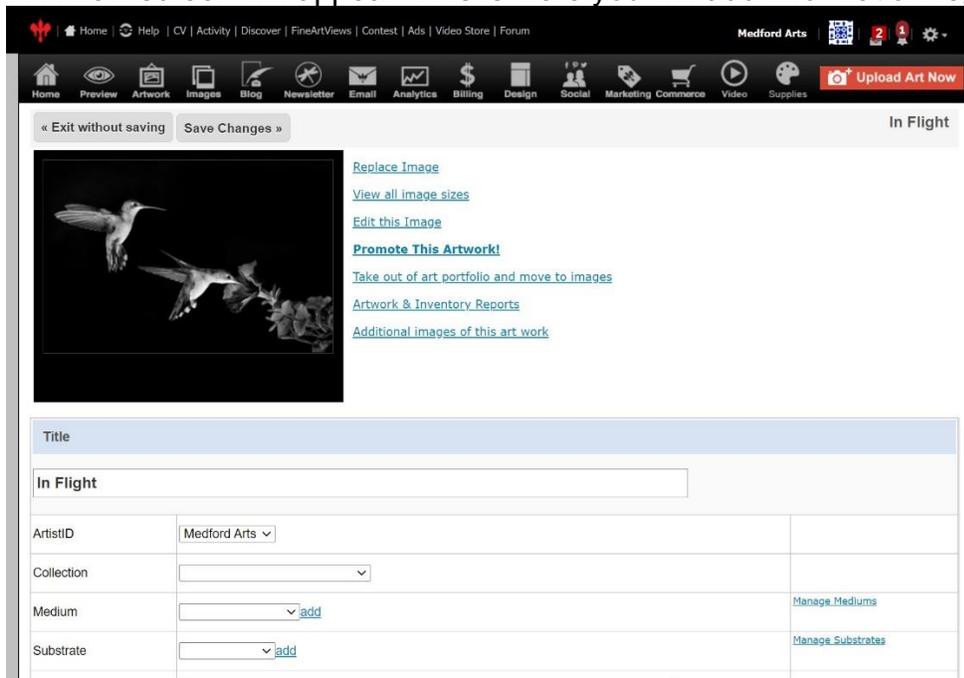
5. A new page will appear: Click on: Select Files to upload

6. A new page will appear. Click: <mark>Continue</mark>

7. A new screen will appear. This is were you will add information regarding the item;

<mark>Title</mark> include: Title by Artist

For Example: 201-047-157 "Heavenly" by Patricia S. Worley

BE SURE THE CODE IS TYPED AS SHOWN!!!

Title			
In Flight by Patricia S. Worley			
ArtistID	Medford Arts ∨		
Collection	Wall Art ∨		
Medium	Artisan Jewelry Wall Art 3-D Art, Pottery Wearable Art Small Works for The Holidays		Manage Mediums
Substrate			Manage Substrates
VerticalSize			
HorizontalSize			
Depth			
YearCreated	2020 ∨		
Subject	∨ add		Manage Subjects
Style	∨ add		Manage Styles
RetailPrice	$		
GalleryID	(None) ∨		Add New Art Gallery
Type	Original ∨		
Status	Current ∨		

8. Collection: Click on drop down menu and click appropriate category(We have created 4 categories/collections)

9. Medium: This is where you can add additional medium as needed
Substrate: Answer if applicable. This is where jewelry artists can add the metal and stones
10. Vert
11. Horz
12. Style:
13. Retail Price:
14. Gallery ID: -None
15. Status: Current
16. Availability: Available

17.Description:
This where you can add your enticing description and any other photos you would like to include.

18.Click on Advanced Commerce

19. Shipping amount Override

20.. Number Available for Sale:

21. Click on Save Changes