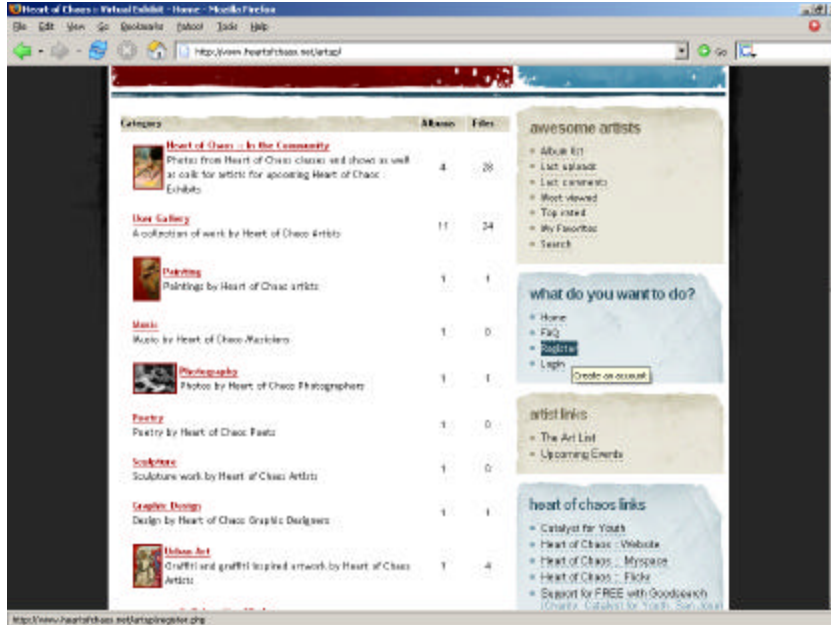
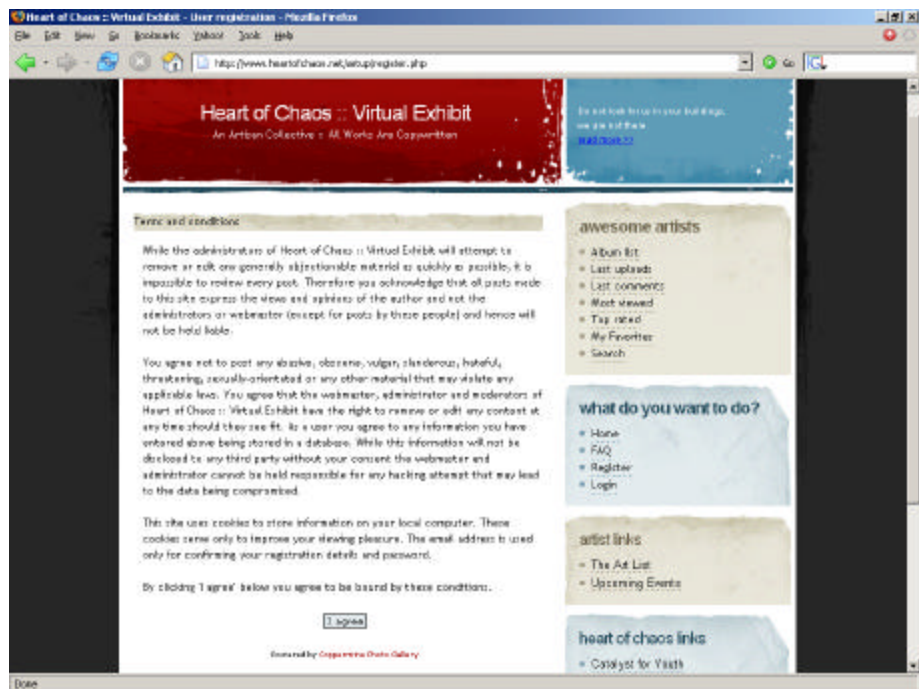


To create a FREE account on the Heart of Chaos :: Virtual Exhibit please go to <http://www.heartofchaos.net/artup>

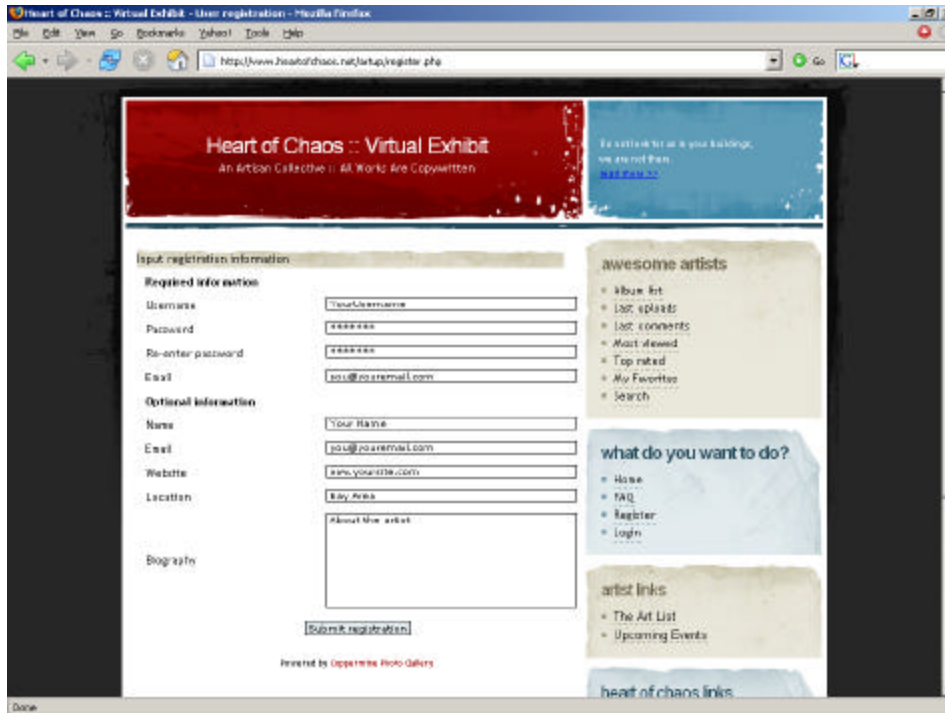
Click on **register** in the what do you want to do menu on the right side of the screen



You must agree to the terms and conditions before setting up an account



You will then create a profile. The required information is for the database record. The optional information will appear on your public profile. If you wish not to display some of the public profile information you can leave the field blank. When done filling out the registration information click on submit registration. You will receive an email to confirm your registration and you must confirm before you can upload files.



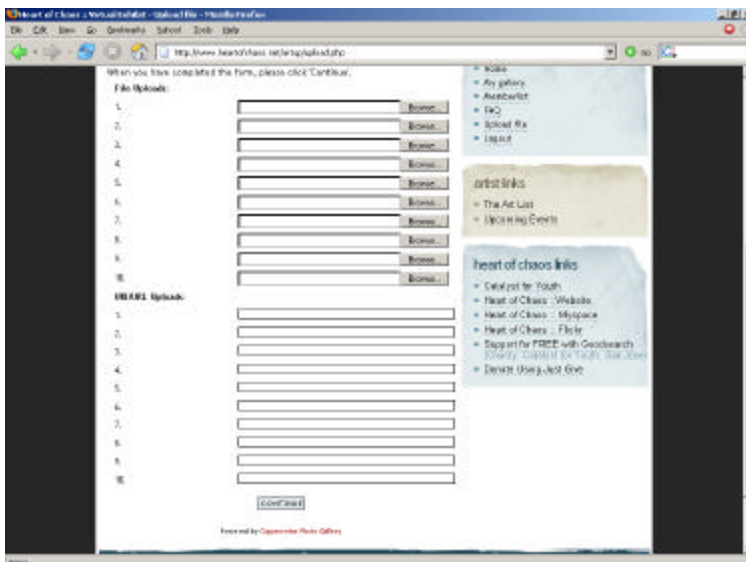
Once you have confirmed your registration click login on the home page and log into your account



To add files to the public categories located on the main page click on upload file in the what do you want to do menu on the right hand side. In an effort to make all artist work as visible and easily viewable we prefer that you post files to public categories rather than creating personal albums which only appear in the User Gallery category and will be harder to find as our community grows. However you can add files to more then one album but you will need to upload the file 1 time for each album you wish to add to.

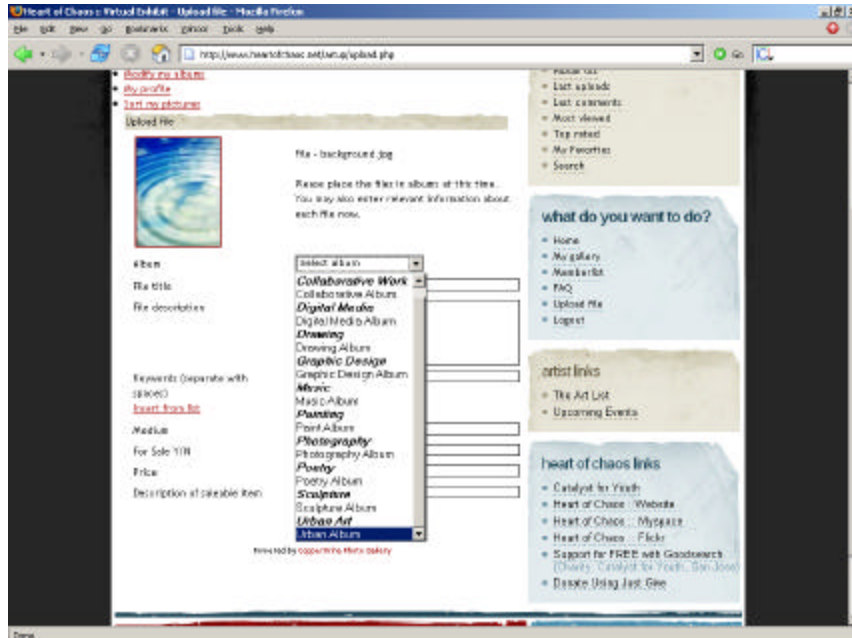


You can upload up to 10 files at a time and/or if you know the URL of a file that is already on a web you can upload that way as well. Just put the complete URL location into the bottom section of the upload page where it says URL upload. You can upload all image type files, all movie type files, all music type files and pdf and .doc files. Click continue when ready to upload files.



It will then tell you if the upload was successful. Click continue.

You will then be asked to create the file properties. To store in a public album select the album from the drop down menu. (Note: you will still be able to delete your files if stored in a public album.)



Complete the file information (none of this information is required however the more information the better). You can even post a price to sell your work and a description of the item to be sold. Buyers can contact you through your profile so be sure to either have an email address or web address on your profile if you plan to sell anything. All transactions are between the seller and artist.

Click continue when done filling out the file information. You will receive notice that the file has been placed. Click continue again and you will be directed to the main page.



From the main page click on the category your selected for your file to confirm that your file is there.



You do have the ability to create your own albums, however they will only appear in the User Gallery category and will not be categorized by type of work, thus making your work more difficult to find. However you can add files to more than one album but you will need to upload the file 1 time for each album you wish to add to. To create your own album do the following.

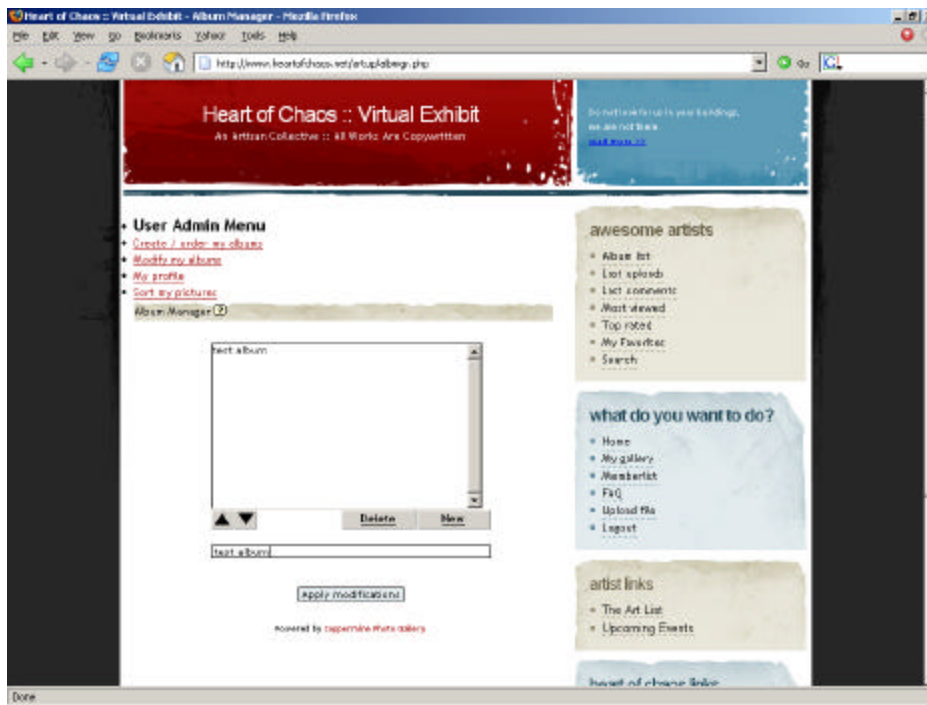
Click create/order my albums



In the Album Manager screen click new



Delete the default name “new album” and type in your album name. Click apply modifications when done. It will ask you if you are sure you want to make these modifications, click ok and then continue.



Then go to upload a file and repeat the steps above for uploading files. When asked to create the file properties select your own album from the album drop down menu under personal albums and then file out the file information, see above for instructions.



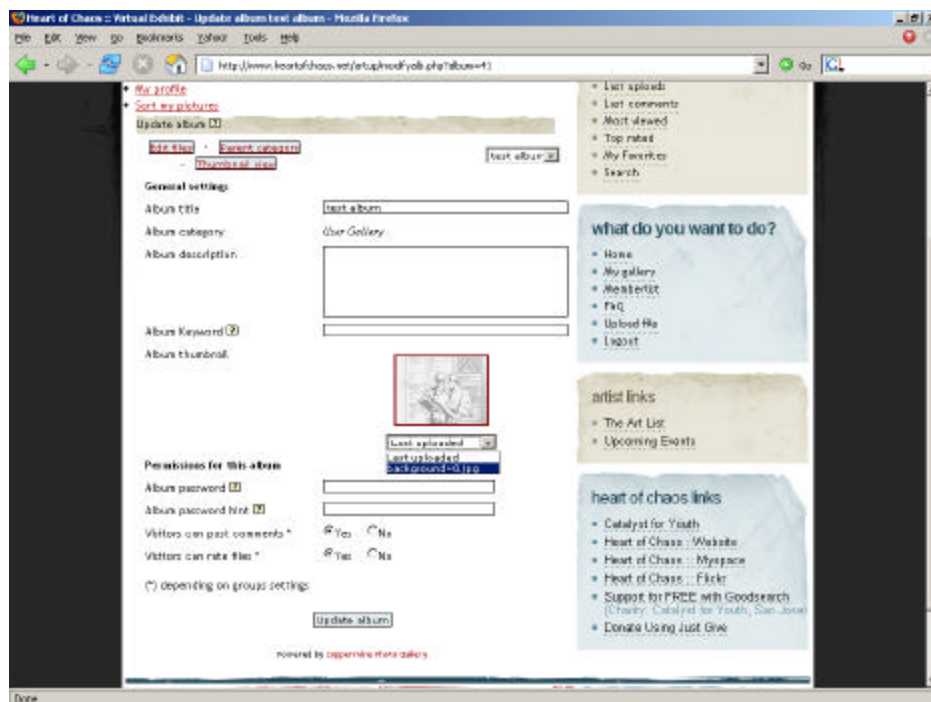
Your album will now appear in the User Gallery category. Click on the User Gallery link to search for your album. If you have multiple images in your album you can choose one to be the thumbnail for the album. If you only have one image it will be the default thumbnail for your album. To edit your album thumbnail and other album properties click on your album in the user gallery.



Once you click on the album you can delete the album, edit properties of the album or edit files. In this case you want to click on properties.



From here you can edit the album properties. To select a thumbnail for your album, use the drop down menu in the “album thumbnail” section to select your thumbnail.



To Delete files or Albums you have created simply find the album or file. Options will appear under files or albums that you own. You can edit and delete the files using these options.

