

WRAP REGISTRATION FOR COORDINATORS

GENERAL INFORMATION:

WRAP on-line registration is from the AWA website, wiscartists.org. From the home page, click on the WRAP heading and choose exhibits/workshops from the drop down menu. This page has information for artists on how to enter a WRAP and a listing of all scheduled WRAPs.

Click on your WRAP. The first page has your WRAP description with the basic information that is printed in the TT calendar and Contour Notes. Check that the information given is correct. Let me know if you want changes to the description and I will edit it.

Our on-line registration system uses a start date and end date for registration for your WRAP. Currently the end date for artist registration is set to your entry due date, and the start date is set to 2 months before your entry due date. The end date for the coordinator registration option that you can use to enter your paper entries into the system is set to your workshop date. If you want your registration start or end date changed, just let me know.

ADDING REGISTRATIONS FROM PAPER FORMS INTO THE ONLINE SYSTEM:

You or one of your volunteers will need to add registrations from paper forms into the online system. Let me know if you have problems with this, and I'll be happy to help.

The end date for the coordinator registration option that you can use to enter your paper entries into the system is set to your workshop date.

Click on the black Register button to the left of your screen to start entering information into the online form.

Enter the email address of your artist. If no email is given, use noemail@wiscartists.org as the email address. (No spaces in noemail) If the website has automatically filled in your email address, delete it and replace it with the artist's email.

Choose the Coordinator registration option. The registration code is the last name of the coordinator, all in caps. Contact me if you have any question which name to use.

Fill out the rest of the form using the information from your paper form. Be sure to click all the way through to confirm the registration. No charge will be incurred, and the entry will appear in your spreadsheet along with online registrations.

GETTING REGISTRATION INFORMATION ABOUT ONLINE REGISTRATIONS FOR YOUR WRAP:

Our system does not allow you to access the on-line entries yourself. However, I receive a copy of each email confirmation letter and am happy to forward the ones for your WRAP to you. The

system also allows me to easily download participant lists and spreadsheets showing all registration information to date, and I'm happy to email these to you periodically. Just let me know your preference for what information you'd like to receive, and how often.

After your entry due date, I will email you a spreadsheet with information from all on-line entries to your WRAP. Once you have finished adding paper forms to the online system using the coordinator registration option I will email you a final spreadsheet.