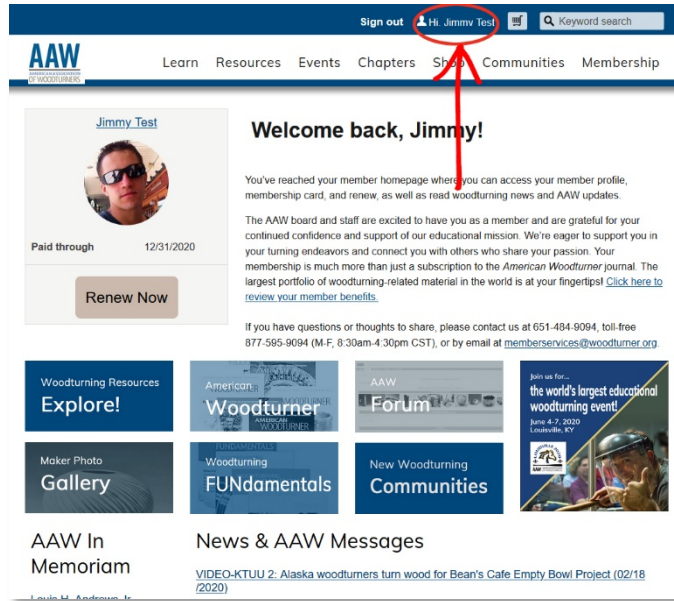


# AAW MAKER PHOTO GALLERY INSTRUCTIONS

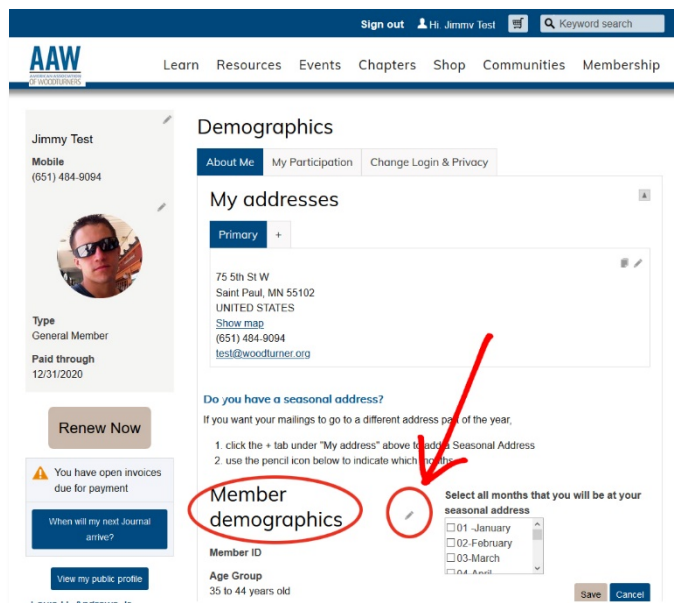
Sign in to the AAW website at [woodturner.org](http://woodturner.org).

In the blue section at the top of your screen, click on your name.



Next, your Member Profile will be displayed.

Scroll down to “Member demographics” and click the pencil icon to the right.



Scroll down (almost to the bottom of the page) where it says “AAW’s Maker Profile...” and check the corresponding box above.

This screenshot shows a web form for AAW profile management. It includes several dropdown menus for selecting how the user learned about AAW and which chapters they belong to. At the bottom, there are three checkboxes: 'AAW's Demonstrator Profile', 'AAW's Maker Profile', and 'I am a practicing licensed educator'. The 'AAW's Maker Profile' checkbox is circled in red, with a red arrow pointing to it from the left. Below the checkboxes are 'Save' and 'Cancel' buttons.

Please select the primary way you learned of AAW  
Advertisement in magazine

Please indicate your primary chapter from the list, or select AAW only, not a chapter member.  
Minnesota Woodturners Association

Please indicate your second chapter from the list, if applicable.  
(None)

Please indicate your third chapter from the list, if applicable.  
(None)

Please indicate your fourth chapter from the list, if applicable  
(None)

☐ AAW's Demonstrator Profile: I agree to share information from my profile and about my demonstrations with members and the public.

☐ AAW's Maker Profile: I agree to share information from my profile and images of my work with members and to the public.

☐ I am a practicing licensed educator

Save Cancel

Click the “Save” button.

This will enable a special “Maker” tab on your member profile.

This screenshot shows the same AAW profile form as the previous one. In this view, the 'AAW's Maker Profile' checkbox is checked. A red circle and arrow highlight the 'Save' button at the bottom of the form.

Please select the primary way you learned of AAW  
Advertisement in magazine

Please indicate your primary chapter from the list, or select AAW only, not a chapter member.  
Minnesota Woodturners Association

Please indicate your second chapter from the list, if applicable.  
(None)

Please indicate your third chapter from the list, if applicable.  
(None)

Please indicate your fourth chapter from the list, if applicable  
(None)

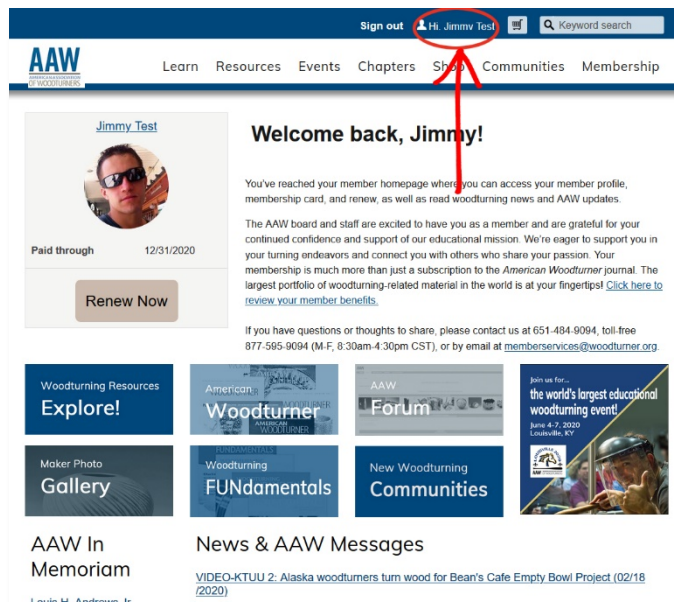
☐ AAW's Demonstrator Profile: I agree to share information from my profile and about my demonstrations with members and the public.

☒ AAW's Maker Profile: I agree to share information from my profile and images of my work with members and to the public.

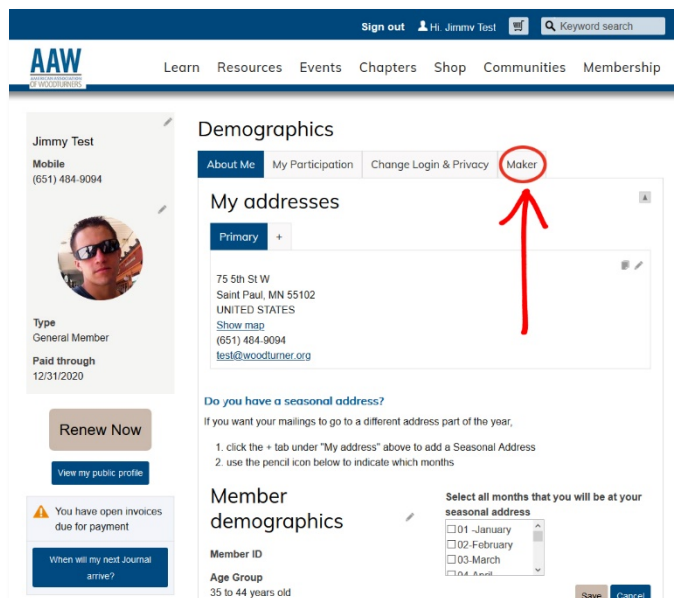
☐ I am a practicing licensed educator

Save Cancel

To access the new “Maker” tab, refresh your browser and click your name in the blue section at the top of your screen again.



A new “Maker” tab should be displayed (in addition to other tabs: “About Me,” “My Participation,” and “Change Login & Privacy”).  
The Maker tab may take up to five minutes to update and display.



Click the “Save” button to update your record.

The screenshot shows the AAW website's 'Demographics' form. The form is titled 'Maker Profile' and contains several sections with checkboxes. A red box highlights the 'Required' section, which includes 'Products/Services', 'Techniques', 'Materials', and 'Sales venues'. Another red box highlights the 'Optional' section, which includes 'Links for other website', 'CV', 'Biography', and 'Social media links'. A red arrow points to the 'Save' button at the bottom right of the form.

Scroll down to the bottom of the page where you will find “Maker Gallery.” To add an image of your work, click the “+” icon to the right of where it says “Maker Gallery.”

About Me My Participation Change Logo & Privacy **Maker**

## Maker Profile

Products/Services

- ☒ Architecture
- ☒ Architectural/Decorative
- ☐ ...

Techniques

- ☒ Carving
- ☒ Established Pattern
- ☐ ...

Materials

- ☒ Domestic sustainable wood
- ☐ Exotic wood
- ☐ ...

Active work

- ☒ Craft Fairs
- ☒ Direct Commissions
- ☐ ...

Maker or artist statement

Lorem ipsum is simply

CV

[Download file](#) ☐ [Remove](#)

- About the formers: DDCOL, DDC, PDF
- The maximum file size allowed is 129.77 MB

Biography

[Download file](#) ☐ [Remove](#)

- About the formers: DDCOL, DDC, PDF
- The maximum file size allowed is 129.77 MB

[Add](#) [Cancel](#)

Please click the plus sign to add another image to your Maker Gallery

Avoid distortion! Please upload square images. The recommended size for images is 300px x 300px. (When the images are displayed as thumbnails they are 230px x 225px, when they are loaded over and viewed large they are 450px x 450px.)

**Maker Gallery**

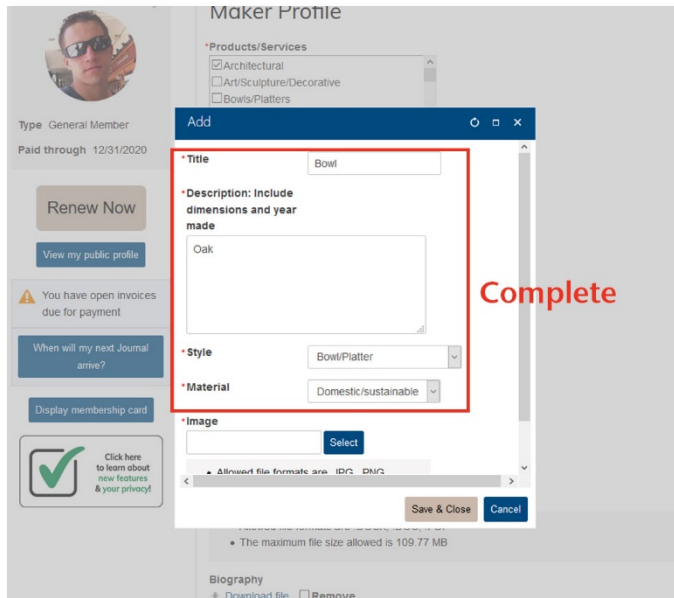
Title	Description	Include dimensions and color codes	Show	Cancel	Image
There are no records.					

The American Association of Woodturners

Contact us!

401-454-9054 Email us at 401-265-0504 and fax 401-265-0505

A new window will open in which you may type in the “Title” of your work, “Description” of your work,” as well as select “Style” and “Material” from the dropdown menus. (You must complete this information for your image to be displayed.)

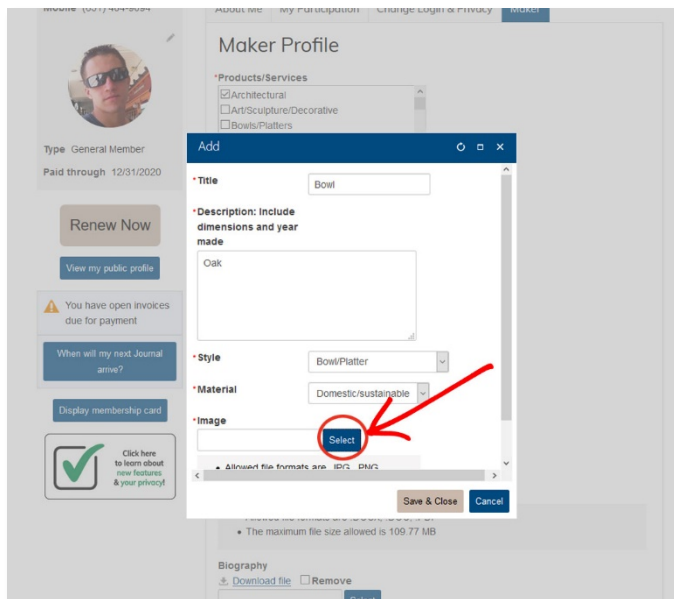


The screenshot shows the 'Maker Profile' page with an 'Add' window open. The window contains the following fields:

- Title:** A text input field containing the word 'Bowl'.
- Description:** A text area with the instruction 'Include dimensions and year made' and the word 'Oak' entered.
- Style:** A dropdown menu with 'Bowl/Platter' selected.
- Material:** A dropdown menu with 'Domestic/sustainable' selected.
- Image:** A section with a 'Select' button and a file upload area.

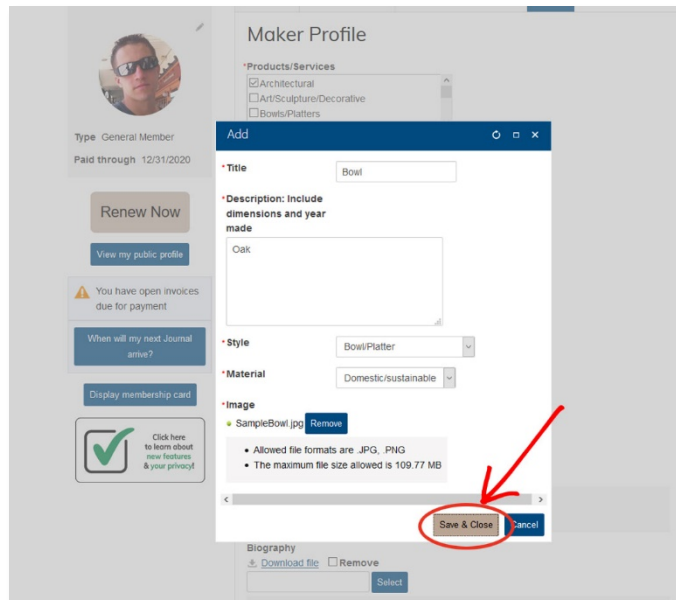
A red rectangular box highlights the Title, Description, Style, and Material fields. To the right of the window, the word 'Complete' is written in red. At the bottom of the window are 'Save & Close' and 'Cancel' buttons. Below the window, a note states 'The maximum file size allowed is 109.77 MB'.

To upload an image, under “Image,” click “Select,” which will enable you to browse your computer for photos of your work. When you locate the photo to be uploaded on your computer, click the photo, then click the “Open” button.

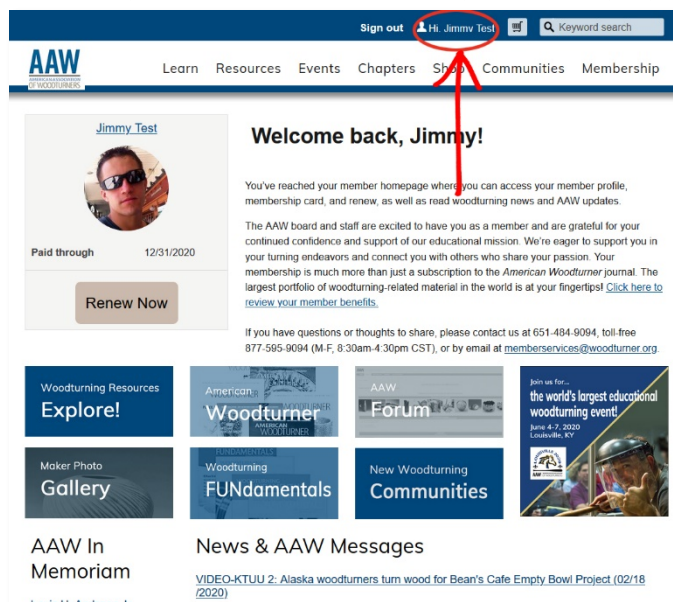


This screenshot is similar to the previous one, but with a red arrow pointing to the 'Select' button in the 'Image' section. The 'Add' window shows the same fields as before, but the 'Description' field now contains 'Oak' and the 'Style' dropdown is set to 'Bowl/Platter'. The 'Material' dropdown is set to 'Domestic/sustainable'. The 'Image' section has a 'Select' button circled in red with a red arrow pointing to it. The 'Save & Close' and 'Cancel' buttons are at the bottom of the window. Below the window, a note states 'The maximum file size allowed is 109.77 MB'.

Next, click the “Save & Close” button to save the image to your maker gallery.  
(Tip: To avoid distortion, upload **square** images for best results. The recommended size for images is 500 pixels x 500 pixels.)



Refresh your browser and click your name in the blue section at the top of your screen again to be able to view your newly uploaded photos on your Maker Profile.



## Questions?

We expect you may have questions and are happy to help. If you need assistance, you may contact us by phone Monday through Friday, 8:30 a.m. to 4:30 p.m. (CST) at 877-595-9094 (toll free U.S.) or 651-484-9094 or email us at [memberservices@woodturner.org](mailto:memberservices@woodturner.org).