

## HOW TO DO FORMS ONLINE

All Artist must complete the following steps to submit art to DemiCon's Artshow

- 1.) Click on the following link **<http://mycroft.dmsfs.org/>**. You should see the following website. Click **Sign-Up!**

Facebook x DemiCon 22 Artist Informat... x Des Moines Science Fiction ... x Des Moines Science Fiction ... x novocaine - Google Search x

mycroft.dmsfs.org

Suggested Sites Web Slice Gallery DemiCon Welcome te... Boots custom badge wallets... OffWorld Designs Custom Neck Wallets ... Yahoo! Groups - Join ...

Powered by Mycroft

Please login

Username:

Password:

☐ Remember me next time.

[\[Forgot Password?\]](#)

Not registered? [Sign-Up!](#)

- 2.) The following page will appear. Enter a) username, b) password, and c) email address. Then click Create

Facebook x DemiCon 22 Artist Informat... x Des Moines Science Fiction ... x Des Moines Science Fiction ... x novocaine - Google Search x

mycroft.dmsfs.org/index.php?flag=register

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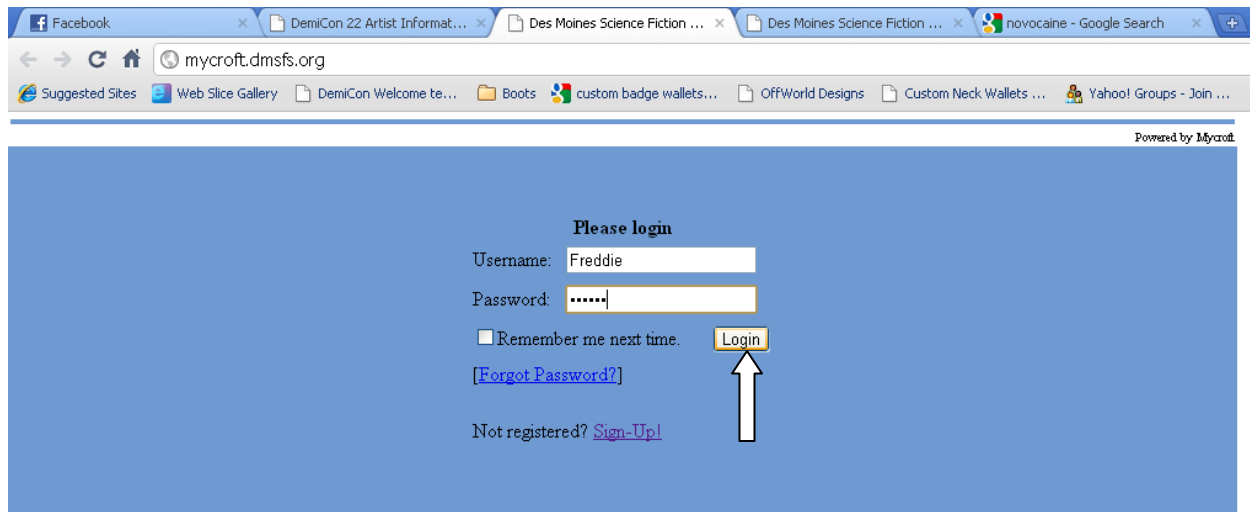
Please enter the following information to create an account:

a.) Username:

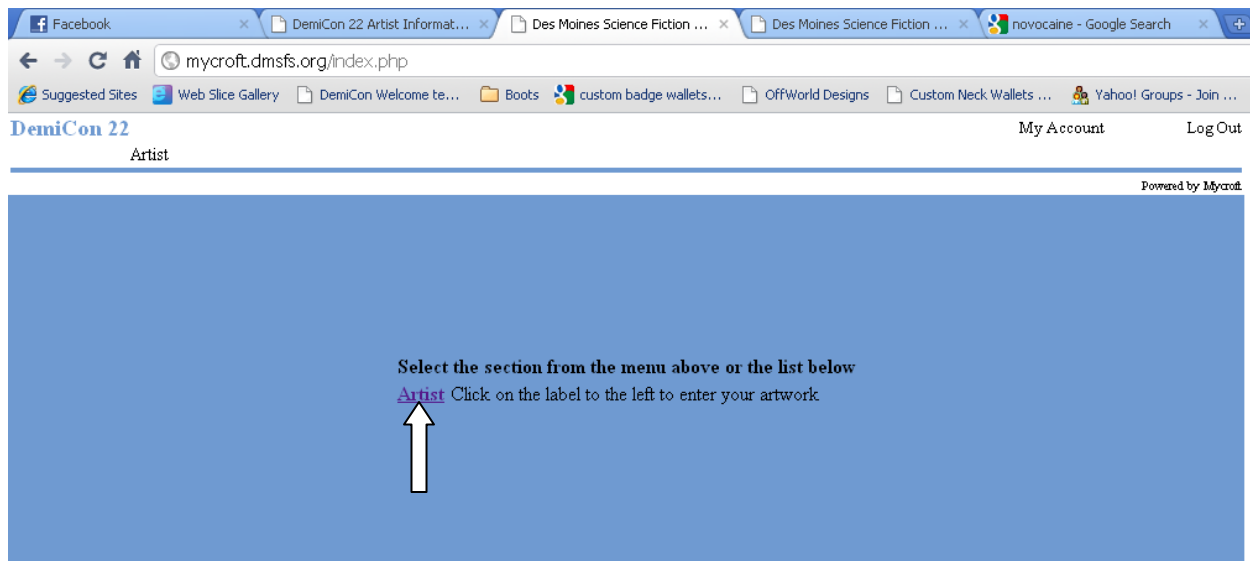
b.) Password:

c.) Email:

- 3.) Send an email to **[artshow@demicon.org](mailto:artshow@demicon.org)** . Please include the user name you created in the email.
- 4.) Once you have received a response email, log in using the user name and password you created in step 2 at the following link **<http://mycroft.dmsfs.org/>** this is the same website you created your username and password. Enter your same username and password you created in step 1. Then select the **login** button



5.) The below screen will appear. Click on the Artist link



6.) Follow directions located on the left hand side of the screen. To print forms you will need Adobe Reader.

Facebook | DemiCon 22 Artist Informat... | DemCon 22 - Art Show - Art | Des Moines Science Fiction ... | novocaine - Google Search

mycroft.dmsfs.org/artist/index.php

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Other bookmarks

**DemiCon 22** My Account Log Out

Artist

Use this page to edit your contact information and to enter your artwork.

**Personal Info:** Your contact information.

**Artist Info:** Information about how we should handle your artwork, including letting us know if you'll be sending hanging materials, business cards, etc. Please specify your preferred shipper for returning any unsold art, and a return address if it is not the same as your contact information.

**Artwork:** Click the "add art" button at the bottom to create a new row. Enter the title of the piece, minimum bid, quick sale price (if any), check if it should be placed in the print shop, how many copies of this piece you are shipping, and whether publication rights are included (defaults to no). Then click "add art" again to add additional pieces of art.

**Saving Your Information:** Your information will not be saved until you click on the save button in the center of the page. You may return at a later time to add additional artwork, make corrections, or delete artwork from the list.

**personal info**

first name: Fred last name: Tester

company:

street: 1234 My Street

city: West Des Moines state: IA

zip: 50265 country:

phone #1: 515-222-1212 phone #2: 515-333-1414

email: fred@bigshow.com

url:

artist: professional

notes:

Save Reset

**artist info**

number: 891 badge name: Fred

reg type: N/A Artist

status: mail in

included: hanging materials ☒ shipping label ☒ cards ☒ S.A.S.E. ☒

☐ hang a copy of each print in display area (fees apply)

return details: shipper: UPS address: My Address

notes: Some Notes

[Print Control Sheet \(List of artwork\)](#)

[Print Bid Sheets \(One per hanging piece of art\)](#)

**artwork**

#	title	min. bid	quick sale	print shop	copies	pub. rights
1	This is my first piece of art	\$20	\$30	<input type="checkbox"/>	1	no
2	This is my second piece	\$15	\$45	<input type="checkbox"/>	1	no
3	This is number three	\$0	\$6	<input checked="" type="checkbox"/>	2	no
4	I am number 4	\$0	\$8	<input checked="" type="checkbox"/>	4	no
5	Fifth Piece	\$5	\$10	<input type="checkbox"/>	1	no
6	Sixth Piece	\$6	\$12	<input type="checkbox"/>	1	no
7	Seventh Piece	\$7	\$14	<input type="checkbox"/>	1	no
8	Eighth Piece	\$8	\$16	<input type="checkbox"/>	1	no
9	Ninth Piece	\$9	\$18	<input type="checkbox"/>	1	no
10	Tenth Piece	\$10	\$20	<input type="checkbox"/>	1	no
11	Eleventh Piece	\$11	\$22	<input type="checkbox"/>	1	no
12	Twelve Piece	\$12	\$24	<input type="checkbox"/>	1	no

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6:27 PM

7.) Contact **artshow@demicon.org** with any problems or questions.

Mail In Artist please send artwork to:  
 % Monica McDonald  
 3218 Cambridge Street  
 Des Moines, IA 50313

All mail in art must be received by **April 26, 2011**