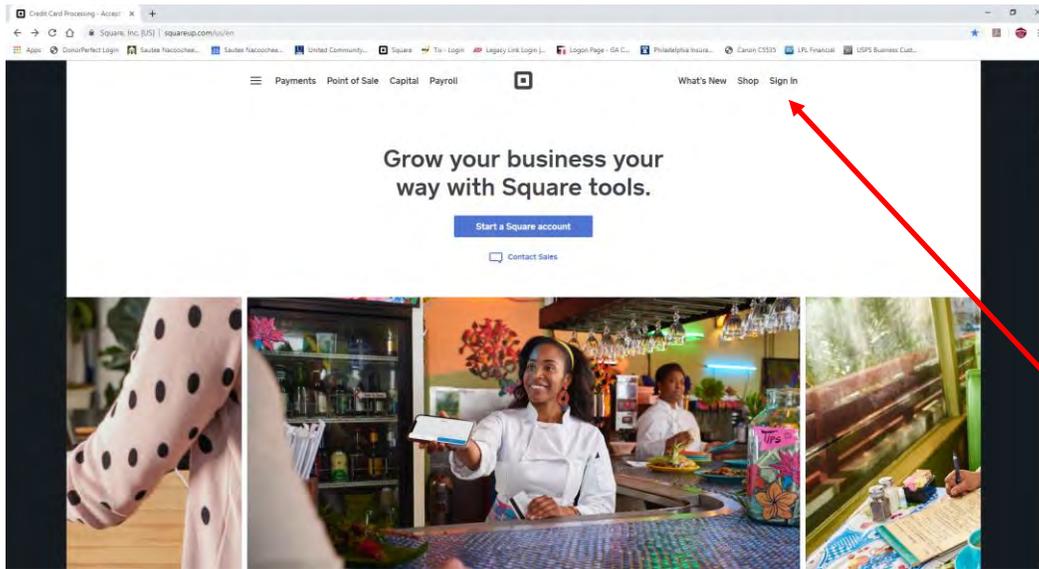
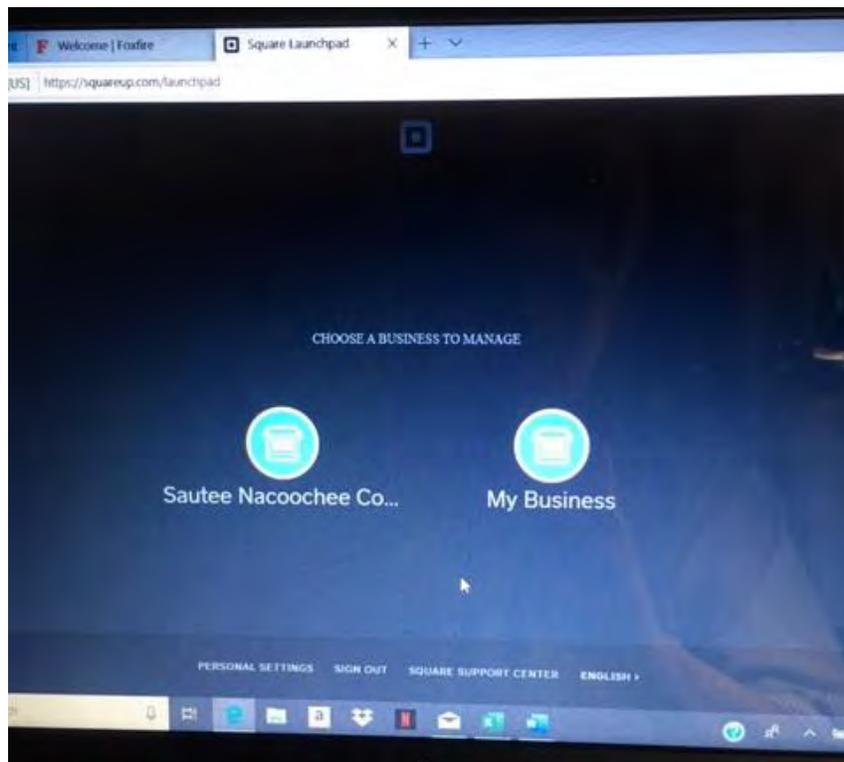


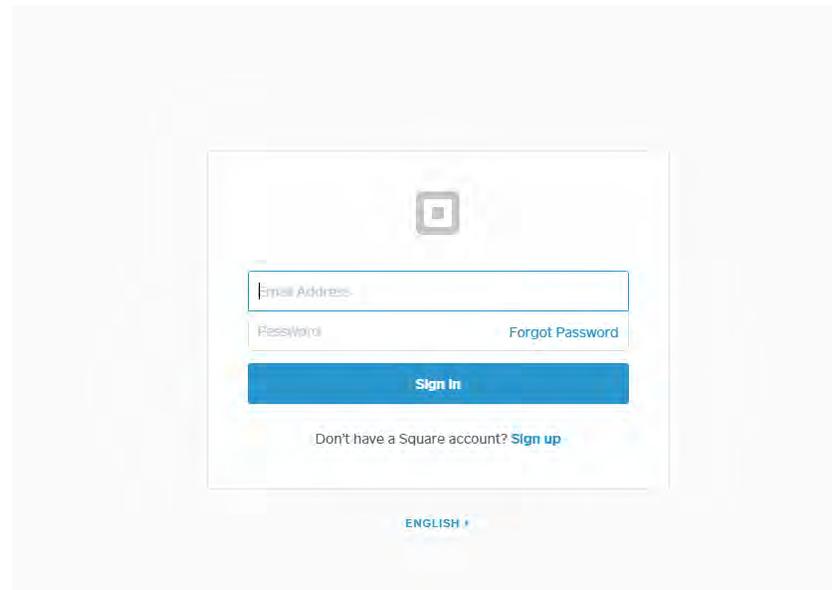
Using the Square Website Remotely – Entering Items



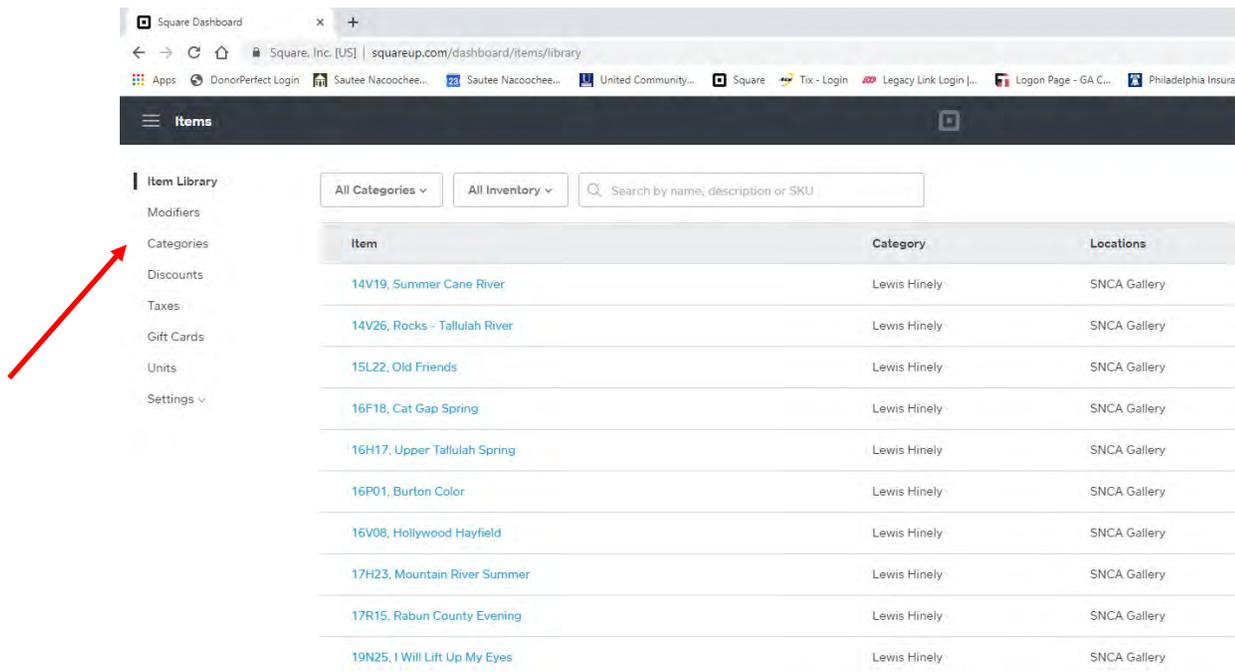
For an artist to enter items using the Square website, please go to <https://squareup.com/us/en>. Select the **Sign In** option at the upper right-hand corner.



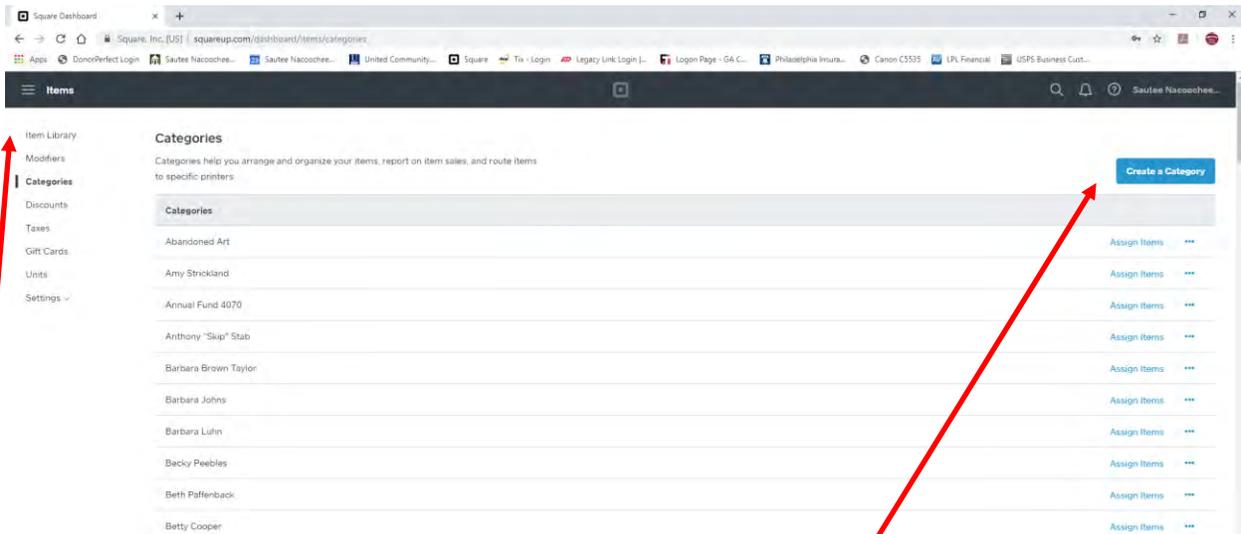
This screen will appear. Select Sautee Nacoochee Community Center (left) and you will be sent to the sign-in screen.



Please use the artist's logon information provided to you from the art gallery. If you do not have that information, please contact the gallery director, Jim Thomas & he can provide it to you. The logon information is for Gallery members only.

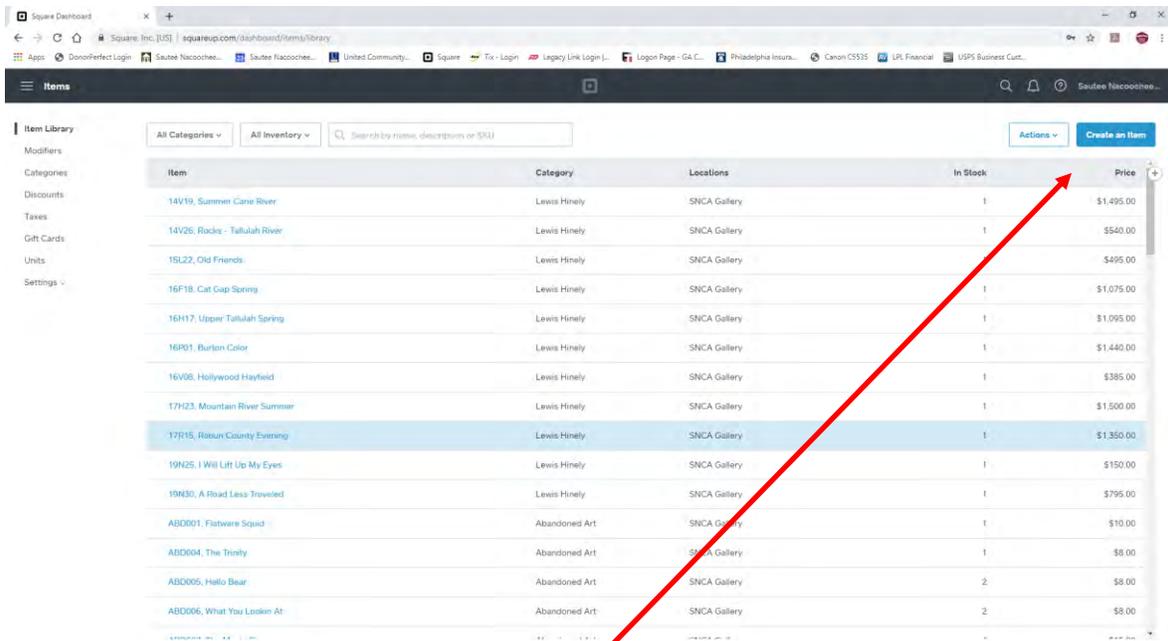


From the list on the left side, select **Categories** to see if your name is listed. Scroll through the list to confirm.

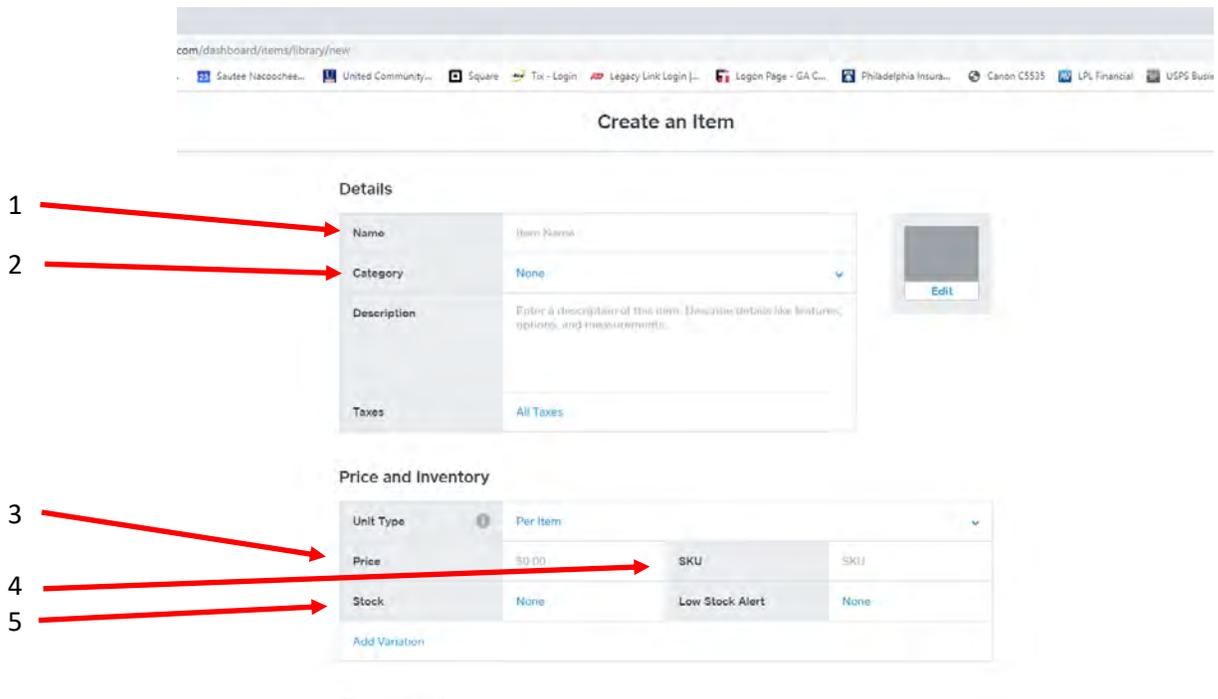


If name is not listed, please create a new Category with your name.

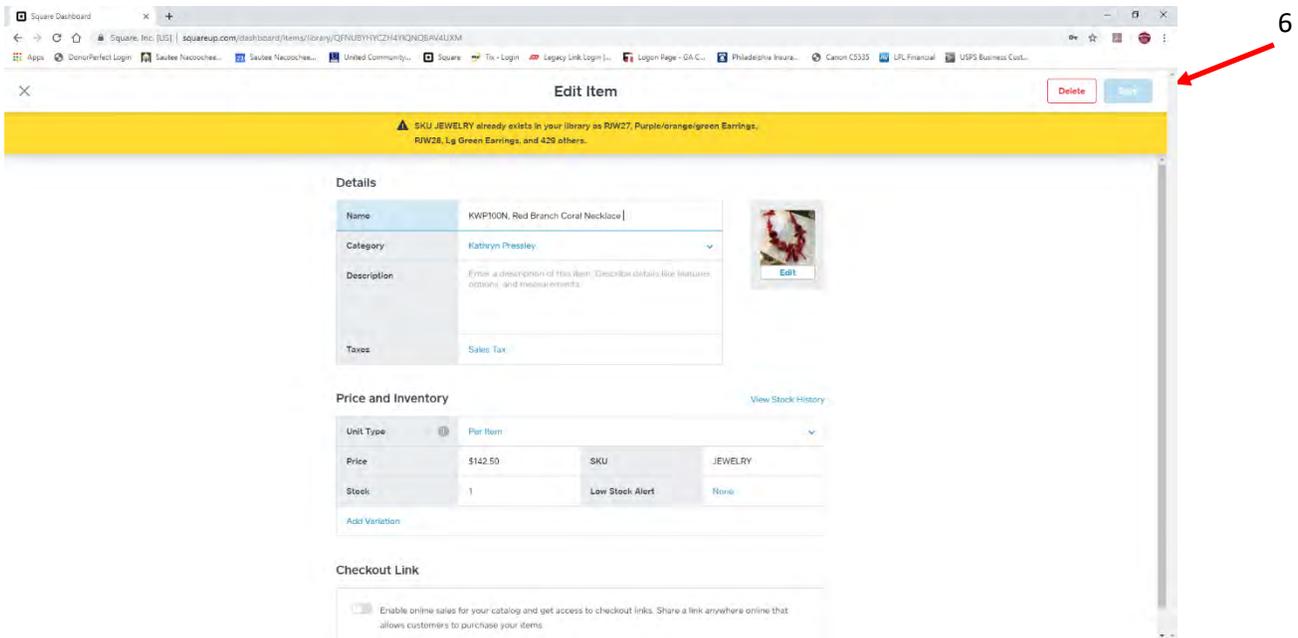
If name is listed, go to the **Item Library** and proceed to enter in items.



Select Create an Item in the upper-right hand corner.

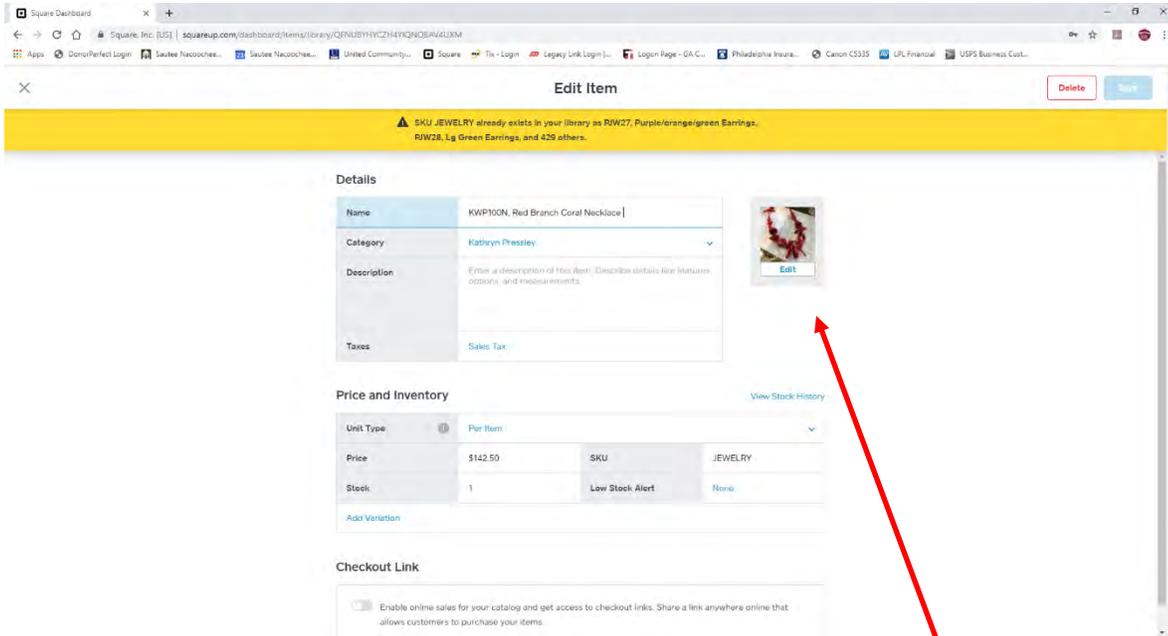


1. Enter name of item using format of three initials and three number and short description of item.
2. Select Category which will be your name. Use the down arrow to get a drop-down list.
3. Enter price.
4. In the SKU# box, enter the medium. This would be pottery, painting, fiber, etc from the list that was emailed. You may get a warning in yellow text if the medium has already been used. There will be multiple items with the same medium and is not a problem. Continue entering information.
5. Select Stock & enter in number of items to be sold under this item number.
6. Then choose Save at the upper right-hand corner to save all the information you have put in.



It should look similar to this example.

If you will notice, there is a picture of the item sold.



You may add your own pictures if you would like. To add pictures, select the edit option in the upper right corner (in this example, it is where the picture is located. You would need to have already uploaded your pictures to your computer & choose the location to add the picture.

When you have completed entering the item, select Save in the upper right-hand corner.

Follow the steps from “Create an Item” for each item you need to enter and SAVE after each one.

Close link.