

## MY ARTPRICE STORE | INSTRUCTIONS FOR USE

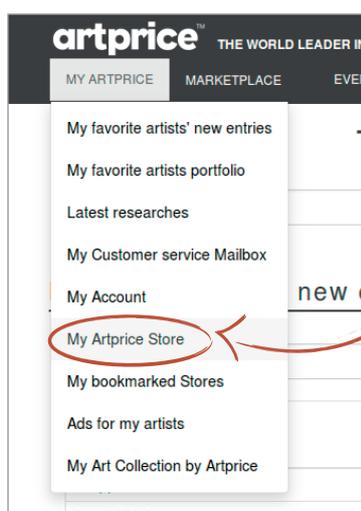
### 1 LOG INTO YOUR ACCOUNT



Click on **Log in here**  
Type in your username and password

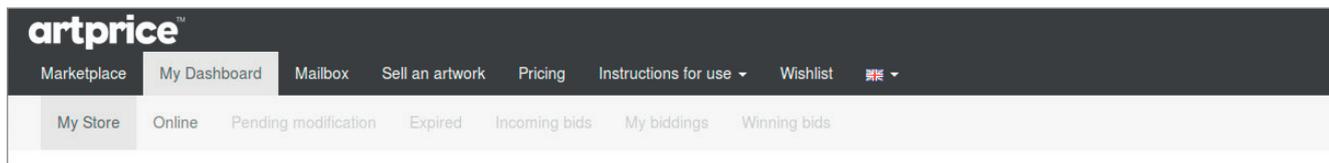
### 2 GO TO YOUR ARTPRICE STORE

› From the Artprice.com **homepage**



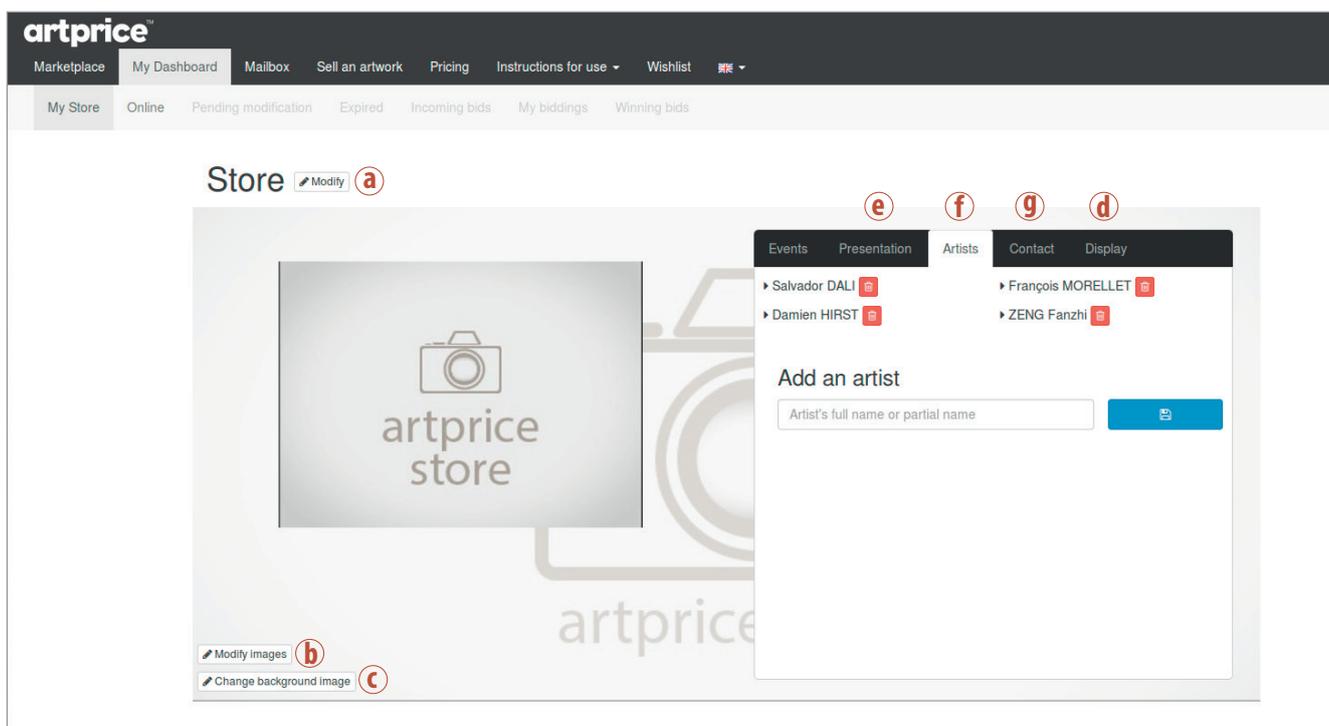
In the menu bar, click on **My Artprice**  
and select **My Artprice Store**

## › When on the Marketplace



In the menu bar, click on **My Dashboard** and select **My Store**

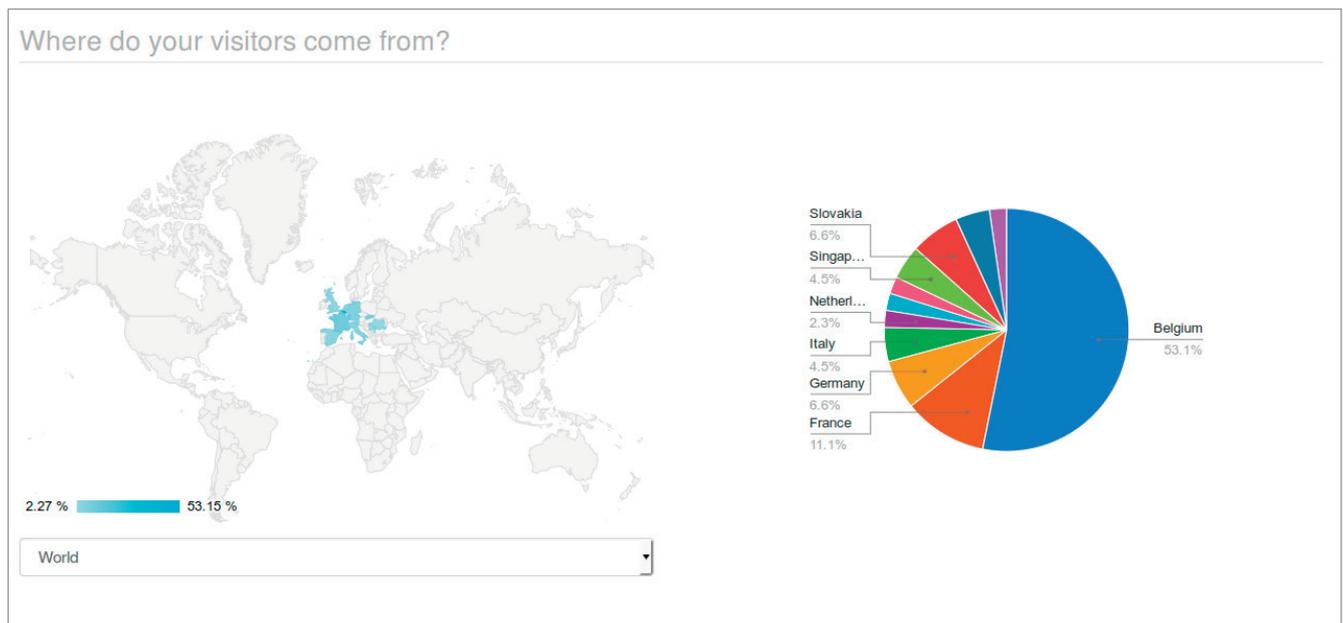
### 3 CUSTOMIZE THE PRESENTATION OF YOUR ARTPRICE STORE



- Ⓐ Change the name of your Artprice Store, click on: [Modify](#)
- Ⓑ Add one or several image(s): click on [Modify images](#)
- Ⓒ Add a background image: click on [Change background image](#)
- Ⓓ Select the section that will first be presented to people visiting your Artprice Store in **Display**
- Ⓔ Edit the text to appear under sections **Presentation** and/or **Events** - click on [Modify](#)
- Ⓕ List the artists you will present in your Store under **Artists**
- Ⓖ Edit your contact details (website address, opening hours...) under **Contact**

### Access statistics to optimize your sales strategy:

- A traffic meter to monitor traffic to your Artprice Store over the last three months
- A world map to view where your visitors come from
- Two lists of your Store's top 10 Ads: the most viewed over the past month and the most viewed over the last three months



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## PUT A WORK UP FOR SALE

artprice™

Marketplace My Dashboard Mailbox **Sell an artwork** Pricing Instructions for use ▾ Wishlist 消息 ▾

Select the type of Ad you want to post on Artprice

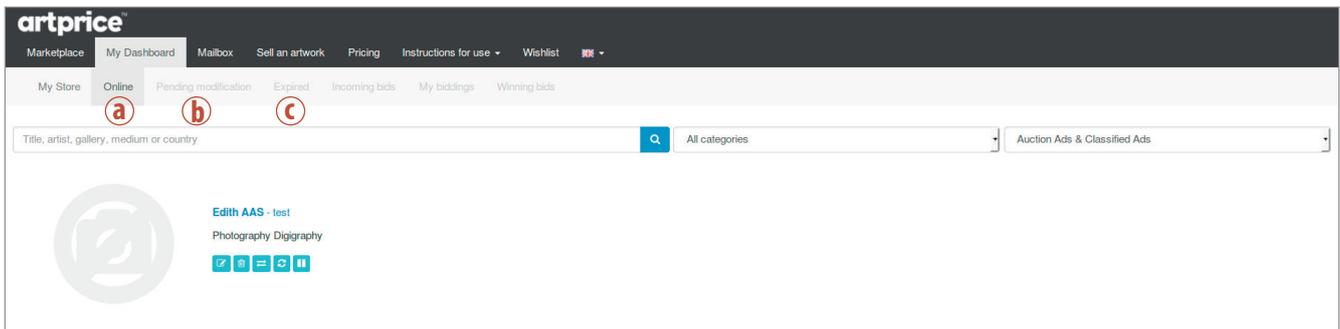
Auction Ad ▾ Art ▾

Click on **Sell an artwork** and choose whether you want to post a Classified or Auction Ad, in the Art, Design or Antiques section

**i** Only will the Classified Ads be presented with a link to your Artprice Store

## 5 MANAGE YOUR ADS

When in **My Dashboard** you can click on:



- Ⓐ **Online** to display all your Ads that are published or pending publication (publication delay is 2 to 3 days)
- Ⓑ **Pending modification** to display and manage your Ads that need modification or are on hold
- Ⓒ **Expired** to display your expired Ads

With each Ad's personalized interactive icons, you can perform the following operations:

