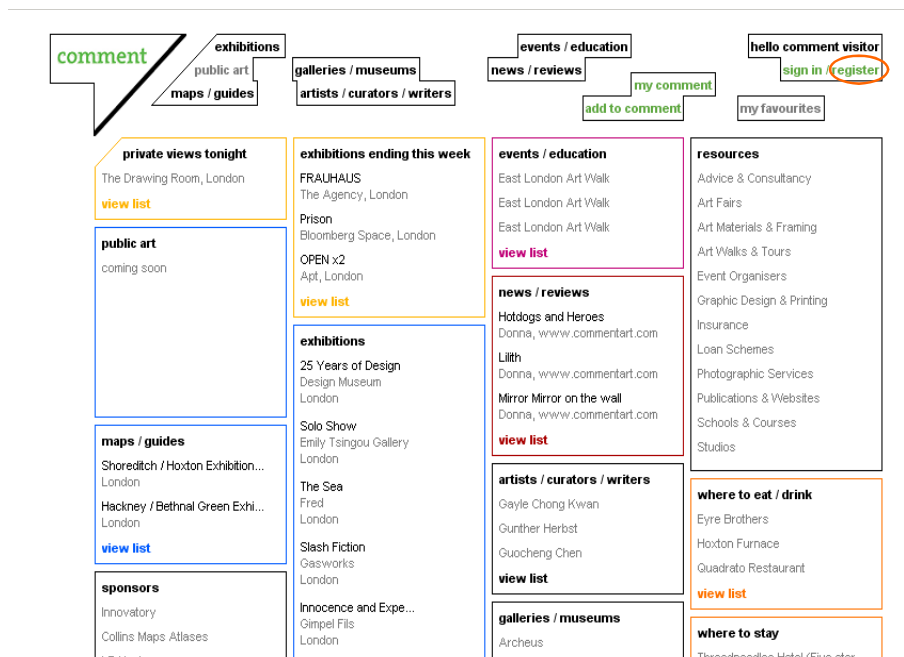


comment User manual

How to Add and Maintain an Event

Most comment research functions are available without being signed in. In order to add to comment or access your profiles and favourites (any of the green functions), however, you must be signed in to the system, and you must have a user account in order to do this. Creating an account is a very simple process. Once this is done, you can add or maintain your profile, add recommendations or reviews and add or review your favourites.

If you have already registered on comment then please skip to Step 7



Step 1

From the comment home page, www.commentart.com click on 'register'.

Step 2

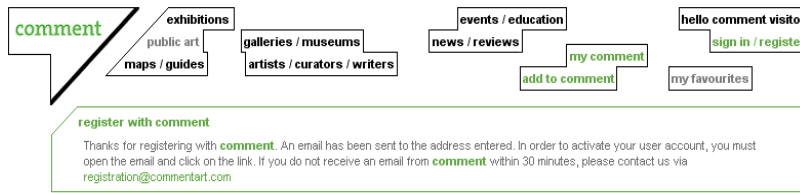
Enter your details as seen here in order to carry out the registration process.

You may choose your own user name and password.

Step 3

If you wish comment to share your information with third parties tick the box.

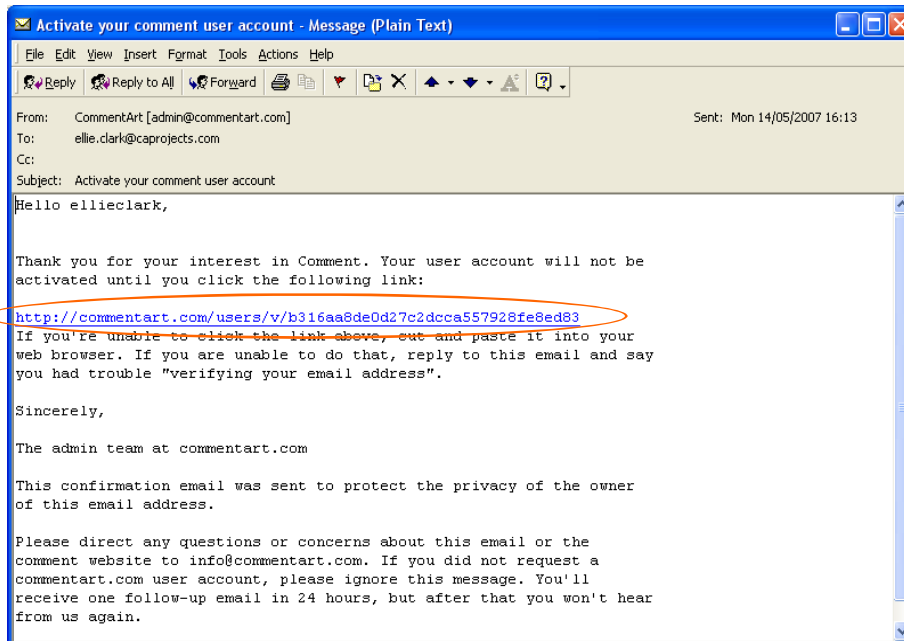
Click 'submit'



You have now been registered as a **comment** user.

Step 4

An email will be sent to the address you entered. In order to confirm and activate your user account you must open the email and click on the link.



The email you will receive from **comment** will be as seen here.

Step 5

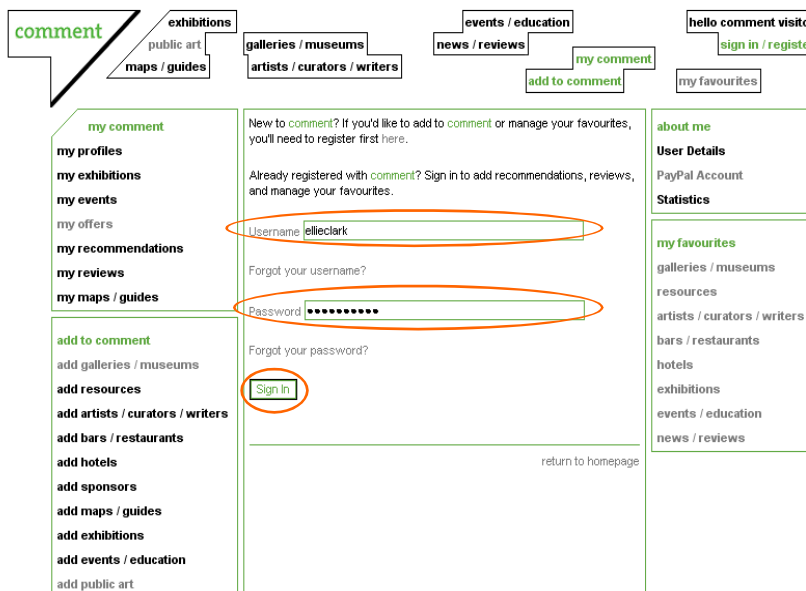
Click on the link highlighted in blue.



After clicking on the link you will receive a message verifying your email address and activating your account.

Step 6

Click 'sign-in'



Step 7

You can now sign in using your user name and password.

If you can't remember your username, click on 'forgot your username' and an email will be sent to your address.

If you can't remember your password, click on 'forgot your password'; this will reset and send to your email address.

Click 'sign-in'

comment

exhibitions
public art
maps / guides




















































galleries / museums
artists / curators / writers

events / education
news / reviews

hello Dave
want to sign out

my comment
add to comment

my favourites

<p>my comment</p> <p>my profiles</p> <p>my exhibitions</p> <p>my events</p> <p>my offers</p> <p>my recommendations</p> <p>my reviews</p> <p>my maps / guides</p> <p>add to comment</p> <p>add galleries / museums</p> <p>add resources</p> <p>add artists / curators / writers</p> <p>add bars / restaurants</p> <p>add hotels</p> <p>add sponsors</p> <p>add maps / guides</p> <p>add exhibitions</p> <p>add events / education</p> <p>add public art</p>	<p>my exhibitions</p> <table border="1"> <thead> <tr> <th>title / artist</th> <th>venue</th> <th>dates</th> <th>city / area</th> <th>ops</th> </tr> </thead> <tbody> <tr> <td> It Was the Best of Time Ours, It Was the Worst of Seventeen Time Outs</td> <td></td> <td>18.04.07 - 19.05.07</td> <td>London Shoreditch / Hoxton</td> <td>  </td> </tr> <tr> <td> Don't get your hopes up</td> <td>Seventeen</td> <td>01.03.07 - 14.04.07</td> <td>London Shoreditch / Hoxton</td> <td>  </td> </tr> <tr> <td>Perversion is the love we feel when others feel love</td> <td>Seventeen</td> <td>31.01.07 - 24.02.07</td> <td>London Shoreditch / Hoxton</td> <td>  </td> </tr> <tr> <td>Out of the Ruins of the Real...</td> <td>Seventeen</td> <td>01.12.06 - 14.01.07</td> <td>London Shoreditch / Hoxton</td> <td>  </td> </tr> <tr> <td>33 1/3</td> <td>Seventeen</td> <td>18.10.06 - 25.11.06</td> <td>London Shoreditch / Hoxton</td> <td>  </td> </tr> </tbody> </table>	title / artist	venue	dates	city / area	ops	 It Was the Best of Time Ours, It Was the Worst of Seventeen Time Outs		18.04.07 - 19.05.07	London Shoreditch / Hoxton	  	 Don't get your hopes up	Seventeen	01.03.07 - 14.04.07	London Shoreditch / Hoxton	  	Perversion is the love we feel when others feel love	Seventeen	31.01.07 - 24.02.07	London Shoreditch / Hoxton	  	Out of the Ruins of the Real...	Seventeen	01.12.06 - 14.01.07	London Shoreditch / Hoxton	  	33 1/3	Seventeen	18.10.06 - 25.11.06	London Shoreditch / Hoxton	  
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33 1/3	Seventeen	18.10.06 - 25.11.06	London Shoreditch / Hoxton	  																											

Step 8

Click 'add events / exhibitions' to the bottom left hand side.

comment exhibitions public art galleries / museums artists / curators / writers events / education news / reviews my comment add to comment hello Dave want to sign out my favourites

my comment my profiles my exhibitions my events my offers my recommendations my reviews my maps / guides

add to comment add galleries / museums add resources add artists / curators / writers add bars / restaurants add hotels add sponsors add maps / guides add exhibitions add events / education add public art

add event / education

Category: Events
 Type: Private View
 Profile: Seventeen
 Exhibition: Don't get your hopes up
 Title: Private View for Don't get your hopes up
 Start Date: 1 March 2007
 End Date: 1 March 2007
 Address (max. 250, 235 remaining chars): 17 Kingsland Rd
 Postcode: E2 8AA
 Country: United Kingdom
 Primary Phone: 020 77295777
 Secondary Phone:
 E-mail: dave@seventeengallery.com
 Web (one address per line): www.seventeengallery.com
 Hours: Wed - Sat 11 - 6
 Currency: £ (GBP)
 Advance:
 Door:
 Concessions:
 Participants: Artist, Susan Collis
 Add: Susan Collis
 as: Artist
 Sponsors:
 Add:
 Short description (max. 250, 100 remaining chars): Collis is interested in the shift of perception that takes place upon discovery that they are, in fact, intentional and primary activities themselves.
 Long description (max. 2000, 264 remaining chars): wear and tear, and the viewer might, upon further investigation, realise that the timeworn flecks of paint that cover an old broom, are in fact delicate and precisely inlaid pearls, jasper, turquoise, garnets and black diamonds. Initially, the demarcations seem to be the secondary results of a primary activity, seemingly worthless and easily ignored. Collis is interested in the shift of perception that takes place upon discovery that they are, in fact, intentional and primary activities themselves. For this her first solo exhibition at SEVENTEEN Collis has produced a series of interventions that refer to the accidental and neglected, within the context of gallery space. The exhibition will be easy to overlook, as a cursory

about me User Details PayPal Account Statistics my favourites galleries / museums resources artists / curators / writers bars / restaurants hotels exhibitions events / education news / reviews

Save

Step 9

Enter all fields with requested information. Category, Type, Profile and Exhibition are all selected from a drop down list.

Enter the title including: Private view for followed by the exhibition it accompanies (if the event is a private view).

Enter the Start and End Date, which will be the same as each other, using the drop down lists.

Gallery details will have been automatically generated.

Step 10

Scroll down. In the participants field enter the artist from the drop down list and the curator (s) if needs be. Select the role of the person from the drop down list below and click '>> add'.

Scroll down further. Add any sponsors you wish to acknowledge from the drop down list.

Fill in the larger fields. Short description is used on the artist profile on print out. Long description is displayed on the exhibition page.

Click 'save'


comment exhibitions public art galleries / museums events / education hello Dave
 maps / guides artists / curators / writers news / reviews my comment want to sign out
 add to comment my favourites

my comment
 my profiles
 my exhibitions
 my events
 my offers
 my recommendations
 my reviews
 my maps / guides





add to comment
 add galleries / museums
 add resources
 add artists / curators / writers
 add bars / restaurants
 add hotels
 add sponsors
 add maps / guides
 add exhibitions
 add events / education
 add public art

Event has been saved


galleries / museums

Seventeen It Was the Best of Time Outs, it Was the Worst of Time Outs London Shore ditch / Hoxton 17 Kingsland Rd 020 7729 5777   


exhibitions

	It Was the Best of Time Outs, it Was the Worst of Time Outs	Seventeen	18.04.07 - 19.05.07	London Shore ditch / Hoxton	  
	Don't get your hopes up	Seventeen	01.03.07 - 14.04.07	London Shore ditch / Hoxton	  
	Perversion is the love we feel when others feel love	Seventeen	31.01.07 - 24.02.07	London Shore ditch / Hoxton	  
	Out of the Ruins of the Real...	Seventeen	01.12.06 - 14.01.07	London Shore ditch / Hoxton	  
	33 1/3	Seventeen	18.10.06 - 25.11.06	London Shore ditch / Hoxton	  

events

	?it was the best of Time Outs, it was the worst of Time Outs?	Seventeen	19.Apr.07 - 19.Apr.07	London Shore ditch / Hoxton	  
	Private View for Don't get your hopes up	Seventeen	01.Mar.07 - 01.Mar.07	London Shore ditch / Hoxton	  

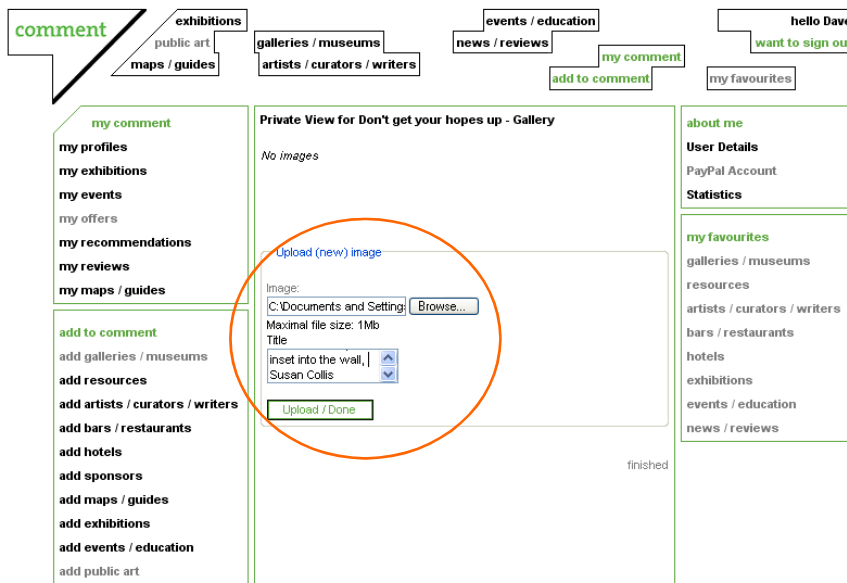
agreements

193	Listings / Galleries / Website	Seventeen	01/09/2006	0.00	0.00	0.00€	 active
654	Listings / Exhibitions / Website	Seventeen	01/09/2006	0.00	0.00	0.00€	 active
1008	Listings / Events / Website	Seventeen	01/09/2006	0.00	0.00	0.00€	 active
1485	Maps / Gallery name / East London	Seventeen	10/01/2006	0.00	0.00	0.00€	 active
1486	Maps / Own Art logos next to every participating gallery / East London	Seventeen	10/01/2006	0.00	0.00	0.00€	 active
1487	Maps / Galleries / East London	Seventeen	10/01/2006	0.00	0.00	0.00€	 active

The event has been saved.

Step 11

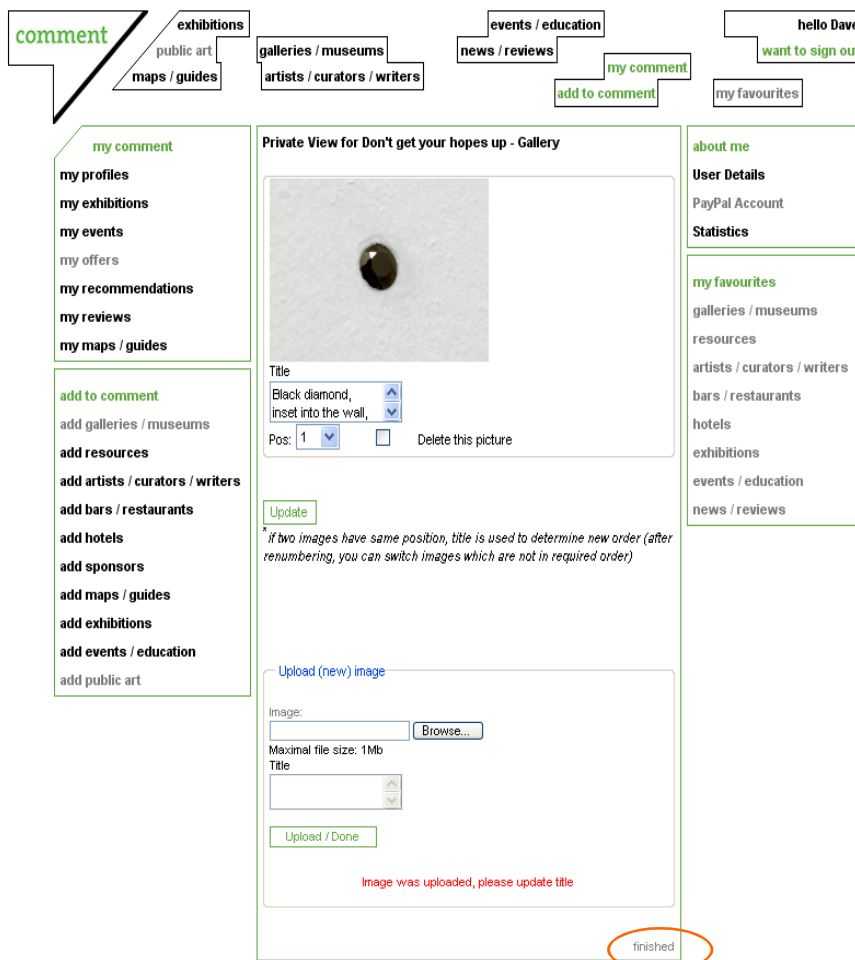
Click on the picture icon to the right hand side to add images.



Step 12

Upload images by browsing your own files and inserting desired images, entering a title in the field below. Add information such as medium, date size and artist name.

If you have taken installation shots of the event on the night you may like to upload these images too.



The image has been uploaded and saved.

Step 13

You may load as many additional images as you like following the same procedure.

When you have finished adding images click 'finished'.

comment exhibitions public art maps / guides galleries / museums artists / curators / writers events / education news / reviews my comment add to comment hello Dave want to sign out my favourites

my comment my profiles my exhibitions my events my offers my recommendations my reviews my maps / guides

add to comment add galleries / museums add resources add artists / curators / writers add bars / restaurants add hotels add sponsors add maps / guides add exhibitions add events / education add public art

title / artist	venue	dates	city / area	ops
?It was the best of Time Outs, it was the worst of Time Outs?	Seventeen	19 Apr. 07 - 19 Apr. 07	London Shoreditch / Hoxton	  
Private View for Don't get your hopes up	Seventeen	01 Mar. 07 - 01 Mar. 07	London Shoreditch / Hoxton	  

You will be automatically taken to your 'my events' page. Here you can see the event you have added is saved.

Step 14

Click on the event's title to view the event page as seen below.

By clicking on the paper and pencil icon you will return to the page seen in Step 2 where you can edit all details.

By clicking on the gallery's name, in this case 'Seventeen' you will be directed to the gallery's page.

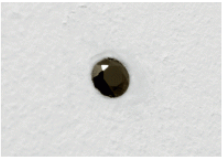
comment exhibitions public art maps / guides galleries / museums artists / curators / writers events / education news / reviews my comment add to comment hello Dave want to sign out my favourites

today's events / education no events

galleries / museums nearby Associates nomoregrey Kinetica Museum view list

maps / guides Shoreditch / Hoxton Exhibition... London Hackney / Bethnal Green Exhi... London How to Add and Maintain an Ar... London view list

event Private View for Don't get your hopes up Susan Collis 01 Mar.07 Wed - Sat 11 - 6



more images

dave@seventeengallery.com www.seventeengallery.com Tube Old Street, Liverpool Street, Shoreditch / Hoxton

Areas of the gallery walls appear to have been left unfinished after the de-installation of the previous show. Unusually the behind-the-scenes paraphernalia of display such as screw-heads, nail holes, rawl plugs and pencil marks are still in evidence, together with seemingly unintentional marks associated with the movement of art work. A bucket catches drips from the ceiling and a general air of neglect pervades. Within Susan Collis practice, everyday objects and surfaces are presented splattered and stained with the marks of wear and tear, and the viewer might, upon further investigation, realise that the timeworn flecks of paint that cover an old broom, are in fact delicate and precisely inlaid pearls, iasper, turquoise, garnets and black diamonds. Initially, the demarcations seem to be the secondary results of a primary activity, seemingly worthless and easily ignored. Collis is interested in the shift of perception that takes place upon discovery that they are, in fact, intentional and primary activities themselves. For this her first solo exhibition at SEVENTEEN Collis has produced a series of interventions that refer to the accidental and neglected, within the context of gallery space. The exhibition will be easy to overlook, as a cursory glance might lead the viewer to believe the gallery was empty. However, further investigation of the space will reward the viewer, leading them towards Collis notions of hidden labour, within a complex network of contradictions and revelations. Don't get your hopes up questions the structures and methods of its own production, together with the viewers most basic assumptions about artistic production and display. A catalogue is available to accompany this exhibition.

where to eat / drink nearby The Hoxton Apprentice Tabernacle Bar&Grill Zigfrid Von Underbilly view list

where to stay nearby Threadneedles Hotel (Five star boutique) Four Seasons Hotel view list

add to my favourites coming soon

recommend

add a review

send to a friend coming soon

print this page coming soon

return to list

See here the newly added event's page.

By clicking on the artist's name you will be taken to their artist profile.

By clicking on the gallery name you will be taken to the gallery page.

By clicking on the exhibition title you will be taken to the exhibition page.

Step 15

Click 'return to list' to return to your my comment home page.