



## Sculpture Bermagui - Artist Registration Process

Hi Exhibitors

The process of registration for the 2025 exhibition (Saturday March 8th - Sunday 16th) has changed a little from last year. We trust these changes make the process a little easier for you and also add appropriate security for your personal information.

We have implemented Token-based Authentication which allows you to verify your identity, and in return receive a unique access token.

There is no password process, so, nothing for you to remember (or forget).

A 6 digit token will be emailed to you that you then enter into the login verification screen to gain access. You can generate a new token anytime by logging in again just with your email address. You don't need to remember the token after it is used.

During the life of the token, you can access the website anytime, rather than having to re-enter credentials each time you go back to the same webpage.

The website is <https://register.sculpturebermagui.org.au/>

There is a 4 step process comprising:

- 1) Register - just your name, email and postcode to let us know you may be exhibiting  
If you have registered for a previous exhibition these details will already be recorded.
- 2) Add entries - details of each entry you'd like to submit  
You can add as many as you like and you can edit/delete them too.
- 3) Confirm some additional information - bank details, assistance required etc
- 4) Complete your registration - after you have made the payment.

The 4 step process looks like this.



You can **click on the boxes/circles** to move from one step to the next or click the Next button.

There will be times that you have to complete some details before you move on; for example, you must have added some entries before you can confirm your registration.

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As well as the register page, there is also a “View” and a “Gallery” page that access from the menu.

**View** shows you all the details of your current registration.

**Gallery** enables you to see previous exhibition entries.

### The “Register” Page

This is where you commence registration. Fill in your Name, Phone and Postcode and then click “Register” - you can add you bank details if you’d like to at this stage (they are not required unless you go ahead and confirm your registration).


### The “Entries” Page

Looks a bit like this after adding 3 entries

The screenshot shows a progress bar at the top with four steps: REGISTER (marked with a checkmark), ENTRIES (highlighted with a blue box and the number 2), CONFIRM (with the number 3), and COMPLETE (with the number 4). A blue 'Back' button is located to the right of the progress bar.

Below the progress bar, a blue text line states: **Your registration of 3 entries has a total fee of \$80**

The main content area is titled 'Entry 1 - cometes absum conicio' with an upward arrow icon. It contains a light blue card for the entry:

- Cometes Absum Conicio**
- (Outdoor) + Major Prize Entry
- Mollitia cognomen cura verumtamen verto alveus pecco cogo statim aeneus bellum caste bardus teres centum.
- 
- \$8,234.00**
- ventito administratio architecto arceo video delibero (82x90x32)
- Buttons: 'Edit' (white with black border) and 'Delete' (red with white text)


Below the first entry, there are two more entries listed with downward arrow icons:

- Entry 2 - facilis creber omnis
- Entry 3 - Bottles

At the bottom of the page, there is a blue button that says 'Add a New Entry?'

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Each entry (artwork) you have added is listed.  
The blue button Add a New Entry allows you to add another entry.

You can click on the up/down arrow  to show the details of an entry and allow you to edit the details or delete that particular entry.

**Cometes Absum Conicio**  
(Outdoor) + Major Prize Entry  
Mollitia cognomen cura verumtamen verto alveus pecco cogo statim aeneus  
bellum caste bardus teres centum.



\$8,234.00  
ventito administratio architecto  
arceo video delibero  
(82x90x32)

[Edit](#) [Delete](#)

For each entry we need you to enter:

- Title
- Category (Indoor or Outdoor)
- Price (whole dollars please)
- Material the primary material the entry was constructed from
- Size in centimetres (length, width, height)
- Description - 25 words or less for the catalogue
- Any special requirements for display.
- An image of the piece, must be less than 5mb in file size

## The “Confirm” Page

For your registration we need you to enter:

- Any special Instructions for placement
- Times for bump-in / bump-out
- If you need a Crane
- Your bank account details - for payment of sales

## The "Complete" Page

This is your commitment to entering the exhibition.

When you click the RED button you will be prompted to pay via Credit or Debit card. If you would like to make alternative payment arrangements please email [accounts@sculpturebermagui.org.au](mailto:accounts@sculpturebermagui.org.au)

Also by clicking the RED button you will be agreeing to the Artists Terms and Conditions document which can be accessed via the link.

**Your registration of 2 entries has a total fee of \$60**

You are about to pay the registration fee by Credit or Debit card.

If you would like to make alternative payment arrangements please email [accounts@sculpturebermagui.org.au](mailto:accounts@sculpturebermagui.org.au)

Please note that your registration will not be complete until payment has been received. [Artists Terms and Conditions](#)

**By clicking here I CONFIRM that all details are correct  
and I have read the "Artists Terms & Conditions"**

Clicking the red button and completing the payment will **lock your registration** from further changes and also send you an email with all the details of your registration.