

JPOS 2023 Online Registration Instructions

These instructions will guide you through the process of registering for Jamaica Plain Open Studios 2023. If you are not comfortable with or do not have access to an internet-connected computer, we suggest you find a buddy who can help you, as we will not be able to hold spots or help register individuals during the first three open registration days, after which time we cannot guarantee there will be spaces left in most of our group sites.

Note: any registrations requiring special attention (such as student shows, artists looking to share a space or find a business host, financial need or small group shows) should contact us for details at coordinator@jpopenstudios.com **prior to registration**.

Online registration can only accept credit card payments. If you need to pay via another form please contact us prior to registration. We will work with you to make other payment arrangements which will allow you to register online and bypass the credit card requirement.

The registration process involves three basic steps:

1. Creating an Account
2. Artist Registration
3. Site Selection and Payment
4. Setting up your Artist Profile



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Step 1 - Creating an Account/Logging In

STEP 1

Account Login

E-mail

Password

Enter

[Forgot your password?](#)

Create An Account ([First time users come here](#))

E-mail

Password ?

Confirm Password

First Name

Last Name

Submit

If you already have created a registration account, simply log in and move forward with registration. If you have forgotten your password, hit Forgot Password to receive a password reset email.

If you have not previously created an account, you will need to fill out the “Create an account” info just below the Login Option. To create your account, fill in the fields requested, being sure that your email address is entered correctly. Your password must contain lowercase and uppercase letters, at least one number, and at least one special character (e.g., *, &, %, etc.). If your password does not meet these requirements, you will not be able to proceed.

Once you are sure that your information is entered correctly, hit the “Submit” button.

You now need to activate your account. To do so, check your email and find the message with the subject “Please activate your account.” This email should arrive within five minutes.

If you do not see the activate email, please check your spam/junk folder.

Click the “Activate your Account” button in the email.

Congrats! You have completed Step 1 and now have an account. You can proceed to Step 2 immediately, or you can pause and come back. If you choose to pause and come back, just enter your email and password on the home page to log in, and you can start Step 2.

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Step 2 - Artist Registration

The screenshot shows the 'STEP 2' registration form for the 2022 Jamaica Plain Open Studios Artist Registration. The header features the JPOS logo and navigation links: About Us, JPOS, Get Involved, Sponsors, and Contact. Below the header is a banner for the 'JAMAICA PLAIN OPEN STUDIOS 30TH ANNUAL' event. Two buttons are present: 'For JPOS Artists: How to use the Artist Directory' and 'For Everyone: Explore the Artist Directory'. The main form area is titled 'STEP 2' and '2022 Jamaica Plain Open Studios Artist Registration'. It contains several input fields: 'Name' (split into First and Last), 'Email', 'Address', 'City', 'State', 'Zip', 'Website URL', 'Name as it will appear in your map listing', and 'Medium as it will appear in your map listing'. There are two checkboxes for 'During JPOS I will be showing at (check one)': 'My home/studio' and 'other space or local business'. The 'other space or local business' option has sub-fields for 'Business Name' and 'Business Address'. A checkbox for 'Group Site: Selections are made during Step 3' is also present. Below these is the 'Terms of Participation' section, which includes a checkbox to 'I accept the terms of service below' and a text box containing the 'The Artist's JPOS 2023 Terms of Participation'. At the bottom, a blue button reads 'Submit Step 2 (You will not be registered until you click here)'.

STEP 2
2022 Jamaica Plain Open Studios Artist Registration

Name *

First Last

Email *

Address

City

State

Zip

Website URL

Name as it will appear in your map listing *

Medium as it will appear in your map listing *

During JPOS I will be showing at (check one)

☐ My home/studio

☐ other space or local business

☐ Business Name

☐ Business Address

☐ Group Site: Selections are made during Step 3.

Terms of Participation *

☐ I accept the terms of service below

The Artist's JPOS 2023 Terms of Participation

As a Jamaica Plain Open Studios (from here on referred to as "the Event") participating artist, and by registering and paying my fee, I understand that I am committing to participate in a community based event staffed by volunteers, and fellow artists, and I agree to the following:

[Submit Step 2 \(You will not be registered until you click here\)](#)

Complete the Step 2 form to provide additional information about yourself and your work. If you will be showing in a private studio or business, you will need to provide the address. (If showing at a business, please ensure that you have permission prior to registration.) You will also need to read and accept the terms of participation to move forward with registration.

Click the "Submit" button. Step 2 is complete! Again, you can continue immediately or come back for Step 3 later. If you come back later, you will just need to scroll down to "Step 3" after you log in.

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Step 3 - Site Selection and Payment

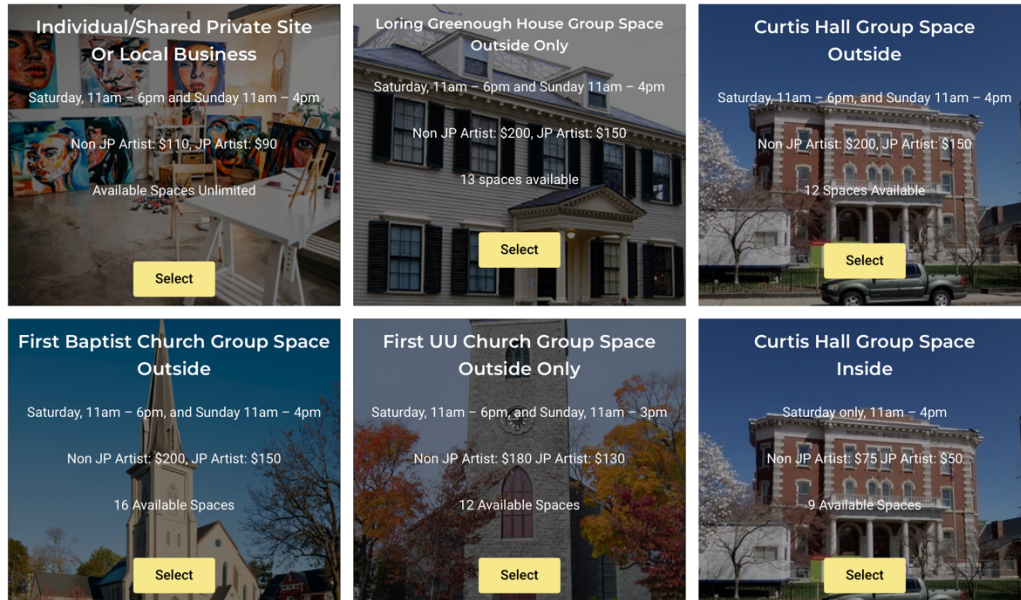
Please read the information in the gray boxes carefully. They explain the fees, the available sites, and other options. **All artists must select a site and pay the fee. Payment is by credit card only.**

Artist Registration Fees	JPOS Showing Options	What's included with my JPOS registration
<p>Individual Studio or Business Site: \$110 JP resident discount use coupon code JPOS20: \$90 at checkout</p> <p>JPOS Group Site Artist \$200.00 JP resident discount use coupon code JPOS50: \$150 at checkout</p> <p>First Church and Curtis Hall Inside Artists Discount:</p> <p>First Church \$180 JP resident discount use coupon code JPOS50: \$130 at checkout</p> <p>Curtis Hall Inside: \$75 JP resident discount use coupon code JPOS25: \$50 at checkout</p> <p>Local Artist Discount: An artist who lives or has a studio in JP receives a discounted rate. Please use the coupon codes at checkout to receive the discount*</p> <p>Need-Based Assistance? Click here to learn more</p> <p>Sliding scale rates are reserved for those to whom paying the total price would be a significant hardship.</p> <p>DONATE If you are in a position to help artists in need, please consider donating. Thank you!</p>	<p>Individual Studio, Shared Studios, Private Shared Site and Local Businesses. Artist showing in private spaces as still required to register.</p> <p>If the business location you are showing at is also a JPOS sponsor, you still need to register. Sponsorship does not cover an artist's registration. If you do not register you will not be listed on the map.</p> <p>Please contact us if you are looking to either open up your outdoor space to a fellow artist or are an artist looking for available space. While we cannot guarantee placement in a private studio outdoor space, we are happy to help connect you with any spaces that we may know of.</p> <p>JPOS Group Site. 2023 available locations:</p> <ul style="list-style-type: none">• First UU Church• First Baptist Church• Loring Greenough House• Curtis Hall	<p>JPOS print/radio advertising, promotion, and press.</p> <p>Over one hundred JPOS local business sponsors.</p> <p>Use of JPOS signage and vinyl banners.</p> <p>Personal gallery page on the newly updated JPOS website.</p> <p>Access to shared group sites.</p> <p>Free workshops, advice, and marketing materials.</p> <p>Artist listing and your show location highlighted on the JPOS event map.</p> <p>Team of volunteers working year round.</p>

Select the site you wish to show in. For group sites, "Available Spaces" refers to the total number of spaces available at each site. Click "Select" for the site you want.

Loring Greenough House, First Church, and First Baptist Church have outdoor spaces only. Curtis Hall has indoor and outdoor spaces and therefore two separate options to select. Please make sure you are selecting the correct site.

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Click “Select” to finalize registering and paying for your site. You can enter any coupon codes (including the JP Artist price reduction) on the next screen. (See the gray boxes after Step 2.)

On the “Checkout” screen, fill in your billing information and select “Credit Cards” to pay. Here, **you can apply any appropriate coupon** by entering the code in the top left box.

The screenshot shows the checkout page with a blue border. A red arrow points to the 'Coupon code' input box. The page includes a table of items, a coupon application section, and a cart totals section.

PRODUCT	PRICE	QUANTITY	SUBTOTAL
* Outside Curtis Hall	\$200.00		\$200.00

Coupon code: [Apply coupon](#) [Update cart](#)

CART TOTALS

Subtotal: \$200.00

Shipping: ☒ Free Standard Shipping (\$80+)
☐ Express Shipping (2-3 days): \$14.99
☐ Standard Ground Shipping (4-7 days): \$7.99

Shipping options will be updated during checkout. [Calculate shipping](#)

Tax (estimated for the United States (US)): \$0.00

Total: \$200.00

[PayPal CREDIT](#) No interest if paid in full in 6 months. [Learn more](#)

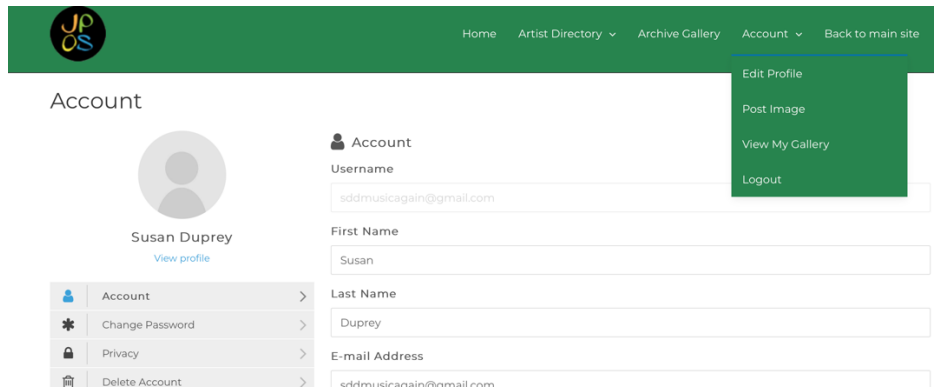
[PROCEED TO CHECKOUT](#)

Congratulations! You have successfully registered for JPOS 2023! You will receive an emailed receipt.

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Step 4 – Setting up your artist profile

Once you are registered you can set up your Artist Profile in the Directory. Select Edit Profile or Post Image under Account at the top of the page and fill in the appropriate fields, etc. If you already have a profile created, you can update and edit as needed.



Account

Account

Username

sddmusicagain@gmail.com

First Name

Susan

Last Name

Duprey

E-mail Address

sddmusicagain@gmail.com

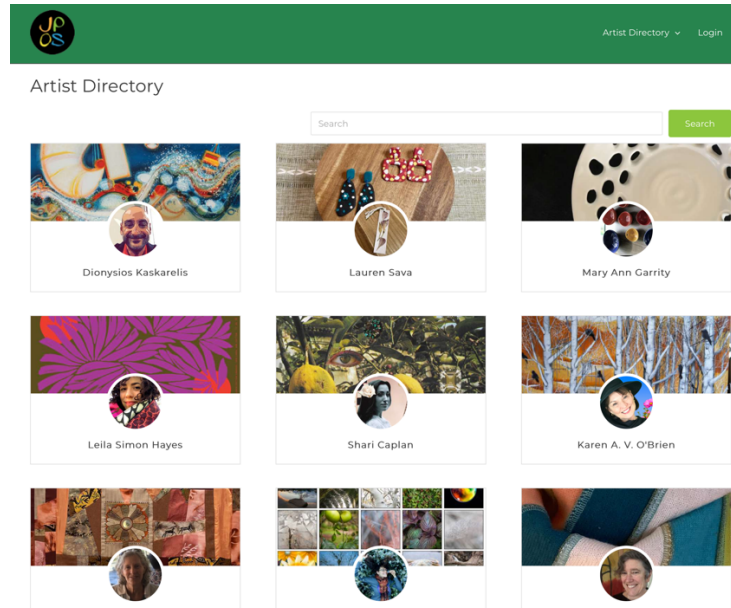
Account

Change Password

Privacy

Delete Account

PLEASE NOTE: *Your artist profile page will not show up to the public until you meet the minimum requirements for the directory: Project name, 1 image, project medium*



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Registration FAQs

If you are helping someone else to register: There can only be one registration per account. This means that if you are registering for someone else, you should create an account associated with their registration. For example, if you are registering yourself and then someone else, you should complete your own registration, log out (in the top menu bar: Account > Log Out), and then create a new account for the person you are helping. Using this account, proceed to complete the registration and payment process

JP Resident Coupon Codes

Individual Studio or Business Site: **\$110**

JP resident discount use coupon code JPOS20: **\$90 at checkout**

JPOS Group Site Artist **\$200.00**

JP resident discount use coupon code JPOS50: **\$150 at checkout**

First Church and Curtis Hall Inside Artists Discount based on restricted times for 2023:

First Church **\$180**

JP resident discount use coupon code

JPOS50: **\$130 at checkout**

Curtis Hall Inside: **\$75**

JP resident discount use coupon code

JPOS25: **\$50 at checkout**

Local Artist Discount:

An artist who lives or has a studio in JP receives a discounted rate. Please use the coupon codes at checkout to receive the discount*

Need-Based Assistance?

Private and Business Sites use Coupon Code:

JPOSACCESSPrivate: **\$50 at checkout**

Group Sites use Coupon Code: **all Access codes below ring \$50 at checkout**

JPOSACCESSGroup150

JPOSACCESSGroup130 (For First Church Only)

JPOSACCESSGroup25 (For Curtis Hall Inside Only)

Sliding scale rates are reserved for those to whom paying the total price would be a significant hardship.