

## JPOS 2024 Online Registration Instructions

These instructions will guide you through the process of online registration for Jamaica Plain Open Studios 2024. 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](mailto: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



# JPOS 2024 Online Registration Instructions

## 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.

# JPOS 2024 Online Registration Instructions

## Step 2 - Artist Registration

**SEPTEMBER 28-29, 2024**

**31ST ANNUAL**

For JPOS Artists: [How to use the Artist Directory](#)

For Everyone: [Explore the Artist Directory](#)

**STEP 2**

**2024 JAMAICA PLAIN OPEN STUDIOS  
ARTIST REGISTRATION**

**Name \***

First  Last

**Email \***

**Address**

**City**

**State**

**Zip**

**Website Url**

**Phone Number**

**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

Group Site: Selections are made during Step 3.

**Terms of Participation \***

I accept the terms of service below

The Artist's JPOS 2024 Terms of Participation

As a Jamaica Plain Open Studios (from here on referred to as "the Event") participating artist -and by registering and

**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.

# JPOS 2024 Online Registration Instructions

## 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.**

Home Artist Directory Archive Gallery Account Back to main site

### Artist Registration Fees

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**

\*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?**  
[Click here to learn more](#)

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

**DONATE** If you are in a position to help artists in need, please consider donating. Thank you!

Late Fee – Registrations received after the June 30th close of registration will receive a \$35 late fee and not be included in the 2024 JPOS map.

### JPOS Showing Options

Individual Studio, Shared Studios, Private Shared Site and Local Businesses. Artist showing in private spaces as still required to register.

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.

[Please contact us](#) if you are looking to open up your 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.

**JPOS Group Site. 2024 available locations:**

- First UU Church
- First Baptist Church
- Loring Greenough House
- Curtis Hall

### What's included with my JPOS registration

JPOS print/radio advertising, promotion, and press.

Over one hundred JPOS local business sponsors.

Use of JPOS signage and vinyl banners.

Personal gallery page on the newly updated JPOS website.

Access to shared group sites.

Free workshops, advice, and marketing materials.

Artist listing and your show location highlighted on the JPOS event map.

Team of volunteers working year round.

An opportunity to be featured in our artist spotlight posts on social media platforms.

# JPOS 2024 Online Registration Instructions

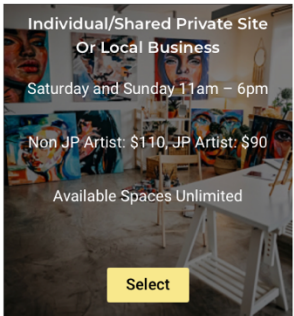
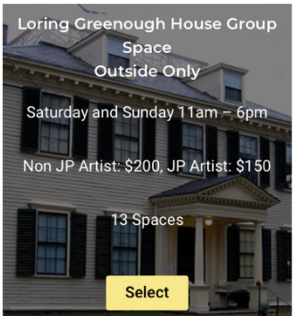
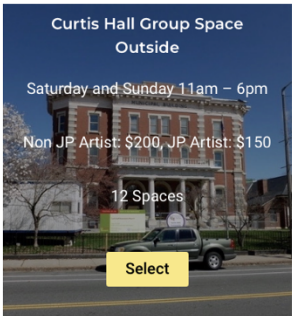

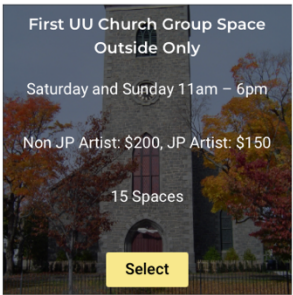
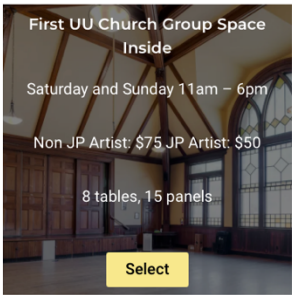
Select the site you wish to show in. For group sites, “Available Spaces” refers to the total number of spaces available at each site. Click “Select” for the site you want.

### STEP 3 Select Your Site+Payment

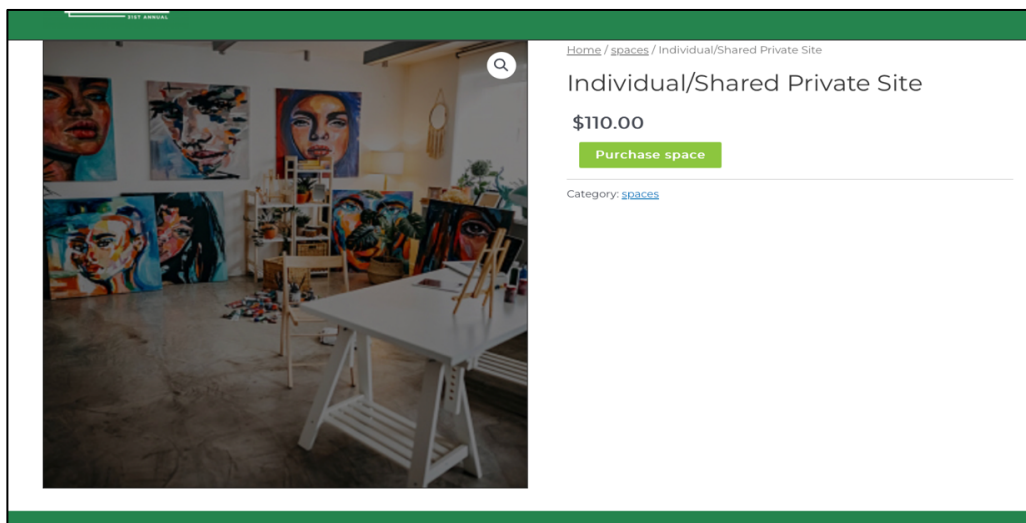
When registering for a group site, please be prepared to select your ideal location and provide your registration payment (payment must be made by credit card).

Group sites will be filled on a first come-first placed basis.

Registrants can only complete one registration at a time after which they will need log out to restart the registration process for any additional registrant(s).

 <p>Individual/Shared Private Site Or Local Business Saturday and Sunday 11am – 6pm Non JP Artist: \$110, JP Artist: \$90 Available Spaces Unlimited <a href="#">Select</a></p>	 <p>Loring Greenough House Group Space Outside Only Saturday and Sunday 11am – 6pm Non JP Artist: \$200, JP Artist: \$150 13 Spaces <a href="#">Select</a></p>	 <p>Curtis Hall Group Space Outside Saturday and Sunday 11am – 6pm Non JP Artist: \$200, JP Artist: \$150 12 Spaces <a href="#">Select</a></p>
 <p>First Baptist Church Group Space Outside Saturday and Sunday 11am – 6pm Non JP Artist: \$200, JP Artist: \$150 16 Spaces <a href="#">Select</a></p>	 <p>First UU Church Group Space Outside Only Saturday and Sunday 11am – 6pm Non JP Artist: \$200, JP Artist: \$150 15 Spaces <a href="#">Select</a></p>	 <p>First UU Church Group Space Inside Saturday and Sunday 11am – 6pm Non JP Artist: \$75 JP Artist: \$50 8 tables, 15 panels <a href="#">Select</a></p>

Click “Select” then purchase space to finalize registering and paying for your site.




The screenshot shows a web interface with a green header. On the left is a large image of an art studio with several large portraits on the wall and a white easel in the foreground. On the right, the text reads: 'Home / spaces / Individual/Shared Private Site', 'Individual/Shared Private Site', '\$110.00', and a green 'Purchase space' button. Below this, it says 'Category: spaces'.

## JPOS 2024 Online Registration Instructions

You can enter any coupon codes (including the JP Artist price reduction) on the next screen. (See the gray boxes after Step 2.)

Checkout

Product	Price	Quantity	Subtotal
 Individual/Shared Private Site	\$110.00		\$110.00

JPOS20

**Billing details**

First name \*  Last name \*

Country / Region \*  
United States (US)

Street address \*  
House number and street name


**Your order**

Product	Subtotal
Individual/Shared Private Site × 1	\$110.00
Subtotal	\$110.00
Total	\$110.00

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.

Checkout

Coupon code applied successfully.

Product	Price	Quantity	Subtotal
 Individual/Shared Private Site	\$110.00		\$110.00

Coupon code

**Billing details**

First name \*  Last name \*

Country / Region \*  
United States (US)

Street address \*  
House number and street name   
Apartment, suite, unit, etc. (optional)

Town / City \*

State \*  
Massachusetts

ZIP Code \*

Phone \*

Email address \*  
sddmusicagain@gmail.com

**Additional information**

Order notes (optional)

**Your order**

Product	Subtotal
Individual/Shared Private Site × 1	\$110.00
Subtotal	\$110.00
Coupon: jpos20	-\$20.00 [Remove]
Total	\$90.00

PayPal  
 Credit Cards

Card number \*

Expiry (MM/YY) \*  CVV \*

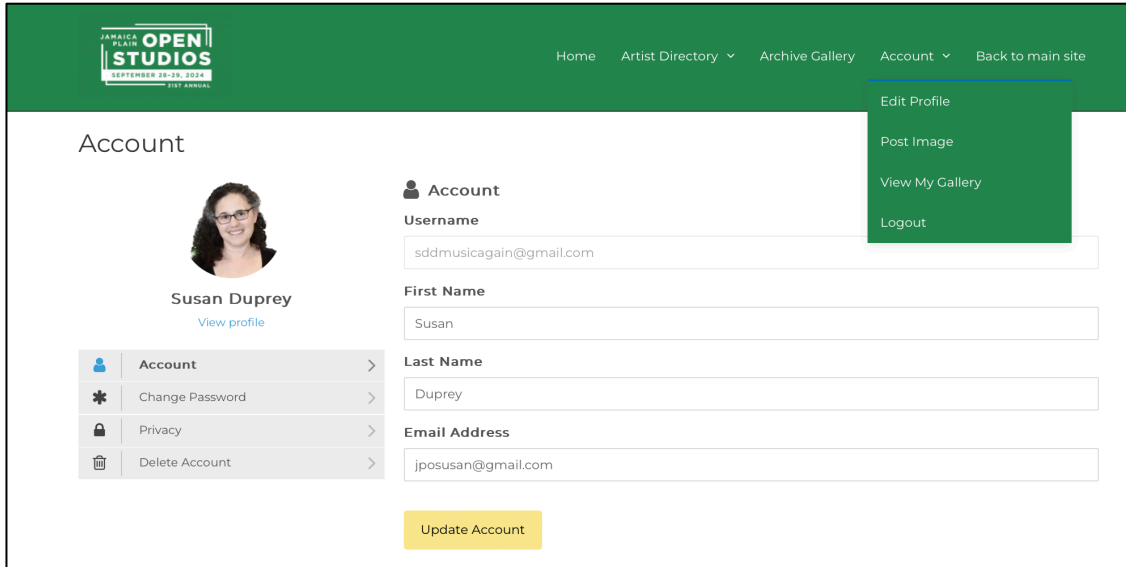
Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our [privacy policy](#).

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

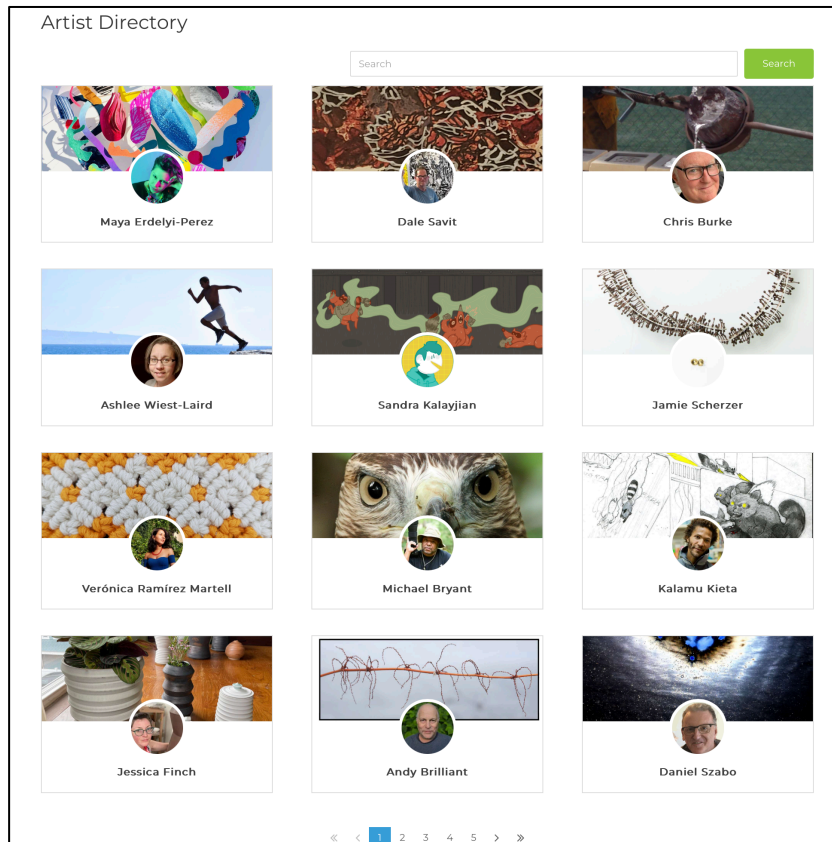
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## Step 4 – Setting up your artist profile

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.



**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



## **JPOS 2024 Online Registration Instructions**

### 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**

\*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: **the access code below rings in \$50 total at checkout**

JPOSACCESSGroup150

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