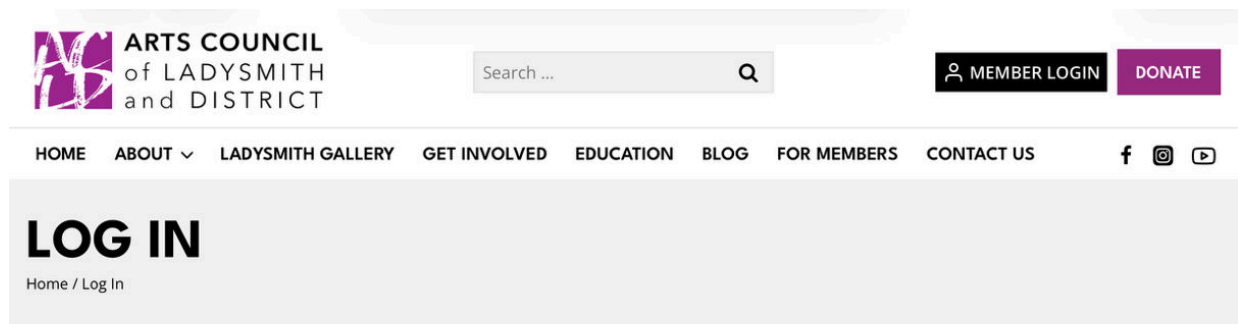


Members Guide

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Instructor Portal	11

LOGIN

Login to Ladysmith Arts Council Website. The first time you go into member login you must set up a new password!



Username or Email Address

Password [SHOW PASSWORD](#)

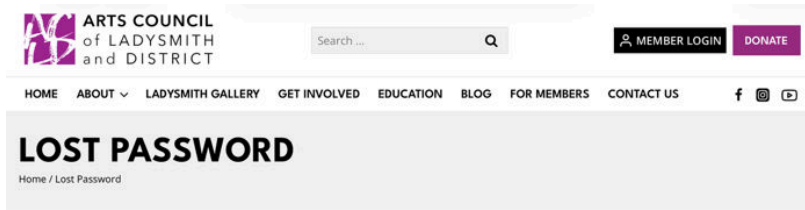
Remember Me

[LOG IN](#)

[Lost Password?](#)

Don't have a membership licence? Sign up for one [here](#).

Click on members login the above screen appears. Click: **Lost password?**



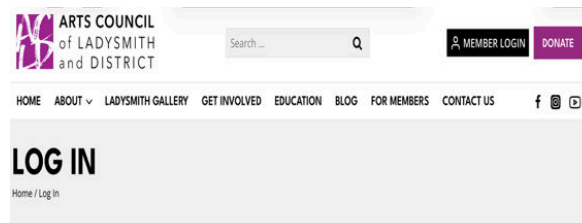
Please enter your username or email address. You will receive a link to create a new password via email.

Username or Email Address *

[Log in](#)

Don't have a membership licence? Sign up for one [here](#).

Enter your email and click on: GET NEW PASSWORD. As indicated below, check your email for a link to reset your password. If the email does not arrive, check your Junk or Spam folder.



Check your email for a link to reset your password.

Username or Email Address

Password [SHOW PASSWORD](#)

 Remember Me

[Lost Password?](#)

You must include upper or lower case, letters as well as a number or symbol to reset your password. You will get a message: your password has successfully been updated. The good news is, you don't have to tell us who you are over and over again. Your information will populate every time you sign up to enter shows, volunteer, or sign up for events in your account. Password reset can be done at any time. If you are having difficulty signing in contact us at info@ladysmitharts.ca or phone **250-245-1252**

Once you are logged in, check your members account information and makes changes through the EDIT PROFILE left side menu if necessary.

The next sections summarize the contents of the Members Only menu items accessible in For Members or click on your name.

Artist Profile

One of the first things you will see after logging in is your Artist Profile page. Please check the information and make sure it is correct.

My Membership

Status:	ACTIVE
Membership #:	1909
Membership Level:	Individual
Renewal Due:	March 28, 2027

Welcome, Software

Username:	Swadmin
First Name:	Software
Last Name:	Administration
Email:	swadmin@ladysmitharts.ca
Secondary Email:	—
Phone:	—
Address:	—
City:	Ladysmith
Province:	British Columbia
Postal Code:	—
Website:	—
Social Media:	—

[Edit Profile](#) | [Change Password](#) | [Log Out](#)

Subscribe to our newsletter [here](#).

If you need to make changes, click on Edit Profile.

Name *

First

Software

Last

Administration

Email *

swadmin@ladysmitharts.ca

Secondary Email

Phone *

Address *

Street Address

610 Oyster Bay Drive

City

Ladysmith

Province

British Columbia

Postal Code

V9G 1B8

Website

https://ladysmitharts.ca

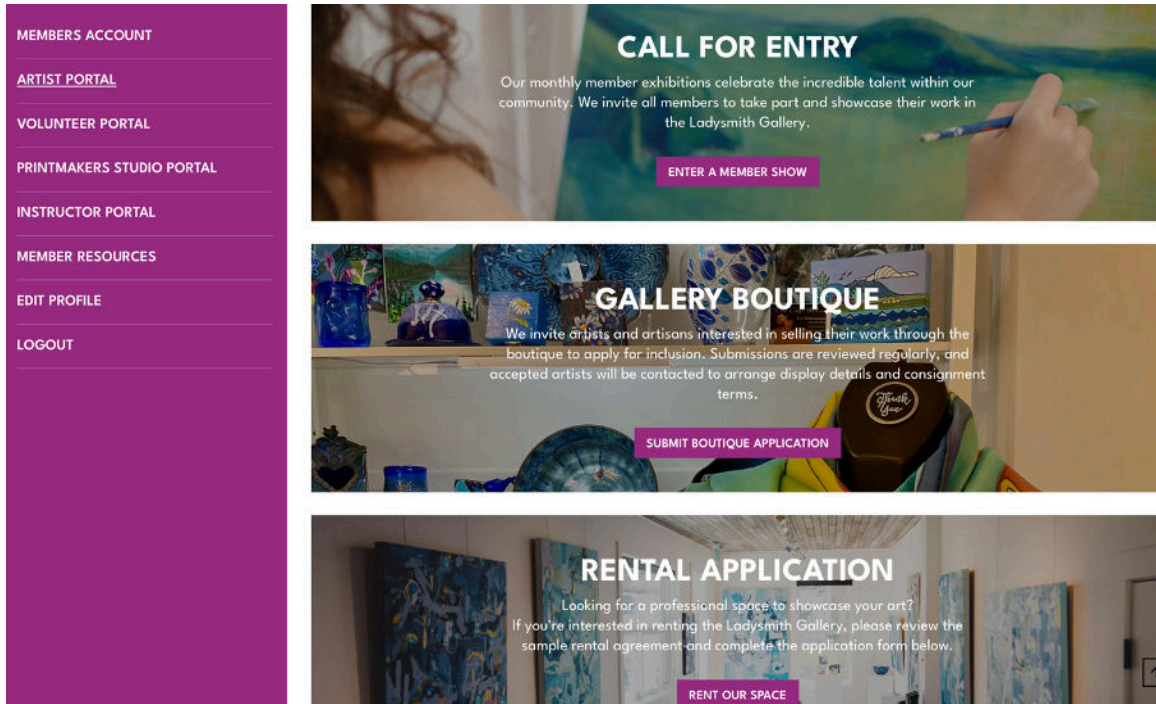
Social Media Handles

Include any links or @handles you'd like us to use (Instagram, Facebook, etc.). One per line.

UPDATE PROFILE

Click on Update Profile to complete the update.

Artist Portal



In the ARTIST PORTAL you can respond to a CALL FOR ENTRY to enter a member show, Submit a Boutique Application, or fill out a gallery Rental Application.

CALL FOR ENTRY

At the top of the page you will see submissions you have already made to members shows. You will also see shows currently open for submissions, as well as Past Members Shows. Click on To enter a new show, or make a new entry to a show, click on **Submit Artwork**.

- MEMBERS ACCOUNT
- ARTIST PORTAL
- VOLUNTEER PORTAL
- PRINTMAKERS STUDIO PORTAL
- INSTRUCTOR PORTAL
- MEMBER RESOURCES
- EDIT PROFILE
- LOGOUT

UPCOMING MEMBER SHOWS



COLOUR ME A MELODY

A celebration of art inspired by the music that moves us.

Show Dates: July 1, 2026 - July 22, 2026

Submission Entry Due: June 15, 2026

Pieces Allowed: 3


Intake: June 29, 2026 10:00 am - 3:00 pm

Outtake: July 22, 2026 10:00 am - 12:00 pm

[SUBMIT ARTWORK](#)

PAST MEMBER SHOWS →

CLOSED MEMBER SHOWS



ECHOES OF DISPLACEMENT

Reflections on migration, memory and the lingering emotional impact of leaving or losing something we love

Show Dates: June 3, 2026 - June 17, 2026

Submission Entry Due: May 15, 2026

Pieces Allowed: 3

Intake: June 1, 2026 10:00 am - 3:00 pm

Outtake: June 18, 2026 10:00 am - 12:00 pm

[SUBMISSIONS CLOSED](#)

Click on Add Entry to complete an entry form for each artwork. The show will indicate when you have reached the maximum number of entries for that show.

ARTWORK TITLE *(Required)*

HEIGHT (IN) *(Required)* **WIDTH (IN)** *(Required)* **DEPTH (IN)** *(Required)*

MEDIUM *(Required)* **PRICE (\$)** *(Required)*

ARTWORK IMAGE *(Required)*

Choose File no file selected

Accepted file types: jpg, jpeg, png, webp, Max. file size: 3 MB.

PHOTO CREDIT

ARTWORK TYPE *(Required)* **ARTWORK FRAME** *(Required)*

2D FRAMED

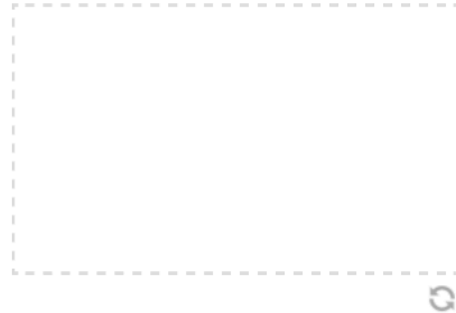
CANCEL
ADD ENTRY

Then read the terms and conditions, check the box and sign the form using a touch screen, trackpad or mouse. Click Submit to complete your entry. If you have not reached the maximum number of entries you can come back and add more later.

Member Show Submission Consent *(Required)*

I have read and agree to the [Member Show Submission Terms and Conditions](#).

Signature *(Required)*



SUBMIT

The Gallery Boutique and Rental Application sections contain the same information as on our former website. Look for enhancements in this area at a future date!

Volunteer Portal

Inside the volunteer portal you will find 3 main topics:

VOLUNTEER OPPORTUNITIES

We are a non-profit, charity organization. Without our amazing volunteers we would not be as successful as we are. There are many opportunities to volunteer!

Please note: You must have a membership to volunteer at our Ladysmith Gallery, a committee or on our board of directors.



You have not signed up for any shifts yet.

Upcoming Shifts will remind you of shifts you have already signed up for. **Why volunteer** will tell you all the great benefits of volunteering, and a link to the Volunteer Code of Conduct. **Pick a Shift** is where you will find opportunities and shifts.

VOLUNTEER PORTAL

Home / Members Account / Volunteer Portal

VOLUNTEER OPPORTUNITIES

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MY UPCOMING SHIFTS **PICK A SHIFT** WHY VOLUNTEER

GALLERY SHOW HANGING CREW

Install artwork in the gallery. A great opportunity to learn about curating an art show. Ladder work may be required

LADYSMITH GALLERY HOST

Enjoy interacting with members, locals and visitors as you welcome them into the space. Answer questions and keep the gallery clean and safe for visitors.

Pick the volunteer opportunity you wish to sign up for. Be aware that Ladysmith Gallery Show Host requires that you have Point of Sale training and will not allow you to sign up if you don't have this.

The calendar opens up with the shifts that are available. Scroll to different months using the purple arrows beside the Today box. Click on a shift that you would like to volunteer for.

LADYSMITH GALLERY HOST

< > TODAY APRIL 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
		10:00 AM - 1 spot 1:00 PM - 1 spot	10:00 AM - 1 spot 1:00 PM - 1 spot	10:00 AM - 1 spot 1:00 PM - 1 spot	10:00 AM - 1 spot 1:00 PM - 1 spot	10:00 AM - 1 spot 1:00 PM - 1 spot
19	20	21	22	23	24	25
10:00 AM - 1 spot 1:00 PM - 1 spot	10:00 AM - 1 spot 1:00 PM - 1 spot	10:00 AM - 1 spot 1:00 PM - 1 spot	10:00 AM - 1 spot 1:00 PM - 1 spot		10:00 AM - 1 spot 1:00 PM - 1 spot	10:00 AM - 1 spot 1:00 PM - 1 spot
26	27	28	29	30	1	2
10:00 AM - 1 spot 1:00 PM - 1 spot	10:00 AM - 1 spot 1:00 PM - 1 spot	10:00 AM - 1 spot 1:00 PM - 1 spot	10:00 AM - 1 spot 1:00 PM - 1 spot	10:00 AM - 1 spot 1:00 PM - 1 spot	10:00 AM - 1 spot 1:00 PM - 1 spot	10:00 AM - 1 spot 1:00 PM - 1 spot
3	4	5	6	7	8	9
10:00 AM - 1 spot 1:00 PM - 1 spot		1:00 PM - 1 spot	10:00 AM - 1 spot 1:00 PM - 1 spot	10:00 AM - 1 spot 1:00 PM - 1 spot	10:00 AM - 1 spot 1:00 PM - 1 spot	10:00 AM - 1 spot 1:00 PM - 1 spot

Confirm your shift by clicking the button beside “I have read and agree to the Volunteer Code of Conduct”, then click on CONFIRM MY SHIFT! box to complete the booking.

Confirm Volunteering Shift

LADYSMITH GALLERY HOST

Sat, April 25, 2026

01:00 PM – 04:00 PM (PST)

3 hours

Notes

Volunteer Code of Conduct Consent *(Required)*

I have read and agree to the [Volunteer Code of Conduct](#).

CONFIRM MY SHIFT!

The calendar now shows the volunteer shifts you have booked.

MY UPCOMING SHIFTS
PICK A SHIFT
WHY VOLUNTEER

LADYSMITH GALLERY HOST

<
TODAY
APRIL 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
		10:00 AM - 1 spot 1:00 PM - 1 spot	10:00 AM - 1 spot 1:00 PM - 1 spot	10:00 AM - 1 spot My Shift 1:00 PM	10:00 AM - 1 spot 1:00 PM - 1 spot	10:00 AM - 1 spot 1:00 PM - 1 spot
19	20	21	22	23	24	25
10:00 AM - 1 spot 1:00 PM - 1 spot	10:00 AM - 1 spot 1:00 PM - 1 spot	10:00 AM - 1 spot 1:00 PM - 1 spot	10:00 AM - 1 spot 1:00 PM - 1 spot		10:00 AM - 1 spot 1:00 PM - 1 spot	10:00 AM - 1 spot My Shift 1:00 PM
26	27	28	29	30	1	2
10:00 AM - 1 spot My Shift 1:00 PM	10:00 AM - 1 spot 1:00 PM - 1 spot	10:00 AM - 1 spot 1:00 PM - 1 spot	10:00 AM - 1 spot 1:00 PM - 1 spot	10:00 AM - 1 spot 1:00 PM - 1 spot	10:00 AM - 1 spot 1:00 PM - 1 spot	10:00 AM - 1 spot My Shift 1:00 PM

Back in Upcoming Shifts, you will see all your upcoming shifts and shifts you have just booked.

MEMBERS ACCOUNT

ARTIST PORTAL

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MY UPCOMING SHIFTS
PICK A SHIFT
WHY VOLUNTEER

UPCOMING SHIFTS

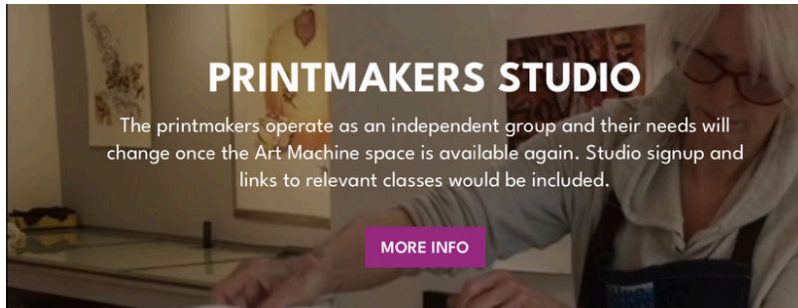
Opportunity	Date	Time	Status
Ladysmith Gallery Host	Thu, April 16, 2026	1:00 PM - 4:00 PM	CONFIRMED
Ladysmith Gallery Host	Sat, April 25, 2026	1:00 PM - 4:00 PM	CONFIRMED
Ladysmith Gallery Host	Sun, April 26, 2026	1:00 PM - 4:00 PM	CONFIRMED
Ladysmith Gallery Host	Sat, May 2, 2026	1:00 PM - 4:00 PM	CONFIRMED

COMPLETED SHIFTS

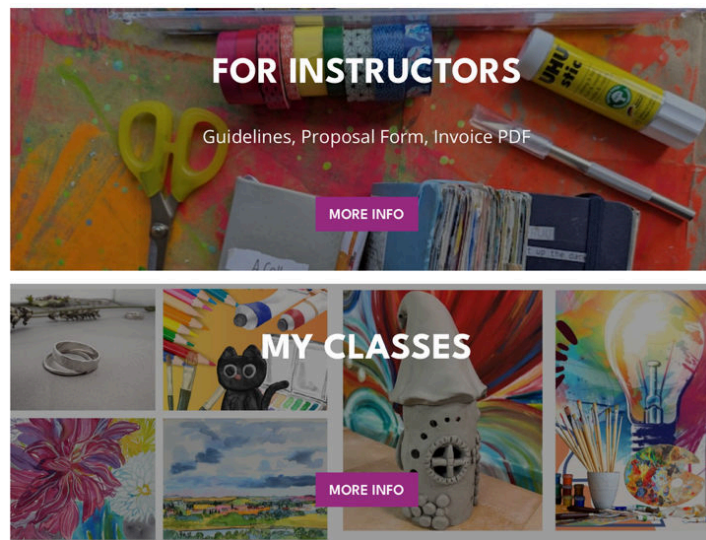
No shifts found.

Printmakers Studio

The Printmakers Studio Portal contains the same information as our old site. We look forward to more functionality in this area at a future date.



Instructor Portal



For Instructors contains guidelines and information for Instructors that could be found on our old website.

For Classes is new functionality that allows instructors to see their classes and includes a class roster for participants who have signed up!