

INSTRUCTIONS FOR INSTITUTIONAL ARTSEARCH ACCOUNTS

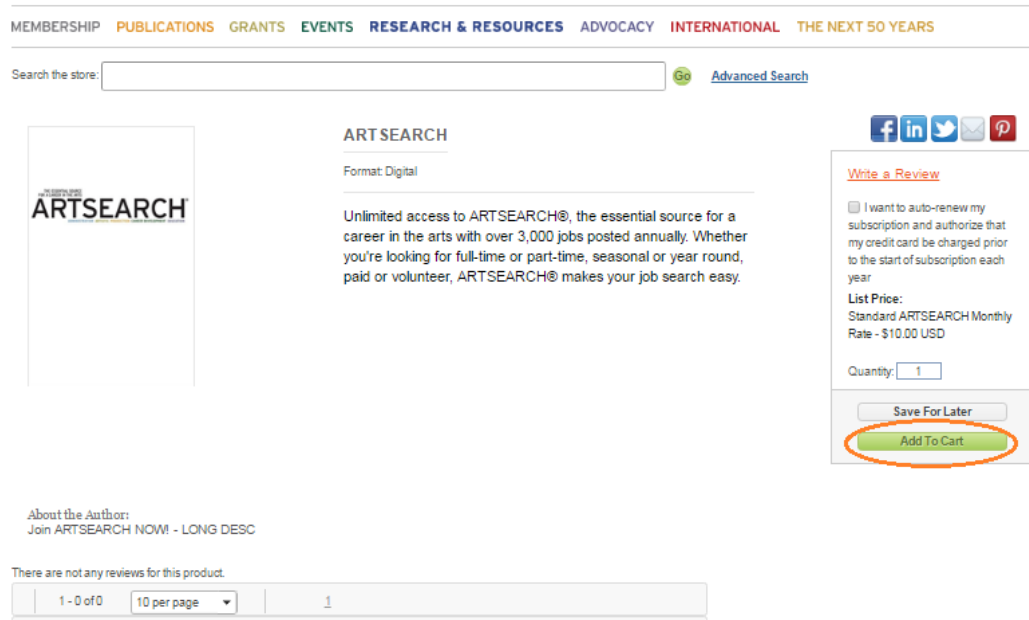
How to Create ARTSEARCH Account Using Coupon Code:

Instead of disseminating your login information to your students, they will now be able to create their own personal ARTSEARCH accounts for free using a special coupon code created for your institutional subscription.

STEP 1: Create an Account

Go to www.tcg.org/Store/ARTSEARCH/ProductDetail/39

Add ARTSEARCH to your cart, and select the option to check out.



MEMBERSHIP PUBLICATIONS GRANTS EVENTS RESEARCH & RESOURCES ADVOCACY INTERNATIONAL THE NEXT 50 YEARS

Search the store: [Go](#) [Advanced Search](#)

ARTSEARCH
Format: Digital

Unlimited access to ARTSEARCH®, the essential source for a career in the arts with over 3,000 jobs posted annually. Whether you're looking for full-time or part-time, seasonal or year round, paid or volunteer, ARTSEARCH® makes your job search easy.

[Write a Review](#)

I want to auto-renew my subscription and authorize that my credit card be charged prior to the start of subscription each year

List Price:
Standard ARTSEARCH Monthly Rate - \$10.00 USD

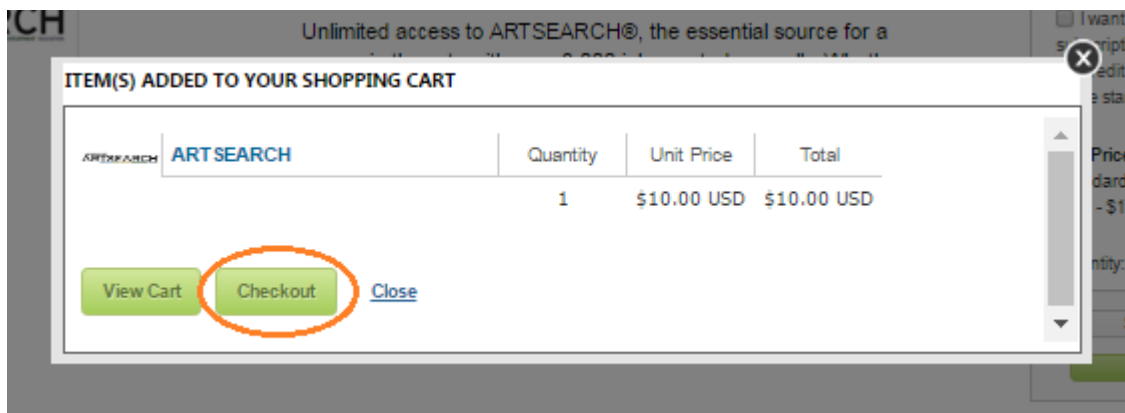
Quantity:

[Save For Later](#)
[Add To Cart](#)

About the Author:
Join ARTSEARCH NOW! - LONG DESC

There are not any reviews for this product.

1 - 0 of 0 10 per page 1



Unlimited access to ARTSEARCH®, the essential source for a career in the arts with over 3,000 jobs posted annually. Whether you're looking for full-time or part-time, seasonal or year round, paid or volunteer, ARTSEARCH® makes your job search easy.

ITEM(S) ADDED TO YOUR SHOPPING CART

ARTSEARCH	ARTSEARCH	Quantity	Unit Price	Total
		1	\$10.00 USD	\$10.00 USD

[View Cart](#) [Checkout](#) [Close](#)

When given the option to login or proceed as guest, select the **Proceed as Guest** option:

Guest

Member & returning customer sign-in

Username:

Password:

[Forgot Password ?](#)

New to our Checkout Process ?

You do not need to create an account to place an order. Click 'Checkout' To make future purchases even faster, you will have the option to create an account. Members need to log in to receive preferential pricing.

Enter your email address to continue:

Please provide your email
Why? This will be used to confirm your order - and it may save you time if we find that you have ordered from us before.

* Required

* Email Address:

We will check our records so we can save your time if you have interacted with us before.

Enter your address information. Note: Students should select "Home" for address type. (Faculty and staff members can choose to create an account at either their "Home" or "Business" address.)

* Required

Email Address: nataliesmith@nyu.edu

* Email Location:

* First Name:

* Last Name:

* Country: United States [Change](#)

* Address Type:

* Address Line 1:

Address Line 2:

Address Line 3:

* City:


* State:

* Zip Code:

STEP 2: Checkout

Verify that you have one ARTSEARCH subscription for \$10 in your cart. Click “Checkout” in the lower right hand side of the page to proceed.

In Your Cart (1) [Continue Shopping](#)

ARTSEARCH	ARTSEARCH	Rate: Standard ARTSEARCH Monthly Rate	Quantity	Unit Price	Total
			1 Update	\$10.00 USD	\$10.00 USD

[Edit](#) [Save for Later](#) [Remove](#)

Summary

Items (1): \$10.00 USD
Tax: \$---
Shipping: \$---
Country:
Postal: [Estimate](#)

Coupon and promo codes can be entered at checkout.

TOTAL: \$10.00 USD

[Checkout](#)

Verify your address and click “Next” to proceed.

Address Information **Item Summary** **Payment**

1

Billing Address
Please verify your billing information.

Natalie Smith
140 E 14th St
New York, NY 10003-4170


[Use a saved address](#) [Add new address](#)

[Next](#) [Cancel](#)

In the next step labeled “Item Summary,” please enter the coupon code on the right hand side and click “Apply.” Then click “Next” to proceed.

Address Information **Item Summary** **Payment**

2

ARTSEARCH	ARTSEARCH	Rate: Standard ARTSEARCH Monthly Rate	Quantity	Unit Price	Total
			1	\$10.00 USD	\$10.00 USD

[Previous](#) [Next](#) [Cancel](#)

Summary

Items (1): \$10.00 USD
Tax: \$0.00 USD
Shipping: \$---
Add Coupon or Promo Code:
 [Apply](#)

TOTAL: \$10.00 USD

At this point the coupon should be applied and the \$10 balance should be removed. Select “Complete Order” to complete the process.

The screenshot shows a checkout page with three main sections: Address Information, Item Summary, and Payment. The Payment section is highlighted with a blue bar and a '3' in a circle. Below it, a 'Summary' box lists: Items (1): \$10.00 USD, Tax: \$0.00 USD, Shipping: \$---, Coupons/Promos Applied: (\$10.00 USD) with the code TCGUA17NYU. The total is 'Free'. A green 'Complete Order' button is circled in orange. At the bottom left, there are 'Previous' and 'Complete Order' buttons.

STEP 3: Set Up Your Username and Password

Follow the link to create an account, which will allow you to set up a personal username and password to access ARTSEARCH.

Thank you!

Now that your order is complete, [click here to create an account](#) and set your username and password.

The screenshot shows an order confirmation page. On the left, it lists the 'Billing Address' (Natalie Smith, 140 E 14th St, New York, NY 10003-4170) and a 'Summary' section with 'Reference Number: 1000582919'. On the right, there are links for 'Printable View' and 'Email to Another Address'. Below this is a table with one item: ARTSEARCH, with a quantity of 1, a unit price of \$10.00 USD, and a total of \$10.00 USD. At the bottom right, there are social media icons for Facebook, LinkedIn, Twitter, Email, and Pinterest.

STEP 4: Login to view ARTSEARCH listings

To login to ARTSEARCH and view job listings, please visit artsearch.tcg.org and use the login information created during the registration process.

Please note that ARTSEARCH logins take 20-30 minutes to activate.

ARTSEARCH Usage Guidelines & Regulations:

- Institutions are allowed to provide access to ARTSEARCH only to current staff members, faculty and students. **Access to ARTSEARCH may not be provided to alumni or former faculty/staff of the institution.**
- Online access may be made available to eligible staff and students by email or through a password protected system maintained by the institution. **ARTSEARCH password information may not be posted on websites available to the general public.**
- To maintain the security of your institution's ARTSEARCH account and the TCG website, you will receive a new coupon code with each year's renewal.

Please note that failure to comply with these requirements may result in the suspension of your ARTSEARCH account.

If you have any questions about your account or need further support, please contact TCG Member Services at 212-609-5900 x370 or info@tcg.org.