Ohio Arts Council's Ohio Artist Registry Registration Instructions

Need Technical Support?

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The Ohio Arts Council is excited to introduce our new Ohio Artist Registry that will feature artists of all disciplines in one digital location. Registry participants will be searchable by discipline category, city, or keyword search. This online home for artists is designed to be accessible, and editable throughout the year. As always, the OAR remains free for users and the public. **Please note: If you request changes that need approval (registration, profile, and portfolio, after 5 p.m. or on the weekend, the approval will happen the next business day.**

For the registry to work properly, you must allow for cookies in your web browser. Depending on your browser, here are the instructions:

Firefox: https://support.mozilla.org/en-US/kb/websites-say-cookies-are-blocked-unblock-them
Chrome: https://support.google.com/accounts/answer/61416
Safari: https://support.apple.com/guide/safari/manage-cookies-and-website-data-sfri11471/mac

The two sites that need to be unblocked/allowed are: https://oovar.ohioartscouncil.org and https://oac.ohio.gov

To create a new registry listing follow these steps:

1. Access the Ohio Artist Registry at:

    https://www.oac.ohio.gov/Resources/Ohio-Online-Artist-Registry and navigate to "Register" on the top right of the page. Click "Register."
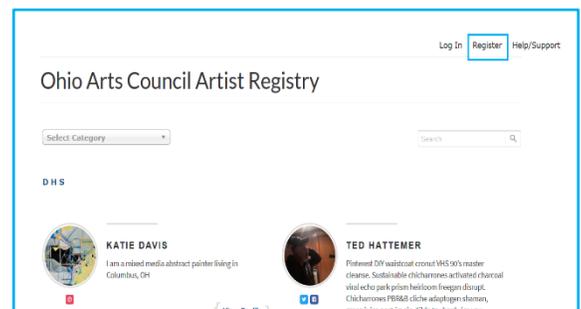

2. Create a username and password. Keep this information in a safe place because you will need it to login. When you are finished, click "Register." Note: Old OOVAR usernames and passwords will not work on this new site.
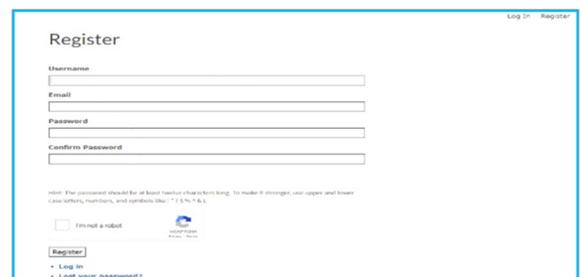

3. After hitting "Register," you will receive an email from WordPress with a subject line that reads "[Ohio Arts Council Artist Registry] Activate Your Account." Click the link in this email to activate your account. If you do not receive an email in your inbox, please check your Spam or Junk Mail folders. Please note that there is often a slight delay in receiving this confirmation email. If submitting a login request outside of normal business hours, please expect this confirmation email by noon the next business day.


4. Once you have registered, confirmed your email, and an administrator has approved your account, you will be ready to log into the system and begin creating your Directory Entry. Using your username and password you set in Step 3, type your login information, and click the "Log In" button to enter the database.

5. Once you log into the system click the "Add My Profile" in the top right of the page. Complete the information for your profile. Please provide all contact information, but please know that only your city and state will appear on the registry. **NOTE: The image that you are entering in your profile will be the main image for your registry listing. This may be a picture of you, or a photo of your work. You will add your artwork images/information once you create a portfolio. We do require both a profile image *and* an Excerpt of Bio that has 50 - 70 words. This helps keep the main page consistent.**

6. Once you have completed your Directory Profile, click "Submit." Your Directory Profile will be reviewed and approved by an administrator.

7. Once your profile is approved, it is time to add a portfolio. To begin the process, click on the "Add Portfolio" in the upper right-hand corner. You may add as many portfolios as you like, with a maximum of 10 items per portfolio. YOU MUST SELECT A CATEGORY FOR THE PORTFOLIO BEFORE UPLOADING YOUR FIRST FILE. File types include: jpg, png, doc, pdf, mp3, and mp4. All files should be below 2 MB to upload properly.
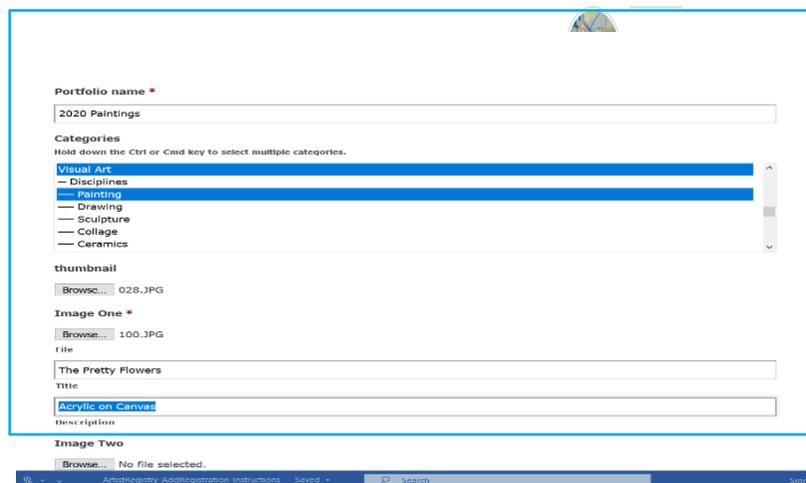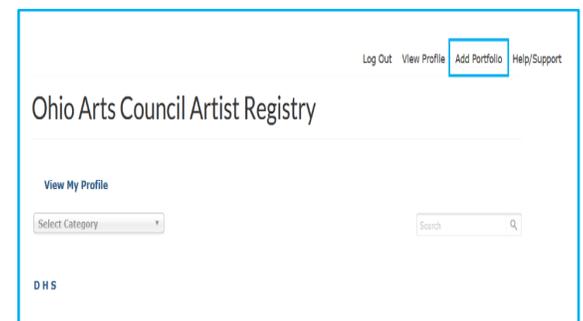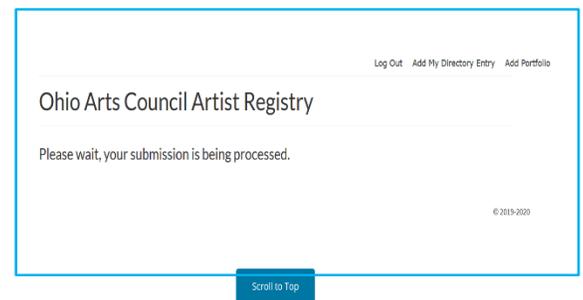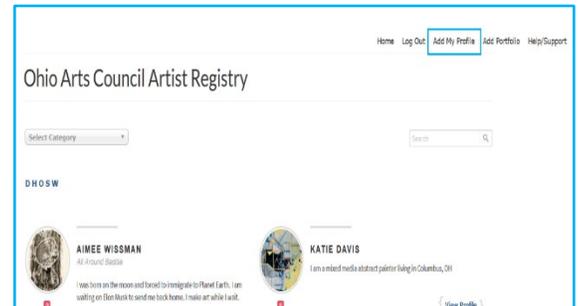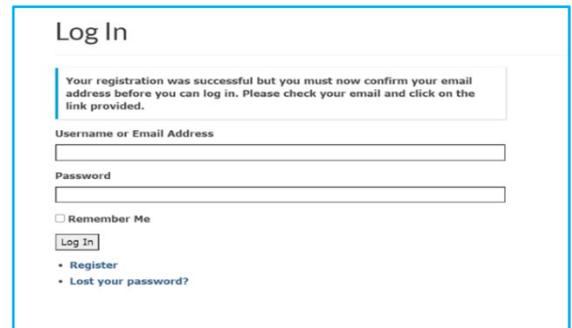
8. Once you submit your portfolio it will be reviewed and approved by an administrator. Once it is approved, it will appear online. This process may take a day for each portfolio submission to finalize, and if submitted in the evening or on the weekend it will be approved the next business day. You can add another portfolio, go back to the main registry, or log out.
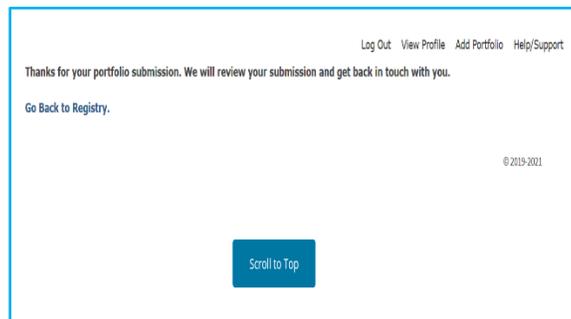
9. Once this last step is finished the portfolios will appear under the artist's profile. You will click on each image (which is the first image of the portfolio) to see the full portfolio.
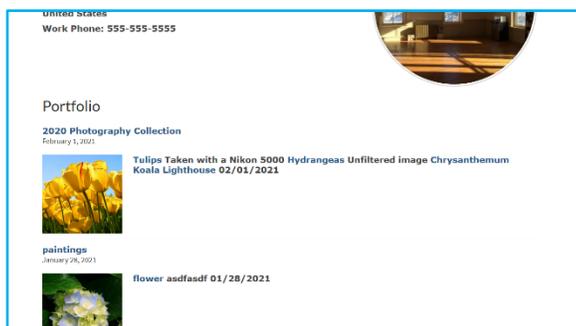
10. You can edit your profile information at any time. To do this click the "Edit My Profile" and make the changes that you would like, then hit submit.
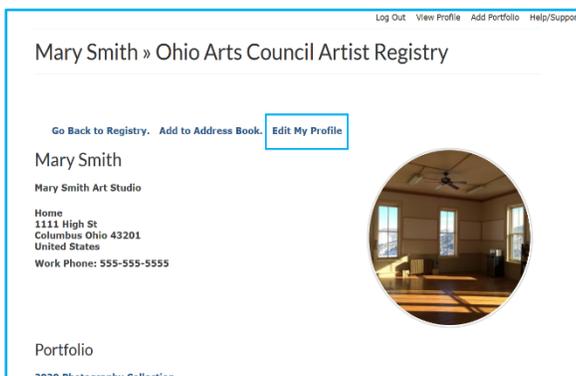
11. You will receive this message, and an administrator will review your request and activate the changes. Please allow one to two business days for this change.

   Please note: You can edit your profile at any time, but if you'd like to make changes to a portfolio, you will need to contact kathy.signorino@oac.ohio.gov or katie.davis@oac.ohio.gov in the Ohio Arts Council's Artist Programs Office. Thank you!