



## Completing the online application form for Suffolk Open Studios membership

The online application form asks a lot of questions because we use the data it collects to create the *SOS Artist Directory*, the *SOS Mobile App*, and your *Artist Listing* (profile page) on the SOS website.

The good news is that you don't have to answer all the questions when signing up. Fourteen are 'required' i.e. you will not be able to move to the next step until you have given an answer. However, most of these answers can be changed later.

When you click on the 'Join' link the web page below will open:

You will see that it is asking you to add a "Member Listing" and that there are four steps in this process. **Step One** is to select the most appropriate "Media Type". Many of us work across many disciplines, but a look at the Annual Open Studios > Members By Category page will show you how members are sorted into these categories. It may be that none of them truly describe what you do, or you don't like to be pinned down to just one. In that case select "Other" from the list of options. The possible categories are:

Painting; Mixed Media; Ceramics/Pottery; Sculpture; Glass; Textiles; Gallery/Charitable Group; Art Group; Printmaking; Drawing; Jewellery; Other; Metalwork; Woodwork; Furniture Making; Digital Art – and a greyed out option Hubs.

A few notes about this list: First, it clearly isn't in alphabetical order – sorry – we'll be hopefully sorting that out for next year. Second, there isn't a category for Photography yet – again we hope to add this for 2026 but in the meantime please join the other photographers in "Other". Third, as well as a range of artforms, there are options for Gallery/Charitable Group and Art Group. The "Category" you select will determine which membership plans appear in the next step: e.g. Painter would bring up four membership plans; Gallery/Charitable Group, two; and Art Group just the one – "Art Group" – see below.

## Creator categories



Media Type\*

Please choose the most appropriate

Painting

Associate Member  
£ 45.00

A member who has an online presence but does not wish to open their studio (or does not have one). Membership runs until 31st December 2025. Associate members can take part in member exhibitions and can join at any time throughout the year, although their membership will

Full Member  
£ 65.00

A member who commits to opening their studio/showing their work for a minimum of one weekend in June 2025. Full members can also take part in member exhibitions. Membership runs until 31st December 2025.

365 days

Young Person/Student - Not Opening  
£ 25.00

Artists under 25 years-of age, or those who have recently graduated (within the last year) not opening a studio for the June Open Studios event. Young Person/Student members can also take part in member exhibitions.

Young Person/Student - Opening  
£ 25.00

Artists under 25 years-of age, or those who have recently graduated (within the last year) who have committed to opening a studio/showing their work for a minimum of one weekend during the June Open Studios event. Young



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## Gallery/Charitable Group

Media Type\*

Please choose the most appropriate

Gallery/Charitable Group

Associate Member  
£ 45.00

A member who has an online presence but does not wish to open their studio (or does not have one). Membership runs until 31st December 2025. Associate members can take part in member exhibitions and can join at any time throughout the year, although their membership will still expire on 31st December 2025.

365 days  
20 images allowed.

Select

Full Member  
£ 65.00

A member who commits to opening their studio/showing their work for a minimum of one weekend in June 2025. Includes galleries. Full members can also take part in member exhibitions. Membership runs until 31st December 2025.

365 days  
20 images allowed.

Select

Next

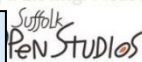


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Member Links

## Art Group



Artists opening their studios to the public

Please choose the most appropriate

Art Group

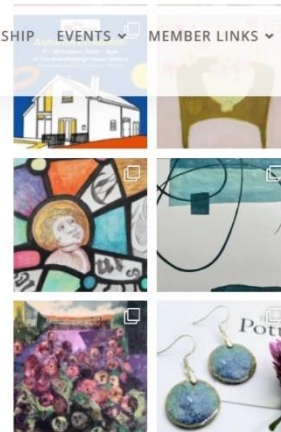
Art Groups  
£ 100.00

This membership is for art groups to join as an entity in their own right. For the fee you get an entry on our website and app as well as being listed in the printed directory. Art groups can have one address listed for opening in June (if you wish to open) as part of open studios. Individual members will not be able to take part in SOS organised exhibitions (unless they hold membership in their own right). Membership runs until 31st December 2025.

365 days  
20 images allowed.

Selected

Next

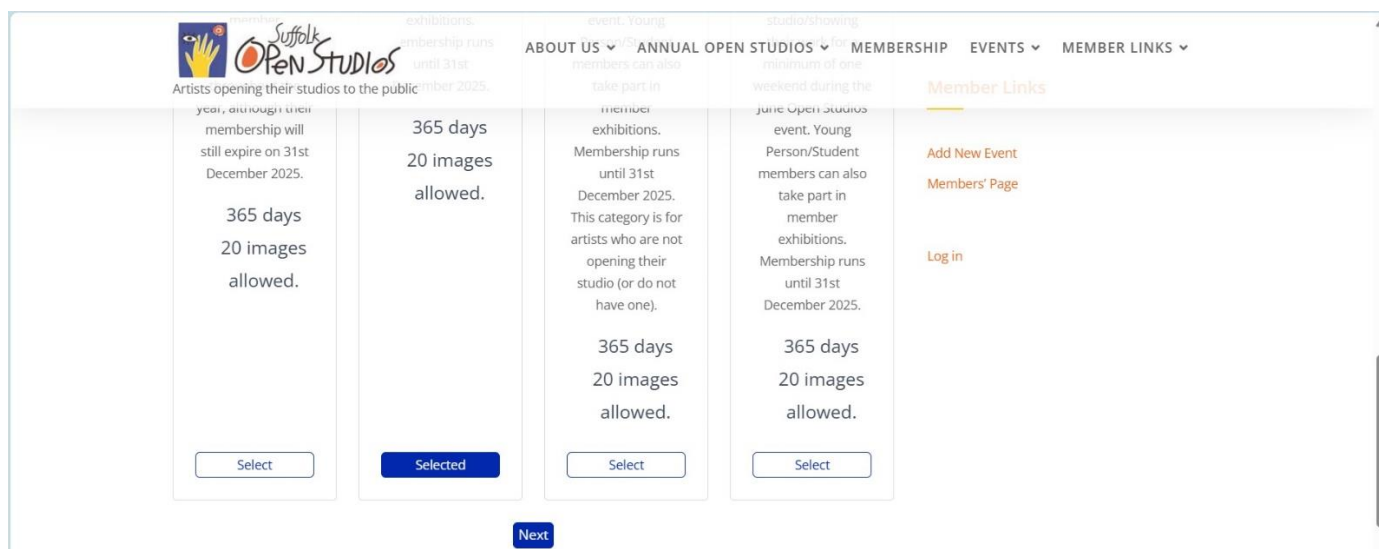


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Member Links

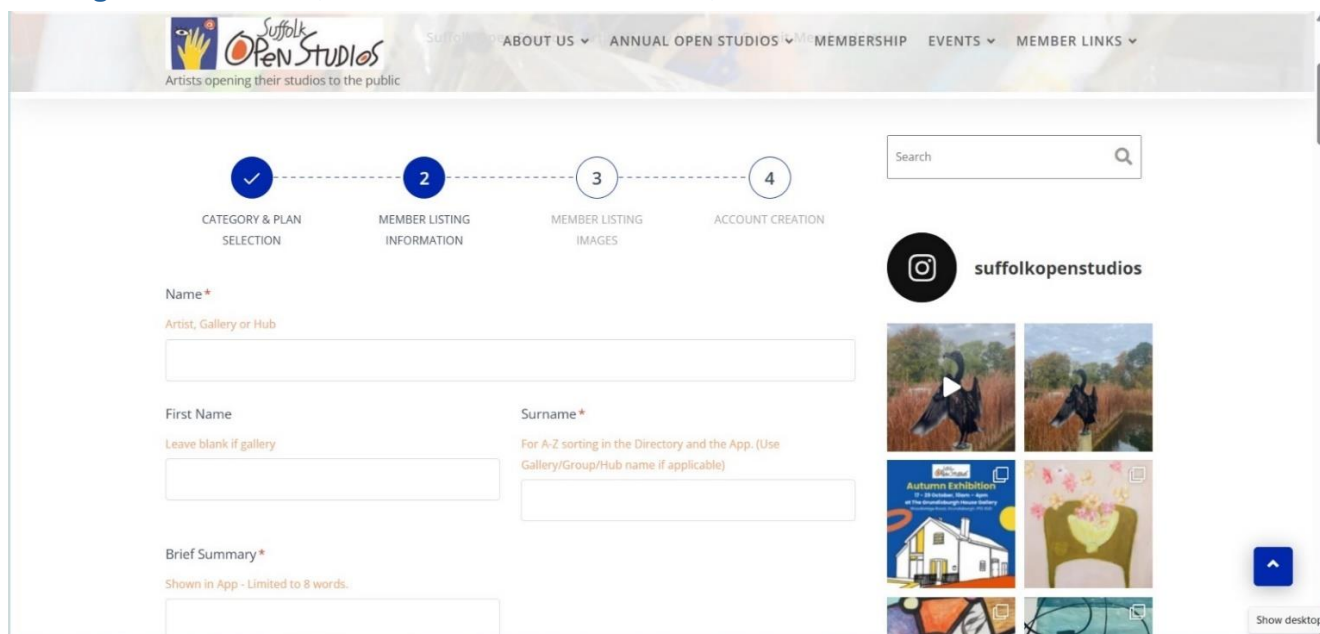
Once you have clicked on the “Select” button to choose your membership plan and it changes to “Selected” you can click “Next”. That’s Step 1 completed.



**Step two** is where you tell us more about yourself and your practice. It can be tricky to decide what to write for some of these questions. While you can change most of this information yourself at a later date, it is important to remember that the as soon as your application is approved, your web page on this site will go live, so please make sure to write something relevant, even if it’s brief and incomplete.

Fields marked with a red asterisk do need to be filled in to complete the form, in other words they are ‘required’. The others can be skipped for now, but many people find it is easier to make sure they have all the necessary information to hand before starting the application process so they can get everything done in one step. It’s completely up to you – but if you do decide to leave some bits until later, please remember there is a **hard deadline** for all information to be complete and accurate (including at least one image) by midnight on 9<sup>th</sup>February 2025. Whatever your listing says at that point will be what goes into the *SOS Artist Directory*.

1. **Name (required):** Used for Listing Title on SOS website and app
2. First Name Used for A-Z sorting
3. **Surname (required):** Used for A-Z sorting
4. **Brief Summary (required):** This is what will show as a title under your name in the app  
e.g. Abstract artist, Watercolour & Mixed Media, Raku fired ceramics etc



This is how they look on the *Annual Open Studios > Member Listings* section of the website.

The screenshot shows the 'Annual Open Studios > Member Listings' section of the Suffolk Open Studios website. The page features two artist listings. The first listing is for Alison Hollingsworth, with callouts pointing to her name (1. Name), a red box around her brief summary 'Oils, acrylics, paper sculpture, textiles' (4. Brief Summary), and a red box around her directory/app statement 'Painting and sculpture. Intense, atmospheric still life and landscapes. Commissions taken for landscapes and portraits of people, places and pets.' (5. Directory/App Statement). The second listing is for Allan Williams, with a callout pointing to his directory/app statement 'Painting and sculpture. Intense, atmospheric still life and landscapes. Commissions taken for landscapes and portraits of people, places and pets.' (5. Directory/App Statement). The website header includes the Suffolk Open Studios logo and navigation menus for ABOUT US, ANNUAL OPEN STUDIOS, MEMBERSHIP, EVENTS, and MEMBER LINKS. A 'Load More' button and a 'Follow on Instagram' button are also visible.

- 5. Directory/App Statement (required):** This is what will appear in the SOS Mobile App as your description and in the printed SOS Artist Directory. It also appears on the summary page on the website. This is currently limited to 25 words.
- 6. Biography/Details (required):** You can add as much information as you like here, in fact, the more the better. This will appear on the website when someone clicks on your listing and is also crawled by Google so the more information you put on there, the more likely it is that people will find you when searching for various terms. You have some formatting options. Don't worry if the serif font here is not to your liking, the website's own style sheet will sort that out when the listing is published online.

The screenshot shows the 'Suffolk Open Studios' website with the 'Directory/App Statement' and 'Biography/Details' input fields. The 'Directory/App Statement' field is a text area with a character count of 0/25. The 'Biography/Details' field is a rich text editor with a toolbar and a character count of 0/1000. The website header includes the Suffolk Open Studios logo and navigation menus for ABOUT US, ANNUAL OPEN STUDIOS, MEMBERSHIP, EVENTS, and MEMBER LINKS. A 'Load More' button and a 'Follow on Instagram' button are also visible.



7. Tuition: Enter whether you offer classes as people often search for these.
8. Website URL: Enter the URL of your website and the link text (if any is entered) will be used to link to the website (e.g. [Cally's Website](#)).
9. Facebook Like Button: If you enter the full URL of your Facebook page, then you will see a like button on the bottom of your listing which shows how many likes your page has.
10. Facebook Page URL + optional link text: Again, enter the full URL of your Facebook page and you can also add some link text.

The screenshot shows the top navigation bar with the Suffolk Open Studios logo and menu items: ABOUT US, ANNUAL OPEN STUDIOS, MEMBERSHIP, EVENTS, MEMBER LINKS. Below the navigation is the registration form with the following sections:

- Tuition:** A checkbox labeled "Yes" with the instruction "Check if you offer tuition/classes".
- Website:** Two input fields labeled "URL" and "Link Text (optional)".
- Facebook Like Button:** An input field with the instruction "Full Facebook URL with https will put a Facebook like button on your listing".
- Facebook Page:** Two input fields labeled "URL" and "Link Text (optional)" with the instruction "Enter full URL - copy from above field.".

11. Instagram URL + optional link: Add the full URL including [www.instagram.com](http://www.instagram.com)
12. Phone Number: This is printed in the directory so that visitors can contact you by phone if they need to – really useful if they are struggling to find you. It is not shown on the SOS website but may be used by the committee to contact you if needed.
13. **Email (required):** For people to contact you via the website. This is **not actually shown** on the website – it's hidden in the background. This is also how the committee will usually contact you.
14. **June 2025 Opening Dates (required):** These can be completed or changed at any time before the deadline of 9<sup>th</sup> February 2025. If you are an Associate, please select 'Not Opening'.

The screenshot shows the registration form with the following sections:

- Instagram:** Two input fields labeled "URL" and "Link Text (optional)" with the instruction "URL of Instagram Page (full URL)".
- Phone Number:** An input field with the instruction "For the Directory/App, not the website.".
- Email:** An input field with the instruction "Shown in app, not on website.".
- June 2025 Opening Dates:** A dropdown menu with the instruction "Which weekends are you opening? (hold down the CTRL key on your keyboard while clicking with your mouse to enable you to select more than one)". The dropdown is open, showing options: 7/8 June 2025, 14/15 June 2025, 21/22 June 2025, 28/29 June 2025, and Not opening. A yellow arrow points from the dropdown to a callout box.

**Callout Box:** Hold down the CTRL key on your keyboard when clicking to select/unselect multiple dates.

15. **Studio Address:** The full postal address of the studio/gallery where you will be opening for Suffolk Open Studios. Leave blank if you are not opening.
16. **Postcode (required):** Please enter your postcode, even if you are not opening, as it helps with SOS Artist Directory distribution (as stated above, we expect non-opening members e.g. Associates to distribute at least 20 directories if possible). It also helps to confirm (together with the address, that non-opening members meet the residency eligibility requirements for membership.
17. **Studio Directions:** These usually appear in the printed directory, if there is room available, but will not be included in the App as it uses what3words. Be as succinct but as clear as possible with your directions please. We have deliberately kept the word count very low to be able to maximise the space for the image. If the image size is increased at any time, we could lose the directions altogether, as artists frequently ask for the featured image to be bigger.

The screenshot shows the top part of the Suffolk Open Studios application form. At the top left is the logo for Suffolk Open Studios, which includes a stylized hand holding a paintbrush and the text 'Suffolk Open Studios' and 'Artists opening their studios to the public'. To the right of the logo is a navigation menu with links: 'ABOUT US', 'ANNUAL OPEN STUDIOS', 'MEMBERSHIP', 'EVENTS', and 'MEMBER LINKS'. Below the navigation is the 'Studio Address' section, which includes a sub-heading 'For those opening their studio/group exhibition (the location MUST be in Suffolk)' and a large text input field. Below that is the 'Postcode\*' section, with a sub-heading 'You MUST live in Suffolk if applying for Associate membership or have a studio/exhibition space in Suffolk if opening.' and a text input field. Finally, there is the 'Studio Directions' section, with a sub-heading 'If opening, help visitors find you easily (25 words max.)' and a large text input field. A blue 'back to top' button is visible in the bottom right corner of the form area.

18. **what3words:** In order to pinpoint your location accurately on the App, and to create the map for the printed directory, we need you to enter your unique three-word location from the what3words website/App. Just go to the website at <https://www.what3words.com> and enter your address, then grab and drag the map to show the precise location of your studio/gallery and click on the square that comes closest. Your three-word code will then be displayed. Copy and paste this into this field on the application form. Remember to include the full stops in between the words. Please don't make us nag you incessantly about this – because we will!

The screenshot shows the bottom part of the Suffolk Open Studios application form. It features four distinct sections arranged in a 2x2 grid. The top-left section is 'What 3 Words', with a sub-heading 'Please go to the what 3 words app/website (what3words.com) and enter the unique three words for your studio location (if you are opening) in the format word1.word2.word3' and a text input field. The top-right section is 'Wheelchair Access?\*', with a sub-heading 'If opening, is there level access to the studio/exhibition space for wheelchair users?' and three radio button options: 'Yes', 'No', and 'Not Known'. The bottom-left section is 'Number of Directories\*', with a sub-heading 'Please select the number of directories that you can distribute. The more directories you distribute, the more visitors you are likely to get.' and four radio button options: '20 (Associates only)', '50', '100', and '200'. The bottom-right section is 'Directory Pickup Point\*', with a sub-heading 'Please indicate your preferred Directory allocation pickup point. We will do our best to assign you to the nearest one, but all options may not be available.' and five radio button options: 'Bury St Edmunds', 'Eye', 'Ipswich', 'Lowestoft', and 'Woodbridge'. A blue 'back to top' button is visible in the bottom right corner of the form area.

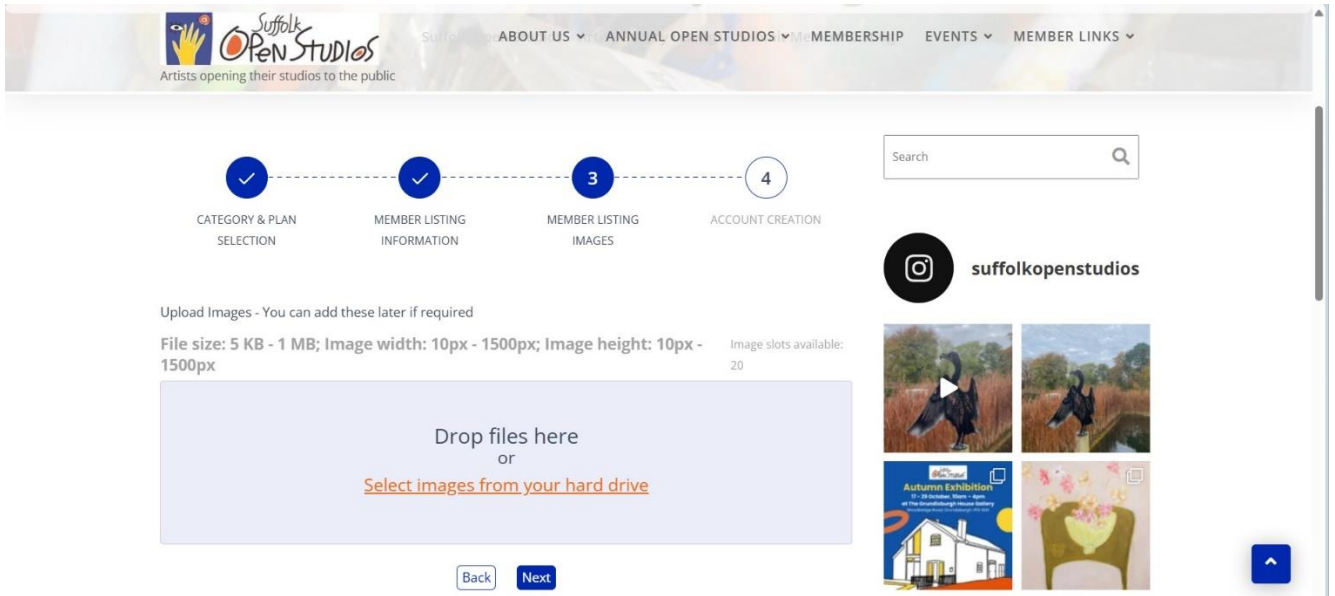
19. **Wheelchair Access (required):** Helps visitors decide which artists to visit and maybe create their own mini art trails. This is printed in the directory so should be accurate before we go to press.
20. **Number of Directories (required):** Part of the Member Terms & Conditions is agreeing to help distribute a quantity of the printed SOS Artist Directory. If you are opening your studios then we ask that you take an allocation of at least 100 directories, more if you are able. Remember to keep a few back to give to your visitors if they do not already have one. Non-opening members e.g. Associates, are asked to distribute at least 20 directories.
21. **Directory Pickup Point (required):** The directories are sent to several main hubs around the county. From there a quantity is distributed across a number of sub-hubs. We usually don't know where these hubs will be until membership closes at the end of January, but selecting an area from this list will give us a rough idea of the general area from which you might want to collect your allocation of directories.

22. **Visit by Appointment at Other Times?:** Although the printed SOS Artist Directory and App are primarily produced in support of the main Open Studios event in June, they are in fact year-round resources for galleries and collectors.
23. **Social Media Sharing:** You need to give us explicit permission here to share your work and events on our own social media accounts. If this isn't something you'd be interested in, please leave this box blank.
24. **Terms & Conditions:** We know that few people actually read Terms and Conditions, they feel it takes too long and we do understand their impatience to join Suffolk Open Studios. However, SOS is an organisation that requires its members to work together in many different ways so it's very important that you are fully aware of the commitments you are making. Our [Membership Terms & Conditions](#) aren't that extensive and you really need to know what they are before joining.

That's Step 2 completed (or partly completed for now). Click "Next" for Section 3.

**Step 3 is Member Listing Images.** You do not need to upload any images right now, but we strongly recommend that you add at least one to your listing at this point.

We frequently receive messages from artists who say their images are not loading. This is usually because a) they are in the wrong format – we ask for .jpg or .png images only please or b) they are too big – either the size of the image file is larger than 1MB or the dimensions of the image exceed 1500px in any one direction **All three conditions need to be satisfied** for your images to upload successfully.

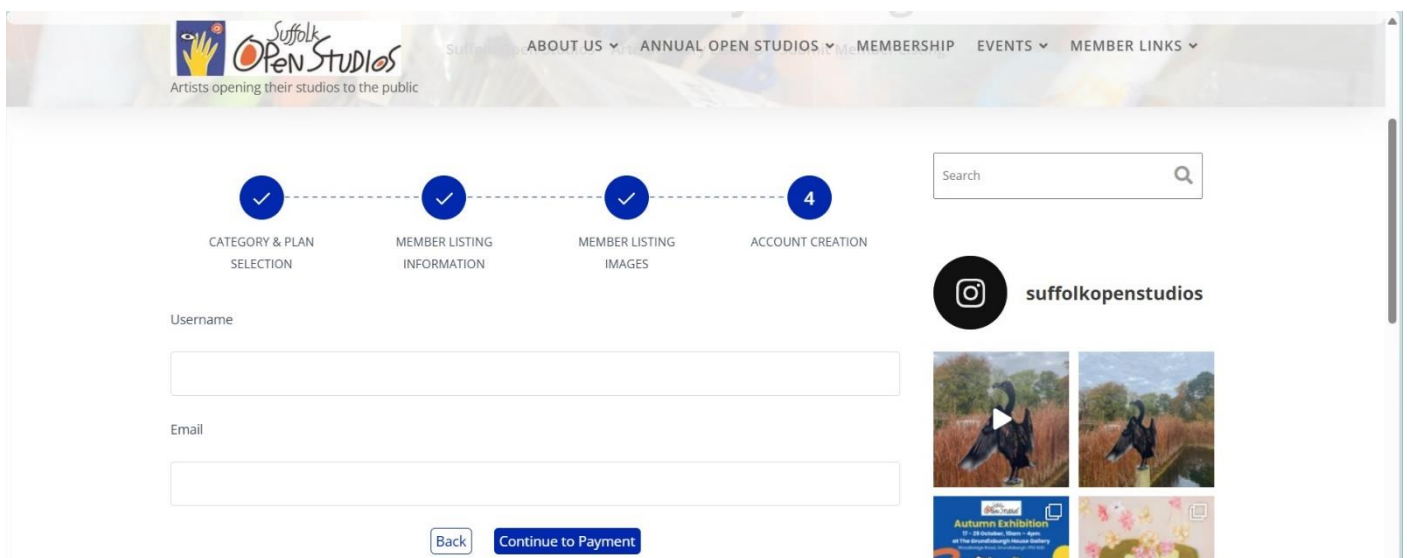


If you are struggling to compress or resize your images, we would be happy to help. Just email [openstudiossuffolk@gmail.com](mailto:openstudiossuffolk@gmail.com) for assistance.

Please note that the feature image in the printed directory and app are cropped square – so do bear this in mind.

To move on with your application click “Next”

**Step 4** is where you create a user account that will enable you to log back in to the site once your application has been approved. It is very important that you make careful note of the information you add here.



We will send a link to enable you to create a strong password to the email address provided here. Please check your spam/junk folder for this. Any email generated by the website directly is in danger of being mis-identified as spam. It also names “Wordpress” as the sender so even doing a search for Suffolk Open Studios may not find it. We are working on making this easier but for now, please bear with us and check your junk/spam folder. If it has ended up there you will need to move it to your inbox to click on the link. It would be a good idea to flag the email address as “not spam” at the same time.



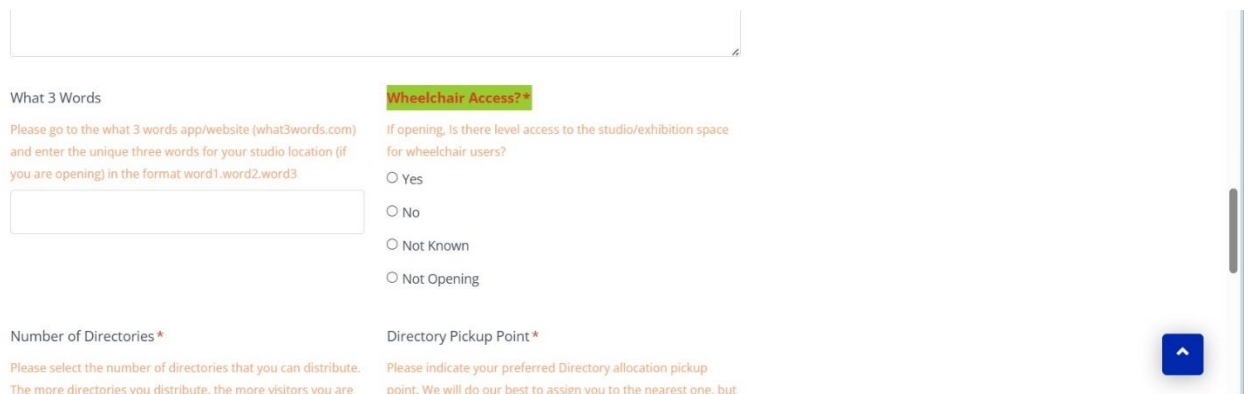
You can now click on the “Continue to Payment” button.

## Error messages

The website will carry out validation checks on some of your answers e.g. if you don’t put in an email address in the correct format it will flag it as an error. Similarly if you don’t complete a required field it will not let you move to the next step until something is written in the box.



This is nothing to worry about. The section(s) in question will be highlighted.



**IMPORTANT** Where we have run into problems in the past is when an application is abandoned part way through – which is one of the reasons why we have prepared this document. If you don’t immediately “Proceed to Payment” after you have completed Step 4 to create your account hoping to come back later to pay, when you do return, the website is likely to tell you that your email address is in use. We have had artists end up creating multiple accounts because of this. We can sort it out, but it’s a faff, it takes some time to do, and it’s probably better not to get tangled up in it in the first place.

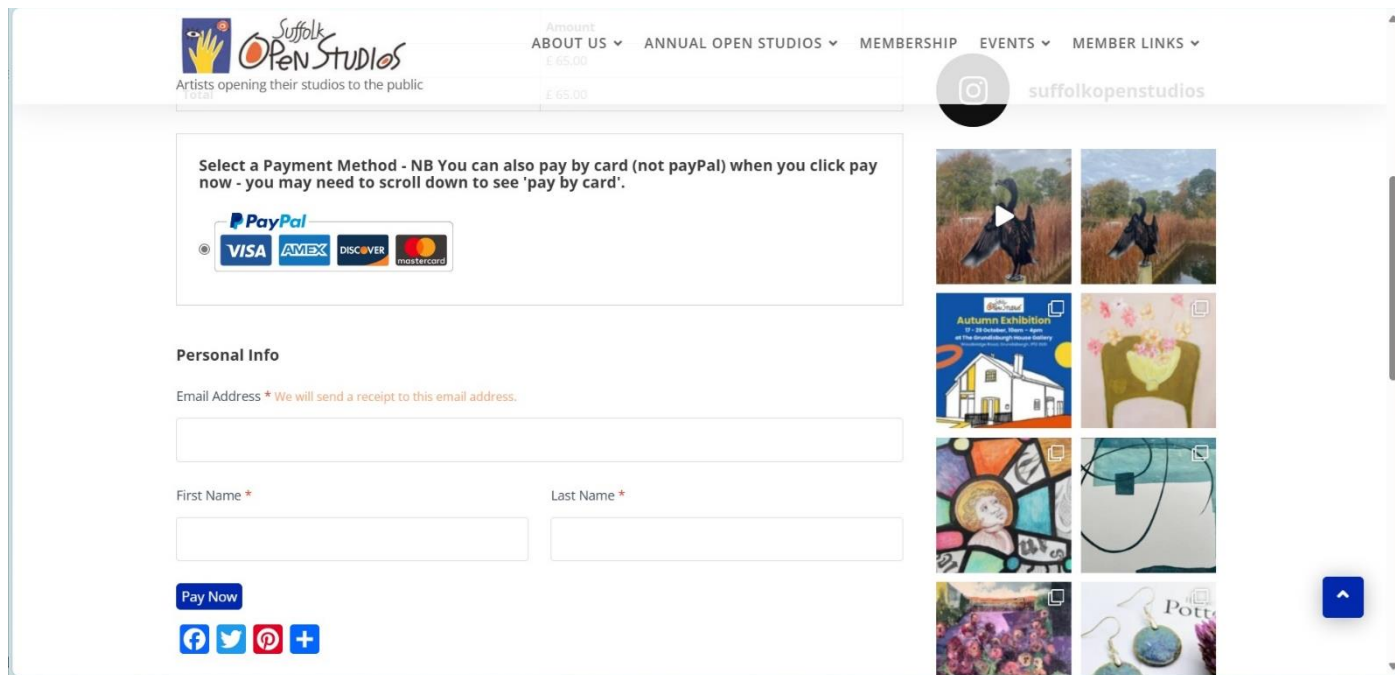
We want you to be sure that becoming a Suffolk Open Studios member is right for you. You have from 1<sup>st</sup> November 2024 to 31<sup>st</sup> January 2025 to think about it and make up your mind. So, we’re not trying to force you to pay, even if you decide you still have questions. What we are advising is that you get everything worked out in advance before starting the application process. But when you do start, it’s best to go all the way through to making your payment in one go.

If you do have any problems at all we are always here to help – just email us at [openstudiossuffolk@gmail.com](mailto:openstudiossuffolk@gmail.com).

Right – the last thing you need to do is make your payment.

You will be asked to “Select a Payment Method” but will be given one option only. This is because we use PayPal to process all of our transactions securely and do not hold any of your card details on our site. You DO NOT need a PayPal account to pay.

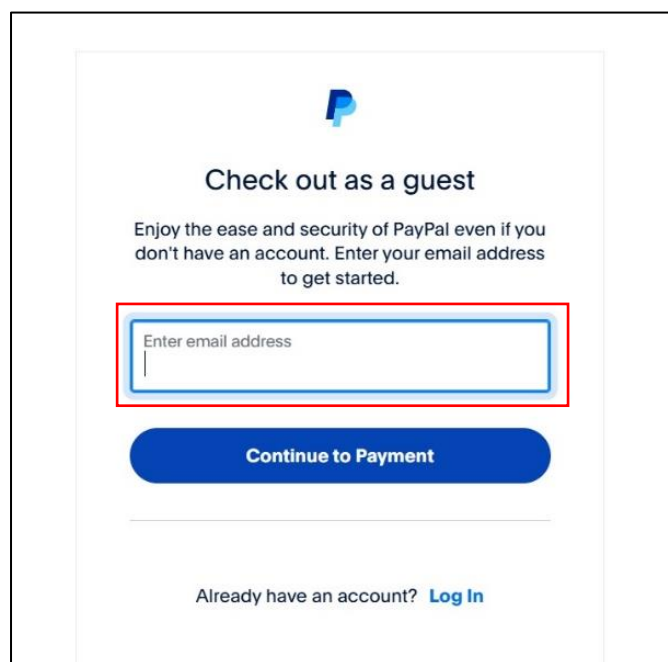
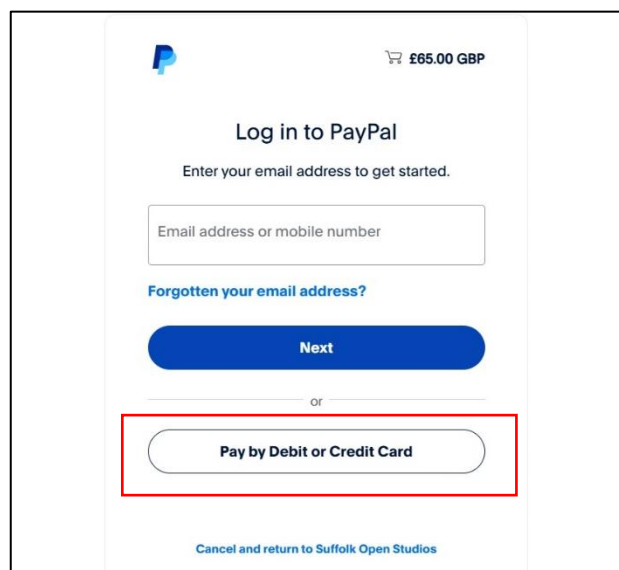
Select PayPal (clicking on the card logos doesn't do anything). Then fill in the email address to which you would like your payment receipt to be sent, and your first and last names, then click "Pay Now"



On the next screen, if you have a PayPal account you can use that. If not, don't worry about putting in your email address again – that's for PayPal users to log in to their PayPal accounts – just click on the "Pay by Debit or Credit Card" button.

You will now be able to "Check out as a guest"

You will need to put your email address in this time, then click on "Continue to Payment".



Remember to look out for those confirmation emails.

**Welcome to Suffolk Open Studios!**