

Coordinator Panel Access

As the coordinator of an Online Program, you can take advantage of the Coordinator Panel. The panel provides you access to order information, allowing you to track orders and compute revenue and profit.

Returning Coordinator? Already Registered?

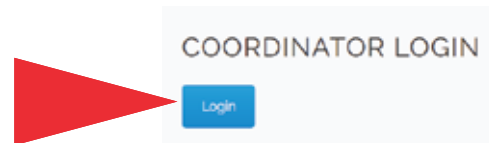
If you have coordinated an Online Program and registered in the past, it is not necessary to register again. Likewise, if you have placed an order in our Retail Store previously and already created an account, you do not need to register again. **However, you do need to notify us (Step #2)** that you are a coordinator, and provide your school name and code so that we can assign you to the account this year.

New to the program this year?

If this is the first year your school is participating in the Online Gallery, or if you are the new program coordinator, you will need to create an account so you can access your panel. Below are the steps:

1. Register

- Go to www.originalworks.com/gallerylogin
- Scroll down the screen to the Coordinator Login. Click "LOGIN"
- Click CREATE AN ACCOUNT
- Complete the registration form.



2. Notify Original Works

- Once you have registered, email info@originalworks.com and let us know you have registered.
- Include your school account code/name when notifying us.
- Original Works will activate your panel and notify you when complete.

Please note that access to your Coordinator Panel may not be available immediately, as it is only available AFTER the artwork has been scanned and uploaded.

3. Access your panel

- Go to: <https://store.originalworks.com/gallerylogin>
- Scroll down the screen to the Coordinator Login. Click "LOGIN"
- Enter the email and password in the "Registered Customers" section
- This will open your Account Dashboard
- **Coordinator Panel** is the last option

My Account

- ▶ My Account
- ▶ My Orders
- ▶ Address Book
- ▶ Account Information
- ▶ Store Credit
- ▶ Gift Card
- ▶ Reward Points
- ▶ Gift Registry
- ▶ My Invitations
- ▶ My Payment Data
- ▶ MY ARTWORK
- ▶ MY APPLICATION
- ▶ COORDINATOR PANEL

3. Availability of information

When your program has ended, ordering information is no longer accessible. If you need assistance with order questions please contact Customer Service at 518.584.9278 or cs@originalworks.com