

Coordinator Panel Setup

As your school gallery opens up for orders, we want to ensure that you are able to take advantage of the Gallery Coordinator Panel, which enables you to track orders as they are placed and compute total revenue and profit.

Once your artwork is complete and ready to submit, please take a few moments and follow the steps below to register. Note that if you have run the Gallery program before and registered previously, it is not necessary to register again.

STEP 1: REGISTER

- Go to www.originalworks.com
- From the top menu select "GALLERY"



- Scroll down the screen to the Coordinator Login. Click "LOGIN"
- Click CREATE A NEW ACCOUNT
- Complete the registration form.



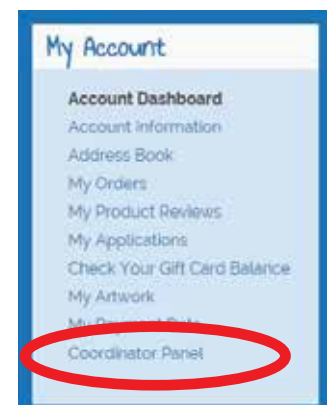
STEP 2: CONTACT US

Once this is done, e-mail us at OWYHQ@Originalworks.com and tell us you have registered. Please include your school code when notifying us. We will open up your panel and e-mail you back.

STEP 3: ACCESS YOUR PANEL

To access your panel, please do the following:

- Go to: www.originalworks.com
- From the top line menu, select "GALLERY"
- Scroll down the screen to the Coordinator Login. Click "LOGIN"
- Enter your e-mail and password in the "returning customers" section. This is the e-mail and password you established when setting up your account.
- This will provide you with access to your Gallery Dashboard.
The Coordinator Panel is the last option on the Gallery Dashboard.



Please contact us at OWYHQ@Originalworks.com should you require further assistance.