

Coord. Panel Access

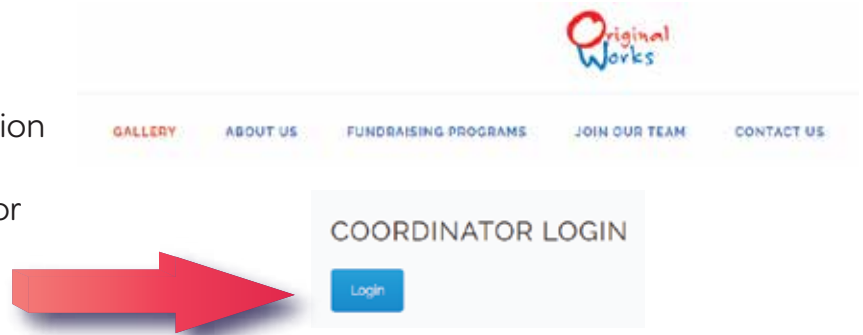
As the coordinator of an Online Gallery Program, you can take advantage of the Gallery Coordinator Panel. The panel provides you access to order information, allowing you to track orders and compute revenue and profit.

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
- Click on "GALLERY" from the top navigation
- Scroll down the screen to the Coordinator Login. Click "LOGIN"
- Click CREATE AN ACCOUNT
- Complete the registration form.



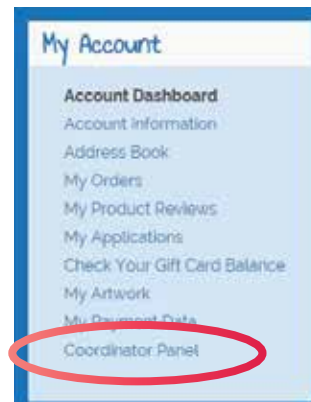
2. Notify Original Works

- Once you have registered, email OWYHQ@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 your Gallery has been created.

3. Access your panel

- Go to www.originalworks.com
- Click on "GALLERY" from the top navigation
- 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



Returning Coordinator? Already registered?

If you have coordinated an Online Gallery program and registered in the past, it is not necessary to register again or notify us unless information (i.e., e-mail address, school code, etc.) has changed. Likewise, if you have placed an order in our eStore previously and already created an account, you do not need to register again. **However**, you do still 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 that account.