Instructions on creating Private Rooms - Draft

Private Rooms are administered in the Selections area. You can import Selections in the same manner that you import Exhibitions. You can also add works to Selections in the works admin in the same way that you can add work to exhibitions. Each Selection gets assigned it's own member group and appears as an individual room.

Price display
You can designate specific prices for works in Private rooms. Retail will display by default but you can also choose any of six auxiliary fields to display for that Selection.

How to create a Private Room

1. Create a member group for that room
    ○ In your online admin go to Members
    ○ Select Member Groups
    ○ Select New Group
    ○ Give your Group a name (i.e. Private Group 1) and access level 2
    ○ Press Save
    ○ Select Browse Members
    ○ You can click on an existing member and add them to the Group by checking "Private Group 1" and then Save
    ○ You can create a new member and add them Private Group 1
    ○ If you want a single login to access one or all private rooms you can create a generic user and add them to the Member group which will have access to that room

2. Two ways to create a Selection:
    A) Import a Selection
        ○ Import a selection of works from Pro or Gallery Pro by selecting "Import work as Selection" from the dropdown menu on the import page
        ○ In the main admin go to "Selections" where you will see "My New Selection" and today's date
        ○ Select "My New Selection"
        ○ Update your Selection Title
        ○ Assign Member Group privileges with the "Private Group" dropdown
        ○ Choose Price display setting from dropdown (retail displays by default)
        ○ Add Selection Start and End date in format: Jan 1, 2012
        ○ Press Save
    B) Create a Selection
        ○ In the main site admin click on Selections

- Click on New Selections
- Add a Selection Title
- Assign Member Group privileges with the "Private Group" dropdown
- Choose Price display setting from dropdown (retail displays by default)
- Add Selection Start and End date in format: Jan 1, 2012
- Press Save
- Add works to your Selection - Click on Works in left menu
- Click "View" next to the work
- At bottom right of Edit work page in the "Add Work to:" area select the Selection to add the work to and click "Add Work To"
- Press Save