

Art Vendor Program

Lottery Registration Guide

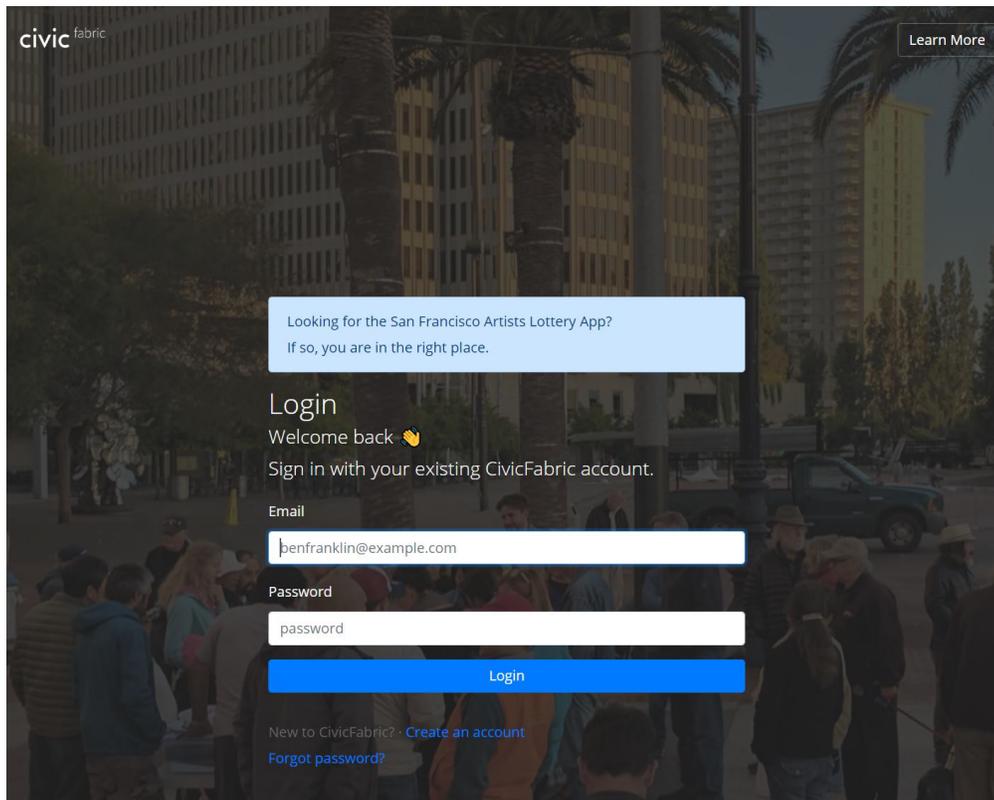
Welcome to the
San Francisco Arts Commission - Art Vendor Program!

This guide is available to assist with registration into the lottery system. In order to participate in the lottery system, your account must be active and you must have a current email address. Please contact the San Francisco Arts Commission for payment options, or for more information please visit:

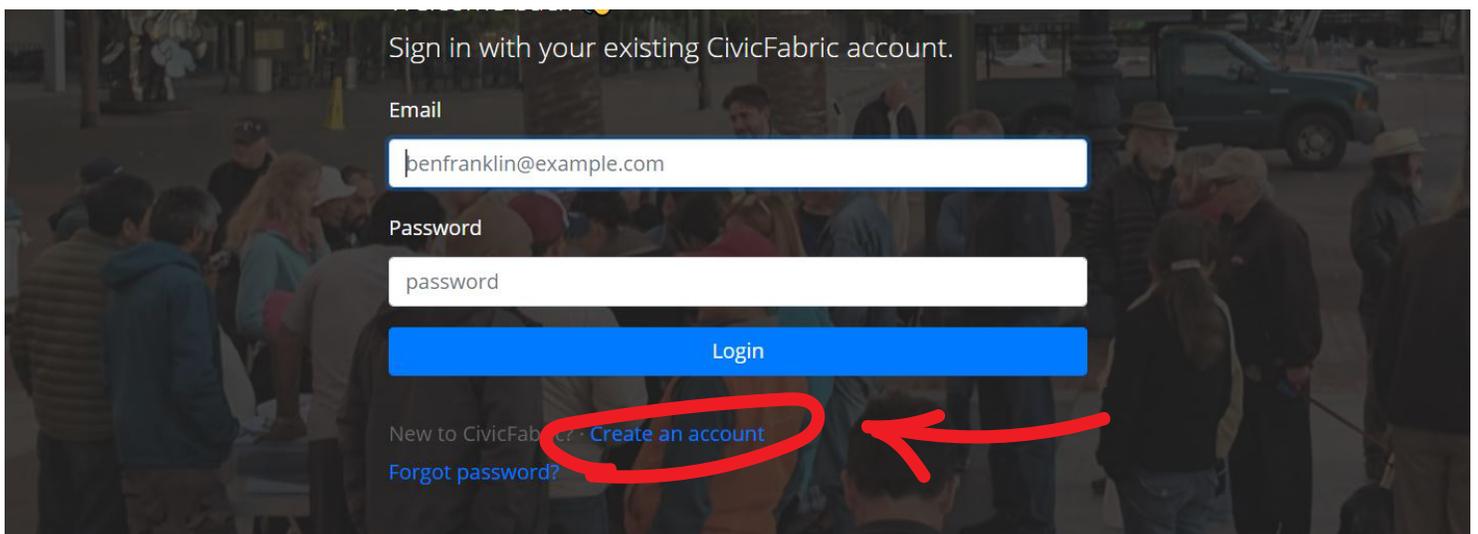
www.sfartscommission.org/find-opportunities/art-vendor-programs

When you are ready to begin please follow this guide to begin the registration process.

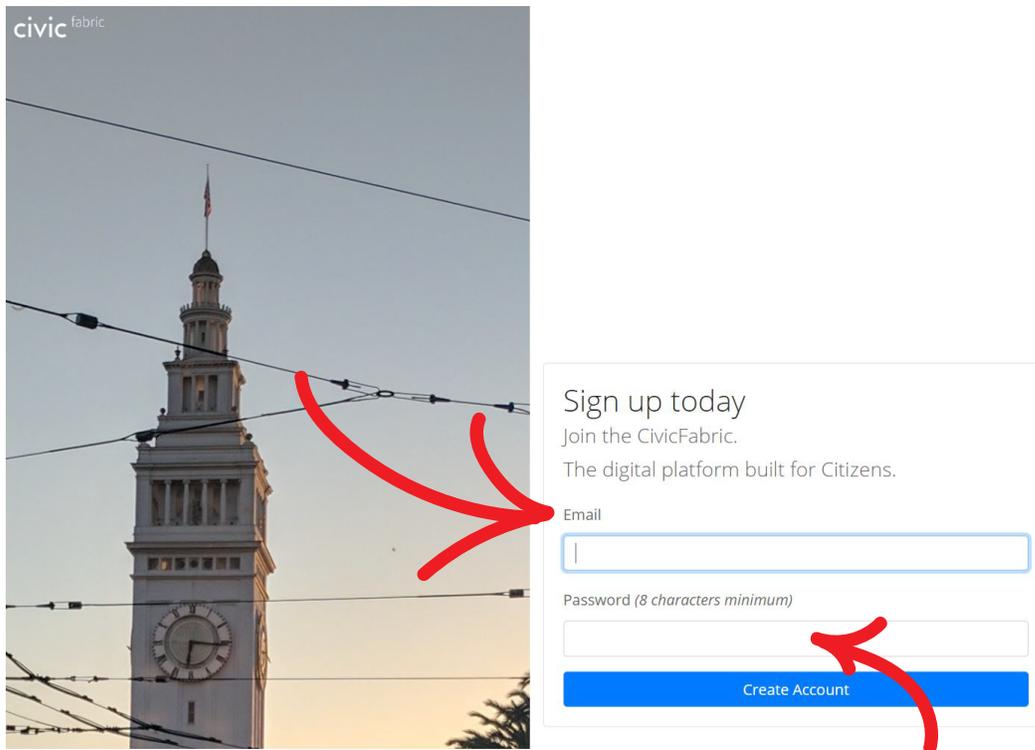
Step 1: Lets begin by open your web browser.
In the search bar go to: www.Civicfabric.com.



Once the page shows up, click on **“Create an account”**.



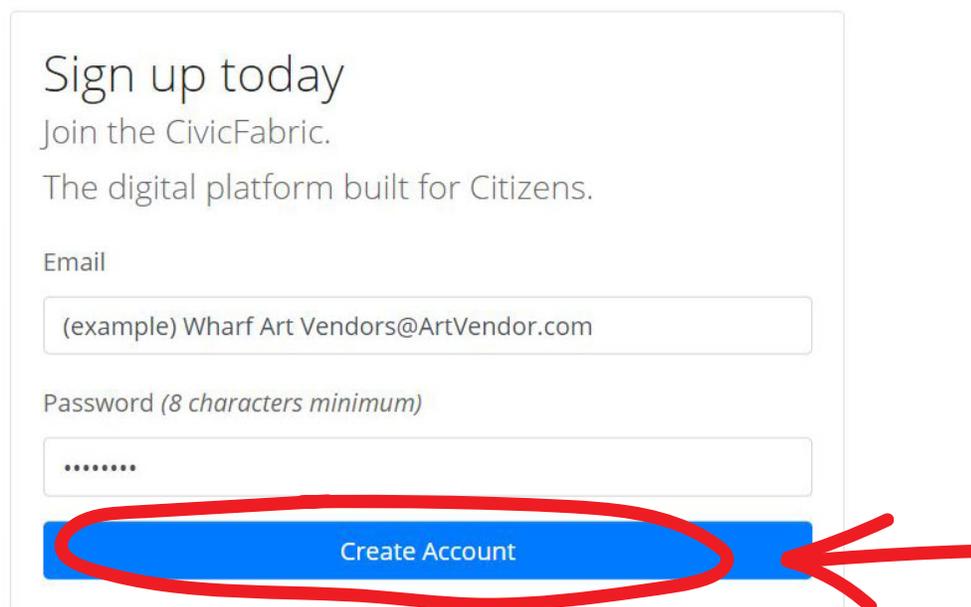
Step 2: Once this page is displayed on your screen, enter in your current **email address** and **create a password** (write this down and keep it safe!).



The image shows a sign-up form for CivicFabric. The form is overlaid on a background image of a clock tower. The form includes the following elements:

- Logo: civic fabric
- Text: Sign up today, Join the CivicFabric. The digital platform built for Citizens.
- Form fields: Email (with a red arrow pointing to it) and Password (8 characters minimum) (with a red arrow pointing to it).
- Button: Create Account (with a red arrow pointing to it).

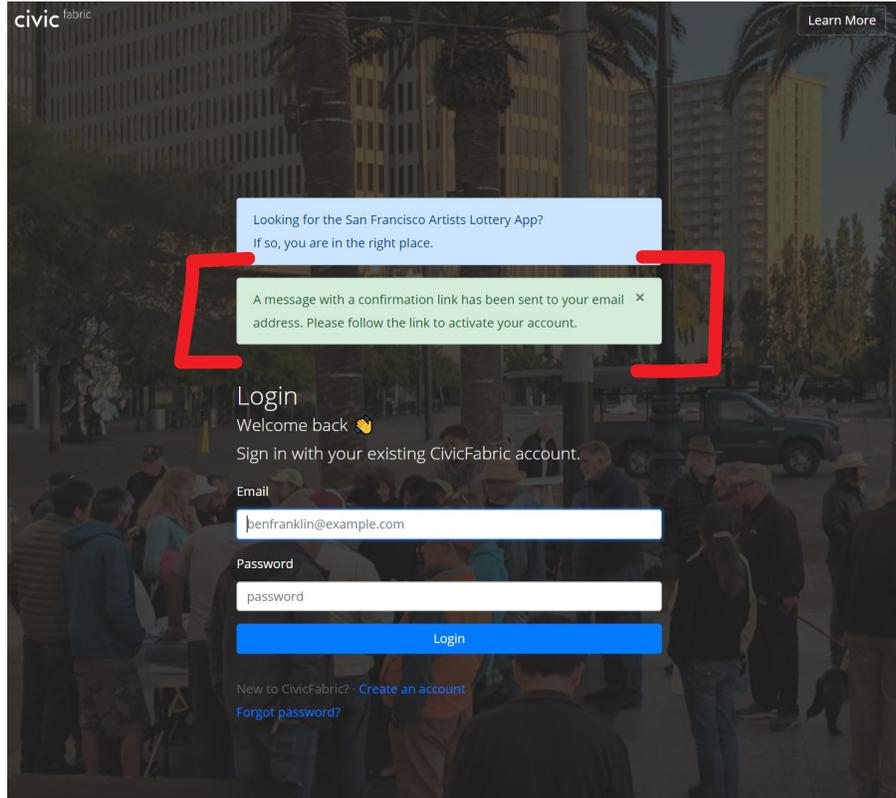
After you enter your current email and a password, press on **“Create Account”**.



This image is a close-up of the sign-up form. The 'Create Account' button is circled in red, and a red arrow points to it from the right. The form includes the following elements:

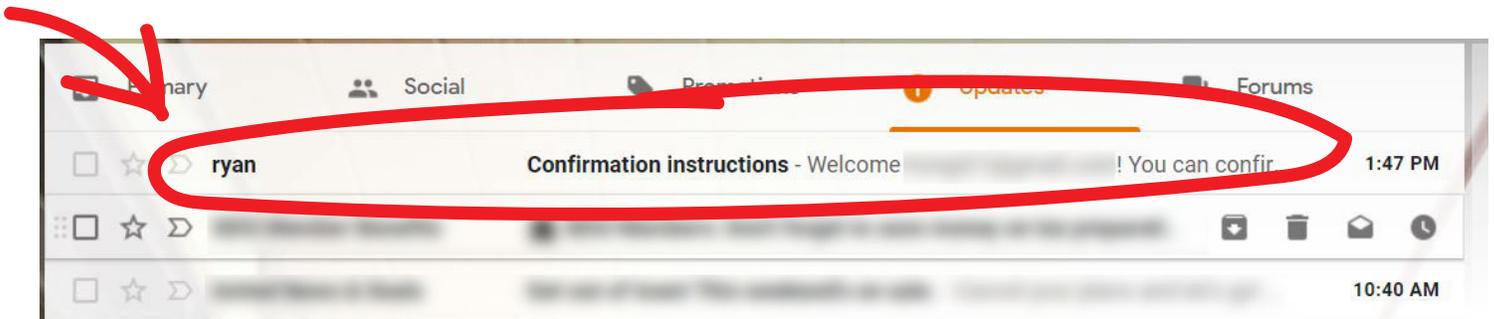
- Text: Sign up today, Join the CivicFabric. The digital platform built for Citizens.
- Form fields: Email (with the example text '(example) Wharf Art Vendors@ArtVendor.com') and Password (8 characters minimum) (with masked characters '.....').
- Button: Create Account (circled in red).

You've just created an account! The following page should look like this:

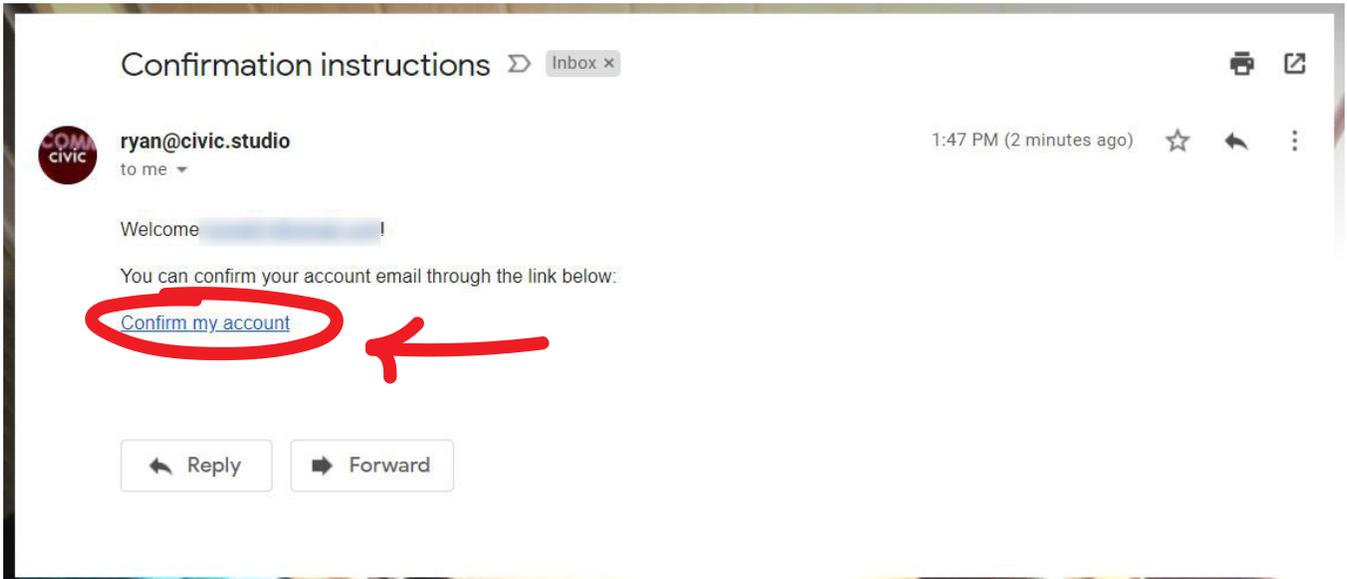


Step 3: The green box in the above example will direct you to check your email for a new message from Ryan. Go to your email and wait for a message in your inbox.

(sometimes it may be sent to your spam folder, make sure you check there if it does not show up after a few minutes).

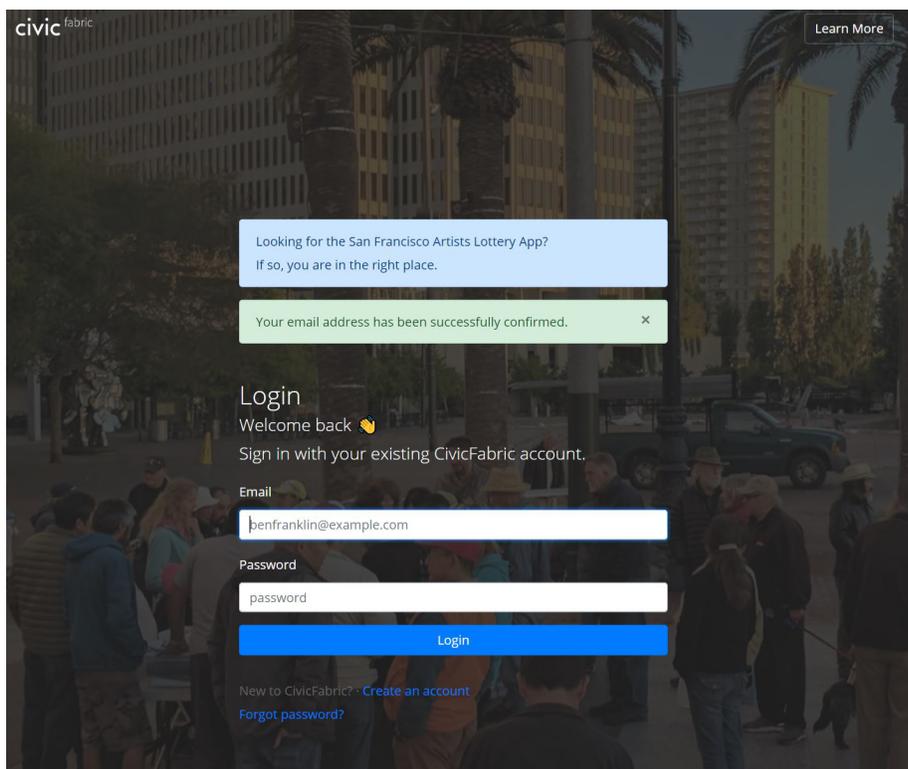


Open the email and press "**Confirm my account**"



After pressing “**Confirm my account**”, your web browser will automatically open civicfabric.com and display a new message in a green box (see example below).

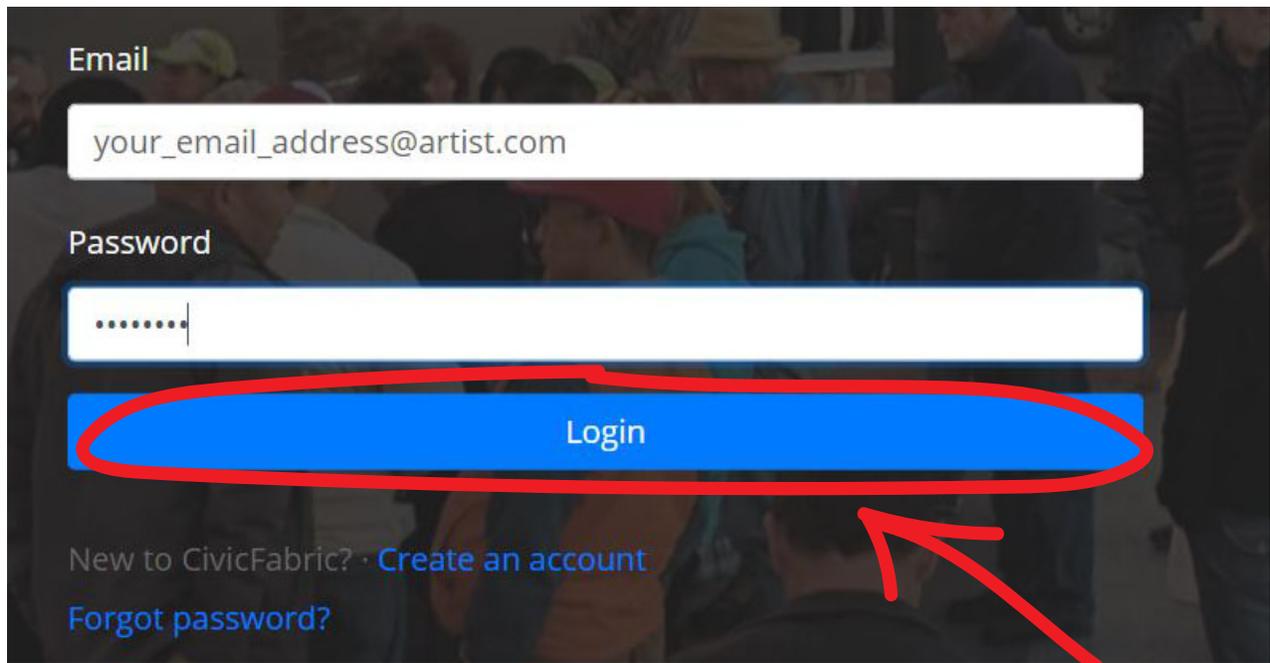
The green box should say:
“**Your email address has been successfully confirmed**”



Step 4: After successfully creating an account, please inform a member of the San Francisco Arts Commission that you have created an account for the lottery.

From there a member of the Art Vendor Program will activate your account.

Step 5: Enter in your email and password then press "**Login**".



The image shows a login form with the following elements:

- Email:** A text input field containing the placeholder text "your_email_address@artist.com".
- Password:** A text input field with a masked password represented by seven dots.
- Login:** A prominent blue button with the text "Login" centered on it. This button is circled in red.
- Links:** Below the form, there are two links: "New to CivicFabric? · [Create an account](#)" and "[Forgot password?](#)". A red arrow points from the bottom right towards the Login button.

When you access your account for the first time, you will be asked to update your profile.

To do this go to "**Edit Profile**" and fill in the information (i.e. first name, mobile number, etc...)

(See the example on the next page).

Please fill in your

First Name

Last Name

Mobile Phone Number

Please use a phone number where you can receive alerts.

A screenshot of the civic fabric user profile page. The page has a blue header with the 'civic fabric' logo and a user name 'T.H.'. On the left, there is a profile picture placeholder and a 'User Account' button. Below that is a menu with options: 'Civic Fabric Settings', 'View Profile', 'Edit Profile' (circled in red), 'Application Settings', 'Street Artist Lottery App', and 'Find other civic apps'. On the right, there is a 'Profile' section with input fields for 'First name', 'Last name', 'Email', 'Mobile number', 'Address', 'SF street artist registration', 'Registration expiration date', and 'Veteran status inactive'. The footer includes the 'civic' logo and the tagline 'Smart software for smart citizens'.

The phone number will be used to send you notifications when the lottery drawings happen as well as reminders - you may opt out of this option if you like. You will still receive a notification via email but you must make sure to check your email per lottery drawing.

This is your responsibility.

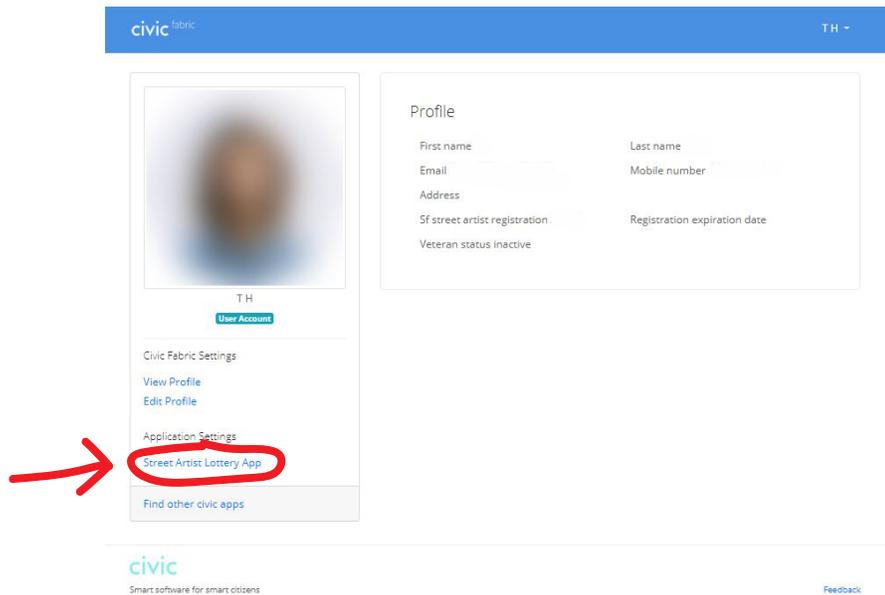
Please inform a member at the SFAC for assistance.

A screenshot of the civic fabric user profile page, similar to the one above but with form fields highlighted. The 'First name' field contains the text 'Enter your first name' and the 'Last name' field contains 'Enter your last name'. The 'Email' field contains 'example_email@gmail.com' and the 'Mobile number' field contains 'Enter your phone number'. The 'Address' section has fields for 'Street1', 'Street2', 'City', 'State', and 'Zip'. A blue 'Update Profile' button is at the bottom of the form. The footer is the same as the previous screenshot.

When you are done, press **Update Profile**. This will bring you to the next page.

Step 6: In order to see the lotteries, you will need to activate the **“Street Artist Lottery App”**, located on the left hand side under **“Application Settings”**.

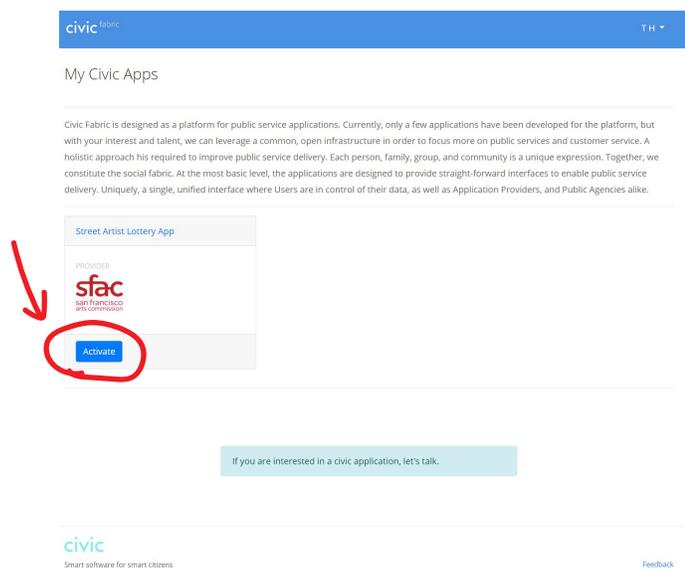
(See the example image below)



After you press on the **“Street Artist lottery App”** -the page will direct you to an Activation page. (See below for the example).

After reading this page,

Press the **“Activate”** button to get started.



Congratulations!

You have successfully created your new account!
What to do next?

View the “How-to Guide on Signing Up For The Lottery”
This guide will go step-by-step on how to register for each
lottery per quarter. If you have any questions, please
contact the San Francisco Arts Commission for
assistance.

Happy Crafting and Art Making!