

## Directory of Potters

### Instructions for Submitting A Listing

As our mission focuses on North Carolina pottery/ceramics, only North Carolina potters and ceramic artists who live in and sell work in North Carolina are eligible to be listed in the North Carolina Pottery Center's Directory of Potters.

Any potters meeting the above criteria are eligible for inclusion in the North Carolina Pottery Center's Directory of Potters with a free base listing.

To see an example of how your entry might look in the directory, please see "Joe Example Ceramics" in the directory.

To submit a listing:

- 1) Locate and click on the Submit A Listing button on the Directory of Potters page.
- 2) Choose the appropriate Geographic Region for where you are located and click Continue.
- 3) *Fill in the following Listing Information fields taking the time to carefully read and follow any formatting guidelines/instructions that may be next to those form fields.*

Listing Information form fields:

\*denotes required fields

Business Name\*

Potter Name(s)\*

Business Description\* (Note: 250 character max!)

County\*

Mailing Address\*

Physical Address\*

Zip Code\*

Business Phone\*

Business Email\*

Status\*

Shop/Studio Availability\*

Normal Days/Hours of Operation (Be sure to follow the formatting guideline next to this field.)

I also sell

Website Address

Facebook Address

Country

State

City (DO NOT WORRY if you don't see your City as an option. That simply means it hasn't been added to the Directory yet and that we will need to do that on the backend for you before your listing goes live.)

- 4) Read and accept (checkbox) the Terms and Conditions.

- 5) Fill in the reCAPTCHA box to help prevent spam.
- 6) Click continue.
- 7) Your listing should submit. We will review and approve it (making any necessary and appropriate modifications and edits), generally within 72 hours.

Yes, some of the information requested is duplicative. This is necessary because of how the Directory plugin requests and processes information. You still need to enter all required information as requested in the format requested.

Thank you! And welcome to the Directory of Potters.

Lindsey

Executive Director, North Carolina Pottery Center