



CONTRIBUTORS GUIDE

NATIONAL TILE INSTALLATION REGISTRY

THE REGISTRY OF IMPORTANT HISTORIC AND CONTEMPORARY TILE INSTALLATIONS
A PROGRAM OF THE TILE HERITAGE FOUNDATION



The Registry is a public database of important historical and contemporary tile installations.

Its purpose is to inspire the protection and appreciation of these sites by connecting people to the history of tile and the ceramic tile industry of today.



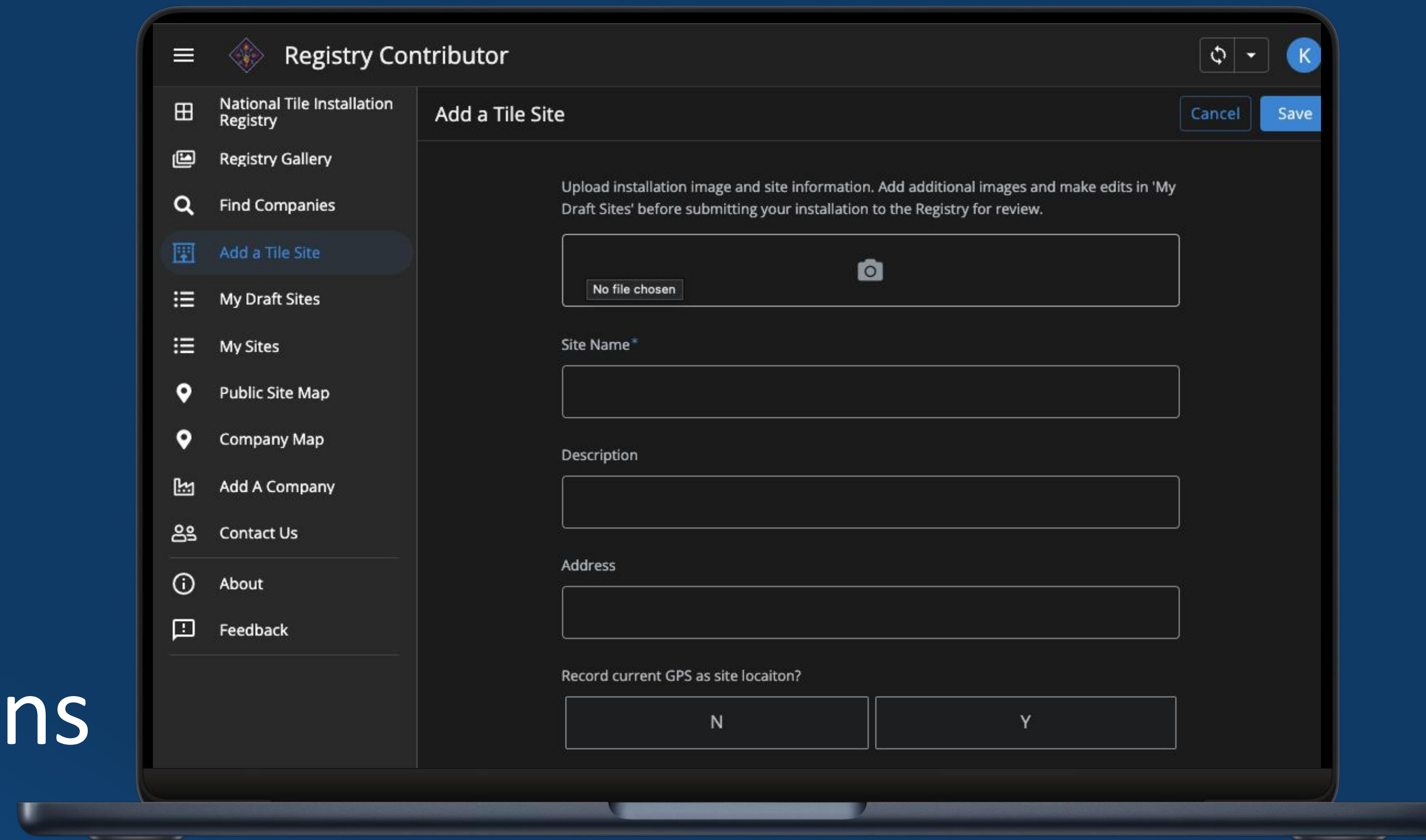
To be considered for the Registry a site must meet at least one of the following criteria:

- Represents a masterful architectural installation of ceramic tile or mosaic art
- Demonstrates superior installation craftsmanship and design
- Is an as exceptional example of a cultural tile-making tradition or mosaic technique
- Illustrates a dramatic or important advancement in artistic or industrial tile making or use
- Is a significant permanent museum tile collection

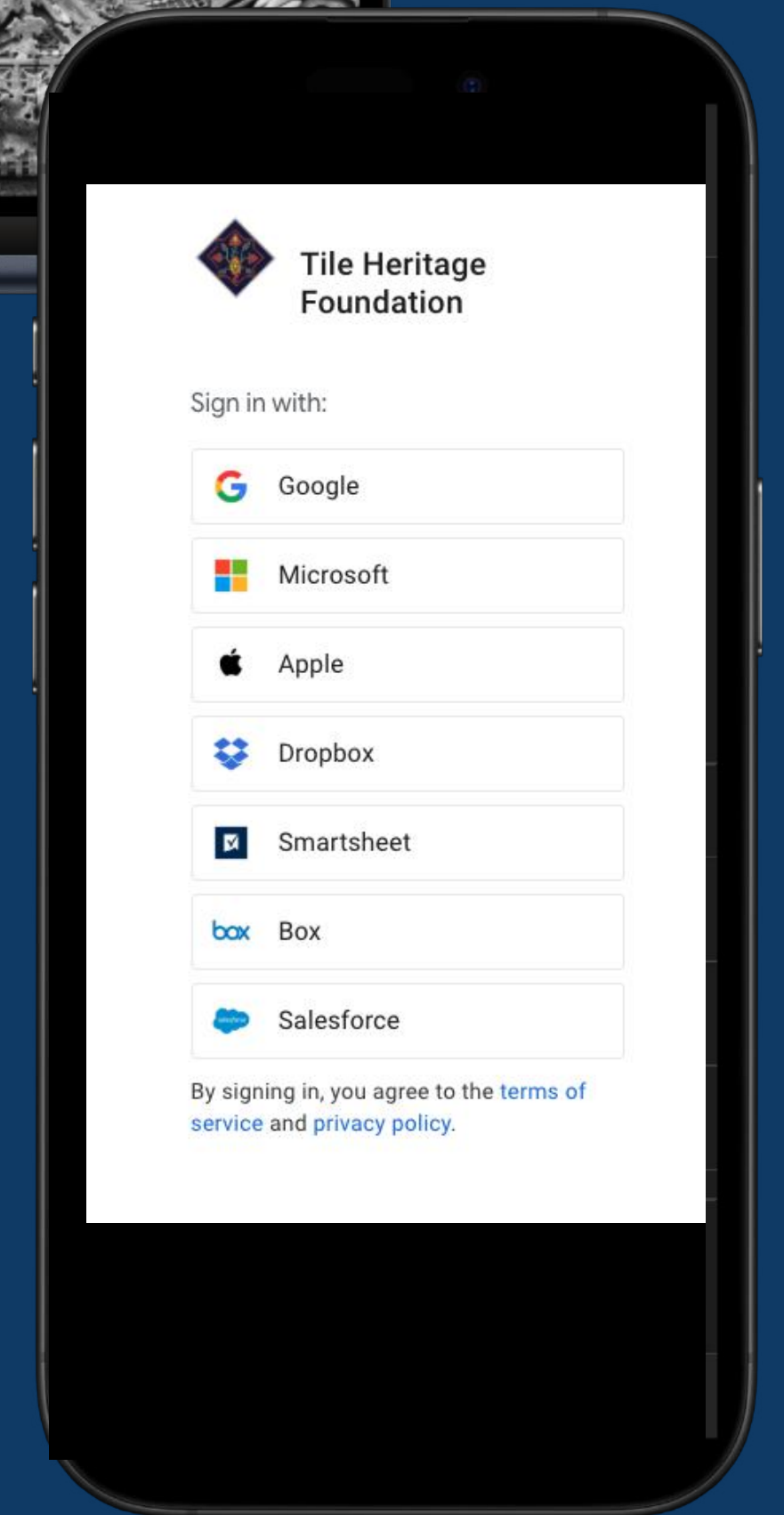
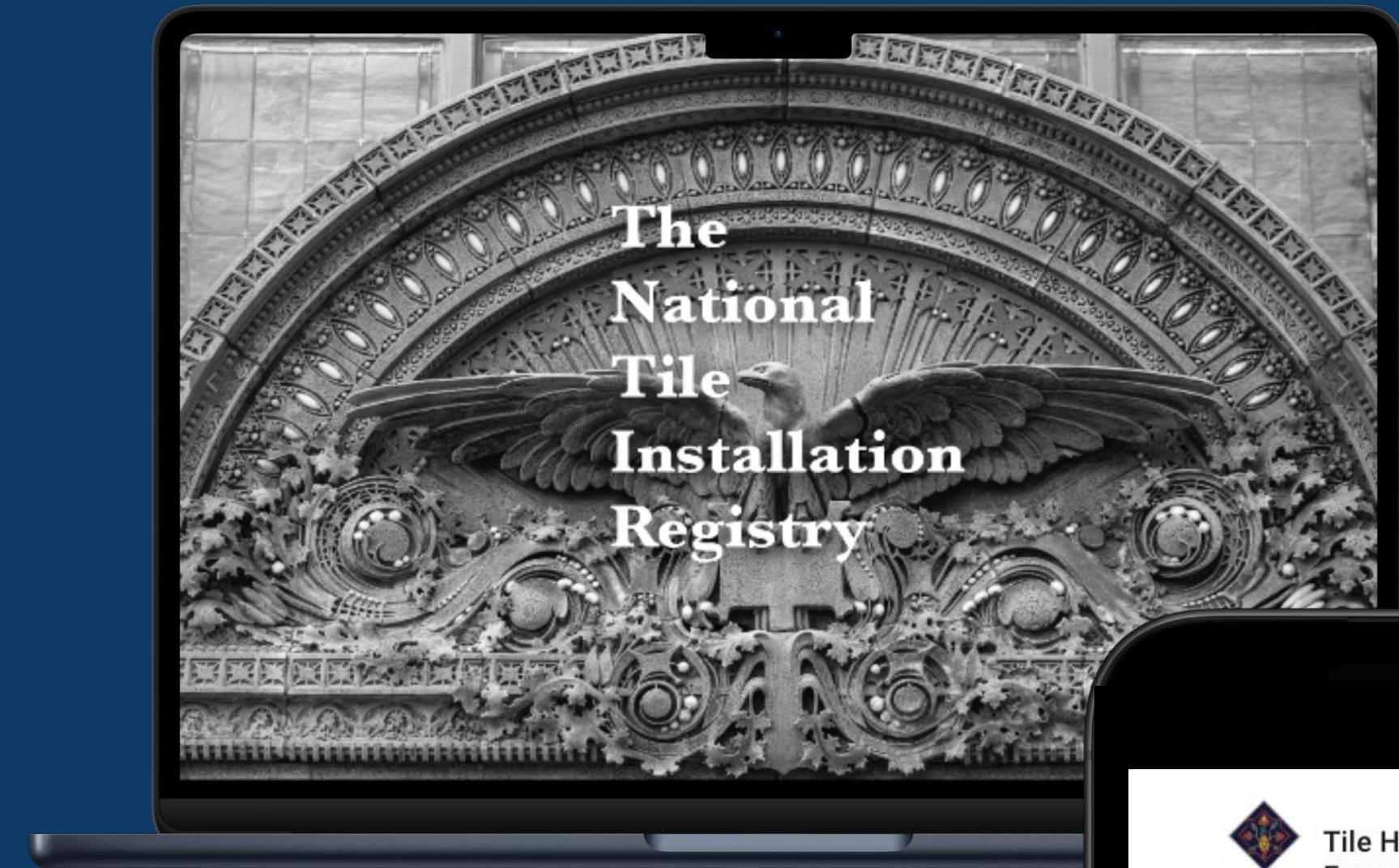
Foundation staff, officers, and industry experts will approve sites for registry final inclusion.

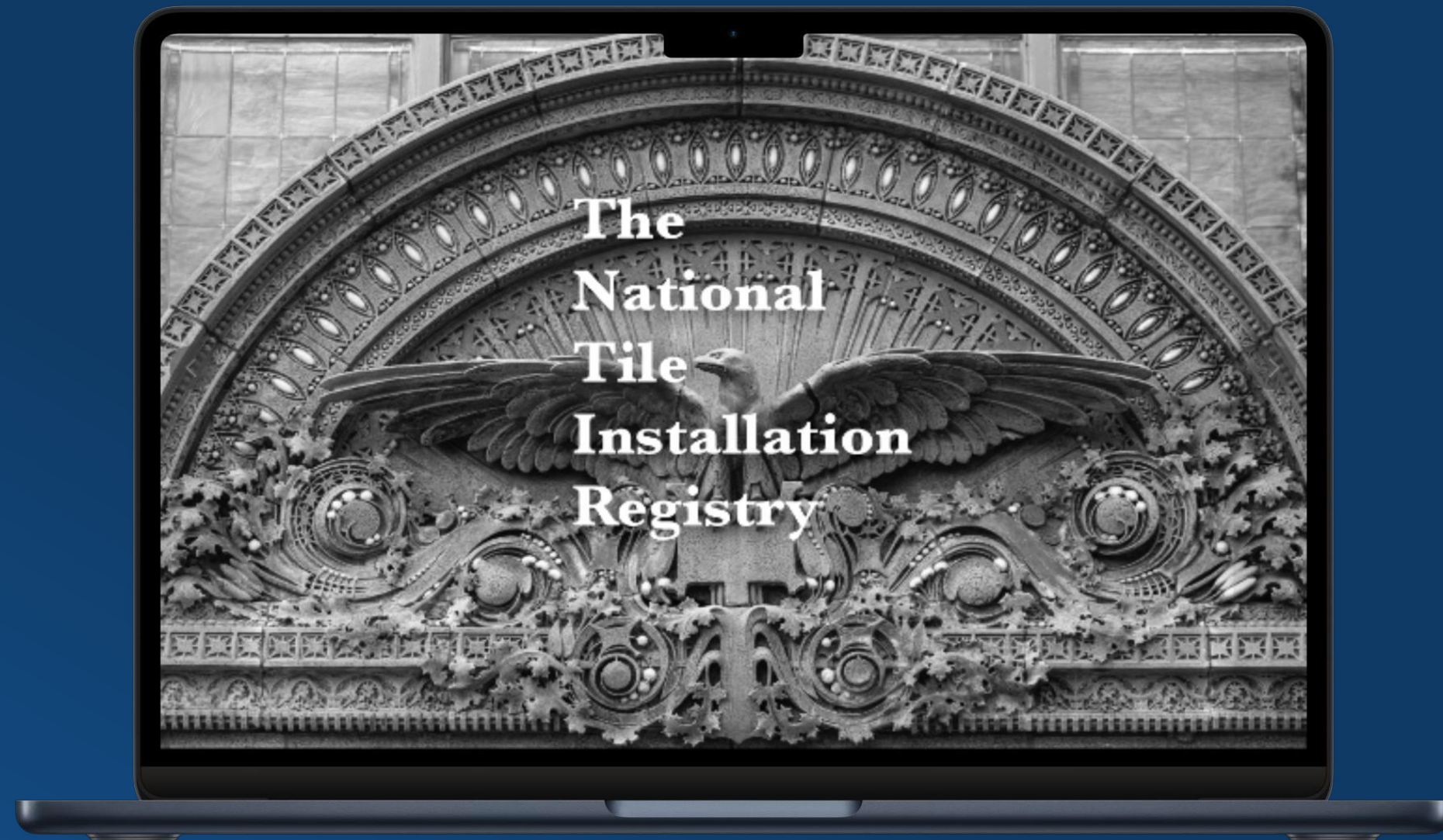
The registry is a crowd sourced effort where volunteers contribute sites for inclusion using the Registry Contribution Application.

Desktop and Mobile versions are available.



The Registry is built on the Google Appsheet Platform, which requires you to login using one of several services to access the Registry Contributor application.





Desktop

[https://www.appsheets.com
/start/75969a2f-a3bb-
4255-86d0-a515d33155d8](https://www.appsheets.com/start/75969a2f-a3bb-4255-86d0-a515d33155d8)



Mobile

[https://www.appsheets.com/newsho
rtcut/75969a2f-a3bb-4255-86d0-
a515d33155d8](https://www.appsheets.com/newshortcut/75969a2f-a3bb-4255-86d0-a515d33155d8)

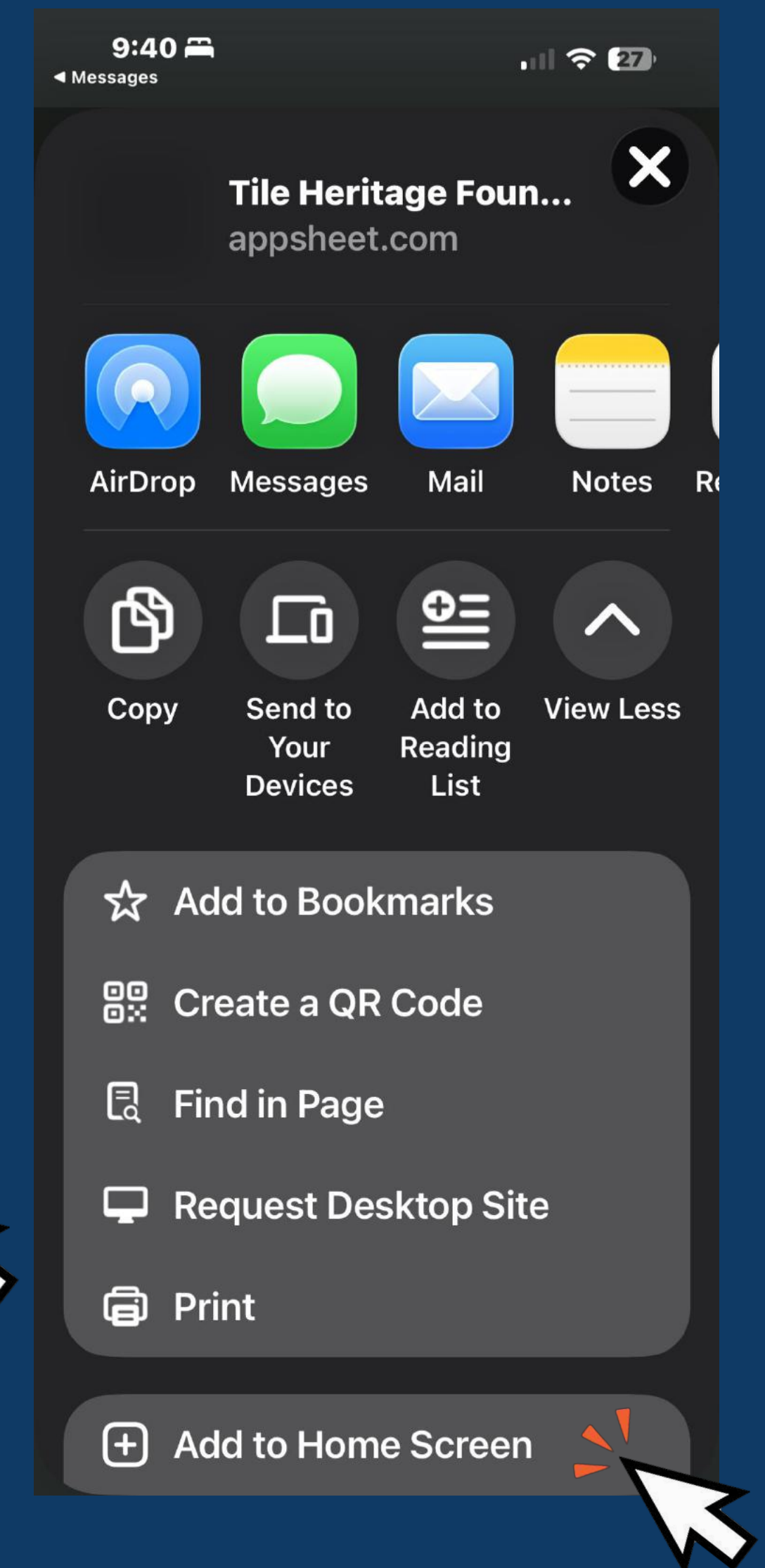
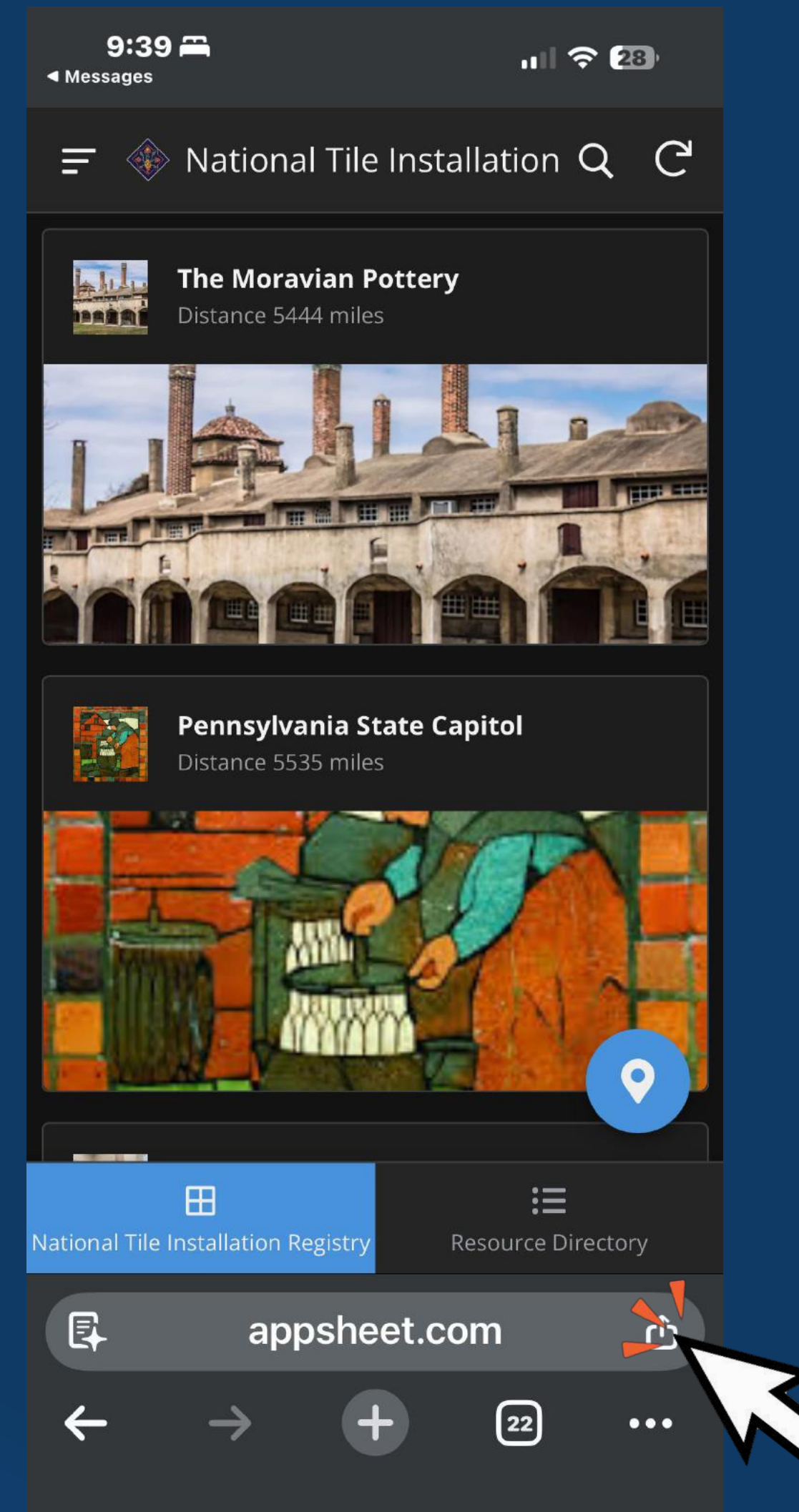
To save the link to your home screen:

On iPhone

- Tap the **Share** button (the square with an arrow pointing up) in the bottom browser toolbar.
- Scroll down the menu and select **Add to Home Screen**.
- Name the app (e.g., *National Tile Installation*) and tap **Add**.
- Go to your home screen and **open the app from the new icon you just created**. It will now launch in its own standalone window without the Safari address and navigation bars.

On Android

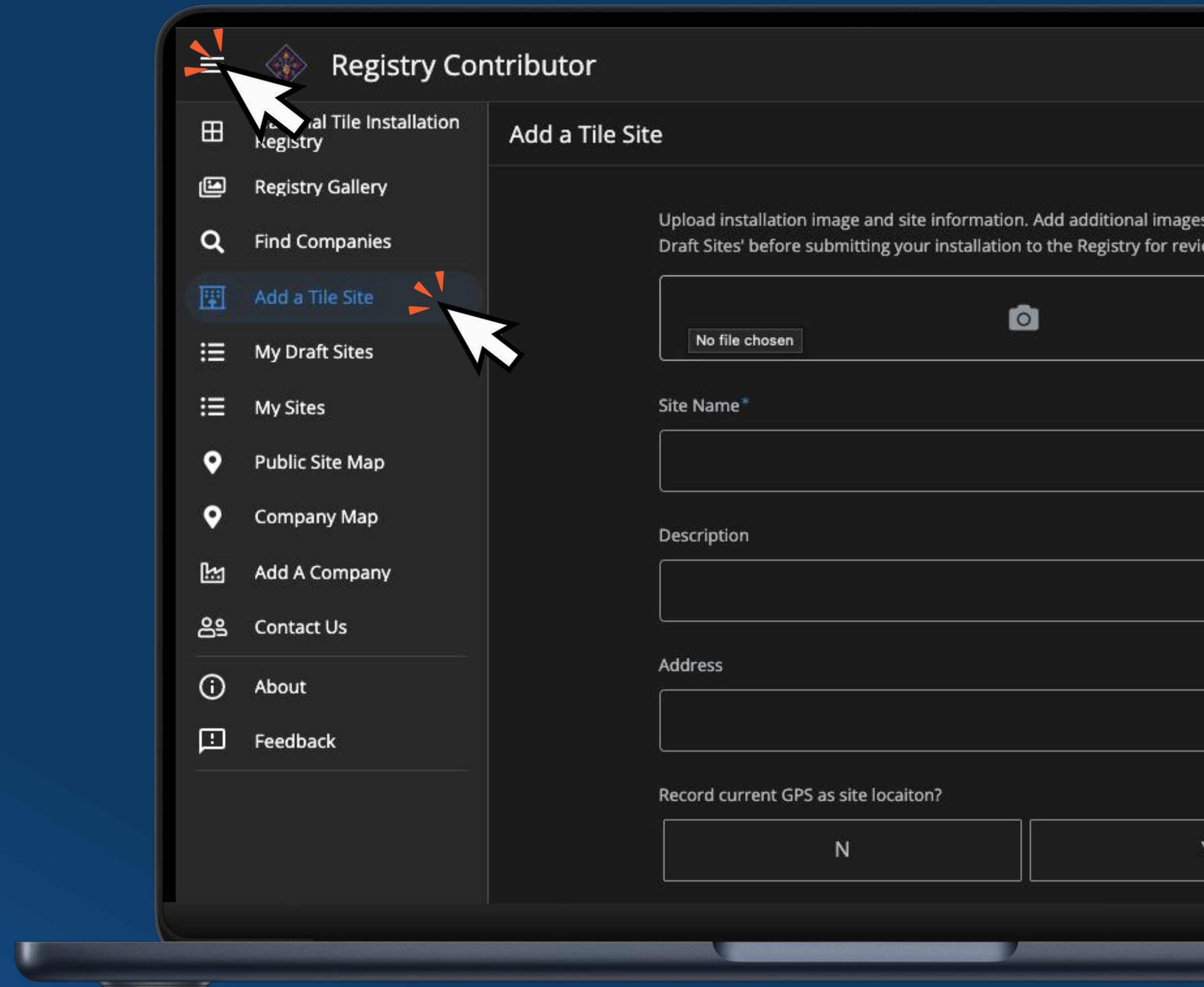
- Tap the **three vertical dots** (menu) in the top-right corner of Chrome.
- Select **Add to Home screen** or **Install app**.
- Confirm by tapping **Install**.
- Launch the app from your home screen icon for a full-screen, app-like experience.



Open the side menu then
select “Add a Tile Site”

Enter information about the
site and save.

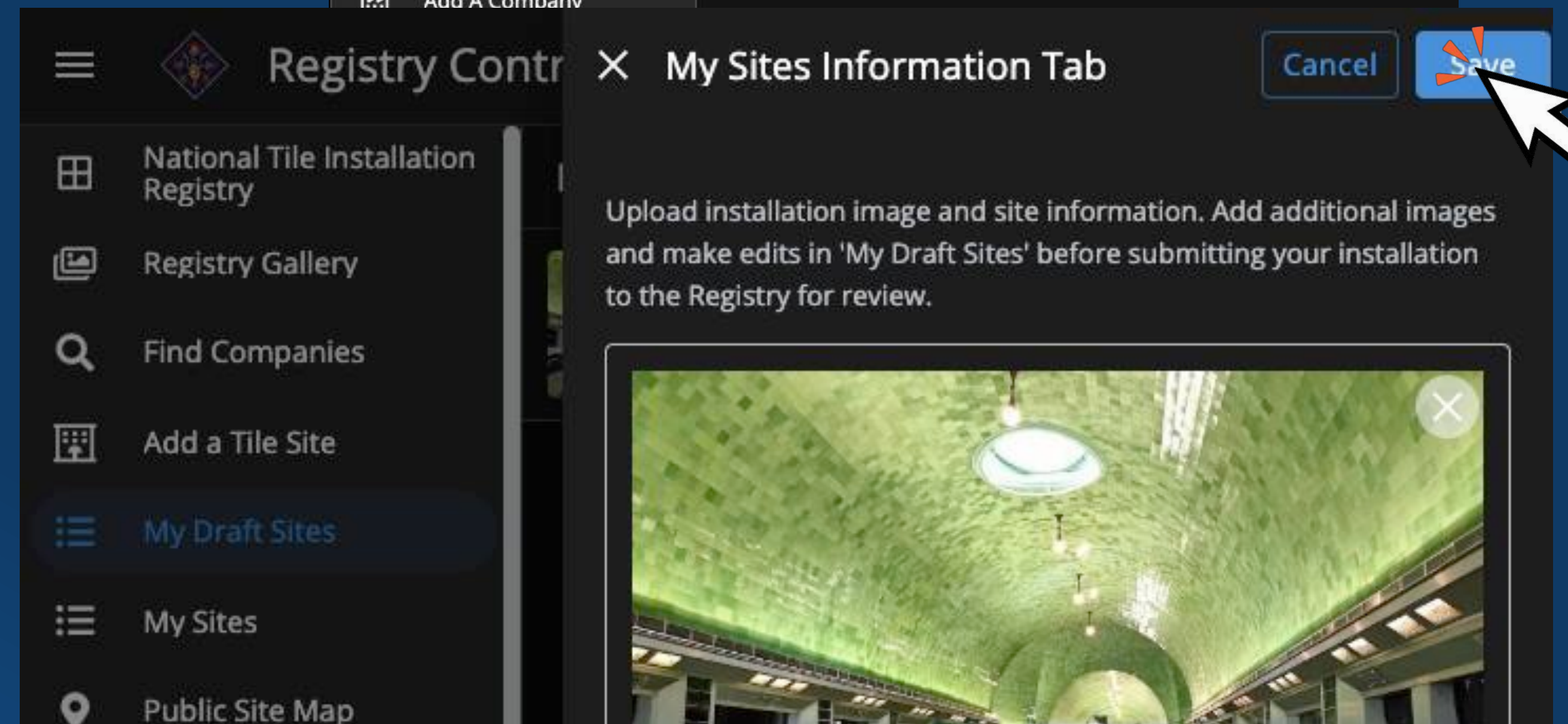
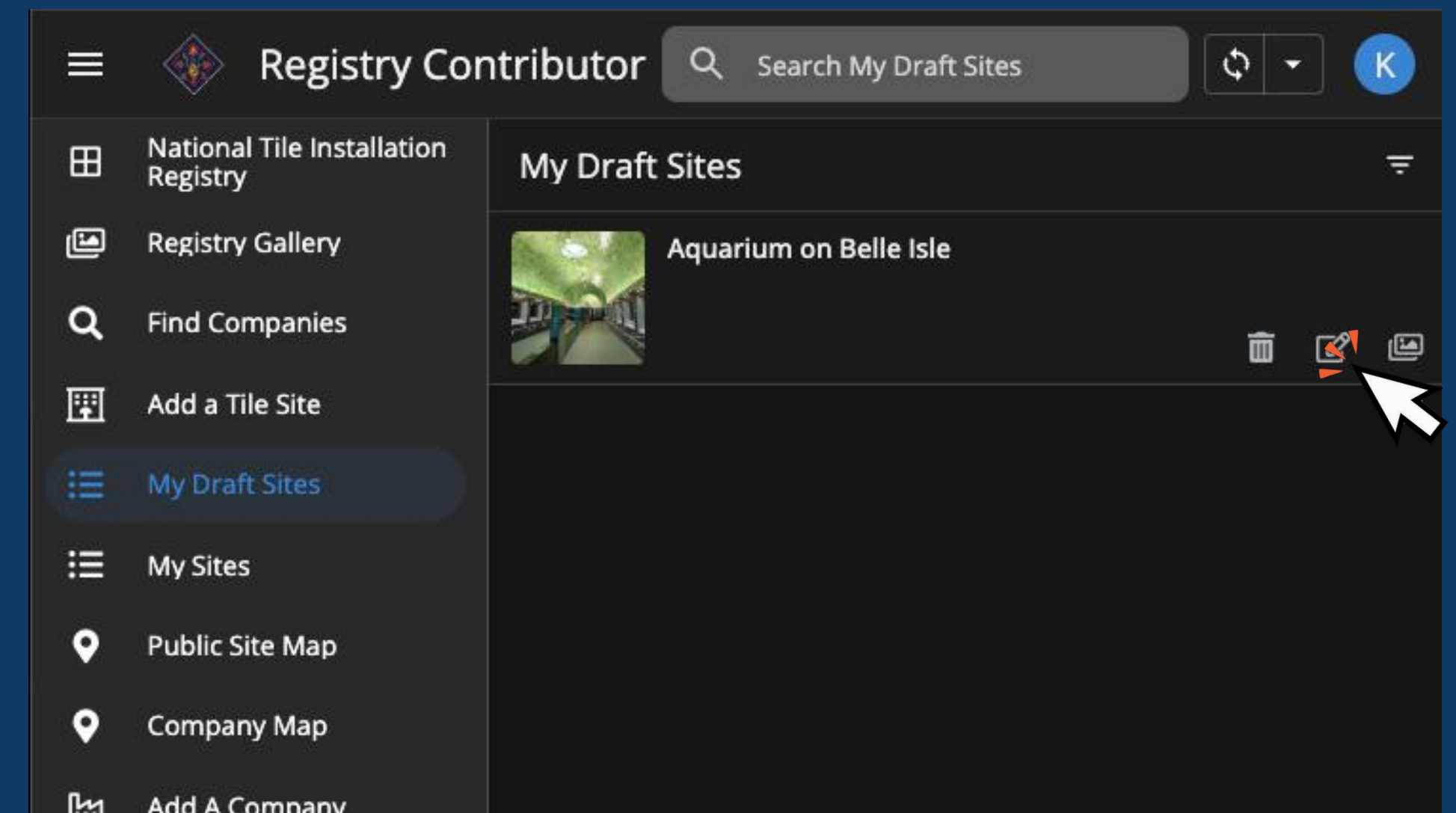
New sites will then appear in
“My Drafts Sites.”



In “My Draft Sites” you can edit information, add additional images, or delete drafts.

Save progress at anytime and come back to finish.

You can even start sites on your phone and then finish and submit on your computer later.



Add images one at a time making sure to include a Caption and a Photo Credit(Required.)

Click “Yes” that you have permission to add the image and Save.

The screenshot displays the 'Registry Contributor' web application. On the left is a sidebar with navigation icons and labels: 'National Tile Installation Registry' and 'Registry Gallery'. The main header includes a search bar labeled 'Search My Draft Sites' and a user profile icon 'K'. The main content area shows 'My Draft Sites' with a list item 'Aquarium on Belle Isle' featuring a small image. A modal window titled 'Contribute Image' is open in the foreground. It contains the following fields: 'Site Name' (pre-filled with 'Aquarium on Belle Isle'), 'Upload Image' (with a camera icon), 'Caption', and 'Photo Credit*'. At the bottom of the modal are 'No' and 'Yes' buttons. A 'Terms of Submission' paragraph is located above these buttons. In the background, to the right of the modal, there is a toolbar with icons for delete, edit, and add, and a button labeled 'Add Images'. A mouse cursor is pointing at the 'Add Images' button, and another mouse cursor is pointing at the 'Yes' button in the modal.

Registry Contributor

Search My Draft Sites

National Tile Installation Registry

Registry Gallery

My Draft Sites

Aquarium on Belle Isle

Contribute Image

Cancel Save

Site Name

Aquarium on Belle Isle

Upload Image

Caption

Photo Credit*

Terms of Submission: By uploading, you warrant that you own the content, hold explicit permission, or that it qualifies under Fair Use or is in the public domain. You grant a non-exclusive license to archive and display it for non-profit educational purposes. All submissions are subject to administrative review and removal at our discretion. *

No Yes

Add Images

A word about images...

"Terms of Submission: By uploading, you warrant that you own the content, hold explicit permission, or that it qualifies under Fair Use or is in the public domain. You grant a non-exclusive license to archive and display it for non-profit educational purposes. All submissions are subject to administrative review and removal at our discretion."

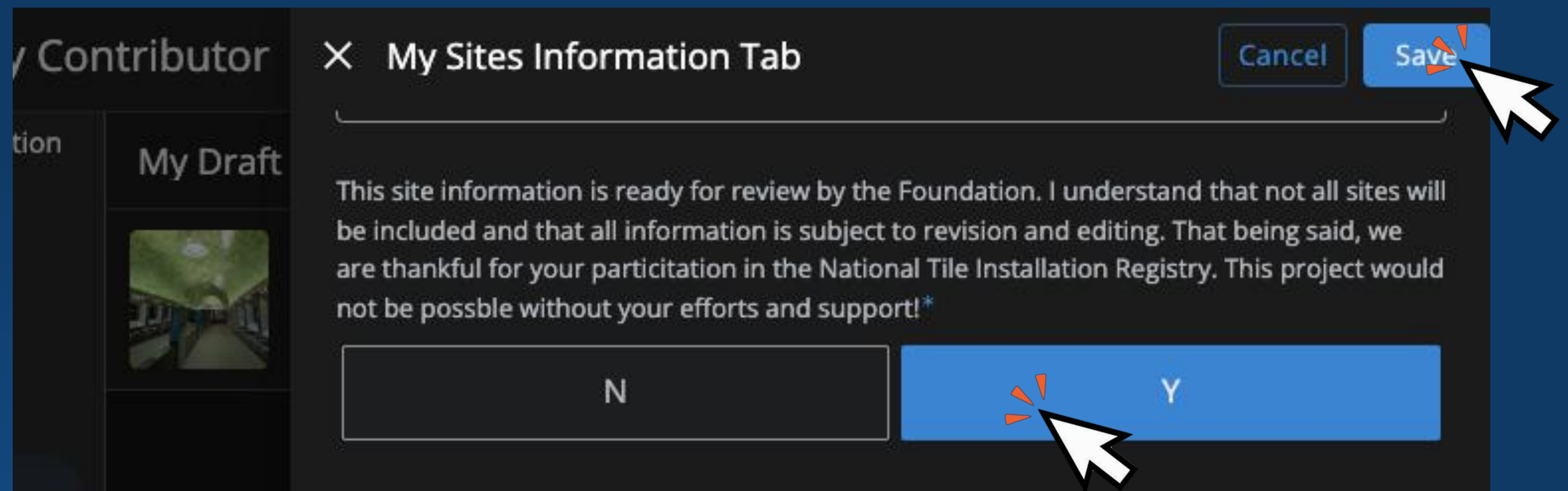
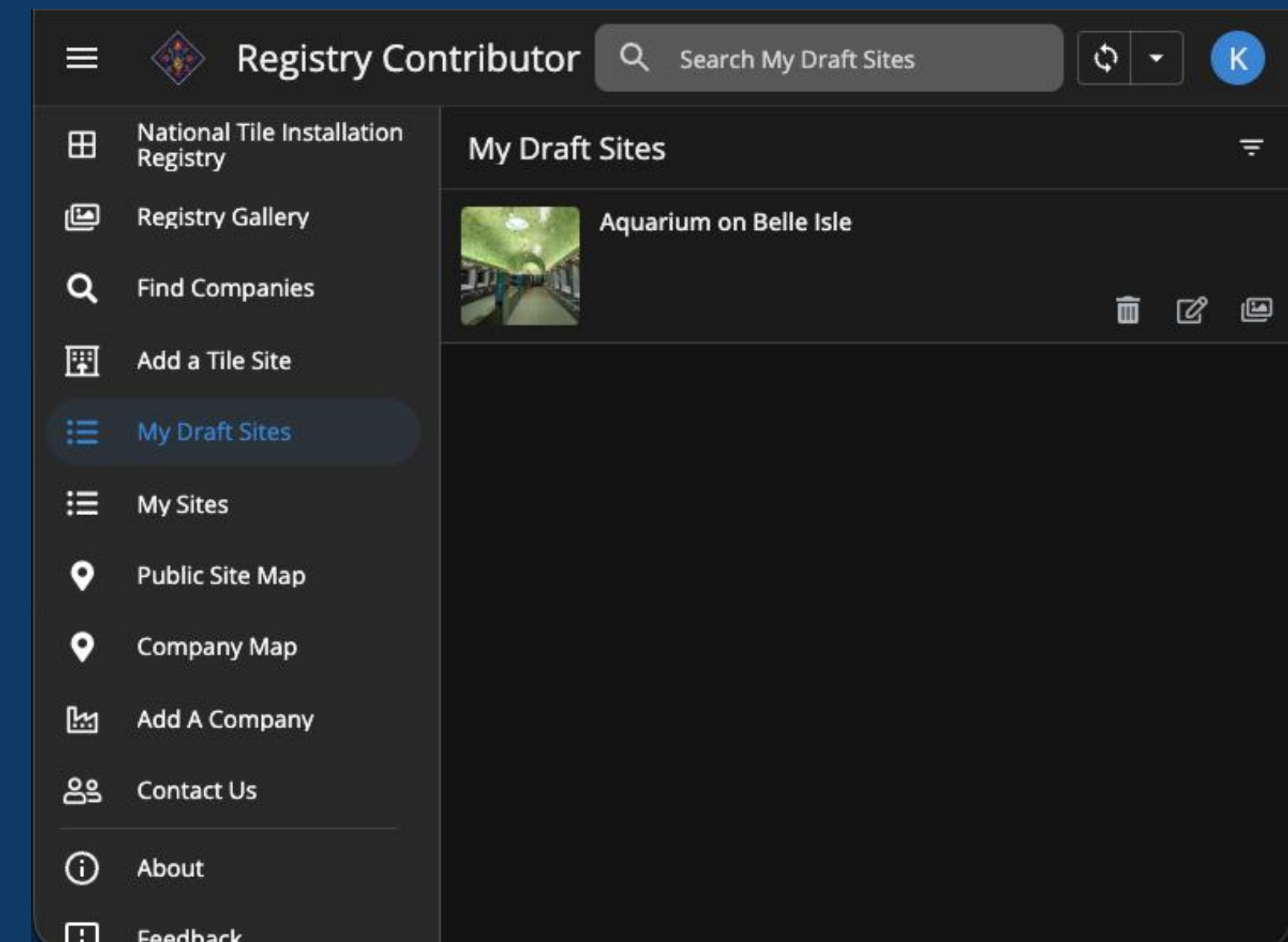
All images must have a valid Photo Credit either yours or other types such as Creative Commons with attribution.

License Type	Standard Symbol & Attribution	Permissions & Restrictions
CC0 (Public Domain)	CC0	Free to use, alter, and distribute commercially or non-commercially without attribution.
CC BY	Attribution	Use, remix, and share commercially or non-commercially; must credit creator.
CC BY-SA	Attribution + ShareAlike	Commercial use allowed with credit; new creations must use identical license terms.
CC BY-ND	Attribution + NoDerivatives	Commercial use allowed with credit; cannot modify or adapt original image.
CC BY-NC	Attribution + NonCommercial	Adapt and share with credit; strictly non-commercial use only.
CC BY-NC-SA	Attribution + NonCommercial + ShareAlike	Non-commercial use with credit; adaptations must use identical license terms.
CC BY-NC-ND	Attribution + NonCommercial + NoDerivatives	Share original image with credit; no commercial use and no modifications.

When you have added as much information as you can, submit the site to the Registry by selecting "Y" at the bottom of the site information.

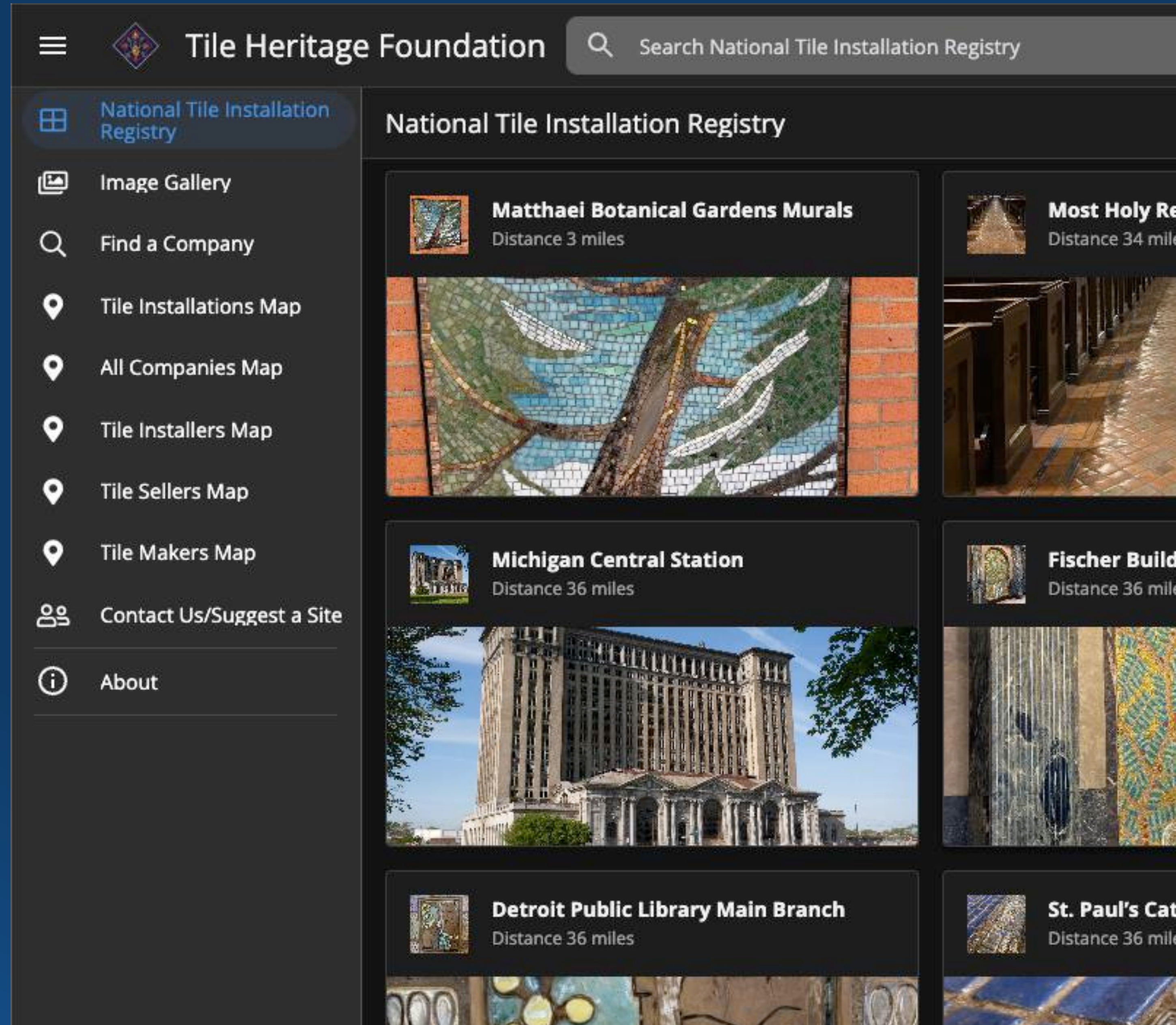
Make sure to Save!

It will disappear from "My Draft Sites" after submission.



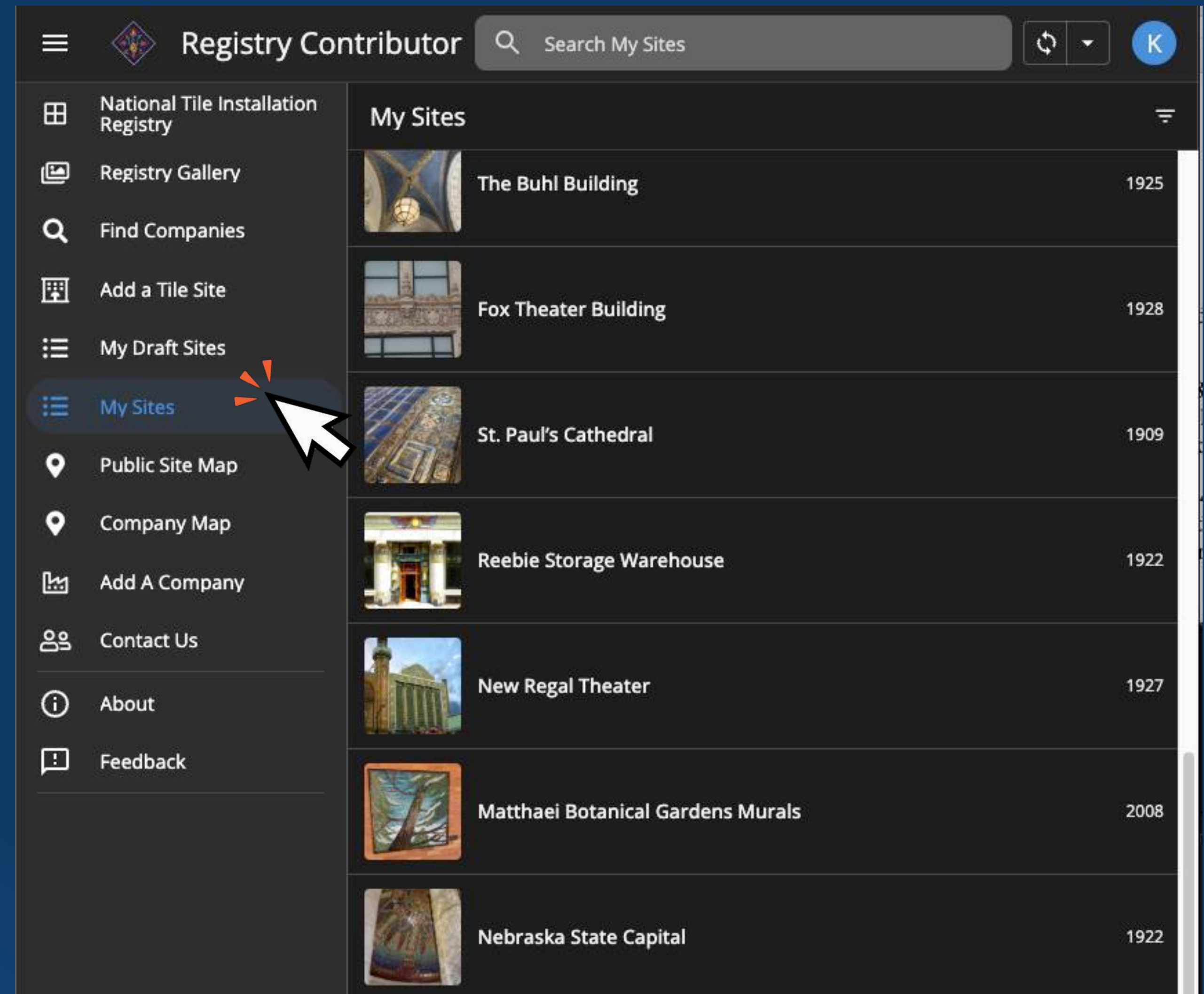
After a site is submitted it will be reviewed and edited by Foundation staff.

We may reach out for more information about a site.



When a site is reviewed,
you will get an email, and
the site will appear in your
“My Sites” tab.

And will be visible to all
users!



A word about your privacy....

- All registry data is held inside the google Appsheet platform.
- Your login data is held by your existing Authenticator.
- We have access to your email address, which we promise not to share with any outside service.
- Your real-time location data is not stored in the application.

TILE HERITAGE FOUNDATION

If you have any questions
about submitting a site,
contact us.

Karim Motawi

k.motawi@tileheritage.org

734-476-1526

tileheritage.org/registry



THANKS

TILE HERITAGE
FOUNDATION
TILEHERITRAGE.ORG



Contributor and Editor Notes:

Thumbnail/and First Image: This will be the primary image in the Register. It should be a close of tile and the best you have. (This image should also be added as the first Submitted Image so it can be properly captioned and credited.)

Site Name: Use the most official name for the building the site is located in. If the installation is Named, use that name.

Site Description: A description of the installation, to include the style, the type, the maker, the designer any relevant info. It should be clear, and factual. Max 350 words.

Address: The street address.

Record current GPS as Site location? Yes, if you are adding the site with your cell phone at the actual site. No, if you are not at the site when adding it to the Registry.

Information Website: If the site has an official website enter the URL here.

Is the site a public building or a private residence? Public, if the site is open to the public. Private, if the site is in a private residence or building that is not open to the public. The Address and GPS location of Private sites will not be displayed in the Registry.

Site Access Notes: Add helpful notes to aid future visitors in finding or seeing the site.

Keywords: Up to six terms to aid in classifying the site. The type of installation, the style, the technique used etc. Examples: Mural, Fireplace Dome, Historic, Victorian, Luster, Aztec Revival etc.

Year Installed: Year the site was constructed. If construction was over several years select the year it was started.

Site Awards: Comma separated list. Example: Register of Historic Places, 2026 CID Award, 2022 BAC Craft Award.

Companies Involved: Select Companies and people that were involved in the project. Tile maker, installer, designer, architect. If the company is not on the list, you can save the site and then go to “Add a Company” to make a listing. Or make a note in the “Additional Notes” field below.

Additional Notes: Use this field to add any notes or questions and anything else about the site you want us to know. This field is not to be used for public information about the site.

Image Fields

Caption: A few words to add context to the image. If the site has an award, use an image of the award and put the word “Award” in the caption, for sorting purposes.

Credit: Photo credits are required and will be public.