

Adding your Learning listing is as easy as 1, 2, 3!

How to list Learning to www.artsatlasgeelong.com.au

WHAT TO LOOK FOR **STEPS** ArtsAtlas 1: Navigate to: www.artsatlasgeelong.com.au once you're logged in, this will change to 'dashboard' and 2: Click on LOGIN OR: navigate directly to logout www.artsatlasgeelong.com.au/login Enter your: Username (or email) Password Click 'Log In' (New users click REGISTER) If you've misplaced your password, use the 'Lost Password' link to reset your

3: On your Welcome page or dashboard, click on:

password via an email

LEARNING: Add a Learning | Edit (or delete) one you've made

Follow the prompts on the screen and enter your Learning details, images and contact details then click on **publish!**

Welcome to the Geelong Region ArtsAtlas!

What would you like to do?

ARTISTS: Add a listing! | Edit (or delete) listing

EVENTS: Add an Event | Edit (or delete) one you've made

Bulletin Submission/News: Submit an article (moderated by an admin staff)

VENUE / SPACES: Add a Venue/Space | Edit (or delete) one you've made

OPPORTUNITIES: Add an Opportunity | Edit (or delete) one you've made

LEARNING: Add a Learning | Edit (or delete) one you've made

Helpful Hints: on your dashboard, place your cursor over the Learning title to view additional functions, including 'quick edit' for title amendments and ability to change a published page to draft form. There is also a 'cloning' function that copies all details of the original into a draft copy. Select a category that best describes your Learning opportunity.

You can now update your page anytime.

These guides are available online at www.artsatlasgeelong.com.au