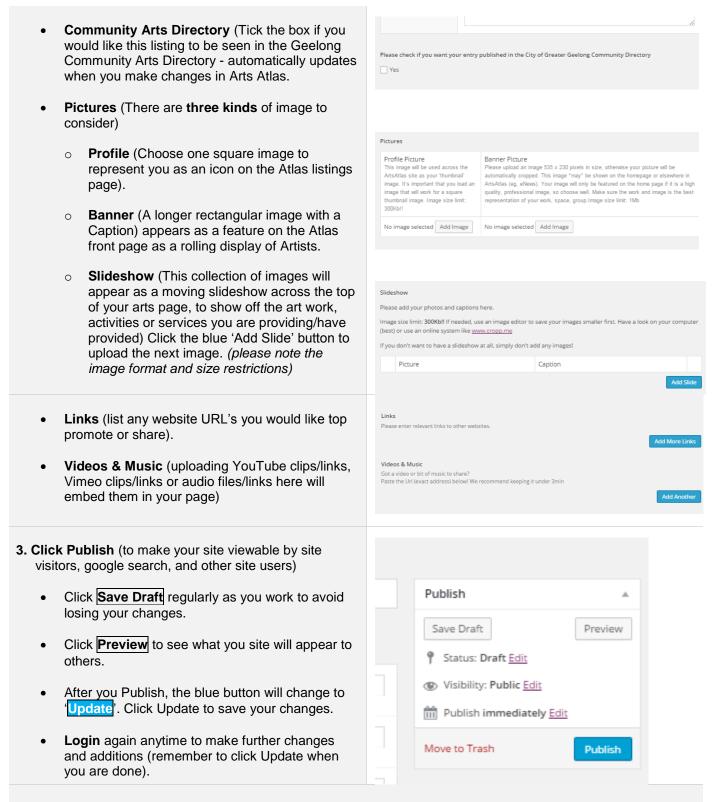


Adding your Artist listing is as easy as 1, 2, 3! How to list Artists for www.artsatlasgeelong.com.au

WHAT TO LOOK FOR **STEPS** Welcome to the Geelong Region ArtsAtlas! What would you like to do? After you login, at www.artsatlasgeelong.com.au ARTISTS: Add a listing! | Edit (or delete) listing EVENTS: Add an Event | Edit (or delete) one you've made 1: On your Welcome page or dashboard, click on: Bulletin Submission/News: Submit an article (moderated by an admin ARTISTS: Add a listing! | Edit (or delete) listing VENUE / SPACES: Add a Venue/Space | Edit (or delete) one you've made OPPORTUNITIES: Add an Opportunity | Edit (or delete) one you've made (see the Log-in 'How To' Guide for help logging in) LEARNING: Add a Learning | Edit (or delete) one you've made Add New Artist 2: Follow the prompts on the screen and enter your Enter your name here Artist profile: Contact Details Save Draft P Status: Draft Edit Contact Details (as you would like them to Visibility: Public Edit appear on your public page), Publish immediately Edit Phone Number Move to Trash **Artist's Categories** (In the panel to the right of Artist's Categories the page) Tick only the main art form you are focused on for this Artist Listing (If you work in Traditional Contemporary multiple art forms, you are welcome to create additional listings e.g. Musician and Sculptor). Libraries Drawers Installation Artists Map Location (if you do not want people to visit + Add New Artist's Category a specific location, you can simply add your town) Attributes Quote line (Like a headline or tag line that will appear in large purple letters below your image slideshow) describes your arts practice with a single sentence. Enter the Biography – this is the main text for B I U 66 ∞ ⊨ ⊨ ± ± ± ↑ ↑ ₽ № × your webpage and includes anything you want to include about your arts practice. We recommend you keep this under 250 words, but you may use the space any way you wish. **Member of** Organisations (list any organisations/ affiliates to which you would like your audience to know you are connected).



Helpful Hints: on your dashboard, place your cursor over the Artist page 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 creative practice.

You can now update your page anytime.

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