

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

How to list Artists for www.artsatlasgeelong.com.au

STEPS

After you login, at www.artsatlasgeelong.com.au

**1: On your Welcome page or dashboard , click on:
ARTISTS: Add a listing! | Edit (or delete) listing**

(see the Log-in 'How To' Guide for help logging in)

2: Follow the prompts on the screen and enter your Artist profile:

- **Contact Details** (as you would like them to appear on your public page),
- **Artist's Categories** (In the panel to the right of the page) Tick only the main art form you are focused on for **this** Artist Listing (If you work in multiple art forms, you are welcome to create additional listings e.g. Musician and Sculptor).
- **Map Location** (if you do not want people to visit a specific location, you can simply add your town)

- **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 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).

WHAT TO LOOK FOR

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

Add New Artist

Enter your name here

Contact Details
These details will be shown publicly!!!

Contact Name (optional)

Phone Number (optional)

Post Address (optional)

Email Address (optional)

Main Web Address (optional)

Map Location *
Please use a general address such as 'Geelong, Victoria' if you don't wish to use a specific address.

Search for address...

Map | Satellite

Publish

Save Draft | Preview

Status: Draft | Edit

Visibility: Public | Edit

Publish immediately | Edit

Move to Trash | Publish

Artist's Categories

All Artist's Categories | Most Used

Indigenous Art

Traditional

Contemporary

Featured

Libraries

Visual Arts

Illustrators

Drawers

Installation Artists

+ Add New Artist's Category

Attributes

Order

Quote
Please provide a summary one or two sentences. Limit is 350 characters (around 50 words).

About You
Tell everyone about yourself.

Biography
Please try and keep it short and simple. Limit 250 words.

Member of Organisations

- **Community Arts Directory** (Tick the box if you would like this listing to be seen in the Geelong Community Arts Directory - automatically updates when you make changes in Arts Atlas).
- **Pictures** (There are **three kinds** of image to consider)
 - **Profile** (Choose one square image to represent you as an icon on the Atlas listings page).
 - **Banner** (A longer rectangular image with a Caption) appears as a feature on the Atlas front page as a rolling display of Artists.
 - **Slideshow** (This collection of images will appear as a moving slideshow across the top of your arts page, to show off the art work, activities or services you are providing/have provided) Click the blue 'Add Slide' button to upload the next image. *(please note the image format and size restrictions)*

Please check if you want your entry published in the City of Greater Geelong Community Directory

Yes

Pictures

| | |
|--|--|
| <p>Profile Picture</p> <p>This image will be used across the ArtsAtlas site as your 'thumbnail' image. It's important that you load an image that will work for a square thumbnail image. Image size limit: 300Kb!!</p> <p>No image selected <input type="button" value="Add Image"/></p> | <p>Banner Picture</p> <p>Please upload an image 535 x 230 pixels in size, otherwise your picture will be automatically cropped. This image "may" be shown on the homepage or elsewhere in ArtsAtlas (eg. eNews). Your image will only be featured on the home page if it is a high quality, professional image, so choose well. Make sure the work and image is the best representation of your work, space, group. Image size limit: 1Mb</p> <p>No image selected <input type="button" value="Add Image"/></p> |
|--|--|

Slideshow

Please add your photos and captions here.

Image size limit: 300Kb!! If needed, use an image editor to save your images smaller first. Have a look on your computer (best) or use an online system like www.cropp.me

If you don't want to have a slideshow at all, simply don't add any images!

| Picture | Caption |
|---------|---------|
| | |

Links

Please enter relevant links to other websites.

Videos & Music

Got a video or bit of music to share? Paste the Url (exact address) below! We recommend keeping it under 3min

- **Links** (list any website URL's you would like to promote or share).
- **Videos & Music** (uploading YouTube clips/links, Vimeo clips/links or audio files/links here will embed them in your page)

3. Click Publish (to make your site viewable by site visitors, google search, and other site users)

- Click **Save Draft** regularly as you work to avoid losing your changes.
- Click **Preview** to see what your site will appear to others.
- After you Publish, the blue button will change to **Update**. Click Update to save your changes.
- **Login** again anytime to make further changes and additions (remember to click Update when you are done).

Publish

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

Publish immediately [Edit](#)

[Move to Trash](#)

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