Geelong Region ArtsAtlas

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

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

STEPS	WHAT TO LOOK FOR
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)*	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
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 <u>this</u> 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)	Add New Artist / Enter your name here / Contact Details (These details will be shown publicly!!!) / Contact Name / Phone Number / Post Address / Email Address / Main Web Address / Map Location * / Publish / Save Draft / Preview / Artist's Categories / 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 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).	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)

  o **Profile** (Choose one square image to represent you as an icon on the Atlas listings page).

  o **Banner** (A longer rectangular image with a Caption) appears as a feature on the Atlas front page as a rolling display of Artists.

  o **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)*

- **Links** (list any website URL's you would like top 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 you 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).

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