
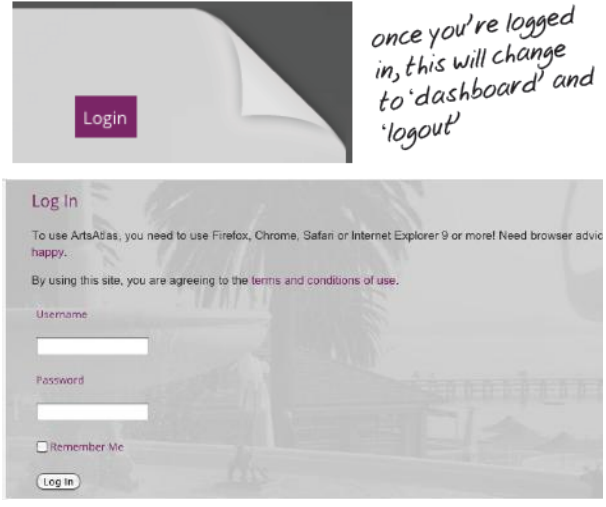



Adding your Event listing is as easy as 1, 2, 3!

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

STEPS	WHAT TO LOOK FOR
<p>1: Navigate to: www.artsatlasgeelong.com.au</p>	
<p>2: Click on LOGIN OR: navigate directly to www.artsatlasgeelong.com.au/login</p> <p>Enter your:</p> <ul style="list-style-type: none"> • Username (or email) • Password • Click 'Log In' <p>(New users click REGISTER) If you've misplaced your password, use the 'Lost Password' link to reset your password via an email</p>	
<p>3: On your Welcome page or dashboard , click on:</p> <p>EVENTS: Add an Event Edit (or delete) one you've made</p> <p>Follow the prompts on the screen and enter your event details, dates, images then click on publish!</p>	
<p>Helpful Hints: on your dashboard, place your cursor over the Event 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. If you have a range of ticket prices please include in the event description. Select a category that best describes your Event.</p>	

You can now update your page anytime.
 These guides are available online at www.artsatlasgeelong.com.au