
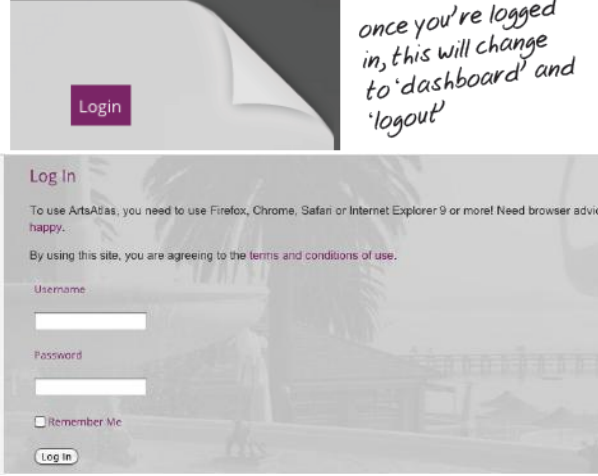



Adding your Opportunity listing is as easy as 1, 2, 3!

How to list Opportunities 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><i>once you're logged in, this will change to 'dashboard' and 'logout'</i></p> |
| <p>3: On your Welcome page or dashboard , click on:</p> <p>OPPORTUNITIES: Add an Opportunity Edit (or delete) one you've made</p> <p>Follow the prompts on the screen and enter your opportunity details, images, and contact details then click on publish!</p> |  |
| <p>Helpful Hints: on your dashboard, place your cursor over the Opportunities 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 Opportunity.</p> | |

You can now update your page anytime.

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