
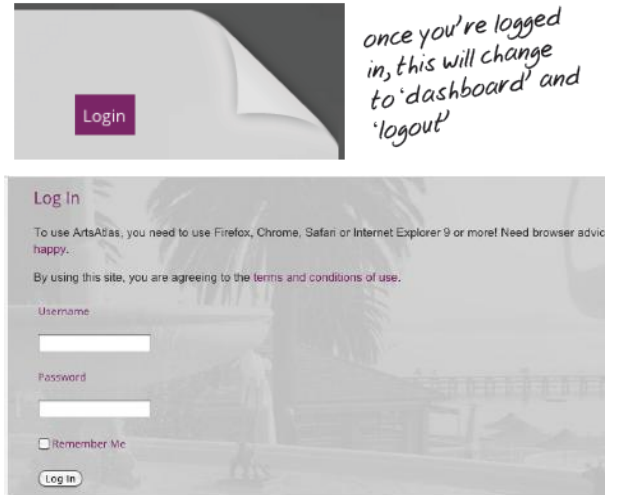



Submitting your News item is as easy as 1, 2, 3!

How to submit a News article 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>Bulletin Submission/News: Submit an article (moderated by an admin staff)</p> <p>Follow the prompts on the screen and enter your news item details and upload a feature image. Please note: publication is subject to approval by administration.</p>	

Helpful Hints: Exhibitions, festivals and other events entries are to be listed in the Events calendar – not as a news item. Best to keep the editorial short and to the point. A brief statement should grab the viewers attention. Keep an eye on the site (and our Arts Bulletin) to see your news item published! Note that this will be reviewed by an Arts admin officer before being approved.

Subscribe to our weekly Arts Bulletin for news updates

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