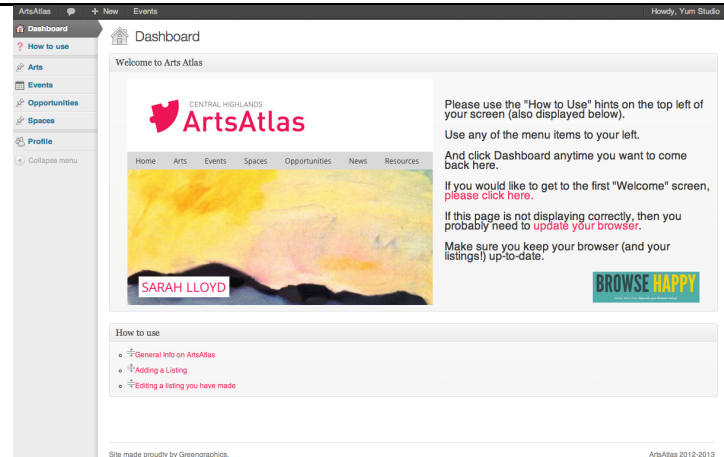
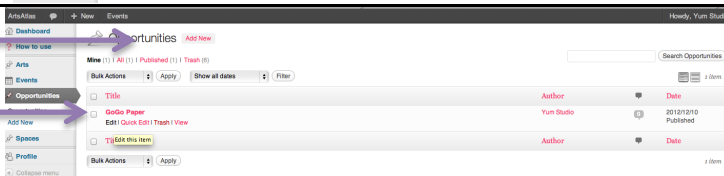
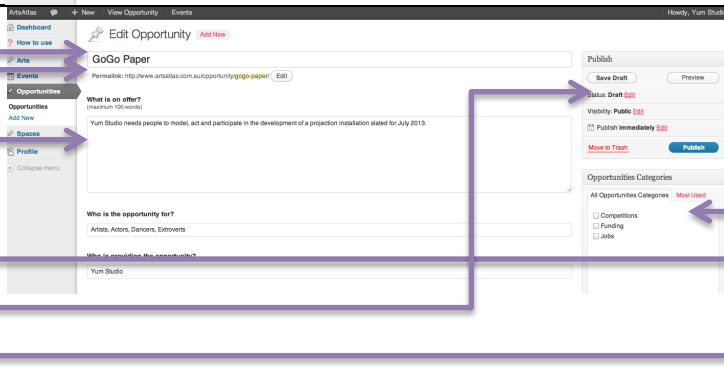
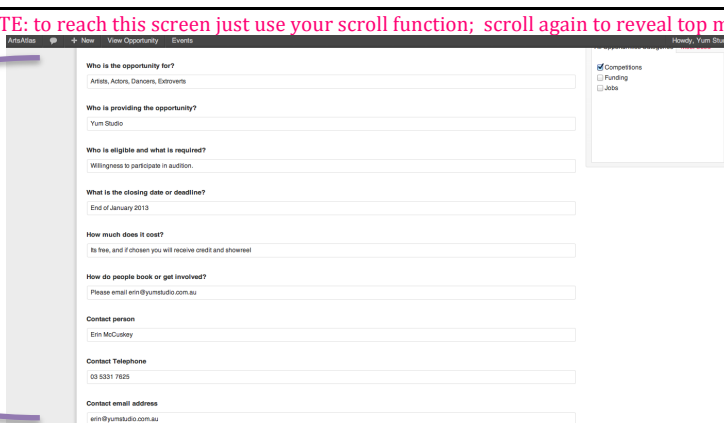
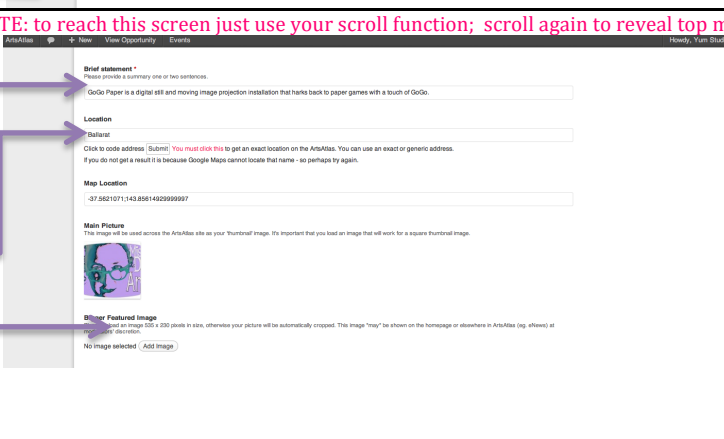


## 5. How to create & edit Opportunities on ArtsAtlas

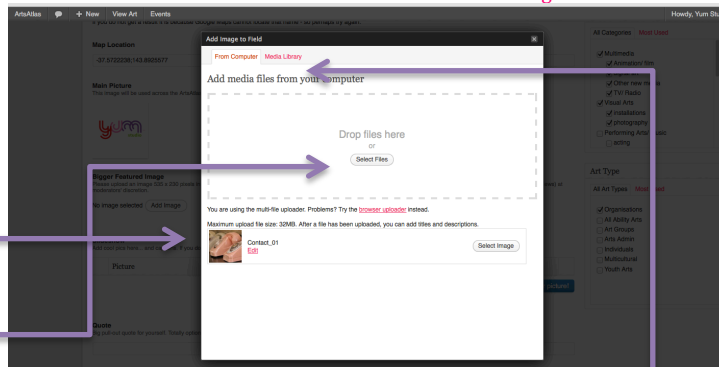
**TIP: check out other Opportunities on ArtsAtlas to get ideas...**

STEPS	WHAT TO LOOK FOR
<p>1: Once you have logged in, navigate to the dashboard. Your menu is at left of screen. Click on OPPORTUNITIES.</p> <p>OR: once you have logged in navigate to OPPORTUNITIES directly.</p>	 <p>The screenshot shows the ArtsAtlas dashboard. On the left is a navigation menu with 'Opportunities' highlighted. The main content area displays a 'Welcome to ArtsAtlas' message and a 'How to use' section with links for 'General info on ArtsAtlas', 'Adding a Listing', and 'Editing a listing you have made'. A purple arrow points from the 'Opportunities' menu item to the 'How to use' section.</p>
<p>2: Click on ADD NEW to create new listing</p> <p>OR: Click on EDIT under current listing</p>	 <p>The screenshot shows the 'Opportunities' list page. There is a table with columns for 'Title', 'Author', and 'Date'. One listing is visible: 'GoGo Paper' by 'Yum Studio', published on '2012/12/10'. A purple arrow points from the 'Add New' button in the left menu to the 'Add New' link above the table. Another purple arrow points from the 'Edit' link under the 'GoGo Paper' listing to the 'Edit' button in the table.</p>
<p>3: Enter or Edit:</p> <ul style="list-style-type: none"> <li>Title</li> <li>Shortlink (this is the URL or unique address of your listing and it will be completed by ArtsAtlas if you leave it blank; or you can edit it.)</li> <li>What is on offer? Simply enter text in this box</li> <li>Click relevant Categories</li> <li>Click SAVE DRAFT</li> <li>Click PREVIEW (a new window will open for you to review what you have.)</li> </ul>	 <p>The screenshot shows the 'Edit Opportunity' form for 'GoGo Paper'. The form includes fields for 'Title', 'Shortlink', 'What is on offer?', 'Who is the opportunity for?', 'Who is providing the opportunity?', 'Who is eligible and what is required?', 'What is the closing date or deadline?', 'How much does it cost?', 'How do people book or get involved?', 'Contact person', 'Contact Telephone', and 'Contact email address'. On the right side, there are 'Publish' options: 'Save Draft', 'Preview', 'Status: Draft', 'Visibility: Public', and 'Publish Immediately'. A purple arrow points from the 'Title' field to the 'Title' label in the instructions. Another purple arrow points from the 'What is on offer?' field to the 'What is on offer?' label. A third purple arrow points from the 'Categories' section to the 'All Opportunities Categories' label. A fourth purple arrow points from the 'Save Draft' button to the 'Click SAVE DRAFT' instruction. A fifth purple arrow points from the 'Preview' button to the 'Click PREVIEW' instruction.</p>
<p>4: Once you have reviewed, return to ArtsAtlas backend window and Enter or Edit:</p> <ul style="list-style-type: none"> <li>Enter text in all the boxes</li> <li>Ensure you have correct contact details</li> <li>Click SAVE DRAFT (as above)</li> <li>Click PREVIEW (as above)</li> </ul>	<p><b>NOTE: to reach this screen just use your scroll function; scroll again to reveal top menu.</b></p>  <p>The screenshot shows the 'Edit Opportunity' form with the top menu hidden. The form fields are the same as in the previous screenshot. A purple arrow points from the 'Who is the opportunity for?' field to the 'Who is the opportunity for?' label. Another purple arrow points from the 'Who is providing the opportunity?' field to the 'Who is providing the opportunity?' label. A third purple arrow points from the 'Who is eligible and what is required?' field to the 'Who is eligible and what is required?' label. A fourth purple arrow points from the 'What is the closing date or deadline?' field to the 'What is the closing date or deadline?' label. A fifth purple arrow points from the 'How much does it cost?' field to the 'How much does it cost?' label. A sixth purple arrow points from the 'How do people book or get involved?' field to the 'How do people book or get involved?' label. A seventh purple arrow points from the 'Contact person' field to the 'Contact person' label. An eighth purple arrow points from the 'Contact Telephone' field to the 'Contact Telephone' label. A ninth purple arrow points from the 'Contact email address' field to the 'Contact email address' label. A tenth purple arrow points from the 'Categories' section to the 'All Opportunities Categories' label.</p>
<p>5. Once you have reviewed, return to ArtsAtlas backend window and Enter or Edit:</p> <ul style="list-style-type: none"> <li>Brief Statement – add text here, this descriptor will appear across the site</li> <li>Location (enter specific or generic location and click SUBMIT. Ignore the box marked "Map Location" this is auto-completed by ArtsAtlas.)</li> <li>Add Main and Featured Images by clicking ADD IMAGE</li> <li>Click SAVE DRAFT &amp; PREVIEW (as above)</li> </ul>	<p><b>NOTE: to reach this screen just use your scroll function; scroll again to reveal top menu.</b></p>  <p>The screenshot shows the 'Edit Opportunity' form with the top menu hidden. The form fields are the same as in the previous screenshots. A purple arrow points from the 'Brief statement' field to the 'Brief statement' label. Another purple arrow points from the 'Location' field to the 'Location' label. A third purple arrow points from the 'Main Picture' field to the 'Main Picture' label. A fourth purple arrow points from the 'Featured Image' field to the 'Featured Image' label. A fifth purple arrow points from the 'ADD IMAGE' button to the 'Add Image' label. A sixth purple arrow points from the 'SUBMIT' button to the 'Click SUBMIT' instruction.</p>

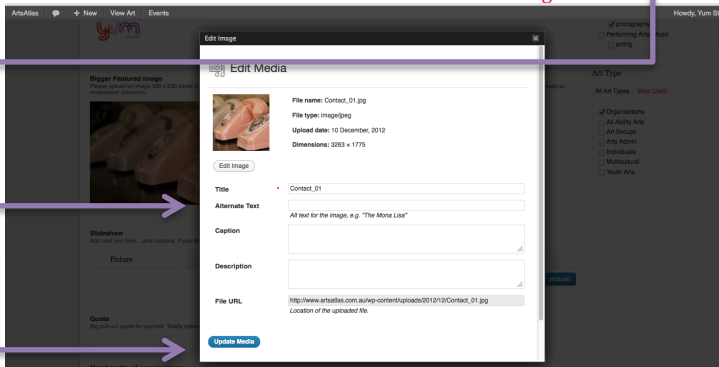
6: To upload images (these instructions are the same for all parts of the Arts Atlas site):

- Prepare your images prior to upload:
  - Less than 32Mb
  - Squarish shape for thumbnails (150 x 150)
  - Oblongish shape for featured images (535 x 230)
- Add an image from your computer by dragging or by clicking SELECT FILE
- Add an image from your media library by clicking MEDIA LIBRARY
- Click on EDIT to get to next screen
- Give your image a title, caption and short description
- Click on UPDATE MEDIA
- NOTE: There is more information about images in 7: How to Use Images on ArtsAtlas

NOTE: to reach this screen click "add image".

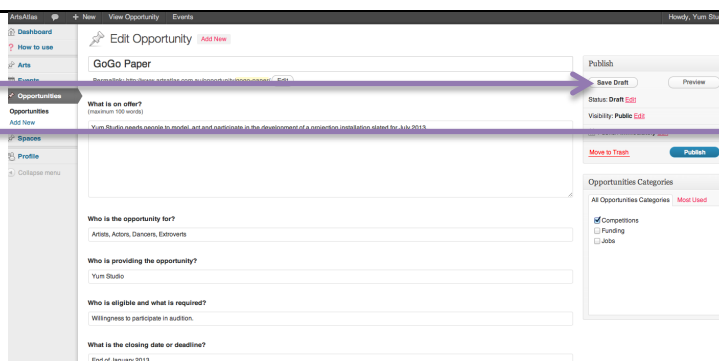


NOTE: to reach this screen click "edit image".



7. Review & Publish your listing:

- Click SAVE DRAFT & PREVIEW as previous.
- Click PUBLISH when you are happy with the preview.



**You are now have an Opportunitis listing.  
Your can edit & add Opportunities anytime.  
Now time to add a Space.**

These "ArtsAtlas How To's" are available on site at [artsatlas.com.au](http://artsatlas.com.au)  
Any problems, feedback or questions please email [admin@artsatlas.com.au](mailto:admin@artsatlas.com.au)