

4. How to create & edit Event on ArtsAtlas

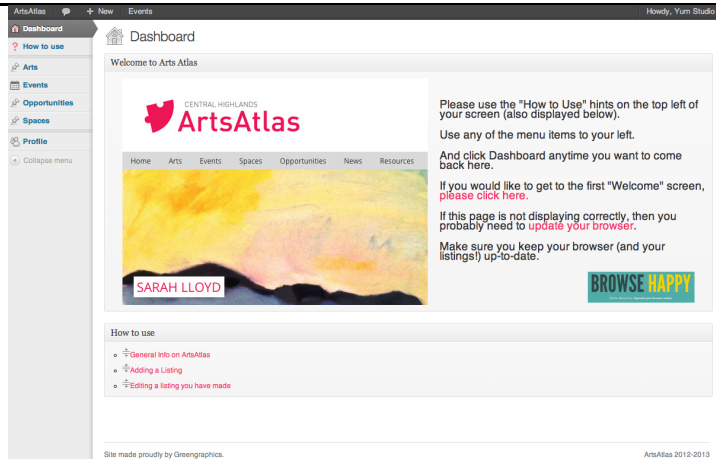
TIP: check out other Events on ArtsAtlas to get ideas...

STEPS

WHAT TO LOOK FOR

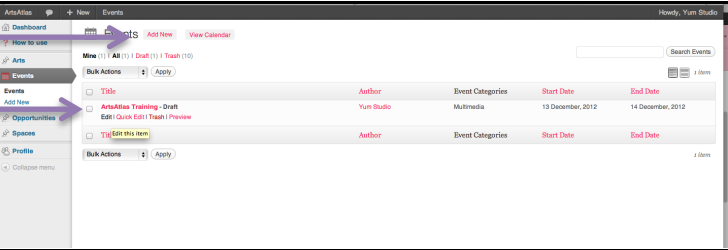
1: Once you have logged in, navigate to the dashboard. Your menu is at left of screen. Click on **EVENTS**.

OR: once you have logged in navigate to **EVENTS** directly.



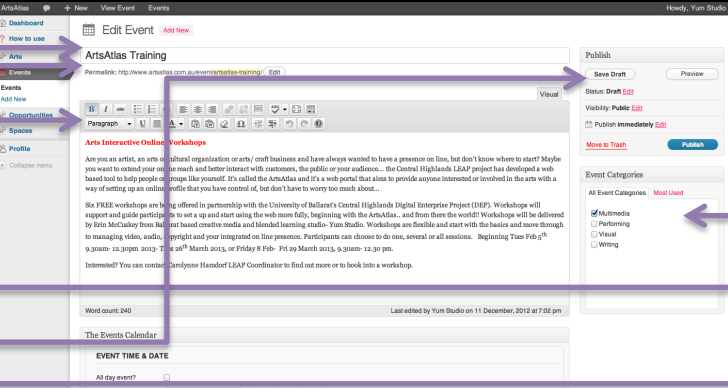
2: Click on **ADD NEW** to create new listing

OR: Click on **EDIT** under current listing



3: Enter or Edit:

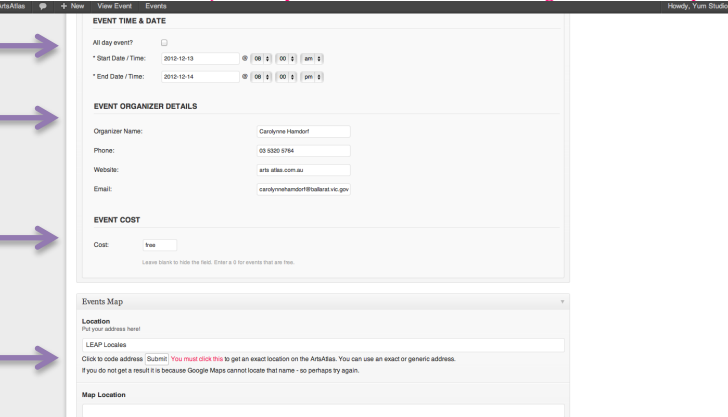
- Title
- Shortlink (this is the URL or unique address of your listing and it will be completed by ArtsAtlas if you leave it blank; or you can edit it.)
- To create Description simply enter text in this box, use tools to make bold, quotes and links.
- Click relevant Categories
- Click **SAVE DRAFT**
- Click **PREVIEW** (a new window will open for you to review what you have so far.)



4: Once you have reviewed, return to ArtsAtlas backend window and Enter or Edit:

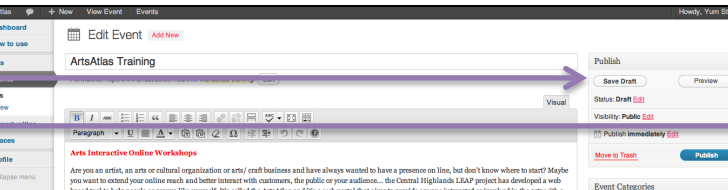
- Event Time & Date, Click on **DATE** and a calendar will reveal for choices. Click on **TIME** drop down arrows to choose
- Event Organizer Details, add **NAME, PHONE, WEBSITE & EMAIL** for contact details
- Enter **EVENT COST**
- Location (enter specific or generic location and click **SUBMIT**. Ignore the box marked "Map Location" this is auto-completed by ArtsAtlas.)

NOTE: to reach this screen just use your scroll function; scroll again to reveal top menu.



5. Review & Publish your Listing:

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



You are now have an Event. Your can edit & add Events anytime. Now time to add an Opportunity.

These "ArtsAtlas How To's" are available on site at artsatlas.com.au
Any problems, feedback or questions please email admin@artsatlas.com.au