

3. How to create & edit Profile (Arts) on ArtsAtlas

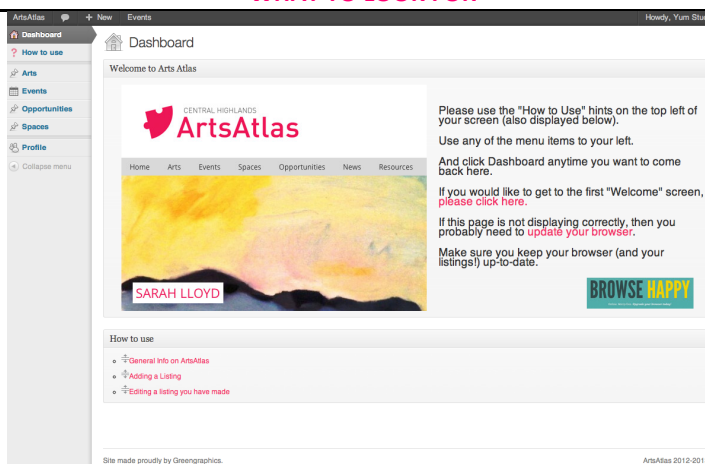
TIP: check out other Arts on ArtsAtlas to get ideas...

STEPS

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

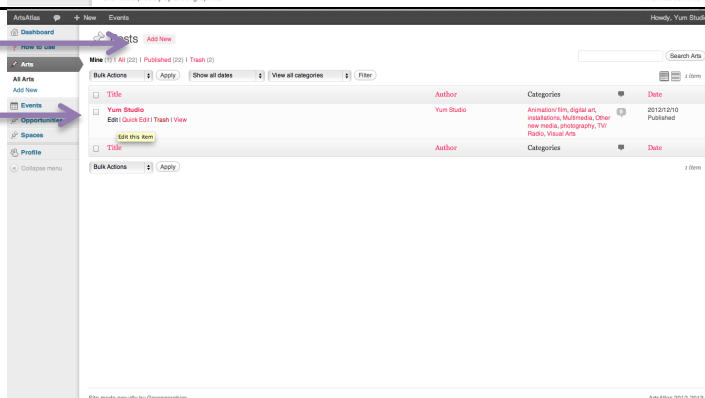
OR: once you have logged in navigate to ARTS directly.

WHAT TO LOOK FOR



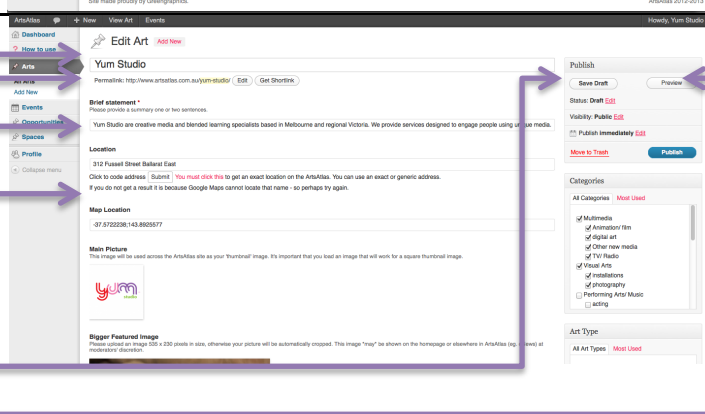
2: Click on ADD NEW to create new listing

OR: Click on EDIT under current listing



3: Enter or Edit:

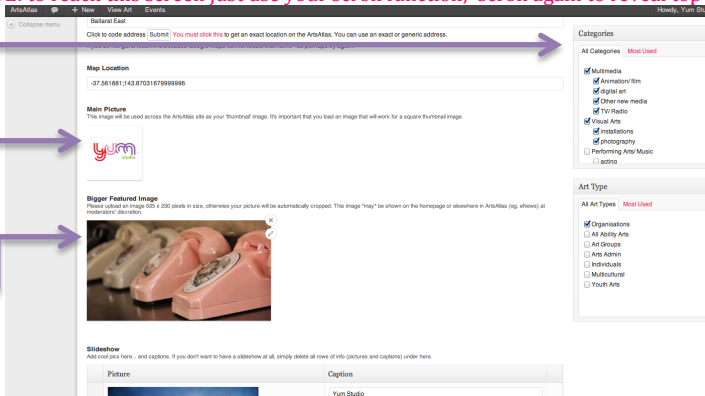
- Title
- Shortlink (this is the URL or unique address of your listing and it will be completed by ArtsAtlas if you leave it blank; or you can edit it.)
- Brief Statement
- Location (enter specific or generic location and click SUBMIT. Ignore the box marked "Map Location" this is auto-completed by ArtsAtlas.)
- 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:

- Tick relevant categories
- To create Main Image, Click ADD IMAGE or roll-over existing image to DELETE or EDIT (see image upload next step)
- To create Bigger Featured Click ADD IMAGE or roll-over existing image to DELETE or EDIT (see image upload next step)
- Click SAVE DRAFT & PREVIEW as above.

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



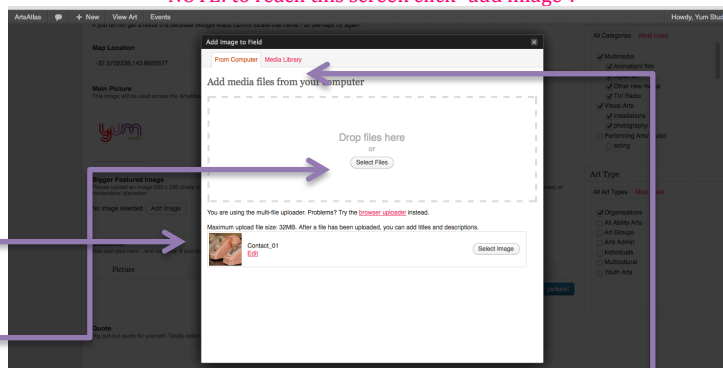
CONTINUED OVER

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

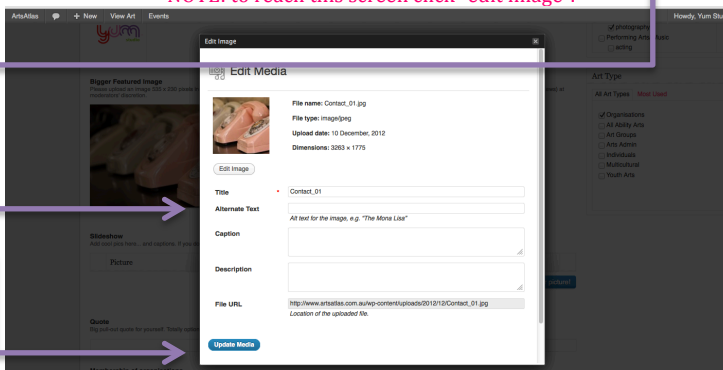
- Prepare your images prior to upload:
 - Less than 32Mb
 - Squarish shape for thumbnails (150 x 150)
 - Oblongish shape for featured images (535 x 230)
- Add an image from your computer by dragging or by clicking SELECT FILE
- Add an image from your media library by clicking MEDIA LIBRARY
- Click on 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".



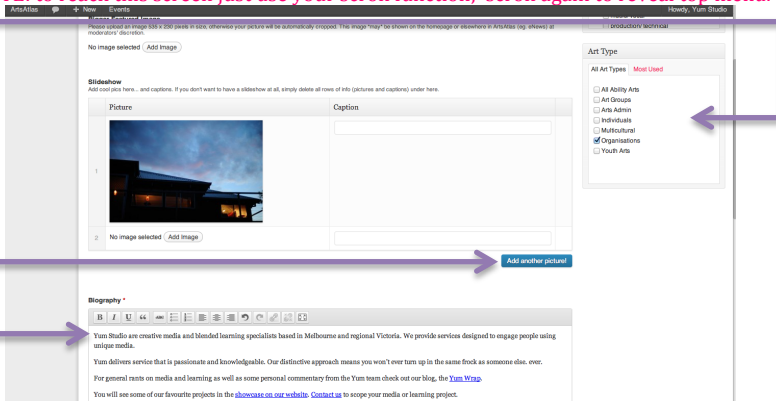
NOTE: to reach this screen click "edit image".



6. Continue to edit your Profile (Arts):

- Tick relevant ART TYPE
- To create Slideshow, Click ADD ANOTHER PICTURE (see image upload previous step) and add as many images as you like.
- To create Biography simply enter text in this box, use tools to make bold, quotes and links as previous.
- Click SAVE DRAFT & PREVIEW as previous.

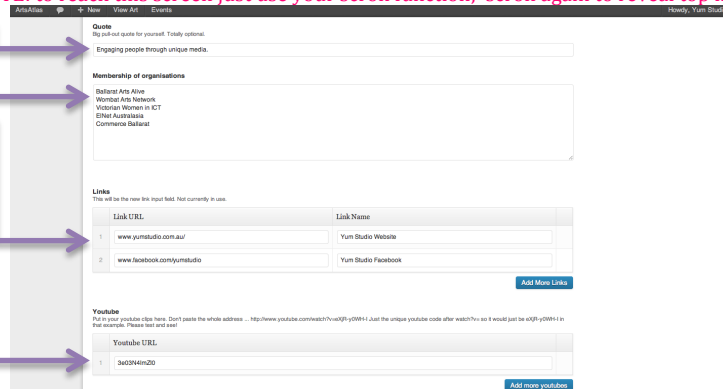
NOTE: to reach this screen just use your scroll function; scroll again to reveal top menu.



7. Continue to edit your Profile (Arts):

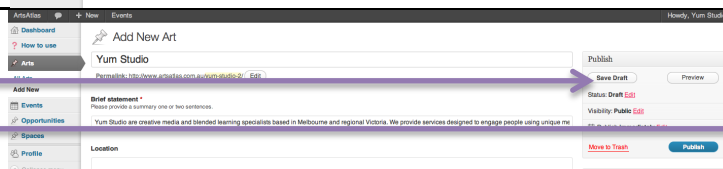
- Enter text for quote or headline
- Enter Memberships
- Add links by URL & Name, click ADD NEW LINK for more
- Add video from YouTube, by adding end code from link, click ADD NEW YOUTUBE for more
- Click SAVE DRAFT & PREVIEW as previous.

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



8. Review & Publish your Profile (arts):

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



You are now have a Profile. Your can edit your profile anytime. Now time to add an Event.

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