

## How to Create Your Opportunity

### STEPS

### WHAT TO LOOK FOR

1: Navigate to artsatlas.com.au

2: Log In



3: On the welcome screen, click  
**OPPORTUNITY**

### Welcome to Arts Atlas

To use ArtsAtlas (properly), you need to use Firefox, Chrome, Safari or Internet Explorer 8 or more! Need browser advice? [Browse happy!](#)

By using ArtsAtlas you are agreeing to our [Terms and Conditions of Use](#).

What would you like to do now?

[Go to the Site Dashboard \(with online help instructions etc\).](#)

Create a Listing: [Artist or Art Group](#) | [Event](#) | [Space](#) | [Opportunity](#)

4: Fill in the following:

- TITLE OF OPORTUNITY
- What is the opportunity? *(be specific)*
- What is the TARGET AUDIENCE for your Opportunity?
- **Note:** You can embellish on this by using **Opportunity Categories** to ensure your opportunity is highlighted in a User Search. You can flag as many categories as may apply.

#### Opportunities Categories

Opportunities Categories: Most Used

- Aboriginal Artists
- Artist Brief
- Artistic Commission
- Childrens Art Classes
- Community Consultation
- Competitions/ Prizes
- Conferences/ Training
- Exhibition Opportunity

### Add New Opportunity

Notice: You're using the auto-generated password for your account. Would you like to change it?

[Yes, take me to my profile page](#) | [No thanks, do not remind me again](#)

What is on offer?  
(maximum 100 words)

B I U 

Who is the opportunity for?

4. (cont'd) (all items in **BOLD>** are mandatory)

- Who is providing the opportunity? (individual or organisation)
- Who is eligible to apply? What is required?
- What is the **CLOSING DATE?**
- Should this opportunity disappear from ArtsAtlas after the closing date?
- Is there a cost to apply for this opportunity?
- How do you prefer applicants contact you? (*email, phone, etc.?*)
- **CONTACT DETAILS**
- Add a brief statement to appear on the ArtsAtlas homepage.
- Where is the opportunity located?
- Main Image (*optional but strongly encouraged*). This will be the image which appears on the [Main Opportunities](#) section of ArtsAtlas
- Bigger Featured Image. Any image you wish to appear on your Opportunity Page.

Who is providing the opportunity?

Who is eligible and what is required?

What is the closing date or deadline?

Would you like this opportunity to disappear after a certain date? If so, what date?

How much does it cost?

How do people book or get involved?


Contact person

Contact Telephone

Contact email address

Brief statement  
Please provide a summary one or two sentences.

Location  
Search for address...



Map Preview  
No image selected. Add image

Map: Featured Image  
No image selected. Add image

**REMEMBER:** Before publishing your Opportunity, be sure to *Scroll to the top of the page* and **PREVIEW** it to ensure it will appear on the site as you intended. You can always go back and edit your event at any time.

Publish

Save Draft

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

Publish immediately [Edit](#)

Preview

Publish