

## How to Create Your Space/Venue

### STEPS

### WHAT TO LOOK FOR

1: Navigate to artsatlas.com.au

2: Log In



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

### 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](#).

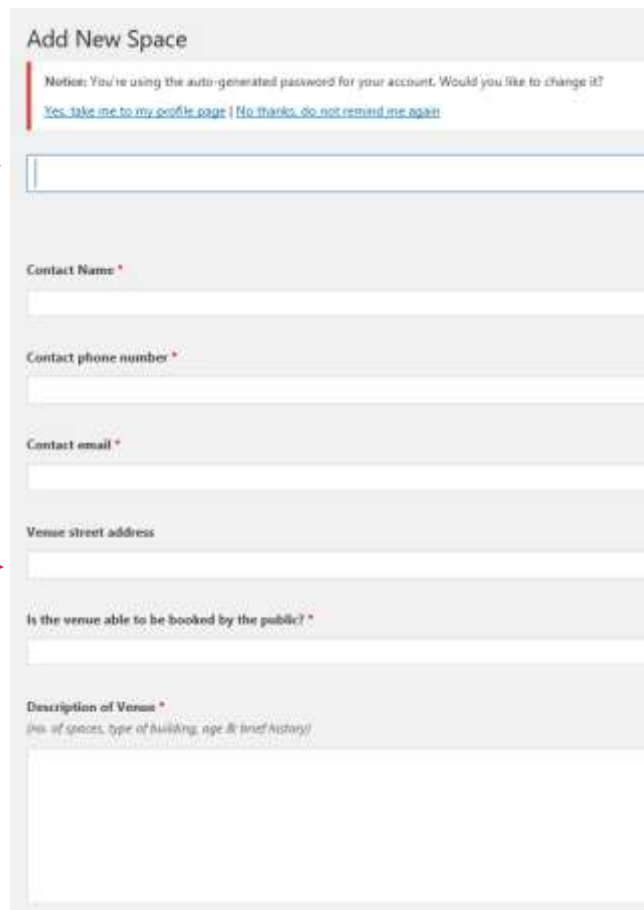
What would you like to do now?

[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:

- Name of your Space/Venue
- CONTACT NAME (who to people contact to hire your space?)
- CONTACT PHONE
- CONTACT EMAIL
- Your Space/Venue ADDRESS
- Is the Space/Venue Hireable? (Yes or No)
- DESCRIBE your Space/Venue.



**Add New Space**

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](#)

Contact Name \*

Contact phone number \*

Contact email \*

Venue street address

Is the venue able to be booked by the public? \*

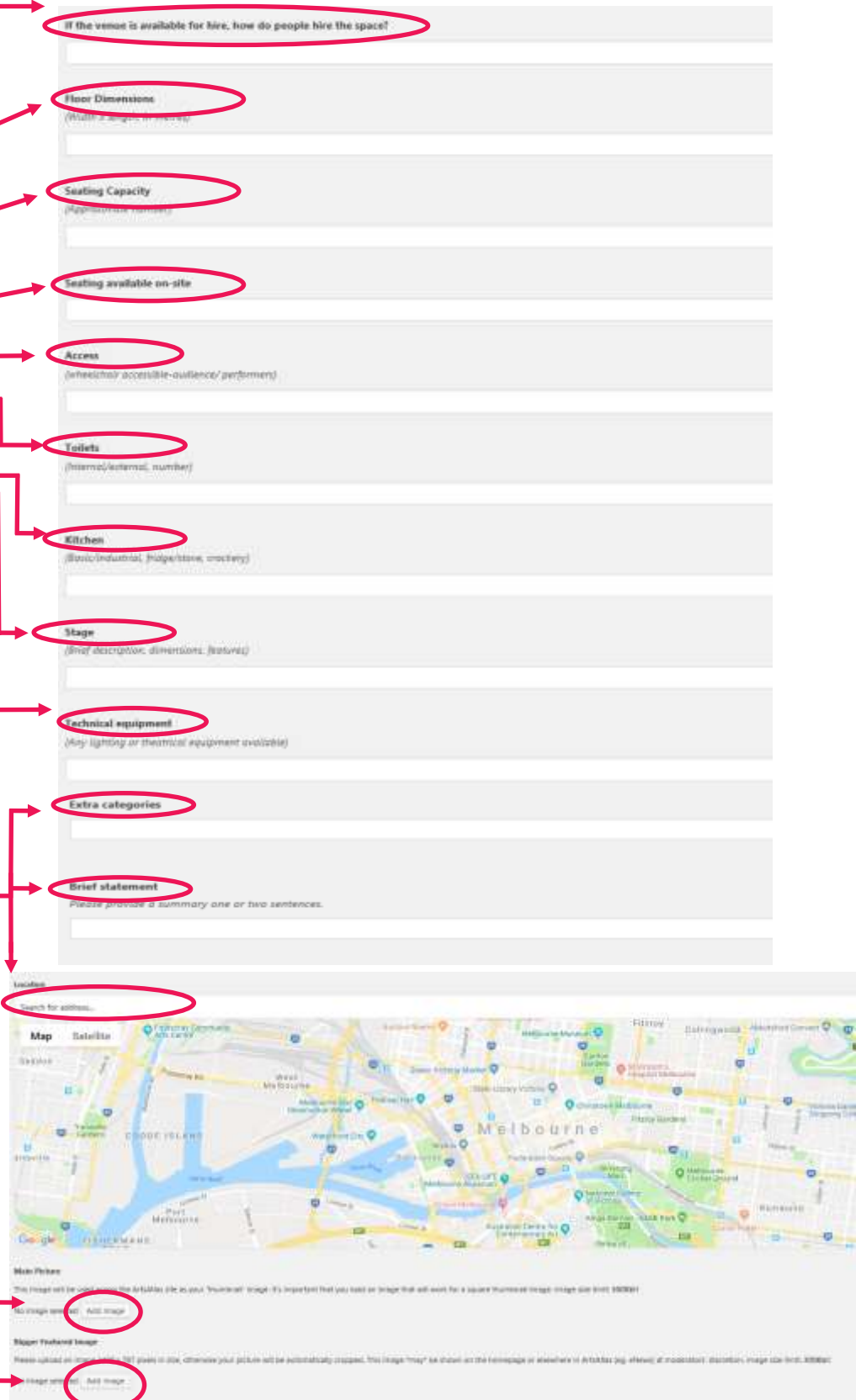
Description of Venue \*  
(this is spaces, type of building, age & brief history)

4. (cont'd)

- If applicable, how to people hire your Space/Venue?
- What are the **FLOOR DIMENSIONS**
- What is the **SEATING CAPACITY**?
- Is seating available on-site?
- Is there disabled access?
- Are there toilets on premises?
- Is there a useable **KITCHEN**?
- Is there a **STAGE**?
- Is any **TECHNICAL EQUIPMENT** provided (e.g. amplifiers, sound system, etc.)
- Are there any other features you'd like to add?
- Provide a **BREIF STATEMENT** about your Space/Venue (optional)
- Where is your Space/Venue **LOCATED**?

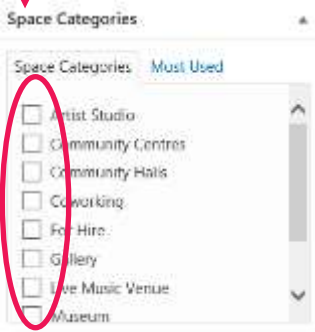
- Add a **MAIN IMAGE**. This is the image that will appear on the Latest Spaces section of the ArtsAtlas [main page](#).
- You can also add a **Featured Image** that will appear on your Space/Venue page.

**Note:** you can select from several pre-set categories to describe your Space/Venue. This metadata will help users find your Space/Venue in a search.



The form contains the following fields, each circled in red:

- If the venue is available for hire, how do people hire the space?
- Floor Dimensions (Width x length in metres)
- Seating Capacity (Approximate number)
- Seating available on-site
- Access (Whether accessible-audience/performer)
- Toilets (Internal/external, number)
- Kitchen (Basic/Industrial, fridge/stove, etc)
- Stage (Brief description, dimensions, features)
- Technical equipment (Any lighting or electrical equipment available)
- Extra categories
- Brief statement (Please provide a summary one or two sentences.)
- Location (Search for address...)
- Main Picture (This image will be used on the ArtsAtlas site as your 'main' image. It's important that you use an image that will work for a square thumbnail image image size limit: 1000x1000)
- Major Featured Image (Please upload an image that is 1024 pixels in size, otherwise your picture will be automatically cropped, this image may be shown on the homepage or elsewhere in ArtsAtlas eg. if new at moment) image size limit: 1000x1000)



Space Categories: Must Used

- Artist Studio
- Community Centres
- Community Halls
- Coworking
- For Hire
- Gallery
- Live Music Venue
- Museum

**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 Space/Venue at any time.



Publish

Save ~~Draft~~

Status: **Draft** [Edit](#)

Visibility: **Public** [Edit](#)

[Publish immediately](#) [Edit](#)

**Preview**

[Publish](#)