

How to Create/Edit your Profile

STEPS

WHAT TO LOOK FOR

1: Once you've logged in for the first time you should see the following on your page.

2: To create a listing, click on Artist or Art Group

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.](#)

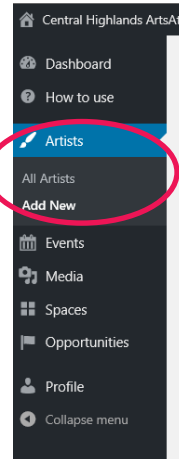
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What would you like to do now?

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

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

Alternatively, you can choose the **ARTISTS** tab on your dashboard (located on the left-hand side of your screen) and choose **ADD NEW**



3: Be sure to enter as much information as you can about yourself, your artwork, exhibitions, etc.

Please note, although some fields/features are strongly recommended to help promote your page, not all fields are mandatory. Do not share any personal information you do not wish to be made public (address, phone number, email).

*You can also follow these steps to **edit** your existing profile (revisit your images, update contact information, etc.)*

Special note: Be sure to click **'SAVE DRAFT'** at the top of the page often as not to lose any changes, and click **'PREVIEW'** before publishing to see how your page will appear.