

WWW.ARTSWESTCHESTER.ORG

HOW TO: UPDATE YOUR PROFILE

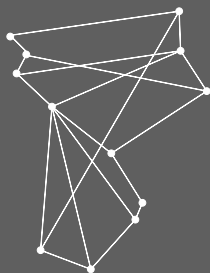
- On the home page, click on LOGIN
- Login using your assigned email address and password
- Your profile will appear
- Your profile information is stored on three pages.
Click on the tabs to navigate from one to another.
- First tab is CONTACT INFO.
Verify or update your contact info by typing into the appropriate fields.
- Check your address,
it should have been automatically entered when you put in your venue name.
- The second tab is LINKS. Enter your website URL, Facebook URL and Twitter ID.
- The third tab is PROFILE DETAILS.
This is where the majority of your information is captured and stored.
- Select your category; you may choose more than one by holding the CTRL key as you click.
- Upload images, video, audio. Click -- browse -- select -- upload.
- Edit your mission statement and art-in-ed info
- Select your arts-in-ed offerings;
you may choose more than one by holding the CTRL key as you click.
- Enter contact info for your arts-in-ed staff contact
- Don't forget to SAVE!

LOGIN & SEE THE BETA SITE <http://dev.artswestchester.org>

TECHNICAL ASSISTANCE

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HOW TO: ADD AN EVENT

- Login using your assigned email address and password
- Under 'THINGS TO DO' click on 'ADD AN EVENT'
- Enter event title
- Enter description
- Enter start and end date
- Enter times
- Enter your ticketing link (URL)
- Enter ticket type AND price for each level of ticket costs
- Enter venue name
- Check your address; it should have been automatically entered when you put in your venue name
- Find your category / keywords. You can choose as many as you need to describe your event!
- Upload your picture. Click -- browse -- select -- upload.
- Enter sponsor info if applicable
- Change Event Status to Published
- Don't forget to SAVE!

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