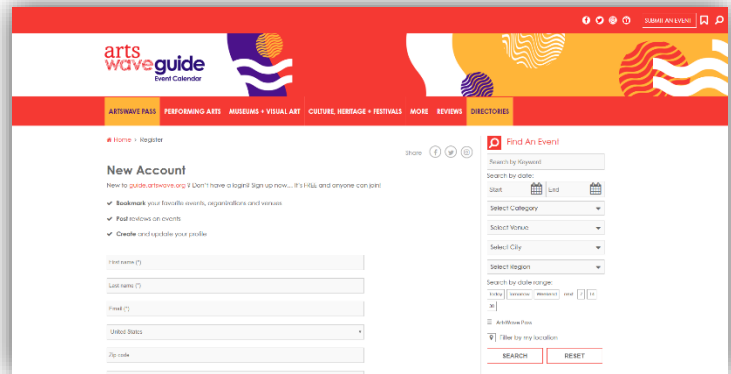
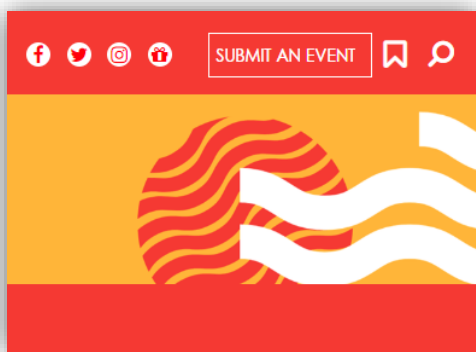


How-to Guide to Post Content on ArtsWave Guide

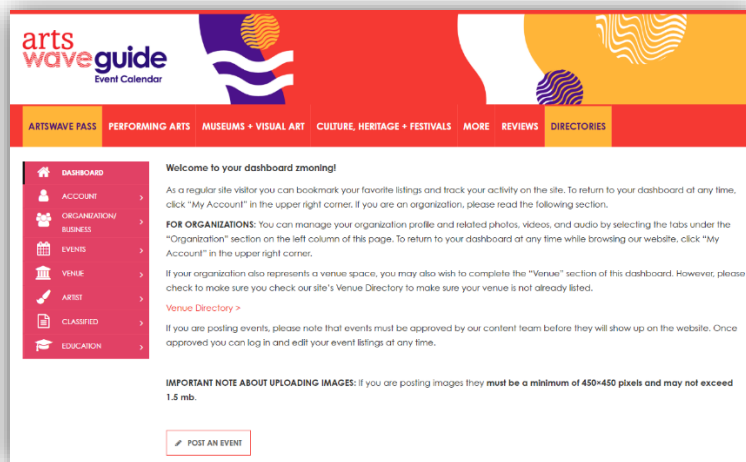
CREATING AN ACCOUNT AND LOGGING IN

- 1) Go to: ArtsWave.org/Guide
- 2) At the top of the page, click **"Submit an Event"** and then **"Register"** to create your new user account.

Please note that we do not accept email addresses as usernames, and only lowercase letters (a-z) and numbers are allowed. Passwords can include upper and lowercase letters, numbers and symbols.



- 3) Once you have created your account, you can click on the link provided or click "Login" under "Submit an Event" at the top of the page to access your account.
- 4) Once logged in you'll be on the main account dashboard. From there you will see several options on the left column, including Events, Organization, Venue, Artist and Education.



- If you are an arts or cultural organization, then you should select "Organization" from the left navigation to add your profile to the Organization Directory. **PLEASE NOTE:** If your organization already exists on the site, please email the site administrator mentioned on the Login page so we can associate your new user account to the existing organization profile. Multiple users may be associated with an organization.
- If you are an individual artist (visual, performing, literary, film, etc.), you can select "Artist" from the left navigation to add your profile to the Artist Directory.
- If you also manage a venue where events take place, then you can also select "Venue" from the left navigation to add that profile to the Venue Directory.

SUBMITTING YOUR PROFILE FORM

Organization — The Organization Profile form allows you to post your organization's description, address, contact info, website, blog and social media links, plus tag your organization type.

Venue — The Venue Profile form allows you to post your venue description, address, contact info, parking, public hours, admission, website, blog, social media links and accessibility, plus tag your venue type.

Artist — The Artist Profile form allows you to post your bio, website, blog and social media links, plus tag your artistic discipline, style and mediums.

Education — If you plan to post educational programs, you will need to set up an Educator profile for your organization. The process is much the same as setting up an Organization profile, with added fields to list your organization's qualifications.

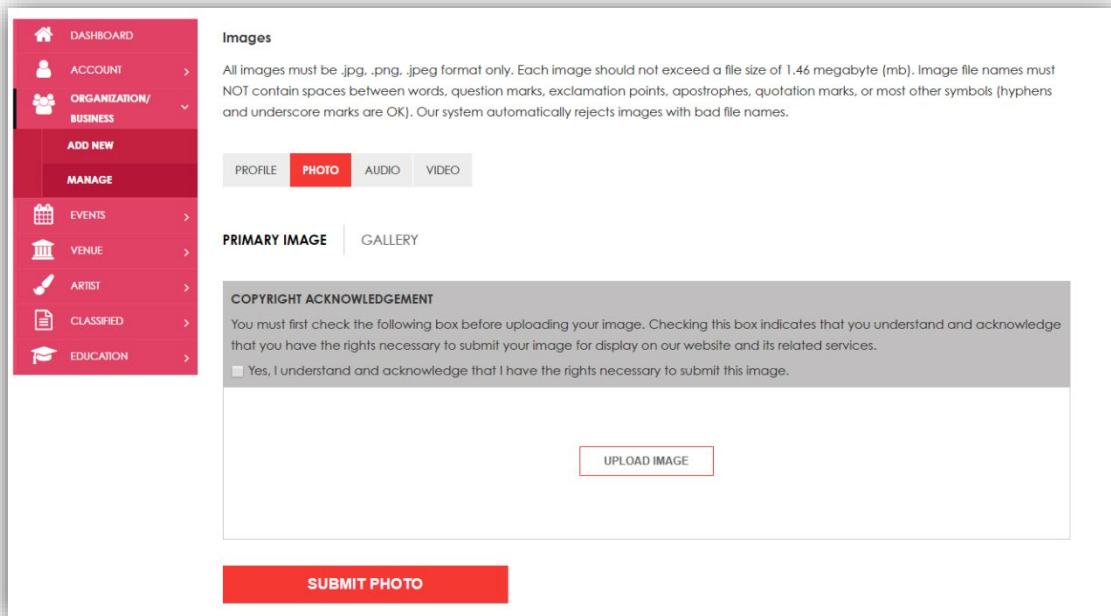
Once you have completed and saved your profile form, it will be submitted to our administrative panel for review and approval. Once your profile has been approved by the site's content management team it will show up to the public in the appropriate directory and search result pages. You can come back at any time to add/edit/remove information from your profile.

ADDING PHOTOS

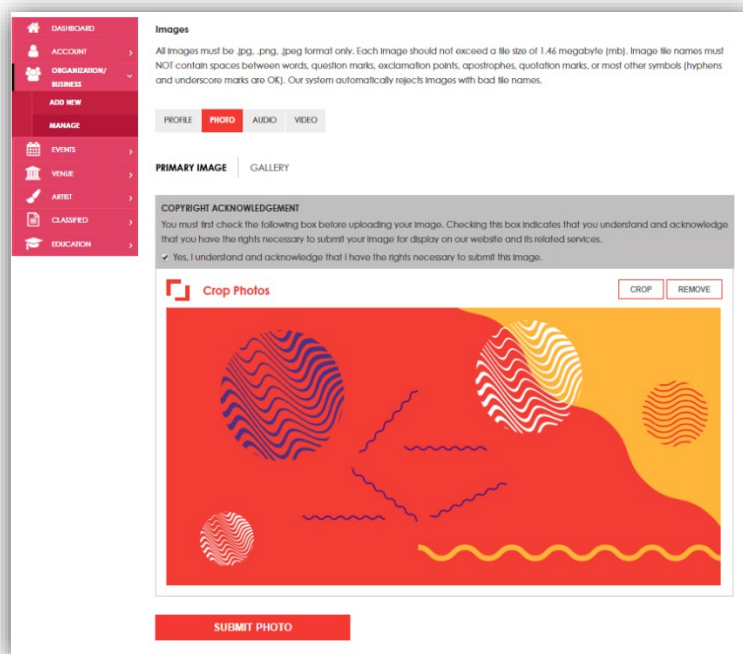
AFTER submitting your organization listing, You will be prompted to upload a primary image and can add additional gallery images.

- All images **MUST** be at least 400 x 400 pixels and .jpg, .png, or .jpeg format only.
- Images should not exceed a file size of 1.46 MB.

- File names **cannot** have spaces, question marks, exclamation points, apostrophes, quotation marks or most other symbols (hyphens and underscore marks are OK).
- Our system automatically rejects images with bad file names.



Once your primary photo has been uploaded you should expect to see a screen like this:

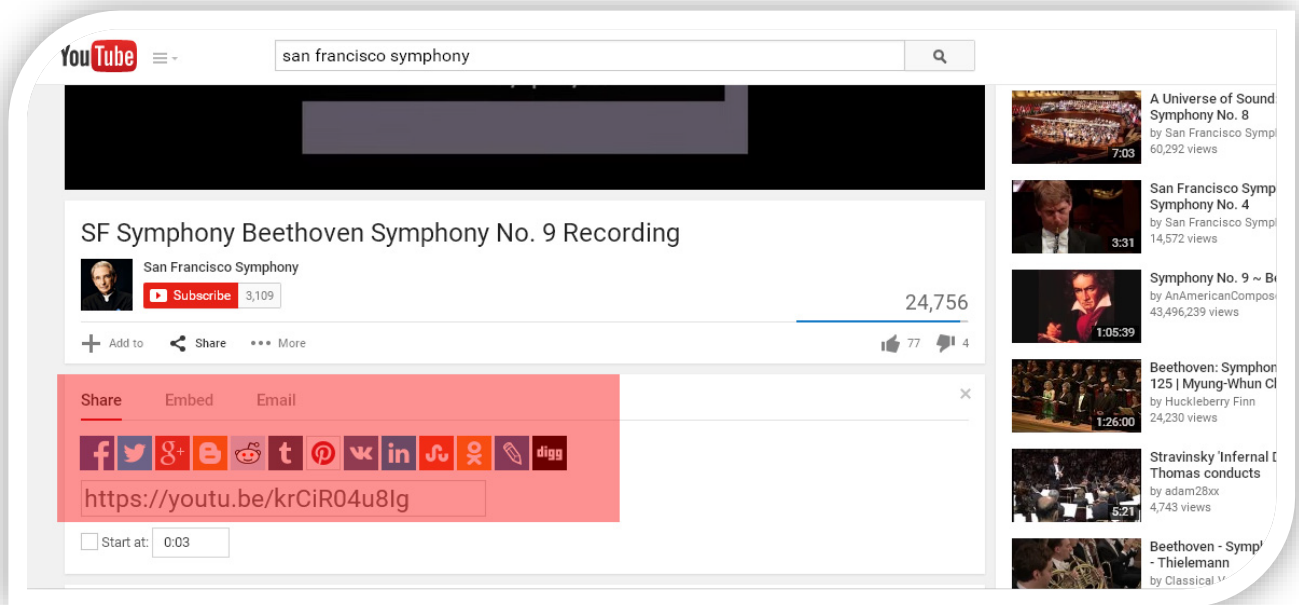


After uploading a primary image, you can click on the Gallery link and begin uploading additional images. These gallery images will display as thumbnails near the bottom of your organization's profile page.

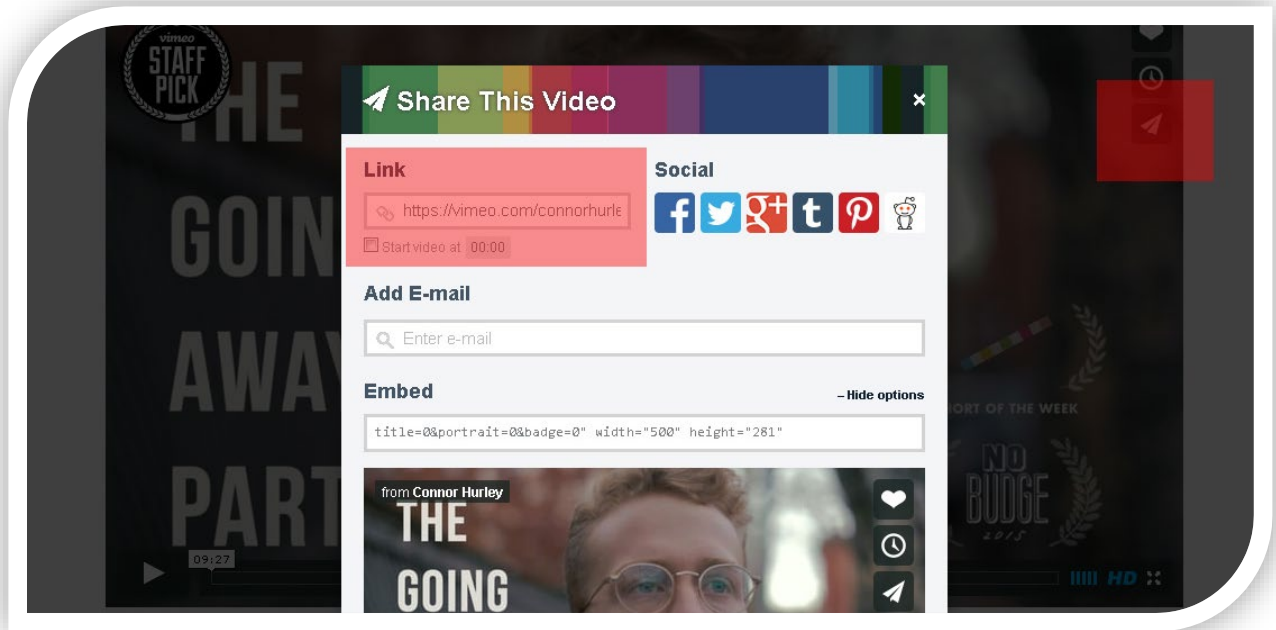
ADDING VIDEO:

We accept the "share" links provided by YouTube and Vimeo. We do not currently accept any other video service links or embed code. To add video to your profile, simply copy and paste the share link provided by these services. See screenshot examples below.

YouTube share link example:



Vimeo share link example:



ADDING AUDIO:

To add audio to your profile, we accept audio embed code from various services, including SoundCloud, Zing, CD Baby, and audio URLs with the ".mp3" file extension. See sample embed code below.

SOUNDCLOUD sample:

```
<iframe width=100% height=166 scrolling=no frameborder=no
src=https://w.soundcloud.com/player/?url=https%3A//api.soundcloud.com/tracks/119685767
&color=ff5500></iframe>
```

ZING sample:

```
<iframe width=600 height=168 src=http://mp3.zing.vn/embed/song/ZW6ZFADU frameborder=0
allowfullscreen=true></iframe>
```

MP3 file extension sample:

<http://www.stephaniequinn.com/Music/Rondeau.mp3>

CD BABY sample:

```
<iframe title="Store Widget"
src="http://www.cdbaby.com/widgets/store/store.aspx?id=CsfSGWXefhFmksmRIJNx9A%3d%3
d&amp;type=ByCustomer&amp;c1=0x000000&amp;c2=0xE0E0E0&amp;c3=0xCCCCCC&amp
;c4=0x666666&amp;c5=0x333333&amp;c6=0xFFFFFFFF&amp;c7=0xFFFFFFFF" width="100%"
height="575px" frameborder="0" scrolling="no"></iframe>
```

Once you've saved your audio embed code or links your profile's audio section should appear something like one of the following four examples:

AUDIO 🔊

SoundCloud sample

Zing sample

Biết Không Em - Chi Dân

00:05 | 04:13 🔊 🔍 128K Zing mp3

Biết Không Em - Chi Dân

MP3 sample

▶ 1:29 🔊

CD Baby sample

Store 🛒 Items: 0

Yuletide (2010)
The Choral Project

Ring in the season with this festive collection of holiday favorites. A cappella highlights include Healey Willan's resplendent motet "Hodie Christus Natus Est," Ralph Va...

Buy MP3 \$9.99

Buy CD \$18.00

Title	Price
▶ Hodie Christus Natus Est	MP3 \$0.99
▶ Carol of the Drum	MP3 \$0.99
▶ Nova, nova ave fit ex eva	MP3 \$0.99
▶ A Medley of Carols - Deck the Hall, Ding Dong Merrily on High, Carol of the Bells	MP3 \$0.99
▶ The Wassail Song	MP3 \$0.99
▶ Landlord, Fill the Flowing Bowl	MP3 \$0.99

Powered by cdbaby Share f t ✉

POSTING EVENTS:

You can post an unlimited number of events to your account. Event postings should include at least one photo or graphic. You can also include additional gallery images and videos (YouTube or Vimeo). As with other listings, your events will be reviewed once submitted. After they are approved, they will be added to the website for public viewing.

During the event submission process, you can select the presenting organization and venue from drop menus. That will save you time as you won't have to re-enter the information each time you post a new event. You can also add "secondary" organizations if the event is being co-presented with another group.

You will also be asked to provide the individual date and start time info for your event. This is a critical piece, as this information is used both in our search function and our sharing of event listings with other community partners.

Please post your organization's events as soon as they are publicly announced. Once your event is posted, you can log back in to edit your listings if you need to add/edit/delete any information from the listing, including ticket purchase links and additional images or video.

Please do not use ALL CAPS in your titles or listings — thank you! Please also keep titles short and sweet! You can give more info in your description and add promo copy to the Summary field.

Posting Programs to Cincy Arts + STEM:

To post educational program information to the Cincy Arts + STEM site, click on the "Education" link in your main account dashboard, then click "Add Program." This process is similar to posting events, but with additional fields to provide educators with more information.

Be sure to set up an Education Profile for your organization before submitting programs!

QUESTIONS? COMMENTS?

Please contact the site administrator.