

MEMBER User Guide: Event Posting Process – IndianaArts.org and OhioArts.org

<p>Step 1</p>	<p>Login using your USER NAME & PASSWORD</p> <p>Note for Members in both Ohio & Indiana: You can only enter Indiana Events using your IndianaArts.org member login, and Ohio Events using a OhioArts.org login. Events can only be entered for a single state.</p>	
<p>Step 2</p>	<p>MEMBERS & ORGANIZATIONS</p> <p>Select Manage My Events from the OPTIONS section on the right side of the screen</p> <p>PARTNER Select EVENTS>ADD</p>	
<p>Step 3</p>	<p>Add the Event Information on each screen per the online Instructions</p> <p>Be sure to fill in all the required information for each section. Typically these are all fields that have an Asterisk by them (*)</p> <p>If you don't, you will see a pop-up screen with instructions about the field that needs additional information.</p> <p>When entering the Event Dates, click the circle for Single Day, Daily/Weekly or Monthly, then add the dates and times</p>	

<p>Step 4</p>	<p>ADD Your EVENT IMAGES This image will be displayed with your listing. Choose a digital images you have to best represent the Event. i.e., sample art, a portrait, the venue, organization's logo, etc..</p> <p>IMAGE ONE - FEATURE IMAGE Image 1 is the Image that will be displayed with your event and on the Main page and displayed in rotation on the IndianaArts.org Home Page</p> <p>If you have a Silver or Gold Membership, your Feature Image is displayed on a rotating basis on the IndianaArts.org Home Page. Upgrade your membership level for free anytime. Select the MANAGE MY ACCOUNT link on the right side of your Member Home Page, then selecting the desired Membership Level.</p> <p>EVENT IMAGE Format Requirements Acceptable file formats are .jpg and .gif Pictures must fit in a 4x6 aspect ratio at a maximum pixel size of 150 px high by 100 px wide</p> <p>Images exceeding the max width will not upload. Images that are smaller than either height or width will be stretched to fit and may distort.</p> <p>To upload your image to IndianaArts.org, click the UPLOAD IMAGE button and follow the online instructions</p>	<p>You may modify your existing picture in a photo editing program such as Adobe Photoshop, or use a online web-based program such as:</p> <p>www.gifworks.com (gif only) www.myimager.com</p> <p>Learn more about image editing for the web</p> <p>To learn more about digital image preparation for the web and more about promoting your work or your organization online, ask your local or Regional Arts Organization to schedule an IndianaArts Web Workshop, or email us at info@IndianaArts.org</p>
<p>For More Information</p>	<p>Schedule a User Workshop for your Regional Area Partner Organization, local artists or other arts organizations. Workshops include:</p> <ul style="list-style-type: none"> Using IndianaArts.org to promote yourself, your organization, or events Using IndianaArts.org Surveys Using IndianaArts.org Networking Web Hosting, and Web Design Services Best Practices in Bulk Email Communications 	<p>Contact us about the IndianaArts.org Partner Intranet</p> <p>Call or email anytime to schedule a User Workshop for your Regional Area Partner Organization, local artists or other arts organization, or to provide is with your comments or suggestions about this website:</p> <p>Contact: Tom Hume, Program Manager 812-330-0868 Tom@IndianaArts.org</p> <p>For all Technical Support issues, please email info@IndianaArts.org</p>