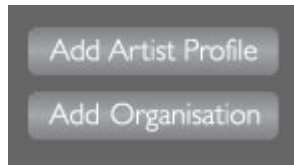


## Adding yourself as an Artist or Arts Organisation:

1. Select a button in the top right of the header




2. You will be presented with a form to fill in that allows you to add your details as an Artist or Arts Organisation. These details will include adding an image and Google map location details.
3. Entry Details:
  - a. Choose if you are an Artist or Arts Organisation, this will ensure you appear in the correct section of the website.
  - b. Enter your name as you want it to appear in the listing on the site.
  - c. Enter your description as you would want it to appear in the details of your entry. You have some limited formatting of the description, e.g. bold, italic, bullets and some limited tools e.g. cut, copy, paste. You can also add links to other web pages using the link tool.

**Entry Details**

You are an  Artist  Arts Organisation

Name

Description



Path: p

4. Promotional Image:

- a. If you can prepare your image beforehand, make it no larger than 600 Pixels wide by 400 pixels high. If you don't understand this,

then,

Upload your image (good quality and NOT low resolution). You will be asked to crop your image to a landscape format once uploaded, our image cropping tool will allow you to select a portion of your image to use.

Only upload jpg image type.

**Promotional Image**


You will be asked to crop your image to a landscape format once uploaded.  
Prepare your image beforehand, making a .jpg image no larger than **600 Pixels wide by 400 pixels high**. If you are unable to do this, our image cropping tool will allow you to select a portion of your image to use.

Image (.jpg)

5. Contact Details and Location:

- a. Enter your contact details and if you want to these details to either appear or not appear on the website for your entry.
- b. You will need to add an Email address and Password to allow you to edit your details in the future.
- c. Enter a web address to link to your own website or another site relevant to your entry.



- d. Drag the  marker to your location on the Goole map. You can use the zoom in + and zoom out – buttons to accurately locate the marker.

**Contact details & location**

Contact Name

Street address

Town

Postcode

Private Address?  
Ticking this box will exclude your address details from the directory  No  Yes

Telephone

Email

Password

To edit your page

Website address

Map location

Drag and drop the pin in the center of the map onto your location with your mouse.

Then zoom in for a perfect position once you have the marker in the right general area!



Map data ©2009 Tele Atlas - [Terms of Use](#)

6. Categories:
  - a. Select at least one relevant category for your entry. Each main Category will allow you to add further sub-categories.

**Categories (please choose at least one)**

Please choose a relevant category (**at least one!**) that best describes this entry.

Should you wish, you can then assign sub categories to your entry.

Music  Performance  Celebration  Visual Arts  Literature  Film  Family  Activities  
 Support organisation

**Music sub-categories**

Rhythm and blues, Soul and Reggae  
 Classical/Choirs/Orchestras/Opera  
 Modern Pop/Chart  
 Indie/Rock/Metal/Punk  
 Easy Listening/Chill out  
 Experimental/Urban  
 Folk/Modern folk/Country  
 Jazz/Brass Bands  
 World and Latin  
 Electronic/Dance/Hip hop/Rap

Save

7. When you have completed the form, HIT THE SAVE BUTTON to store the entry.
8. Once your entry has been approved and published by the administrator, you can edit your details, add your own events and gallery images/video. To do this, hit the Directory Login button in the right hand side of the header or login using the form visible bottom left of most pages.



From here you can enter your email address entered above and the password you specified above.

- End -