

HOW TO:

**Artist Opportunities/
Press Releases/Blogs**
Artswestchester.org

ARTSW
ARTSWESTCHESTER

1.

Click on “Log In” to access your account.



ARTSW
ARTSWESTCHESTER

CALENDAR DIRECTORIES GRANTS PROGRAMS RESOURCES NEWS SUPPORT ABOUT

Log In | Donate | Email Signup | Facebook | Twitter | LinkedIn | Instagram | YouTube

We Are ArtsWestchester

2.

Enter you Account Information

The screenshot shows the website's header with the logo 'ARTSWestchester' and navigation links: 'CALENDAR', 'DIRECTORIES', 'GRANTS', 'PROGRAMS', 'RESOURCES', 'NEWS', 'SUPPORT', and 'ABOUT'. There are also links for 'Log In', 'Donate', 'Join', and 'Email Signup', along with social media icons for Facebook, Twitter, LinkedIn, Instagram, and YouTube.

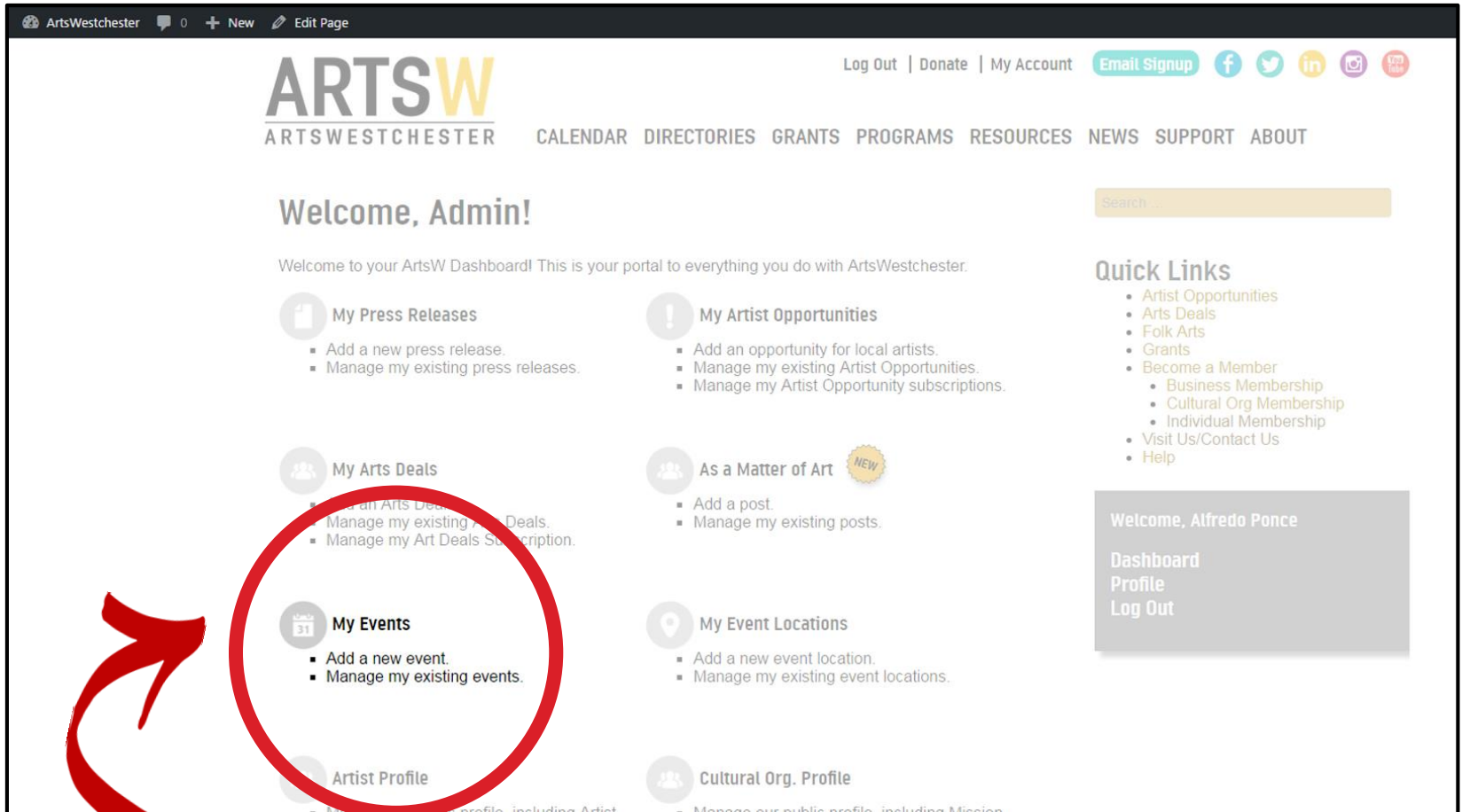
The main content area features a 'Log In' section on the left, which is circled in red. It includes a 'Username or E-mail' input field, a 'Password' input field, a 'Remember Me' checkbox, and a 'Log In' button. A 'Lost Password' link is located below the password field.

On the right side of the main content area, there is a search bar and a 'Quick Links' section with the following list:

- Artist Opportunities
- Arts Deals
- Folk Arts
- Grants
- Become a Member
 - Business Membership
 - Cultural Org Membership
 - Individual Membership
- Visit Us/Contact Us
- Help

The footer contains the 'ARTSWestchester' logo, navigation links: 'About Us', 'Grants', 'Artist Opportunities', 'Folk Arts', 'Membership for Cultural Orgs', and 'Contact Us'. It also includes a 'Terms and Conditions' link and a production credit: 'Produced by Tadpole Collective. Powered by WordPress and CivCRM.'

3. To add an event Click on “Add a new event”



ArtsWestchester 0 + New Edit Page

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CALENDAR DIRECTORIES GRANTS PROGRAMS RESOURCES NEWS SUPPORT ABOUT

Search

Welcome, Admin!

Welcome to your ArtsW Dashboard! This is your portal to everything you do with ArtsWestchester.

- My Press Releases**
 - Add a new press release.
 - Manage my existing press releases.
- My Artist Opportunities**
 - Add an opportunity for local artists.
 - Manage my existing Artist Opportunities.
 - Manage my Artist Opportunity subscriptions.
- My Arts Deals**
 - Add an Arts Deal.
 - Manage my existing Arts Deals.
 - Manage my Art Deals Subscription.
- As a Matter of Art** NEW
 - Add a post.
 - Manage my existing posts.
- My Event Locations**
 - Add a new event location.
 - Manage my existing event locations.
- My Events**
 - Add a new event.
 - Manage my existing events.
- Artist Profile**
 - Manage our public profile, including Artist
- Cultural Org. Profile**
 - Manage our public profile, including Mission

Quick Links

- Artist Opportunities
- Arts Deals
- Folk Arts
- Grants
- Become a Member
 - Business Membership
 - Cultural Org Membership
 - Individual Membership
- Visit Us/Contact Us
- Help

Welcome, Alfredo Ponce

[Dashboard](#)
[Profile](#)
[Log Out](#)

4.

Add Event Page

ArtsWestchester 0 + New Edit Page

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CALENDAR DIRECTORIES GRANTS PROGRAMS RESOURCES NEWS SUP

Add Event

Event Name

The event name. Example: Gallery Opening

When

This is a recurring event.

From to

Event starts at to All day

Where

This event does not have a physical location.

Location Name:

Create a location or start typing to search a previously created location.

Address:

City/Town:

State/County:

Postcode:

Region:

Country:

*
Location not found

Search ...

Quick Li

- Artist O
- Arts D
- Folk A
- Grants
- Becom
- Bu
- Cu
- Ind
- Visit U
- Help

Welcome,

Dashboard
Profile
Log Out

The **Event Name**
E.g. Gallery Opening

When does your
Event take place
(date & time) & check
off if it is recurring and/or
Lasts all day.

Where does your
Event take place.
Fill out all blank
spaces. Check if it
does not have a
physical location.

5. Add Event Page

Use this section for a description of your event.



Fill out all blank spaces with specific information about Your Event

A screenshot of a web form titled 'Details'. At the top left is an 'Add Media' button. To the right are 'Visual' and 'Text' tabs. Below is a large text editor with a toolbar containing icons for Paragraph, Bold, Italic, Bulleted List, Numbered List, Quote, Indent, Outdent, Link, Unlink, Table, and RSS. The text area is currently blank. Below the text editor are several input fields: 'Presenter', 'Presenter Phone Number', 'Blurb', 'Sponsor Message', 'Ticket Website', and 'Presenter Website'. Each field is currently empty.

6. Add Event Page

Free Event
Yes

Handicap Accessible
Yes

Categories:
Please choose up to three.

- Class
- Comedy
- Dance
- Exhibition
- Family & Kids
- Festivals
- Film
- Folk Arts
- Fundraisers
- Lectures
- Music
- Music In The Air
- Open Studios
- Photography
- Spoken Word
- Theater
- Tours
- Workshops

Event Image
Images will be displayed at a maximum size of 300px. Please do not upload extra large images.
No image uploaded for this event yet

Upload/change picture:
Choose File No file chosen

Submit Event

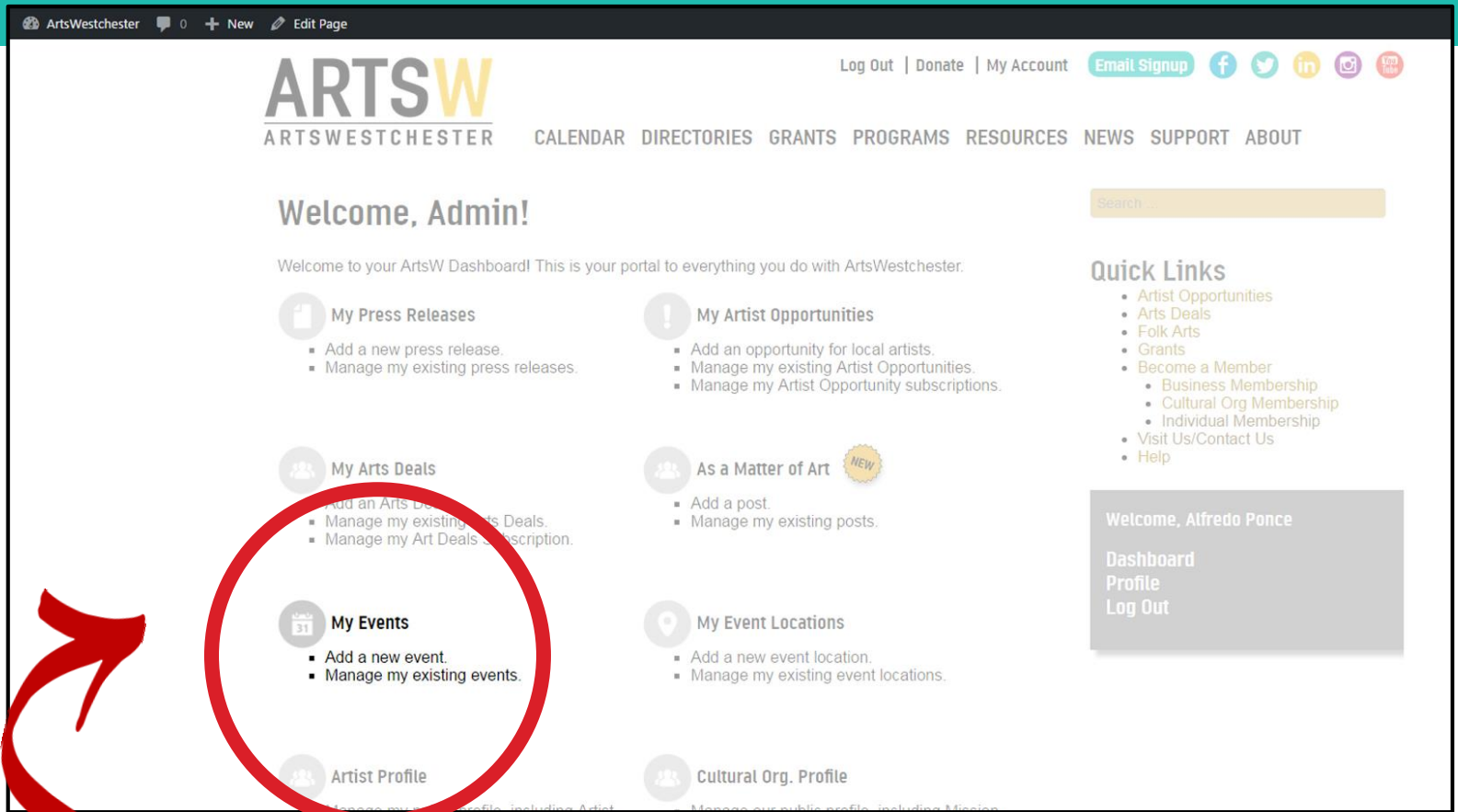
Fill out all blank spaces with specific information about Your Event

Check off any categories that might apply to your Event.

To add an image to your Event click the button "Choose File"

Submit your Event

7. To Edit Event



The screenshot shows the ArtsWestchester Admin Dashboard. The page title is "Welcome, Admin!". Below the title, there is a navigation menu with links for CALENDAR, DIRECTORIES, GRANTS, PROGRAMS, RESOURCES, NEWS, SUPPORT, and ABOUT. A search bar is located on the right side. The main content area is divided into several sections, each with a title and a list of actions:

- My Press Releases**
 - Add a new press release.
 - Manage my existing press releases.
- My Artist Opportunities**
 - Add an opportunity for local artists.
 - Manage my existing Artist Opportunities.
 - Manage my Artist Opportunity subscriptions.
- My Arts Deals**
 - Add an Arts Deal.
 - Manage my existing Arts Deals.
 - Manage my Art Deals subscription.
- As a Matter of Art** (NEW)
 - Add a post.
 - Manage my existing posts.
- My Events** (highlighted with a red circle and arrow)
 - Add a new event.
 - Manage my existing events.
- My Event Locations**
 - Add a new event location.
 - Manage my existing event locations.
- Artist Profile**
 - Manage my profile, including Artist
- Cultural Org. Profile**
 - Manage our public profile, including Mission

On the right side, there is a "Quick Links" section with a list of links: Artist Opportunities, Arts Deals, Folk Arts, Grants, Become a Member (with sub-links for Business Membership, Cultural Org Membership, and Individual Membership), Visit Us/Contact Us, and Help. Below this is a user profile box for "Welcome, Alfredo Ponce" with links for Dashboard, Profile, and Log Out.

To edit an event, click on “Manage my existing events”

8.

Event Sample

Sample of what an Event will look like when complete.

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CALENDAR DIRECTORIES GRANTS PROGRAMS RESOURCES NEWS SUPPORT ABOUT


search by organization, artist or event from: to:

Search

Artist Talk: Dulce Pinzón

Category: Lectures

Tuesday, April 18, 2017
12:30 pm - 1:30 pm




Description

The artist will discuss *The Real Story of the Superheroes* which examines immigrant workers' rights in the US. Presented in collaboration with the Purchase College Multicultural Center.

Tickets to public programs are free to Purchase College students, staff, and faculty, and Neuberger Museum of Art Members. General Admission: \$10.

Event Location and Ticket Information



Date: Tuesday, April 18, 2017
Times: 12:30 pm - 1:30 pm

Ticket pricing:

Presenter: Neuberger Museum of Art
Presenter Phone: 914-251-6100
Presenter Website: <https://www.neuberger.org>

Neuberger Museum of Art
Purchase College, SUNY 735 Anderson Hill Road
Purchase, New York 10577

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