HOW TO:
Create Organization Profile
Artswestchester.org
1. Click on “Log In” to access your account.
2. Enter your Account Information

Use the log in credentials created when filing application for membership.
3. To Create or Update Your Cultural Org Profile
4. Add Cultural Org Info and Images

**Organization Overview** should be no more than 150 words. Text should be in plain text only. Space does not accept special formatting such as bold, italics or underlined.

**Hours of Operation**
This only allows for a single entry. ie: 9am – 5pm or 10am – 6pm. If your organization has varied hours, you can include in your Organization Overview.

Click “Submit” when Complete.
5. To View as an End-user

Click My Account at the upper right

Then click View my Profile