

HOW TO:

Create Organization Profile
Artswestchester.org

ARTSW
ARTSWESTCHESTER

1.

Click on “Log In” to access your account.



The screenshot shows the top portion of the ARTSW ArtsWestchester website. The navigation bar includes the following elements from left to right: the ARTSW logo, the text 'ARTSWESTCHESTER', a menu of links (CALENDAR, DIRECTORIES, GRANTS, PROGRAMS, RESOURCES, NEWS, SUPPORT, ABOUT), a 'Log In' link circled in red, a 'Donate' link, an 'Email Signup' button, and social media icons for Facebook, Twitter, LinkedIn, Instagram, and YouTube. Below the navigation bar is a hero section with the text 'We Are ArtsWestchester' and a large photograph of a diverse group of young people, many of whom are holding cameras. At the bottom right of the hero section, there are five small colored dots (black, grey, grey, yellow, black).

2.

Enter your Account Information

ARTSW
ARTSWESTCHESTER

Log In | Donate | Join [Email Signup](#) [f](#) [t](#) [in](#) [i](#) [v](#)

[CALENDAR](#) [DIRECTORIES](#) [GRANTS](#) [PROGRAMS](#) [RESOURCES](#) [NEWS](#) [SUPPORT](#) [ABOUT](#)

Log In

Username or E-mail

Password

Remember Me

[Lost Password](#)

Use the log in credentials created when filing application for membership.

Search ...

Quick Links

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

ARTSW
ARTSWESTCHESTER

[About Us](#) [Grants](#) [Artist Opportunities](#) [Folk Arts](#) [Membership for Cultural Orgs](#) [Contact Us](#)

[Terms and Conditions](#)
Produced by Tadpole Collective. Powered by WordPress and CivCRM.

3. To Create or Update Your Cultural Org Profile

The screenshot shows the ArtsW Admin Dashboard. At the top, there is a navigation bar with the ArtsW logo, 'ARTSWESTCHESTER', and a menu of links: CALENDAR, DIRECTORIES, GRANTS, PROGRAMS, RESOURCES, NEWS, SUPPORT, ABOUT. On the right, there are links for 'Log Out', 'Donate', 'My Account', and 'Email Signup', along with social media icons for Facebook, Twitter, LinkedIn, Instagram, and YouTube.

The main content area is titled 'Welcome, Admin!' and includes a welcome message: 'Welcome to your ArtsW Dashboard! This is your portal to everything you do with ArtsWestchester.' Below this, there are several administrative sections, each with 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.
- Event Locations:**
 - Add a new event location.
 - Manage my existing event locations.
- Artist Profile:**
 - Manage my public profile, including my Mission Statement, Education, and slider images.
- Cultural Org. Profile:**
 - Manage our public profile, including Mission Statement, Hours, and slider images.
- My Events:**
 - Add a new event.
 - Manage my existing events.
- My Activity:**
 - View my account activity, including contributions and pledges.
- View my profile:**
 - View my public profile, including my blog posts and events.
- My Subscriptions:**
 - Manage my Event Alerts.
 - Manage Arts eNews subscriptions.
 - Manage my Artist Opportunity subscriptions.
- Account Details:**
 - Edit my account information, including my contact details and password.

A red circle highlights the 'Cultural Org. Profile' section, and a red arrow points to it from the left. On the right side of the dashboard, 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), Marketing & Advertising, Visit Us/Contact Us, and Help. Below the Quick Links is a user profile summary for 'Welcome, esiegel' and a vertical list of navigation options: Dashboard, Welcome, My Press Releases, My Artist Opportunities, My Arts Deals, My Events, My Event Locations, Artist Profile, Cultural Org. Profile, View My Profile, My Activity, My Subscriptions, Account Details, and Log Out.

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.

The screenshot shows the 'Cultural Organization Profile' form on the ARTSW website. The form includes the following fields and options:

- Default Profile Image ***: A 'Select Image' button with a red arrow pointing to it from a callout box that says 'Image size is 300x300 pixels'.
- Organizational Overview ***: A large text area with a red arrow pointing to it from the 'Organization Overview' text box.
- Operating Hours ***: A text input field containing '8:00am to 4:00pm' with a red arrow pointing to it from the 'Hours of Operation' text box.
- Slider File 2, 3, 4, 5**: Each has a 'Select File(s)' button.
- Update Profile**: A blue button at the bottom of the form.
- Edit**: A small link below the 'Update Profile' button.

The right sidebar contains a search bar, a list of links (Arts Deals, Folk Arts, Grants, Become a Member, Business Membership, Cultural Org Membership, Individual Membership, Marketing & Advertising, Visit Us/Contact Us, Help), and two sections: 'In this Section: My Art Matters Posts Welcome, Blogger!' and 'Welcome, esiegel' with a list of user menu items (Dashboard, Welcome, My Press Releases, My Artist Opportunities, My Arts Deals, My Events, My Event Locations, Artist Profile, Cultural Org. Profile, View My Profile).

5.

To View as an End-user

The screenshot shows the ArtsWestchester Admin Dashboard. At the top right, the 'My Account' link is circled in red, with a red arrow pointing to it from a text box that says 'Click My Account at the upper right'. In the bottom left, the 'View my Profile' link is circled in red, with a red arrow pointing to it from a text box that says 'Then click View my Profile'. The dashboard includes a navigation menu with links like 'CALENDAR', 'DIRECTORIES', 'GRANTS', 'PROGRAMS', 'RESOURCES', 'NEWS', 'SUPPORT', and 'ABOUT'. The main content area is titled 'Welcome, Admin!' and contains several sections: 'My Press Releases', 'My Artist Opportunities', 'My Arts Deals', 'BLOG: As a Matter of Art', 'My Events', 'My Event Locations', 'Artist Profile', 'Cultural Org. Profile', 'View my Profile', and 'My Subscriptions'. A sidebar on the right contains a 'Welcome, esiegel' message and a list of navigation links including 'Dashboard', 'Welcome', 'My Press Releases', 'My Artist Opportunities', 'My Arts Deals', 'My Events', 'My Event Locations', 'Artist Profile', 'Cultural Org. Profile', 'View My Profile', 'My Activity', 'My Subscriptions', 'Account Details', and 'Log Out'.

ARTSW
ARTSWESTCHESTER

CALENDAR DIRECTORIES GRANTS PROGRAMS RESOURCES NEWS SUPPORT ABOUT

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.

BLOG: As a Matter of Art NEW

- Add a post.
- Manage my existing posts.

My Events

- 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 public profile, including Artist Statement, Education, and slider images.

Cultural Org. Profile

- Manage our public profile, including Mission Statement, Hours, and slider images.

View my Profile

- View my public profile, including my blog posts and events.

My Subscriptions

- Manage my Event Alerts
- Manage Arts eNews subscriptions.
- Manage my Artist Community subscriptions.

Account Details

- Manage my account information, including my contact information and password.

Log Out | Register | My Account | Email Signup | Facebook | Twitter | LinkedIn | Instagram | YouTube

Click **My Account** at the upper right

Welcome, esiegel

Dashboard
Welcome
My Press Releases
My Artist Opportunities
My Arts Deals
My Events
My Event Locations
Artist Profile
Cultural Org. Profile
View My Profile
My Activity
My Subscriptions
Account Details
Log Out

Then click **View my Profile**