

CREATIVE DONCASTER

How to join the Creative Doncaster website as an artist, arts organistaion, creative business or venue

1. Click to Join Network (top right of screen)

2. Fill in your details including email, your chosen password, first name, last name, address, Postcode, telephone, display name and select profile type:

- Individual i.e. artist, practitioner or sole trader
- Business i.e. group, organisation, charity, band, community group, company limited by guarantee, CIC or social enterprise.
- Place i.e. artist studio, gallery, theatre, or venue with open access to the public.

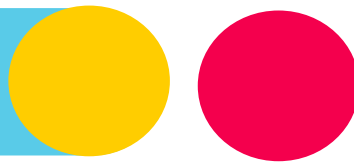
Note - Display name is the name you want to people to see in the Creative Directory i.e. the name of your arts organisation or business; if you're an individual artist you would use your own name. You can change your display name later when you edit your profile.

Don't forget to tick the receive newsletter button to get Creative Doncaster updates.

3. Click the JoinCreative Doncaster button to join.

4. You'll be sent an email to activate your account. Click on the link in the email and you'll be directed to Creative Doncaster. You can now log in and start adding your profile and other information.

Setting up your profile



1. Log in – if you're not already logged in - by clicking My Account – put in your email address and password.



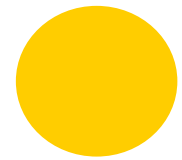
2. Hover over My Account to see the drop down menu, hover over My Content and click on My Profile.



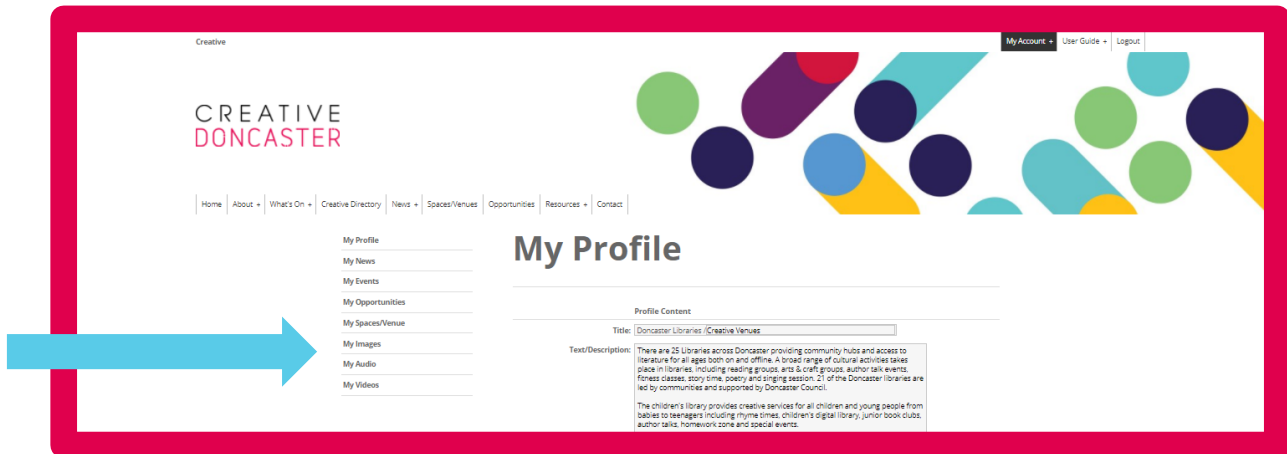
3. Fill in details about your arts organisation or business or yourself.

- Title – This will default to the display name you first used when registering. You can add another description next to your name to help others to identify who you are or what you do. For example: Terry Chipp/Visual Artist, The Point/Art Gallery, Bang Bang Romeo/Band. (You can change your display name in My Profile Settings).
- Text/Description – Include all the information about who you are, what you do, and how people can engage with you.
- Add a profile picture – The File needs to be a JPEG, GIF, or PNG file (Max size 25MB, minimum dimensions 400x300 pixels).
- Website link – Link to your website, if you don't have a website you could link to a social media account.
- The publish in the creative directory box should be ticked.
- Select up to 3 disciplines under profile categorisation. This will help people find you in the search.
- Add your contact details under profile location. (Glitch- Sometimes postcodes are not recognised even when they are correct write in the postcode again and resubmit)
- Click on Add Profile at the bottom.

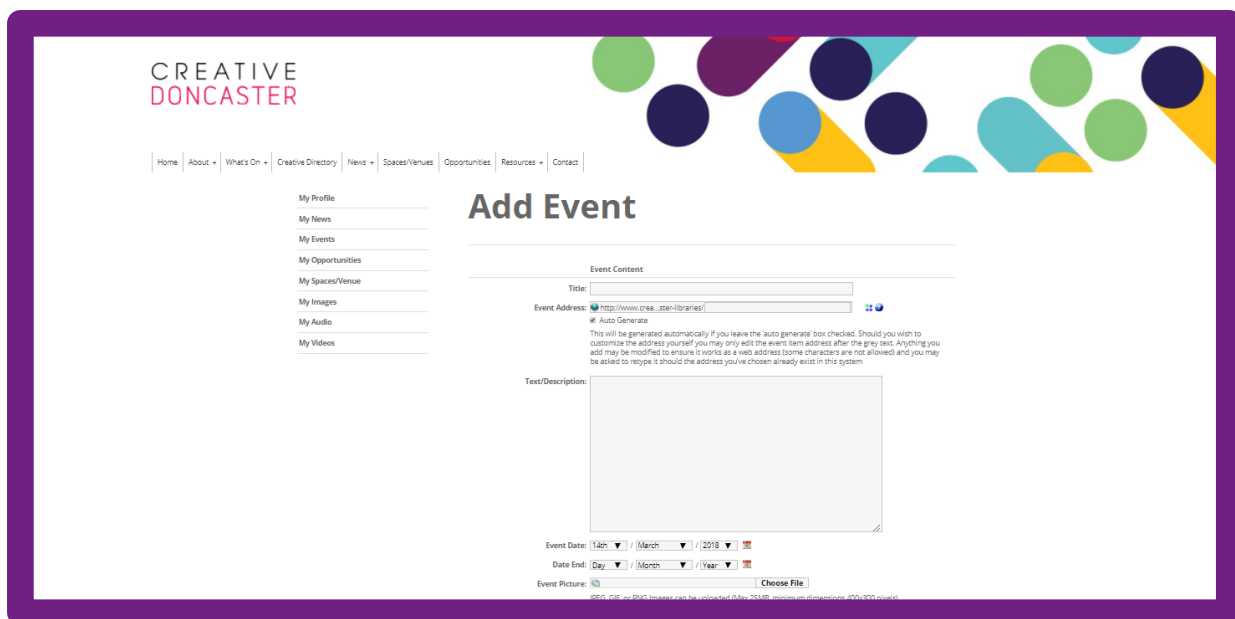
Start adding your events, news, opportunities, space, venues, and media (images, video, audio)



1. Log in, go to My Account, My Content and you'll see a list on the left of all the content headings you can add – My Profile, My News, My Events, My Opportunities, My Spaces/Venue, My Images, My Audio, My Video. Click on the heading you want to add and follow from there: To add an event - click on My Events To add an opportunity - click on My Opportunities If you're a venue or space add a separate entry about your creative space – click on My Spaces/Venues To add images – click on My Images (same for audio or videos)



Example - Add an Event - Click on My Events - Add an Event (top of the page) – fill in the information about your event and add an image – click on Event Categorisation to reveal a drop down list (this is used to help users of the site search under headings or age groups) – Add the event address and postcode (adding a postcode will mean the event shows on the map view) - Click Add Event at the bottom (your event will go for approval and published shortly)



To add other items, i.e. news, opportunities etc. the process is similar to adding an Event as above. To edit any content go to My Account – My content, choose the heading you want to edit or update and you'll see a list of your content. Click the relevant item to open it and edit. Remember: the more you update your profile, add events, news, opportunities or images the higher up the listing you'll be and the more likely you'll be featured regularly on the site.

Get in touch if you need any help: culture@doncaster.gov.uk