

CREATIVE DONCASTER

How to update your profile and start adding events, news and opportunities

Log into www.creativedoncaster.com by going to My Account and putting in your email and password. Hover over the My Account tab at the top of the screen to see the drop down menu and click on My Content – you will see a list of all the content you can add at the left side of the screen (My Profile, My News, My Events, My Opportunities, My Space / Venue, My Images, My Audio, My Videos).

Update your profile

In My Profile you can edit the text or change your image. Click Update Profile at the bottom (Tip: your profile is about who you are and what you do, include your website and contact details). To add more images to your profile go to My Images, Add an image – the format is then the same as adding other items.

If you want to change your profile name go to My Profile Settings (My Account - My Profile Settings) and change in the Display Name box, click Update User. The name here is the first bit of your profile name and will be listed in the directory in alphabetical order and is likely to be your name.

The second part of the name can be changed in Title in My Profile (My Account – My Content – My Profile) – this may be more of a description of what you do.

Example:

Fred Blogs/Visual Artist,
Limited 2 Art /Art Gallery,
Bang Bang Romeo/Band,
Sugarcane Creative/Business,
Corn Exchange/ Performance Venue.

IMAGE 1

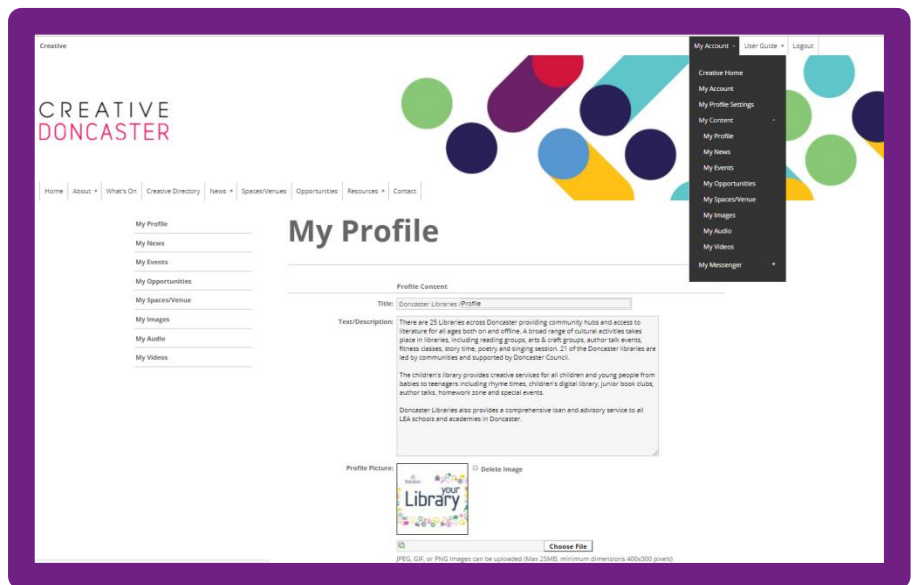
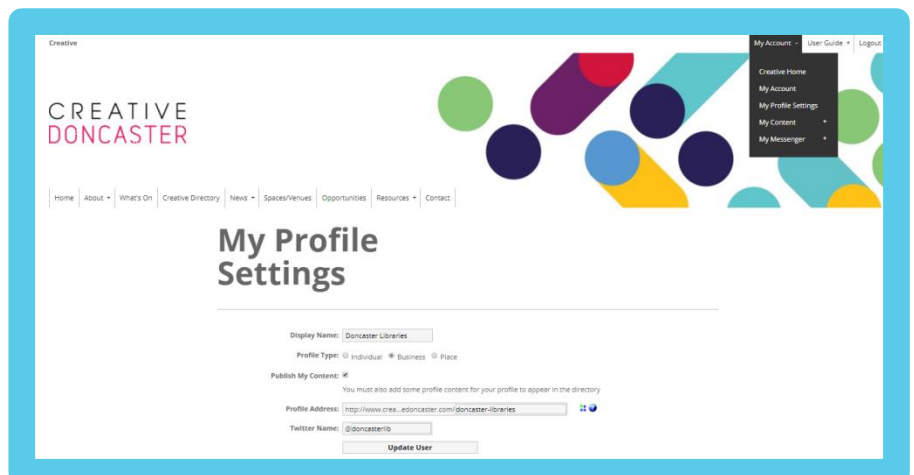
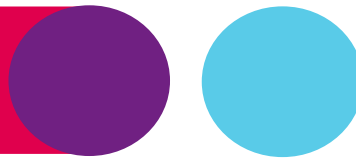


IMAGE 2



How to add your events



If you're not already logged in, then log in to your account (My Account, add user name and password). In My Account click on My Content to show the list of all the content headings you can add to (My Profile, My News, My Events, My Opportunities, My Spaces/Venue, My Images, My Audio, My Videos) – see Image 1. Click on My Events, then Add an Event.

Put in the details about your event. Give as much information as you can, time, dates, contact details, web link 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 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.

Adding Other Items

To add News, Opportunities, Space/Venue, Image etc you go through the same process but instead of clicking on My Event you click on My News or My Opportunity etc. From there everything is the same or similar.

IMAGE 3

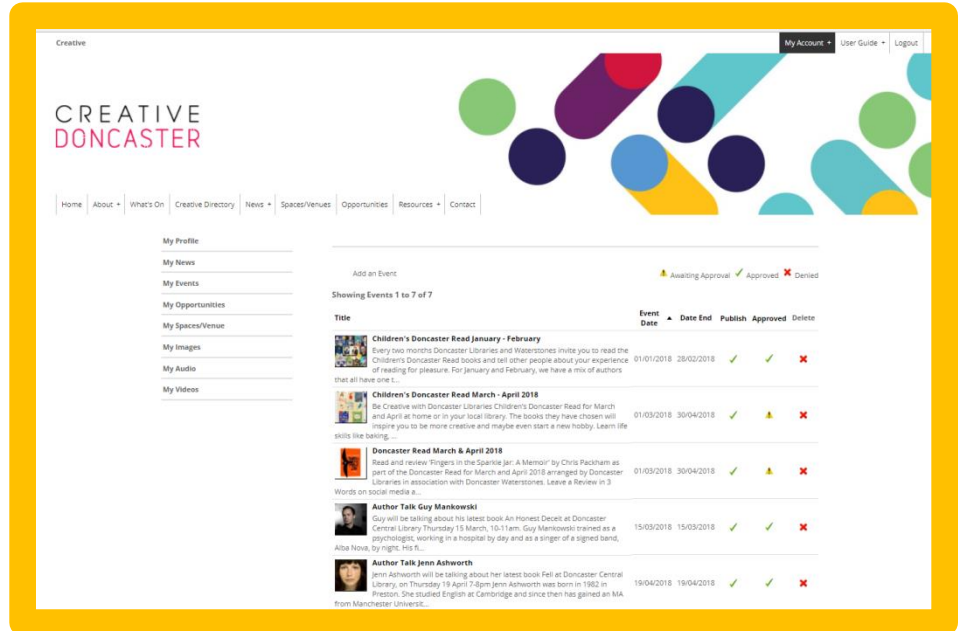


IMAGE 4

