Guide to the Arts Directory:
Creating your Arts Directory Account and Profile

Register (Create an Account)
1. Go to: artsobispo.org and click DIRECTORY at the top.
2. Scroll down a bit and click "Artist LogIn/Register" on the top right side of the page, then "registration form" in the paragraph. Fill in the blanks.
3. Click "Continue," fill in the second page, and click "Continue" again.

Log In
1. Got to: artsobispo.org and click DIRECTORY.
2. Click on the "Artist LogIn/Register" link to log in.
3. You will be sent to the "View Profiles" page which can also be reached from a link in the side-bar (under THE DIRECTORY).

Arts Directory Overview
1. Create your Media Library. (The Library acts as media storage.)
2. Add a Profile(s). If you do more than one type of art you may need a profile for each.
3. Add descriptive Profile information.
4. Add a thumbnail to serve as your profile main picture
5. Place samples of your art from your Media Library on your Profile.

Create your Media Library
1. From the "View Profiles" page, click the "Media Library" button.
2. Click the button for the type of media you would like to upload.
3. Click the "Choose File" or "Browse" button.
4. Find the media you would like to upload and click "Open" or "Choose."
5. Add a caption and a description if you would like.
6. Click the "Upload" button.
7. Click the "Return to Upload Media Page" button and follow steps 2-6, or click the "Return to My Profiles" when you are done.

Add a Profile
1. Click the "Add Profile" button.
2. Enter a Profile name (unique, but simple; do not use /) and choose a category.
   NOTE: Your first and last name is enough unless it is very common or you need more than one profile. In those cases add something simple like: oil; wood; or jewelry.
3. Click on the "Make and Edit Profile" button.
4. **NOTE:** Art in Public Places is a moderated category. Please do not use.

5. **NOTE:** Some artists may need more than one profile for art in distinct categories with discrete audiences, **NOT** for each work nor similar types of work.

Add specific Profile information
1. Choose a specialty from the drop-down list.
2. Add a short Description (bio). Tip: Prepare ahead of time. Visitors will see the first few words before clicking your profile.
3. Area of Work refers to where you are willing travel for work.
4. Style. Type of work like session player, scriptwriter, watercolor, etc. NOT search words.
5. Web Link. Only ARTS Obispo members have a live web link.
6. Event Link (EID). Presenters post on the calendar. If you are part of an event, but not the presenter, type the 6 digit event ID here.
7. Links for Profile: Both links will go to your profile.
8. Click the "Save Profile" button at the bottom or top of the page.

Add samples from your Media Library
1. Choose your Avatar (thumbnail). This is what visitors see in the list of profiles. Click the "Choose Sample" button. Click the "Choose" button next to the image you want.
2. When selecting the rest of the samples you will need to say which type of media.
3. Click the "Save Profile" button at the top or bottom of the page.

Review your Profile
1. Click on the "DIRECTORY" link at the top of artsobipos.org.
2. Search your Profile Name.
3. Click on either the Avatar or the Profile Name.

Editing your Profile
Login
1. Log in the same way you did right after registering.

Update your Media Library
1. Follow the steps in the "Creating your Media Library" section.
2. To edit captions/descriptions or remove media, click on the item you wish to change.
3. Alter the caption or description; then click save changes.

Edit Profile or Assign Samples
1. Click the "Edit" button for your profile.
2. Change anything you wish to change.
3. Change Samples follow the "Add samples from you Media Library" section.
4. Click the "Save Profile" button at the top or bottom of the page.

For further assistance, contact Raven:

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