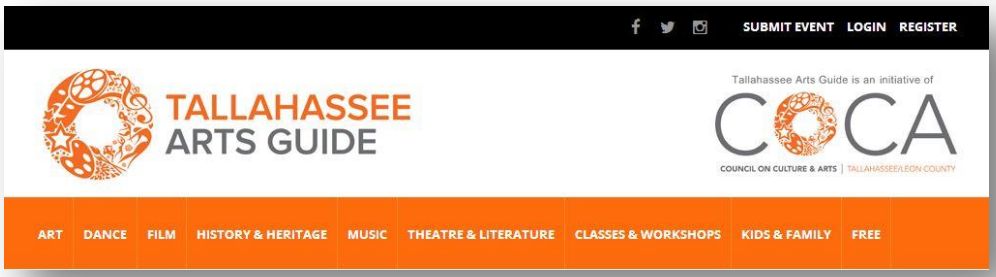
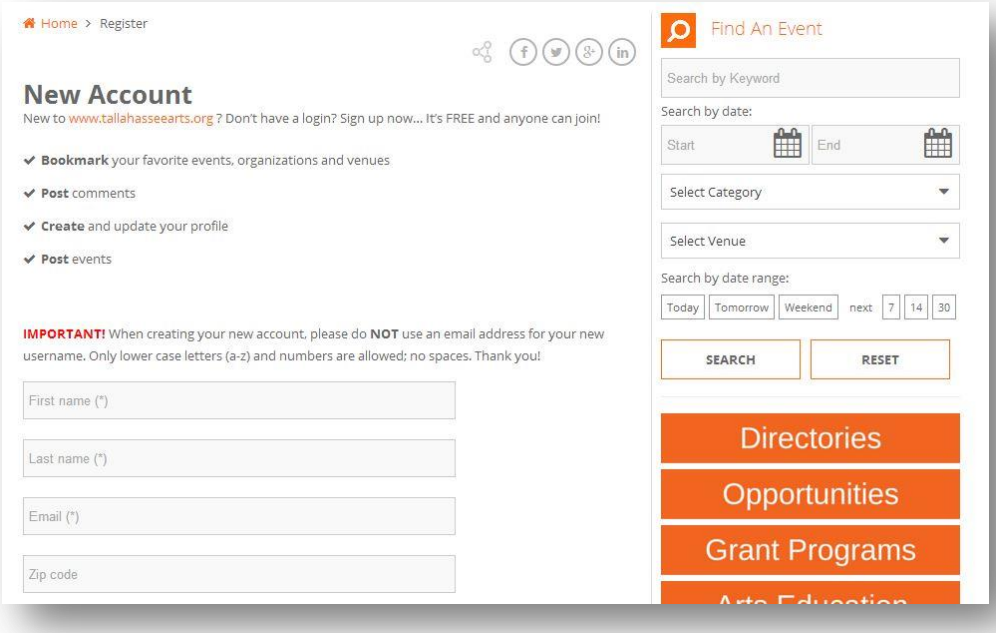
TALLAHASSEE
ARTS GUIDE

CREATING AN ACCOUNT AND LOGGING IN

1) Go to: www.tallahasseearts.org. This is the new home page for COCA's calendar/arts guide, and will also link to the COCA website.

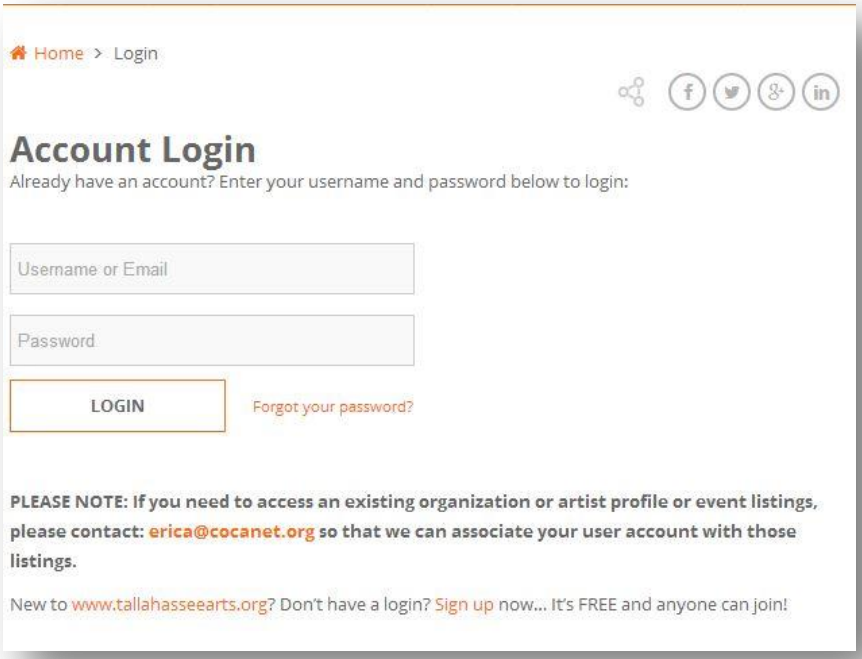
2) Click "Register" at the top of the page to create your new user account. *Please note that we do not accept email addresses as usernames.*



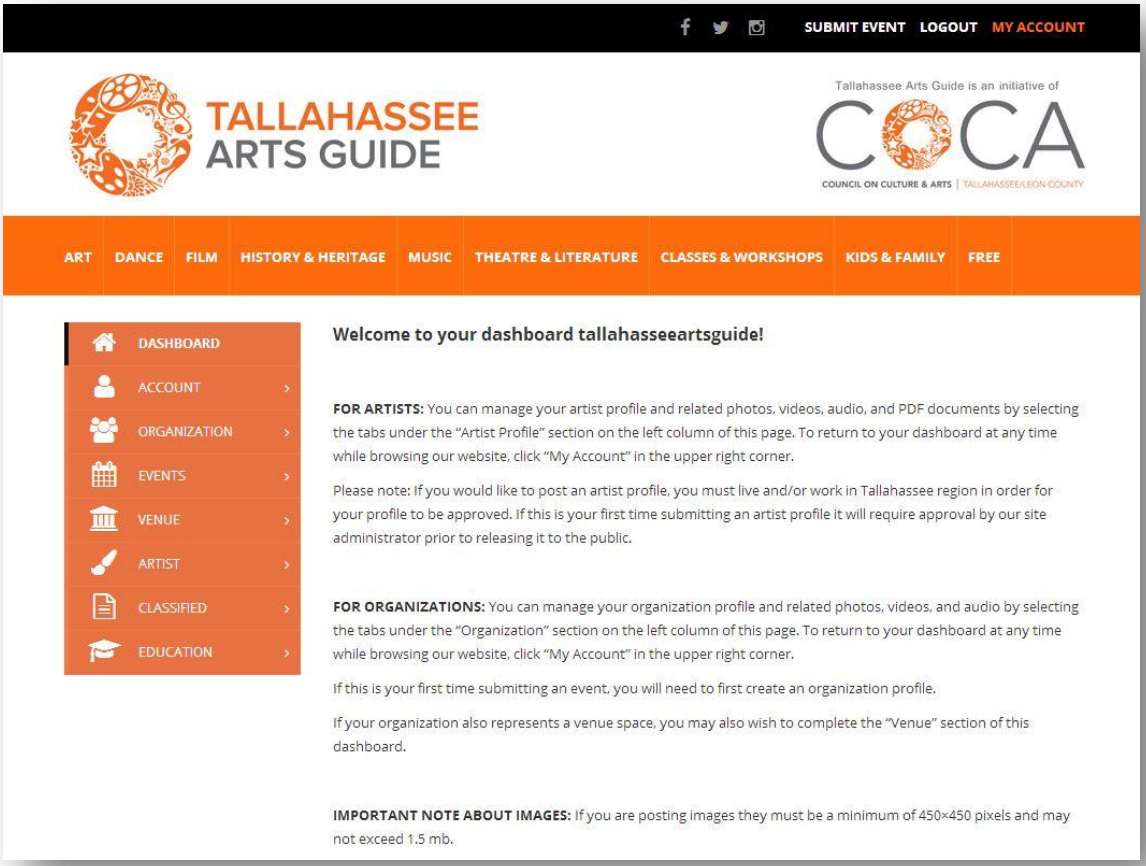


3) Once you have registered, you will get a confirmation of your submission and an email from TallahasseeArts.org with your username and password. Now you can login and begin using your Tallahassee Arts account!

   PLEASE NOTE: If you need to access an existing organization or artist profile or event listings, please contact: Erica at erica@cocanet.org so that we can associate your user account with those listings. How do you know if you have an existing profile? Email Erica – we are in the process of moving content over from our old COCA site, and updates are being made every day!



4) Once logged in you'll be on the main account dashboard. From there you will several options on the left column, including Events, Organization, and Venue.



- If you are an arts or cultural organization, then you should select "Organization" to add your profile to the Organization Directory. Again, it may have already been pulled over, and if you need to be associated with that organization, email erica@cocanet.org. Multiple users may be associated with an organization.

- If you are an individual artist (visual, performing, literary, film, etc.), then you should select "Artist" to add your profile to the Artist Directory. We are migrating all of the artist profiles from the old www.cocanet.org website, but this is a good time explore the system and get your profile in the most updated format. The new site will offer you more options to create and update your own unique listing!

- If you also manage a venue where events take place, then you can also select "Venue" to add that profile to the Venue Directory.

- "Classifieds" are items that COCA will include in our Thursday "Opportunities" emails that go to over 6000 subscribers. Content for the email will be pulled from your user-submitted "classified" listings. Listings also appear online in the "classified" directory – which is a feature everyone has been asking for! More details about the submission process are provided further down in this email.

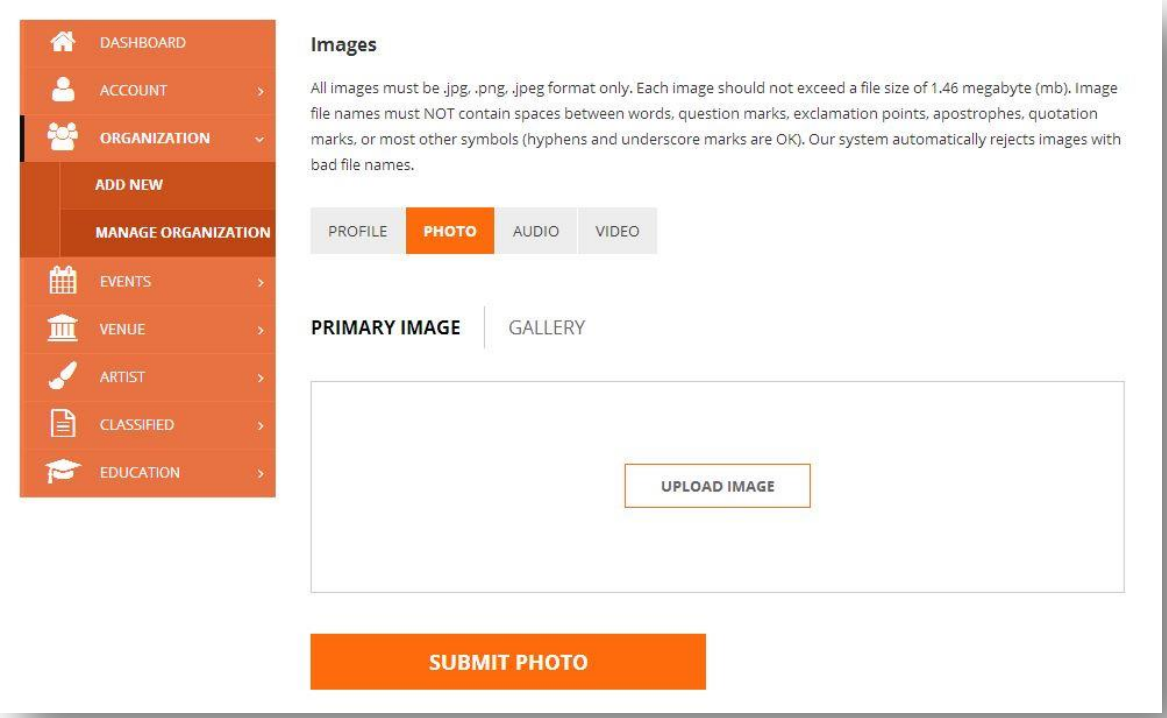
SUBMITTING YOUR PROFILE FORM

Once you have completed and saved your profile, Erica will review and approve it. Once your profile has been approved it will show up to the public in the appropriate directory and search result pages. You can come back at any time to add/edit/remove information from your profile form by logging in and re-saving your changes.

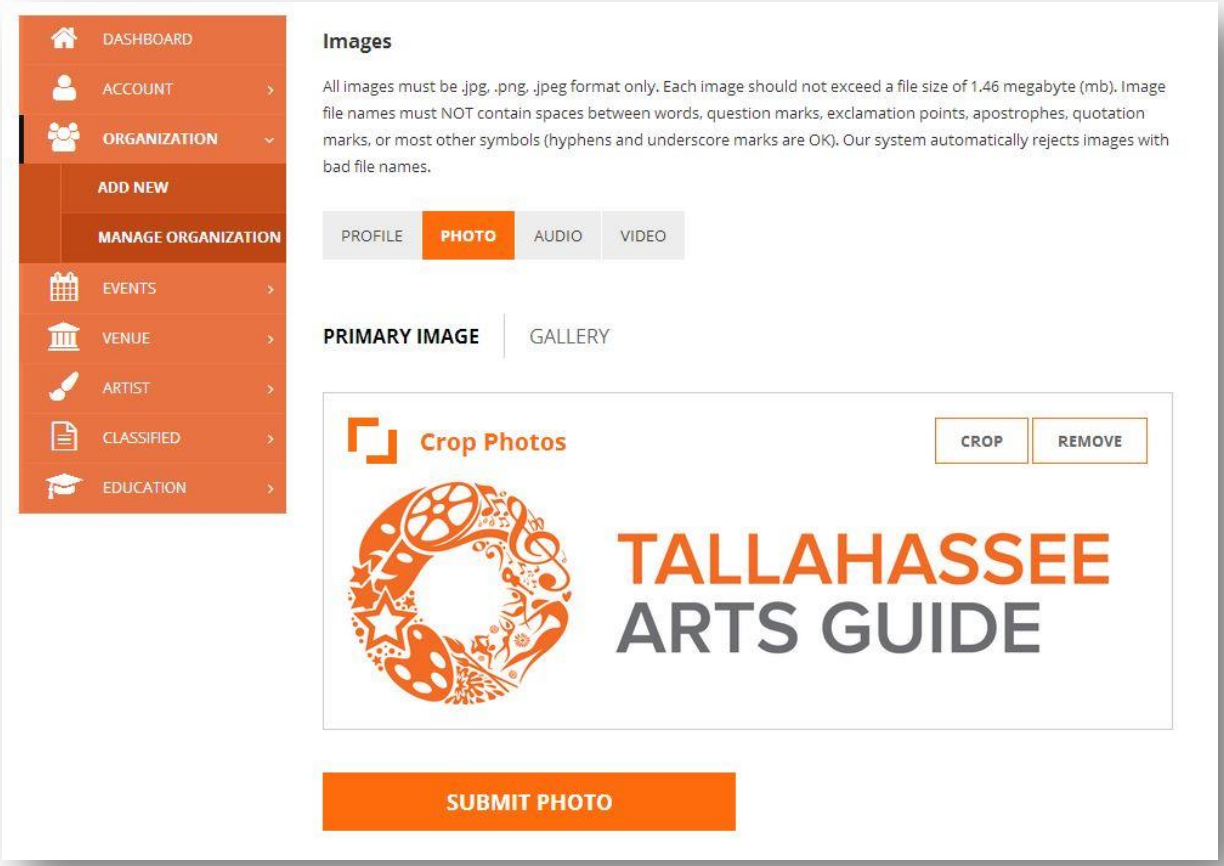
ADDING PHOTOS

You will be prompted to upload a 'primary' image and also have the opportunity to add additional gallery images.

- All images MUST be at least 400 x 400 pixels and .jpg, .png, or .jpeg format only.
- Each image should not exceed a file size of 1.46 MB.
- Image file names must NOT contain spaces between words, question marks, exclamation points, apostrophes, quotation marks, or most other symbols (hyphens and underscore marks are OK).
- Our system automatically rejects images with bad file names.



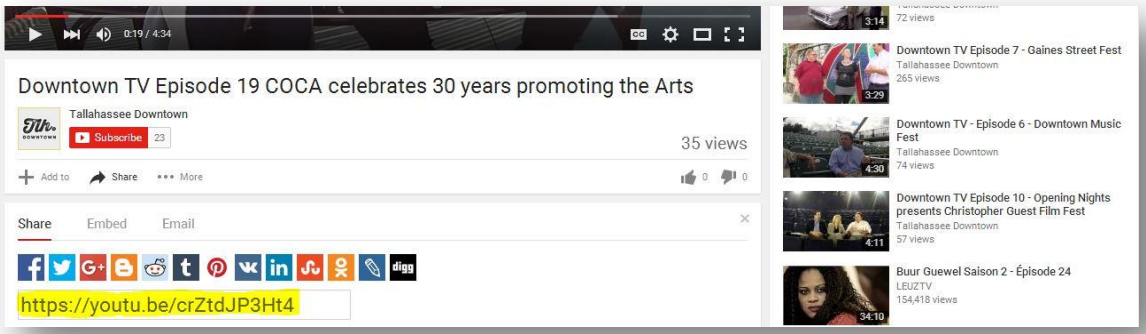
Once your primary photo has been uploaded you should expect to see a screen similar to this:



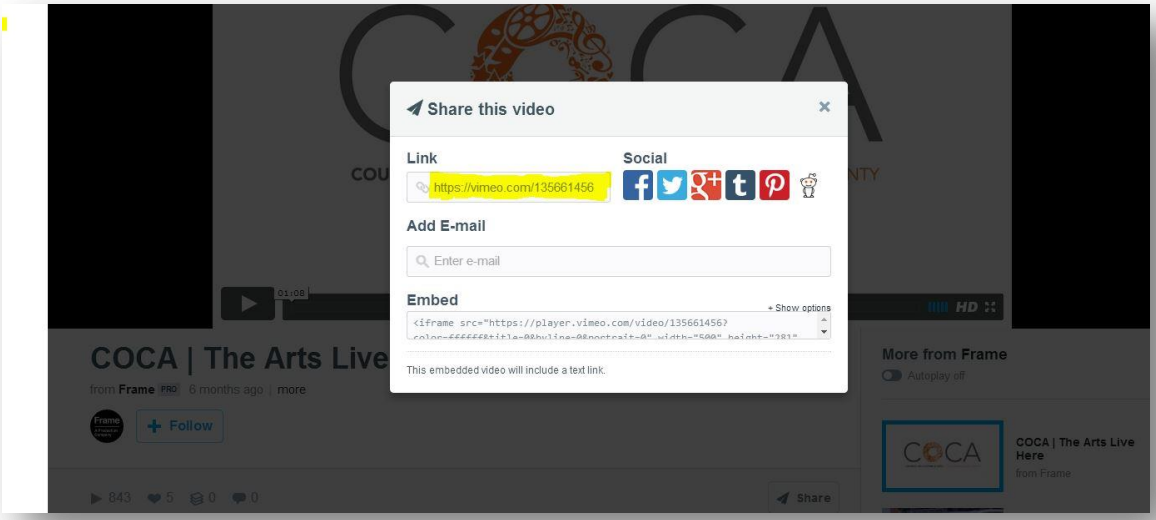
ADDING VIDEO:

We accept the “share” links provided by YouTube and/or Vimeo. We do not accept any other video service links or embed code at this time. To add video to your profile simply copy and paste the share link provided by these services. See screenshot examples below.

YouTube share link example:



Vimeo share link example:



ADDING AUDIO:

To add audio to your profile we accept audio "embed" code from various services, including SoundCloud, Zing, CD Baby, and audio URLs with the ".mp3" file extension. See sample embed code below.

SOUNDCLOUD sample:

<iframe width=100% height=166 scrolling=no frameborder=no src=https://w.soundcloud.com/player/?url=https%3A//api.soundcloud.com/tracks/119685767&color=ff5500></iframe>

ZING sample:

<iframe width=600 height=168 src=http://mp3.zing.vn/embed/song/ZW6ZFADU frameborder=0 allowfullscreen=true></iframe>

MP3 file extension sample:

http://www.stephaniequinn.com/Music/Rondeau.mp3

CD BABY sample:

<iframe title="Store Widget" src="http://www.cdbaby.com/widgets/store/store.aspx?id=CsfSGWXefhFmksmRlJNx9A%3d%3d&type=ByCustomer&c1=0x000000&c2=0xE0E0E0&c3=0xCCCCCC&c4=0x666666&c5=0x333333&c6=0xFFFFFF&c7=0xFFFFFF" width="100%" height="575px" frameborder="0" scrolling="no"></iframe>

Once you've saved your audio embed code or links your profile's audio section should appear something like one of the following four examples on the next page:

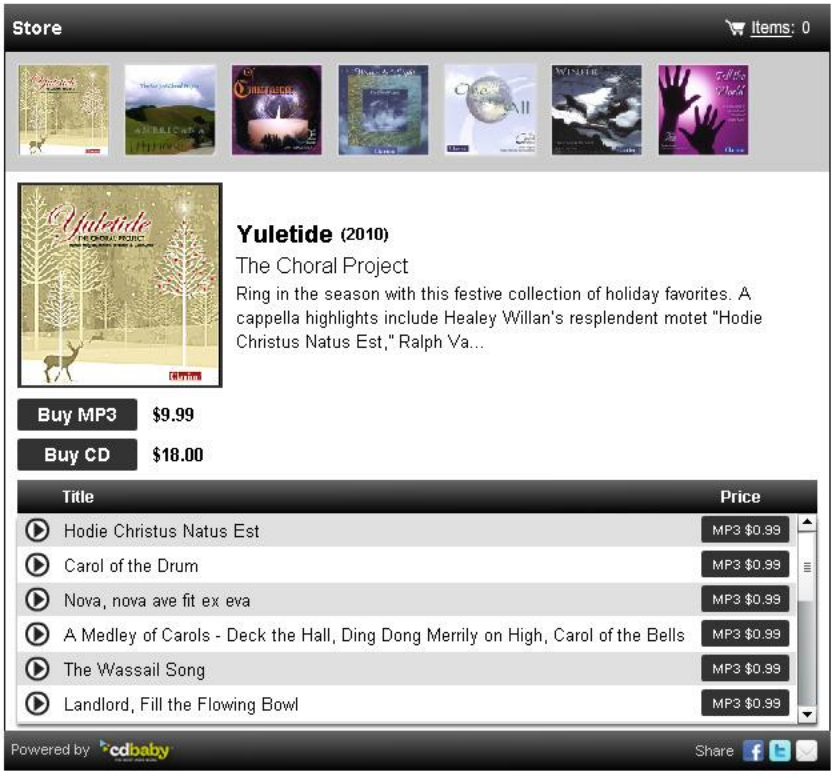
AUDIO

SoundCloud sample

Zing sample

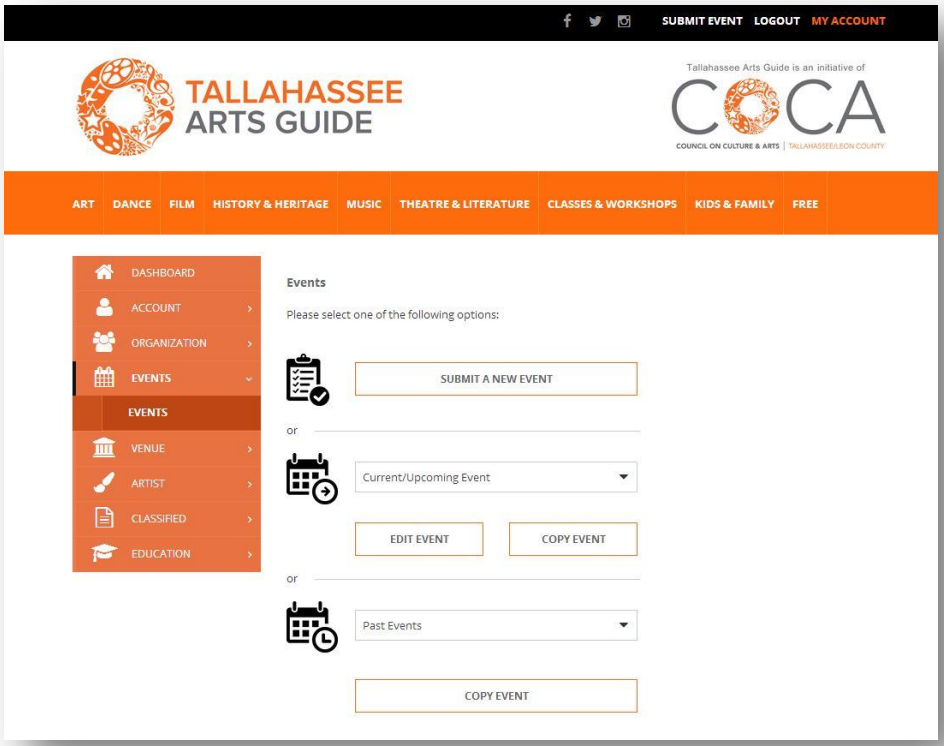
MP3 sample

CD Baby sample



POSTING EVENTS:

You can post an unlimited number of events from your account. Event postings should include at least one photo or graphic (or Erica will email you and ask you to add one!) You can also include additional gallery images and videos (YouTube or Vimeo). As with other listings, your submitted events will be reviewed. Once approved, they will be added to our website for public viewing. We approve events daily! Questions? erica@cocanet.org.



During the event submission process you can select the presenting organization and venue from drop menus that will save you time from having to re-enter that information each time you post a new event. You can also add “secondary” organizations if the event is being co-presented with another group.

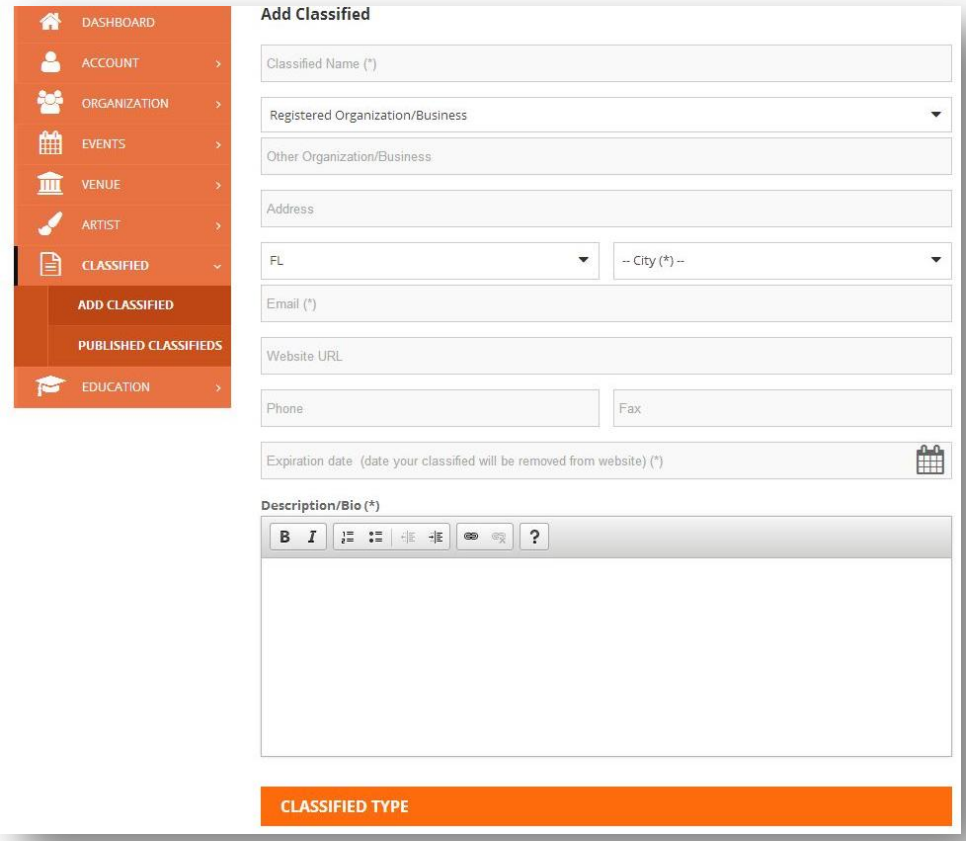
You will also be asked to provide the individual date and start time info for your event. This is a critical piece as this information is used both in our search function and our sharing of event listings with other community partners.

Once posted, you can log back in to edit your listings if you need to add/edit/delete any information from the listing, including adding additional images and video.

Please **do not** use ALL CAPS in your titles or listings – thank you! Also – a title is not the place for a description – keep your titles short and sweet! You can give more info in your description.

POSTING "CLASSIFIEDS" (to also appear in the COCA Opportunities e-mail):

You many post opportunities within the cultural community to our "Classifieds" Directory that fit within many categories. Please pick the top category for your listing. If your listing does not fit into one of these categories, we also offer an "Other" category.



Classified listings should be of interest to the "arts and cultural" community. For example, a marketing workshop that artists might attend to build their skills could be listed under Professional Development.

QUESTIONS? COMMENTS?

For questions or comments, please contact: erica@cocanet.org or call 850-224-2500. Email is often the best way to contact us.