



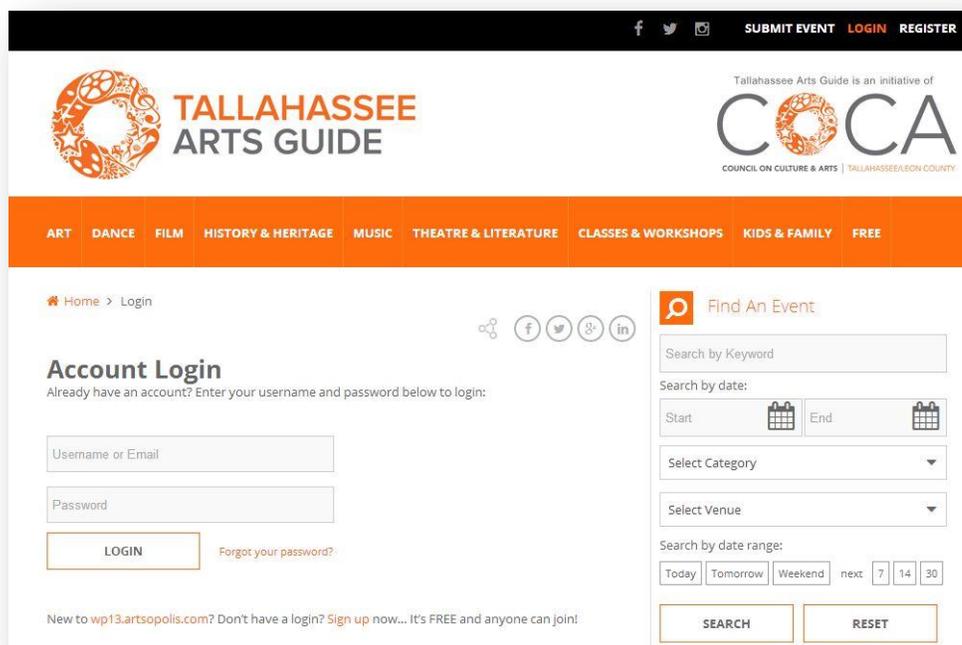
TALLAHASSEE ARTS GUIDE

CREATING AN ACCOUNT AND LOGGING IN

- 1) Go to: <http://wp13.artsopolis.com/>

"wp13.artsopolis.com" is the temporary address where you can post your information that will be part of the Tallahassee Arts Guide website when it launches to the public. (The live URL address for the Tallahassee Arts Guide will be www.tallahasseearts.org)

- 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.*



Home > Register

Find An Event

Search by Keyword

Search by date:

Start End

Select Category

Select Venue

Search by date range:

Today Tomorrow Weekend next 7 14 30

SEARCH RESET

COCA
COUNCIL ON CULTURE & ARTS | TALLAHASSEE/LEON COUNTY

Arts Education

Directories

Grant Programs

New Account

New to wp13.artsopolis.com? Don't have a login? Sign up now... It's FREE and anyone can join!

- ✓ **Bookmark** your favorite events, organizations and venues
- ✓ **Post** comments
- ✓ **Create** and update your profile
- ✓ **Post** events

First name (*)

Last name (*)

Email (*)

Zip code

Username (*)

Password (*)

Confirm password (*)

SIGN UP

- 3) Once you have created your account you will then be taken to a "success" page. From there you can click on the link provided or click "Login" in the top right corner of the page to access your new account.
- 4) Once logged in you'll be on the main account dashboard. From there you will see several options on the left column, including Events, Organization, and Venue.

f t i SUBMIT EVENT LOGOUT MY ACCOUNT



TALLAHASSEE ARTS GUIDE

Tallahassee Arts Guide is an initiative of



COUNCIL ON CULTURE & ARTS | TALLAHASSEE/LEON COUNTY

ART
DANCE
FILM
HISTORY & HERITAGE
MUSIC
THEATRE & LITERATURE
CLASSES & WORKSHOPS
KIDS & FAMILY
FREE

-  DASHBOARD
-  ACCOUNT >
-  ORGANIZATION >
-  EVENTS >
-  VENUE >
-  ARTIST >
-  CLASSIFIED >
-  EDUCATION >

Welcome to your dashboard tallahasseeartsguide!

FOR ARTISTS: You can manage your artist profile and related photos, videos, audio, and PDF documents by selecting the tabs under the "Artist Profile" section on the left column of this page. To return to your dashboard at any time while browsing our website, click "My Account" in the upper right corner.

Please note: If you would like to post an artist profile, you must live and/or work in Tallahassee region in order for your profile to be approved. If this is your first time submitting an artist profile it will require approval by our site administrator prior to releasing it to the public.

FOR ORGANIZATIONS: You can manage your organization profile and related photos, videos, and audio by selecting the tabs under the "Organization" section on the left column of this page. To return to your dashboard at any time while browsing our website, click "My Account" in the upper right corner.

If this is your first time submitting an event, you will need to first create an organization profile.

If your organization also represents a venue space, you may also wish to complete the "Venue" section of this dashboard.

IMPORTANT NOTE ABOUT IMAGES: If you are posting images they must be a minimum of 450x450 pixels and may not exceed 1.5 mb.

- If you represent a presenting/producing organization then you should select "Organization" to add your profile to the Organization Directory.
- If you are an individual artist, performer, or band, then you should select "Artist" to add your profile to the Artist Directory.
- If you also manage a venue where events take place, then you can also select "Venue" to add that profile to the Venue Directory.

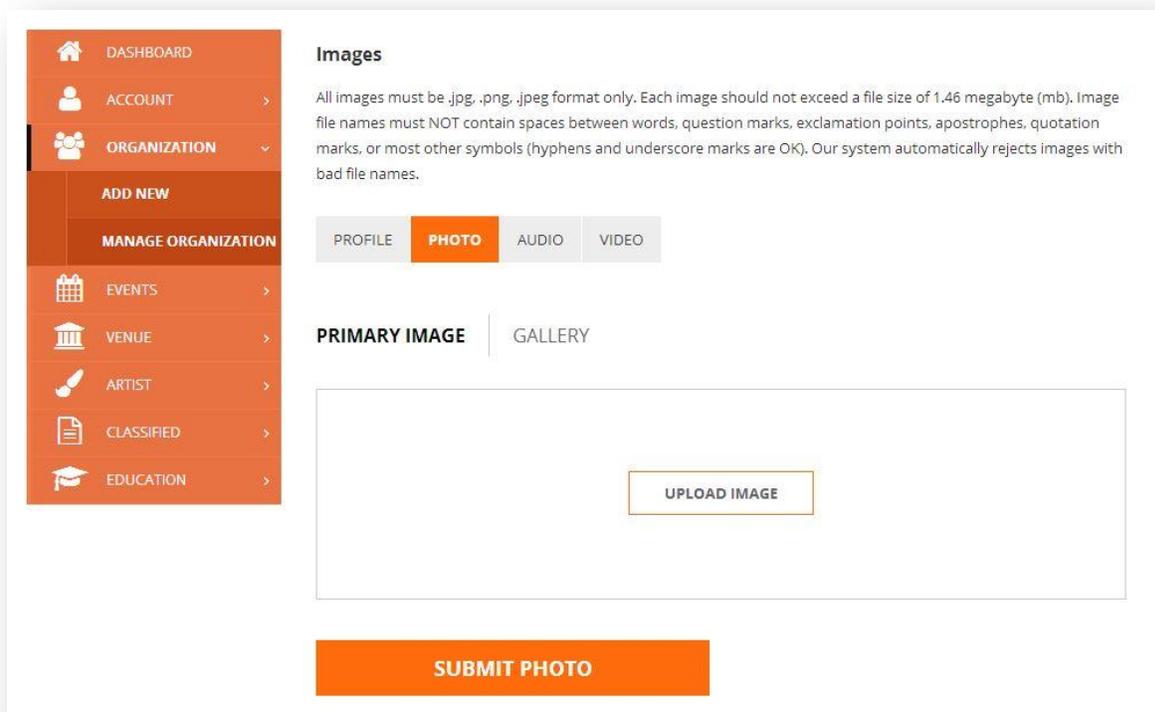
SUBMITTING YOUR PROFILE FORM

Once you have completed and saved your profile form it will then be submitted to our administrative panel for review and approval. Once your profile has been approved by the site's content management team 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 450 x 450 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.



The screenshot shows a web application interface for uploading photos. On the left is a vertical navigation menu with orange buttons and icons for: DASHBOARD, ACCOUNT, ORGANIZATION, ADD NEW, MANAGE ORGANIZATION, EVENTS, VENUE, ARTIST, CLASSIFIED, and EDUCATION. The main content area is titled 'Images' and contains the following elements:

- A text block explaining image requirements: 'All images must be .jpg, .png, .jpeg format only. Each image should not exceed a file size of 1.46 megabyte (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.'
- A set of tabs: PROFILE, PHOTO (selected), AUDIO, VIDEO.
- Two tabs: PRIMARY IMAGE (selected) and GALLERY.
- A large rectangular area with a central 'UPLOAD IMAGE' button.
- A large orange 'SUBMIT PHOTO' button at the bottom.

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

The screenshot shows a web application interface with a sidebar on the left and a main content area on the right. The sidebar is orange and contains the following menu items: DASHBOARD, ACCOUNT, ORGANIZATION, ADD NEW, MANAGE ORGANIZATION, EVENTS, VENUE, ARTIST, CLASSIFIED, and EDUCATION. The main content area is white and features a 'Images' section with a warning message: 'All images must be .jpg, .png, .jpeg format only. Each image should not exceed a file size of 1.46 megabyte (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.' Below this message are three tabs: PROFILE, PHOTO (selected), and VIDEO. There are also two sub-tabs: PRIMARY IMAGE (selected) and GALLERY. The main content area displays a 'Crop Photos' interface with a 'CROP' button and a 'REMOVE' button. The image being cropped is a circular logo for 'TALLAHASSEE ARTS GUIDE' featuring various art-related icons like a film reel, a musical note, and a star.

Images

All images must be .jpg, .png, .jpeg format only. Each image should not exceed a file size of 1.46 megabyte (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.

PROFILE **PHOTO** AUDIO VIDEO

PRIMARY IMAGE | GALLERY

Crop Photos CROP REMOVE

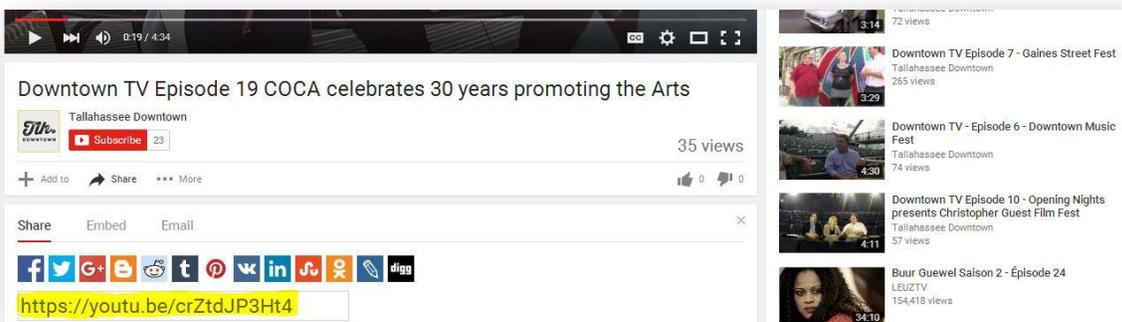
**TALLAHASSEE
ARTS GUIDE**

SUBMIT PHOTO

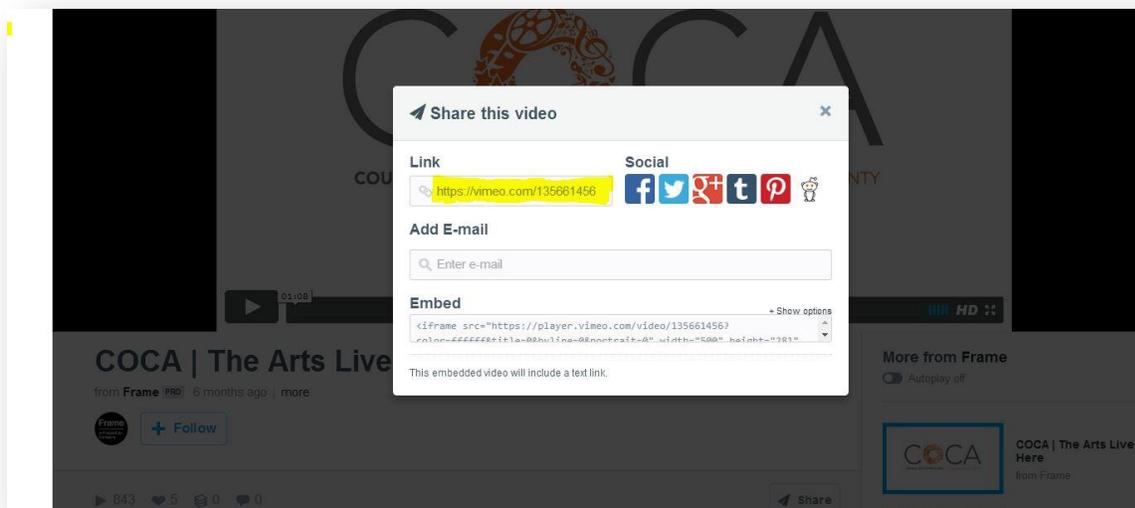
ADDING VIDEO:

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=CsfSGWXefhFmksmRIJNx9A%3d%3d&type=ByC  
ustomer&amp;c1=0x000000&amp;c2=0xE0E0E0&amp;c3=0xCCCCCC&amp;c4=0x666666&amp;c5=0x333333&a  
mp;c6=0xFFFFFFFF&amp;c7=0xFFFFFFFF" 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

zachmusic Ignite The Soul

3:27

1,262

Zing sample

Biết Không Em - Chi Dân

00:05 | 04:13

128K Zing mp3

Biết Không Em - Chi Dân

MP3 sample

1:29

CD Baby sample

Store Items: 0

Yuletide (2010)
The Choral Project

Ring in the season with this festive collection of holiday favorites. A cappella highlights include Healey Willan's resplendent motet "Hodie Christus Natus Est," Ralph Va...

Buy MP3 \$9.99

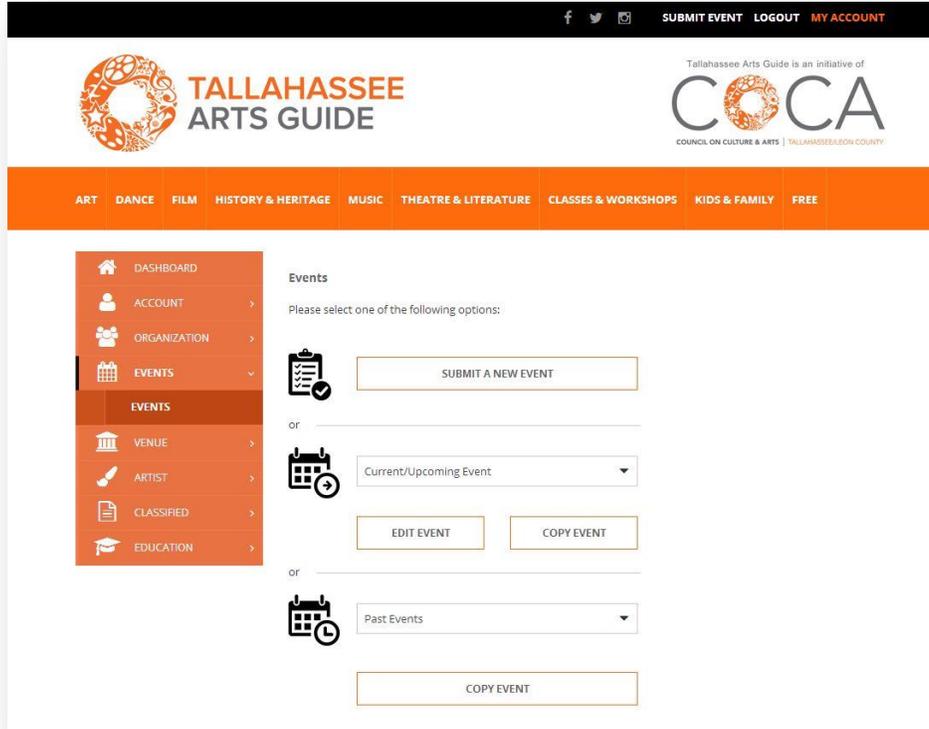
Buy CD \$18.00

Title	Price
Hodie Christus Natus Est	MP3 \$0.99
Carol of the Drum	MP3 \$0.99
Nova, nova ave fit ex eva	MP3 \$0.99
A Medley of Carols - Deck the Hall, Ding Dong Merrily on High, Carol of the Bells	MP3 \$0.99
The Wassail Song	MP3 \$0.99
Landlord, Fill the Flowing Bowl	MP3 \$0.99

Powered by Share

POSTING EVENTS:

You can post an unlimited number of events to your account. Event postings should include at least one photo or graphic. You can also include additional gallery images and videos (YouTube or Vimeo). As with other listings, once posted your events will be reviewed and once approved, released to the website for public viewing.



The screenshot shows the user interface for posting an event on the Tallahassee Arts Guide website. At the top, there is a navigation bar with social media icons and links for 'SUBMIT EVENT', 'LOGOUT', and 'MY ACCOUNT'. Below this is the site's logo and the COCA (Council on Culture & Arts) logo. A horizontal menu lists various categories: ART, DANCE, FILM, HISTORY & HERITAGE, MUSIC, THEATRE & LITERATURE, CLASSES & WORKSHOPS, KIDS & FAMILY, and FREE. On the left, a vertical sidebar menu is open to the 'EVENTS' section, which includes sub-options for DASHBOARD, ACCOUNT, ORGANIZATION, EVENTS, VENUE, ARTIST, CLASSIFIED, and EDUCATION. The main content area is titled 'Events' and prompts the user to 'Please select one of the following options:'. It offers three paths: 1) 'SUBMIT A NEW EVENT' with a calendar icon and a checkmark; 2) 'Current/Upcoming Event' with a calendar icon and a plus sign, leading to 'EDIT EVENT' and 'COPY EVENT' buttons; 3) 'Past Events' with a calendar icon and a clock, leading to a 'COPY EVENT' button.

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!

POSTING CLASSIFIEDS:

You may post opportunities within the cultural community to our Classifieds Directory that fit within the following categories: Auditions, Calls for Artists, Jobs, Items for Sale/Free or Rent/Share, and Volunteer opportunities. If your listing does not fit into one of these categories, we also offer a “Miscellaneous” category.

Add Classified

Classified Name (*)

Registered Organization/Business

Other Organization/Business

Address

FL -- City (*) --

Email (*)

Website URL

Phone Fax

Expiration date: (date your classified will be removed from website) (*)

Description/Bio (*)

B I [List] [Link] [Image] [Quote] [Code] [Help]

CLASSIFIED TYPE

Please keep your classified listings relevant to the “arts and cultural” community. Listings that promote opportunities and items available outside of “arts and culture” may not be accepted.

QUESTIONS? COMMENTS?

For questions or comments, please contact: erica@cocanet.org or call 850-224-2500.