

# Wyoming Arts Council Artists & Venues Profiles

## Overview

We'll go over all this in more detail below, but the basic steps are pretty easy:

1. Either log in to an existing account or sign up with a valid email address and create a password to sign in to your profile settings page.
2. Add your basic contact information.
3. Decide what information you want to be public.
4. Add your photos and links to where your work can be viewed.

All of your information is totally under your control -- you decide what the public can see (if anything), and you can update your information at any time you like.

You'll now have the ability to maintain your own information at the Wyoming Arts Council to ensure that you're always in the know about the latest and greatest happenings in the state's art scene, all while having the option to show your own work to the public in a fast, easy, beautiful fashion.

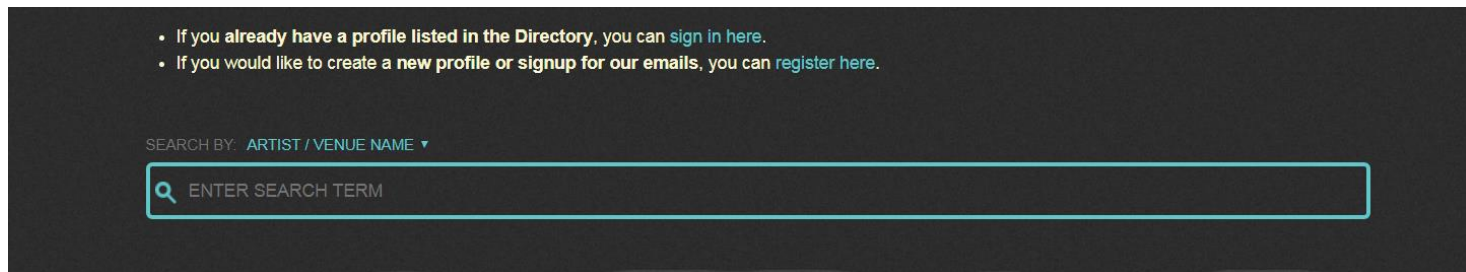
If you would only like to sign up to receive information from the Arts Council, you can follow all of the steps here to upload your basic contact information, select how you'd like to receive information (mail or email), and keep your profile marked as Private. That will keep your information visible only to Arts Council staff.

**If you are an artist and are also affiliated with a venue or organization, you can create separate profiles using two separate and distinct email addresses.**

Now let's get started!

# Logging In

1. Go to the Directory homepage: <http://wyoarts.state.wy.us/directories/wyoming-artists-venues/>
2. There are two links listed just above the search bar that give you the options to log in to an existing account, or to create a new profile. It looks like this:



3. If you are unsure whether you already have a public profile listed, do a quick search for your last name or a keyword in your organization's name. If a box with your name appears, follow the "Sign in here" link to sign into an existing profile and click on the "Need A Password?" link (image below). You'll receive an email with instructions to set your password. If you don't see the email in your inbox, be sure to check your Spam folder. After you complete that step, follow the instructions for adding information below.

The screenshot shows a login form with a light yellow background. It has two input fields: "Email" and "Password". The "Password" field has a "Show" button with an eye icon. Below the fields are two buttons: "Login" and "Need a Password?".

\*If you think your email address is already on file with the Arts Council but you aren't seeing a public profile, you can email or call us and we can look it up for you. Or, you can try to register a new account with your email address and you will receive this error message:

*We already have an account for you. What would you like to do?  
Need A Password? or Login or Continue*

4. If you're creating a new profile, you'll see this box:

## PROFILE SIGN UP

Individual Sign Up

Venues & Organizations Sign Up

Welcome to the Wyoming Arts Council! Sign up for email announcements, mailings, or create a public profile.

\* Indicates a required field

**First Name**

**Last Name**

**Organization/Venue Name**

**Email \***

5. Notice that there are two tabs at the top if you would like to sign up as an Individual Artist or if you want to sign up as a Venue or Organization.

## Subscribing

Below the Email field are the options for signing up for Email Updates or to receive physical mail. We use it only to send out information of interest to Wyoming artists & venues and will never sell your address or information to any other agency or company.

Check the box to receive email updates and select from the list below that the types of news you'd like in your inbox.

**Subscribe to email updates**

**Select the email updates you would like to receive:**

- Arts Education News
- Folk Arts News
- Health & Wellness News
- Literary News
- Music News
- News & Updates (general Arts Council info)
- Performing Arts News
- Visual Arts News

If you check the box to and/or receive physical mail, complete the address information below.

**Subscribe to physical mail**

**Mailing Address**

Street Address

Address Line Two - Unit, Suite, or Apt

City

State or Province

Country

Postal Code

- If you only want to receive email and mail from the Arts Council, you can answer the verification question and click Submit. If you would like to make your profile public, check the box and enter a password before submitting. The remaining instructions apply to those creating a public profile.

**Do you want to create a public profile for this site?**

**If you're creating a public profile, create a password here. You don't need a password if you're only signing up to receive mail or email.**

 Show

*You can upload images of your artwork, links to where your work can be viewed, manage your contact preferences and more by creating a profile.*

8 + 6 = \*

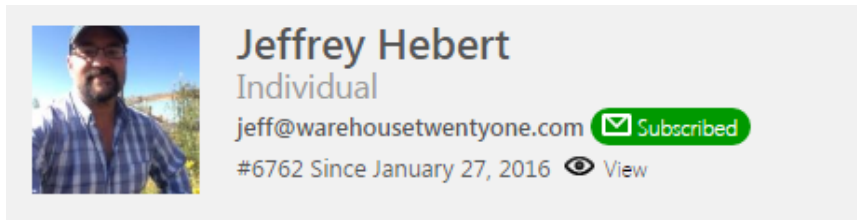
- Once you're logged in, you will be automatically directed to your profile page.

## Entering Your Information

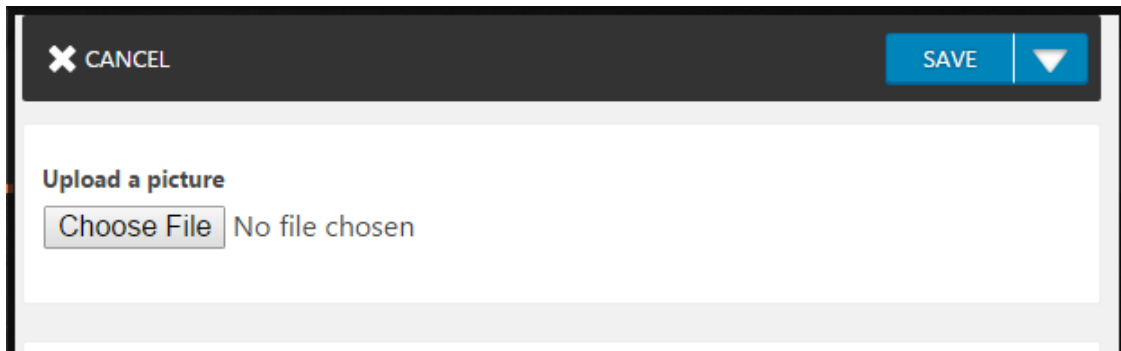
You are now on the administration page for your profile. This is where you control what information the Arts Council has for you and what (if any) information you'd like to appear on your public profile.

### Your Profile Photo

The first section you'll see at the top of the page is your name, and your email address, next to a generic placeholder picture, like this:



This photo is what will show at the top of your public profile if you should choose to enable it. You should change that picture to one of yourself, sort of like your publicity photo -- just click the picture and you'll get a pop-up menu on the right side of your screen that looks like this:



Click the "Choose file" button to select a photo from your computer. When you have selected one you like, click the blue "save" button.

### Profile, History, & Files Tabs

The next section of your profile page has four tabs on it, starting with "Profile". That's the only one you'll need to bother with to get started and it's pretty straightforward -- just check the information and make any changes you would like. For future reference, to access uploaded images to edit or add them to your gallery, click on the "Files" tab.

### Organization

If you are an individual artist or group, and don't want your profile to represent an organization, venue, or business, then just leave the "Organization Name" field blank. Organizations and venues can list a contact name and phone number under the "Contact Information" heading.

### Password

Note that there is a "Password" section here. To change your password, put your new password in the "password" field, then re-enter the exact same new password in the "confirm" field.

Hit the "Save" button at the right to save your new password and at any time to commit your changes. As a security feature, you won't be able to see your password in those fields once you press "Save". You can either make all the changes you want and then press "Save" at the end, or update it every single time you change anything. It's totally up to you.

## Making your profile public

The next setting looks like this, and is very important:

*Checking this box will allow everyone to view your profile information. Otherwise, only members of the Wyoming Arts Council staff will have access to it*  
 Make this profile public

As it says, this box determines whether anyone outside of the Wyoming Arts Council can see your profile information. If it has a green check, the information you choose can be viewed by everyone. If there is a red x, however, none of your information will be publicly viewable and you will not be listed in the public directory.

Your information WILL still be viewable by the Wyoming Arts Council so they can stay in touch with you. If you do not want the WAC to have your information at all either, let us know and we will delete it completely.

You can change this setting at any time; it is completely under your control. So if you decide not to make your profile public now but change your mind in a week, you can come back and click this box. A week after that you change your mind again, you can still come back and click the box to make your profile private again.

## Artist & Venue Types

The next set of fields determine which category or categories you want to be identified with. Feel free to check as many or as few as you feel are relevant for you, though if you don't select any at all your profile won't appear in any of the directory categories when someone is looking that way. They will still be able to find you if they search for you by name, though.

If you're an artist and not a venue, you should only see the categories for artists; and if you are a venue or organization, a separate list of categories will appear.

## Website

If you have a website where you would direct visitors to your profile page, enter it here. Make sure to include the http://

## Biography

Feel free to enter a short bio for yourself. This will appear just below your photo and contact information on your public profile. If you are an organization or venue, this field is where you would include information about the types of programming or arts-related services you provide.

## Social Media Links

If you have Facebook, Instagram, or Twitter profiles, you can enter them here. Be sure to include the http:// at the beginning. Any of these that are left blank will not show up on your public profile page.

Also, there is an eyeball icon next to each social media listing. By default the icon is on, which means that it will show on your profile if you've entered the address. If you want the information to be available

to the WAC, but you don't want it to be visible to the public, click the icon to change it to an eye with a slash through it so it looks like this:

 Facebook

## Portfolio Links

These links allow you to profile your work right in your profile page. Each one has a "help" icon you can mouse over for more information about it, and an eyeball icon which determines if that specific field is visible to the public on your profile or not.

The YouTube field should be copied and pasted right from your address bar while looking at the video on YouTube. Note that you can only link to a single video and not your entire YouTube channel. Using the "Share" or "Embed" codes from YouTube will not work, you have to use the address in your browser bar. This video will appear right on your page and can be viewed directly, so it's a good way to add some life and vibrancy to your profile.

The writing, visual, and music portfolio links will appear as orange buttons at the bottom of your profile. As usual, be sure to include the http:// before the address for each of these.

## Address and Phone

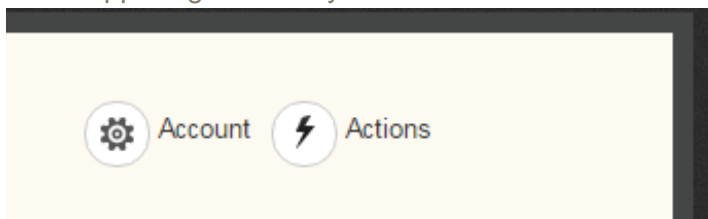
These fields are all pretty standard. Note that your address will never be shown on your public profile no matter what, but your phone number will if you choose to allow it.

You can remove and add as many contact phone numbers as you like using the plus and minus signs next to each entry, and you can set what kind of number it is (mobile, work, home, etc.).

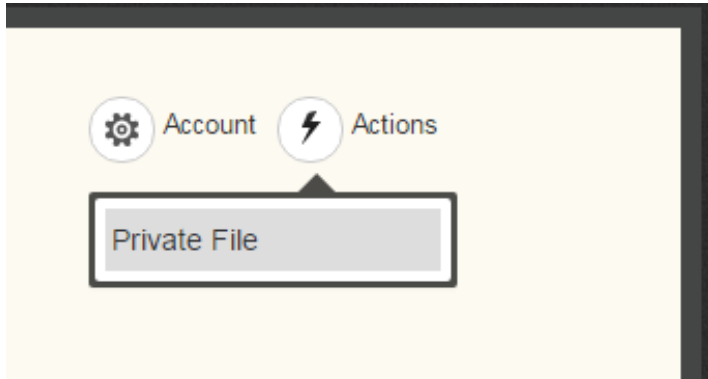
## Adding images to your page

We covered how to change your profile picture earlier, but if you look at the sample page you can see that there are six large images present as well showing samples of the artist's work. You can have up to six images showing on your profile at once. Adding these images is a bit more difficult than changing the other information; we're working on simplifying it but for now, here's how it works.

1. In the upper right corner you should see two icons: "Account" and Actions."



2. Click on “Actions” and choose “Private files” from the list:



3. You'll get a pop-up window on the right side of your screen where you can choose images (5MB or less) from your computer to add to your profile:

A screenshot of a file upload pop-up window. At the top, there is a dark header bar with a 'CANCEL' button on the left and a 'SAVE' button on the right. The main content area is divided into two columns. The left column contains a 'Title' field, a 'Date' field with the value '2017-05-10 15:55:42', and a 'Notes' text area. The right column contains a 'File' section with a 'Choose File' button and the text 'No file chosen', followed by three checkboxes: 'Make this my profile image', 'Make this my cover image', and 'Add this to my portfolio'. Below these is a 'File Categories' section with a 'Select Som' button, a 'New Term' input field, a '+' button, and a 'Manage' link.

4. Go ahead and enter a title and description in the Notes section if you like; they don't currently display on the site but we will likely be adding that as an enhancement.
5. Click the blue “Save” button when you're ready to upload it, or the cancel button at the top if you change your mind or want to start over.

### Adding more than six images

You can upload as many images as you want, although only six will show. You have to indicate which ones you want to be visible. To do that, click in the box under “File Categories” and select “featured” from the drop down.



### File

No file chosen

Make this my profile image

Make this my cover image

Add this to my portfolio

### File Categories

featured   [Manage](#)

Later if you want to change up which six images are shown on your profile, click on the “Files” tab at the top of your settings page. You’ll see all the images you’ve uploaded listed there. Click on one and it will bring up the same page you saw earlier, and you can check or uncheck the “featured” box.