

Quick Start Guide to the PlacerArts Artist Directory

What is the Artist Directory and How Does it Work?

The PlacerArts Artist Directory is an online professional directory open to all artists, arts organizations and venues, who post and maintain their own portfolios, artists statements and other details online.

Creating your PlacerArts Artist Directory Profile

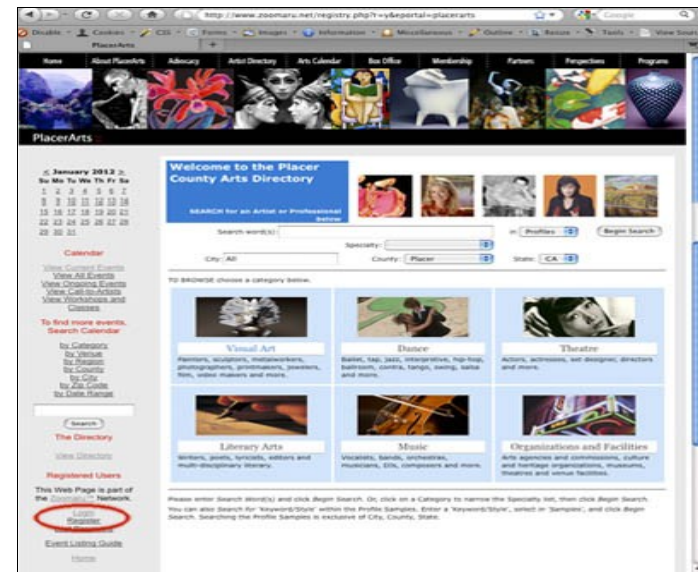
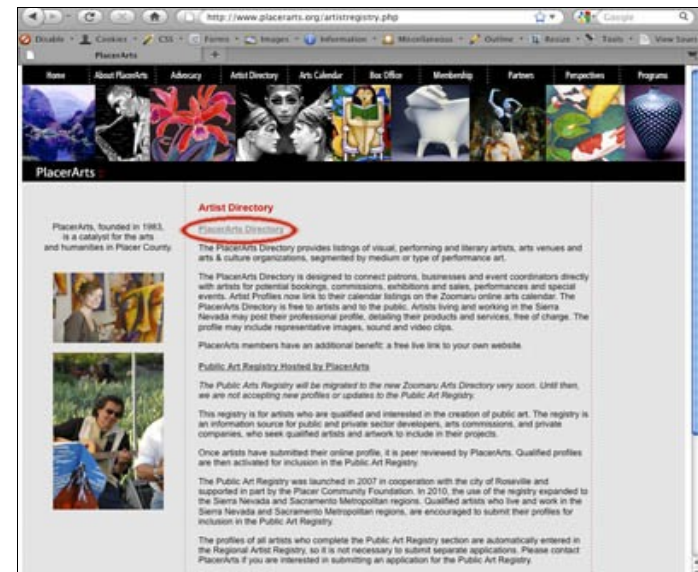
This Quick Start Guide will walk you through the process of creating your account and profiles, and uploading samples of your work.

Start the Registration Process

1. Use your web browser to go to <http://www.placerarts.org/artistregistry.php>
2. Click on the PlacerArts Directory link which will take you to <http://www.zoomaru.net/registry.php?r=y&eportal=placerarts> (You may want to bookmark this page for quick access later)
3. Click on the “Register” link and fill in the blanks. Please note that your e-mail address will be used for password reset should you misplace your password.
4. Click “Continue” at the bottom of the page.
5. Fill in the blanks on the next page then click “Continue.” You are now registered and ready to set up your Artist Profile

Log In

1. Click on the “Login” link at the bottom of the left-hand sidebar.
2. Enter your username and password to complete the login.
3. Your username will appear at the top of the page once you are logged in.
4. Once logged in, a link to “My Profile” will appear under “The Directory” label in the left sidebar.
5. Click “My Profile”
6. An overview of your registration information and profiles will be listed.



Artist Directory Overview

1. Prepare a description for your Profile. This can be done using a word processing program such as Word or Notepad. etc.
2. Create your Media Library
3. Add a Profile
4. Add specific Profile information
5. Assign samples from your Media Library to your Profile

Create your Media Library

1. Upload your images, audio, and PDF documents to your Media Library.
2. Images should not be larger than 640 x 640 pixels. For example; a horizontally oriented image should not be any wider than 640 pixels but could have a height of 640 or less. Only RGB jpg files are accepted.
3. MP3 audio files should not be larger than 2 MB. If the audio you are trying to upload is greater than 2 MB you will need to resample and get a smaller file.
4. PDF documents should not be larger than 2 MB.
5. You can add more samples to your Media Library at any time.
6. Click on the "Return to My Profiles" button.

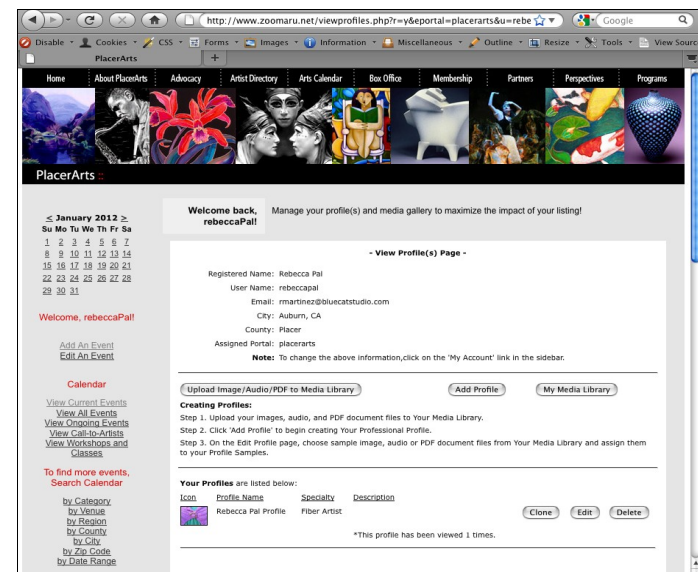
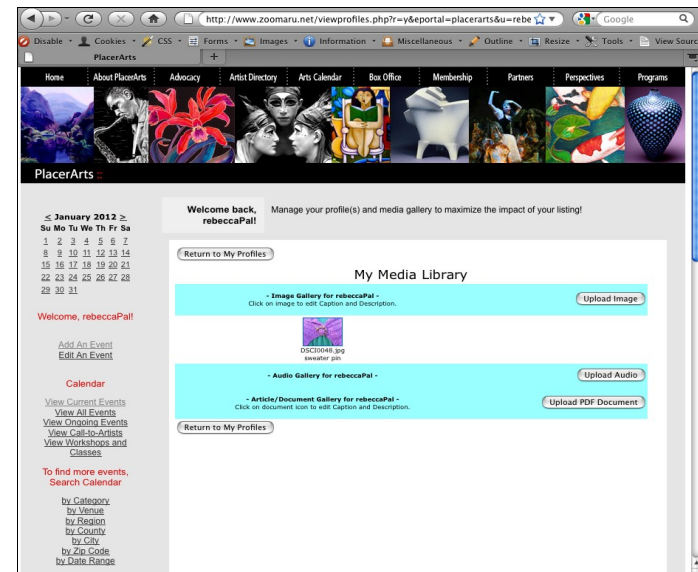
Add a Profile

1. After building your Media Library, you may add a Profile.
2. Click the "Add Profile" button
3. Enter the name of your Profile and choose a category from the drop-down list.
4. Click on the "Make and Edit Profile" button.

Add specific Profile information

You may click "Save Profile" at any point to save your work.

1. Choose a specialty from the drop-down list. If your specialty is not listed, choose the closest fit.
2. Add a short Description. Tip: this should be prepared ahead of time. Please note the first few words in your description should be compelling.
3. Area of Work refers to the geographical location(s) you are willing travel to for work.
4. Style/keywords. Enter keywords which describe the type of work you do, such as watercolor, oil, clay, etc.



5. Web Link. Enter the URL of your website. In order for this web link to be active, it must be reviewed by a Portal Administrator.
6. Public Art. Not active at this time
7. Teaching Artist. Not active at this time.
8. Traditional and Folk Arts. Not active at this time.
9. Permalink for Profile. Use this URL to refer to your Artist Profile on another website or web page.
10. Click the "Save Profile" button at the top of the page.

Add samples from your Media Library

1. The first sample of your Profile becomes your Profile Avatar and this is the first image that a visitor will see.
2. Choose your Profile Avatar by clicking the Choose Sample button for sample #1. It's recommended that your Avatar is an image, not a pdf or audio file. You may change your avatar image at any time.
3. Select the rest of the samples from your Media Library in the same fashion. You may include up to 15 samples per Profile. You may change the samples at any time.
4. Click the "Save Profile" button at the top or bottom of the page.
5. When finished go ahead and click "Return to My Profiles"

Review your Profile

1. Click on the "View Directory" link in the left hand sidebar.
2. Enter your Profile Name in the Search word(s) field.
3. Click on "Begin Search." Your profile should appear in the list.
4. Click on either the Avatar or the Profile Name to see your finished profile.

PlacerArts

Welcome back, rebeccaPall | Manage your profile(s) and media gallery to maximize the impact of your listing!

Profile ID: 2312

Profile Name:

Category:

Specialty:

The Descriptive Summary will display as a block of text, and will be the first and most important description of your profile.

Descriptive Summary:

Area of Work:

Enter the geographic locations to which you are willing to travel for work.

Enter keywords - separated by commas - that describe your offerings. When visitors perform a keyword search, your profile will be included in their search results if their search term matches one of the keywords you enter here.

Style/Keywords:

Enter or cut-and-paste your website address or link to any professional profile or work samples you may have on a social media site such as Facebook, MySpace, or YouTube.

Web Link:

Public Art: This designation requires additional information and approval.

Teaching Artist: This designation requires additional information and approval. This is not a Teaching Artist portal.

Traditional and Folk Arts: This designation requires additional information and approval.

PERMLINK for Profile:
<http://www.zoomaru.org/shareprofile.php?portal=placertarts&i=2312&portal=placertarts&fr=viewprofile&share=y>

CHOOSE PROFILE SAMPLES
 Select Samples (mp3, jpg, pdf) from your Media Library.
 Note: Upload your media samples to your Media Library before assigning them here to your Profile Samples.

1: Profile Avatar/ICON - This is the image that will displayed when a Visitor is searching the Directory.

Profile Samples: The following Media Samples make up your Samples for this Profile.

Row 1:	<input type="button" value="Choose Sample"/>	<input type="button" value="Choose Sample"/>	<input type="button" value="Choose Sample"/>
Row 2:	<input type="button" value="Choose Sample"/>	<input type="button" value="Choose Sample"/>	<input type="button" value="Choose Sample"/>
Row 3:	<input type="button" value="Choose Sample"/>	<input type="button" value="Choose Sample"/>	<input type="button" value="Choose Sample"/>
Row 4:	<input type="button" value="Choose Sample"/>	<input type="button" value="Choose Sample"/>	<input type="button" value="Choose Sample"/>
Row 5:	<input type="button" value="Choose Sample"/>	<input type="button" value="Choose Sample"/>	<input type="button" value="Choose Sample"/>

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Editing your Profile

Login

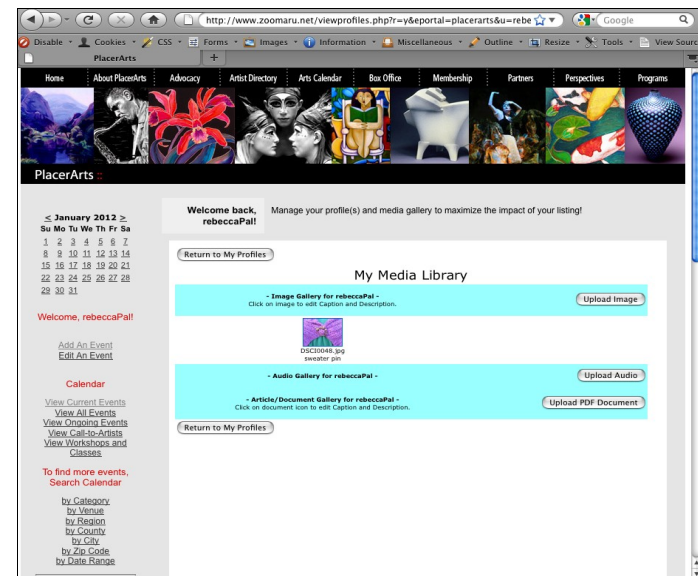
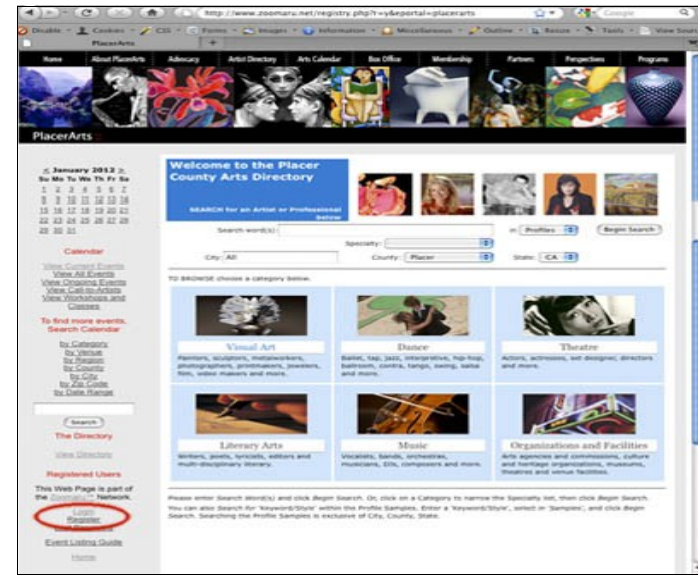
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7. Click “My Profile”
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Update your Media Library

1. Upload your images, audio, and PDF documents to your Media Library.
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3. MP3 audio files should not be larger than 2 MB. If the audio you are trying to upload is greater than 2 MB you will need to resample and get a smaller file.
4. PDF documents should not be larger than 2 MB.
5. You can add more samples to your Media Library at any time.
6. Click on the “Return to My Profiles” button.

Edit a Profile

1. Find the Profile you wish to update and click the “Edit” button.



Edit specific Profile information

You may click "Save Profile" at any point to save your work.

1. Change your specialty from the drop-down list if desired. If your specialty is not listed, choose the closest fit.
2. Modify your Descriptive Summary if desired. Tip: this should be prepared ahead of time. Please note the first few words in your description should be compelling.
3. Area of Work refers to the geographical location(s) you are willing travel to for work.
4. Style/keywords. Enter keywords which describe the type of work you do, such as watercolor, oil, clay, etc.
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Add/change samples from your Media Library

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PlacerArts

Welcome back, rebeccaPall | Manage your profile(s) and media gallery to maximize the impact of your listing!

Profile ID: 2312

Profile Name: Dance

Category: Dance

Specialty: Dance

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Descriptive Summary:

Area of Work:

Enter the geographic locations to which you are willing to travel for work.

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PERMLINK for Profile:
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Profile Samples: The following Media Samples make up your Samples for this Profile.

Row 1:

2: 3: 4:

Row 2:

5: 6: 7:

Row 3:

8: 9: 10:

Row 4:

11: 12: 13:

Row 5:

14: 15: 16:

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