Anaheim Arts Council Website

Members of the Arts Council should all create their own online membership.

HOW TO CREATE YOUR MEMBERSHIP
HOW TO ENTER A CALENDAR EVENT

Go to the website at www.anaheimartscouncil.com

Top right, click the link that says Create new membership here. You get to the **Create New Membership** page.

1. Use the dropdown box and the **Show me** button to look at the features of the various memberships. These are displayed on the right.

   Here I will follow the *Member Organization* option. They are all very similar.

   Now you have boxes for Username and Password. Enter whatever you wish. Try to be brief with the Username. Click **Verify**
   You will get a message if the username you choose has already been taken.

2. Extra fields (boxes) will appear. Complete all the boxes marked with an asterisk *. This is YOUR information, nobody else's.
   Then click the **Submit** button.

   If you are NOT setting up a Member Organization, you are now almost finished! **Go to the paragraph numbered 4**

3. Now you get to a new page **Add New Organization**
   Once again, asterisk fields * are required.
   The first few fields are organization information. Not yours.

   Website is vital. The best thing here is to copy/paste the web address from a browser, rather than typing in the whole http://www business. (We will host a page for free for organizations that do not have one.)

   Your name is defaulted in as the Representative. Do not change it.
   As a Representative for your organization you might wish to use a different email and telephone from your personal ones - maybe office contact info.

   Image or logo. This is important. If you don't have one available to upload right now, leave this. You can come back to it later. Or I can help you with it. Try to have a logo that is square-ish. Wide, shallow logos do not display very well, because they get shrunk down and may become unreadable.

The remaining fields are about your principal officer: President, Director, etc. Make a choice from the Officer Type field. Complete the other information. Click the **Submit** button.

4. Now you will get to a new page **Payments**
   As you will see, online payments are now yet enabled. So you are done. You may quit this page. Click the menu to go back to the Home page.

CALENDAR YOUR EVENTS

5. When you get back to the Home page, you may now log in with your new username and password. Your own menu will give you a link to add new Calendar events.

6. We trust you not to edit anybody else's calendar listings. Click **Add Calendar Event**.

   Once again you have a form to complete. Instructions are at the foot of the page. Have your image ready. You may come back to this calendar event and change it later, or add an image later.

   The image is really important. The intention is that if you do not upload an image the program will find your Organization image, previously uploaded, and use that. I'm not sure if that works properly right right now. I'll have to look into it.

7. You have other options when in the Back Office. They are all really intuitive. Let me know if you get stuck.

8. Calendar events are listed by a program so that they appear and disappear by the date parameters. I recommend that while you are at it - enter all your known events for the coming year. That makes life easier.

Any other questions, just let me know.

Best wishes,

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