# StCroixSplash.org | DiscoverStillwater.com "How To" Guide for Front End User Dashboard

Welcome to the StCroixSplash.org and DiscoverStillwater.com/events Users Guide built on the Artsopolis Event Software. Here you will find help and documentation about the front end user's dashboard and how to manage your profile and events.

Creating A User Account & Logging In

- Go to the homepage of the calendar site.
- Click "Register" at the top of the page to create your new user account. Please note: When creating your new account, please do NOT use an email address for your new username. Only lower case letters (a-z) and numbers are allowed; no spaces. Thank you!
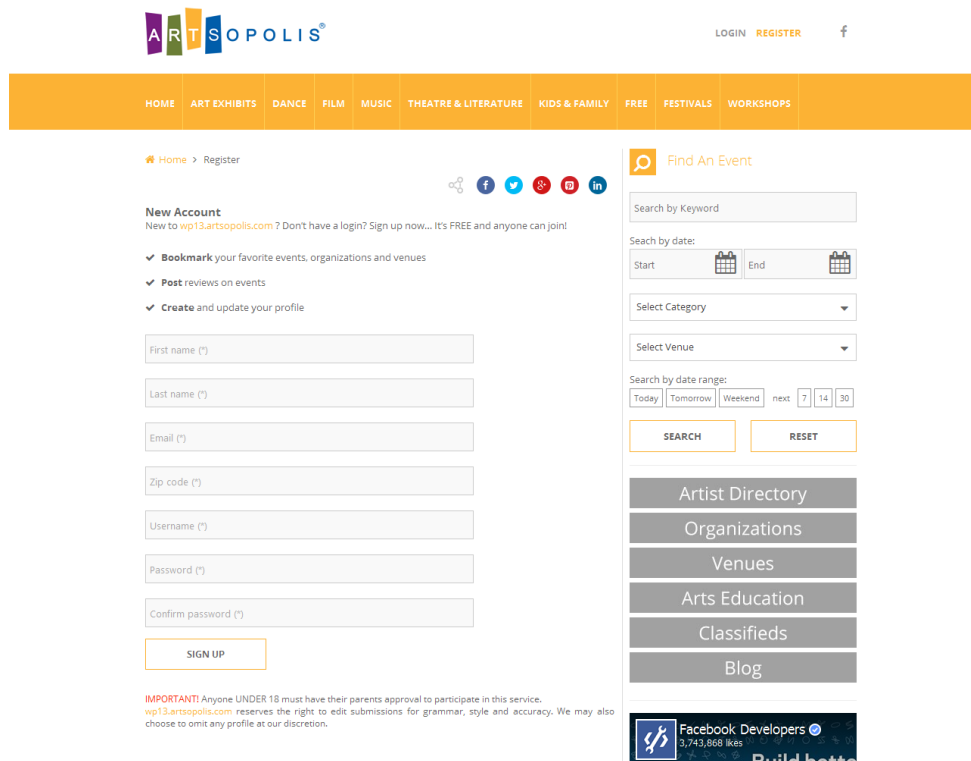
- Once you have registered/created your account you will then be taken to a "success" page. From there you can click on the link provided or click "Login" in the top right corner of the page to access your new account.

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

- If you are an arts or cultural organization, then you should select "Organization" from the left navigation to add your profile to the Organization Directory. **PLEASE NOTE**: If your organization already exists on the site, please email the site administrator mentioned on the Login page so we can associate your new user account to the existing org profile. Multiple users may be associated with an organization.

- If you are an individual artist (visual, performing, literary, film, etc.), you should select "Artist" from the left navigation to add your profile to the Artist Directory. **PLEASE NOTE**: This module may not be available on your site.

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

Submitting Your Profile Form

Organization – The Organization Profile form allows you to post your org description, address, contact info, web, blog, and social media links, plus tag your organization type.

Venue – The Venue Profile form allows you to post your venue description, address, contact info, parking, public hours, admission, web, blog, and social media links, accessibility, plus tag your venue type.

Artist – The Artist Profile form allows you to post your bio, web, blog, and social media links, plus tag your artistic discipline, style and mediums.

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 400 x 400 pixels in BOTH directions and .jpg, .png, or .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.

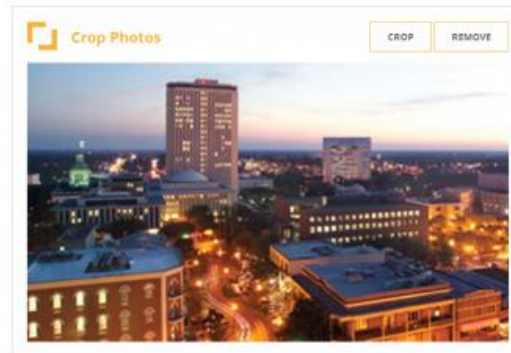To upload a primary image, click on the Upload Image button. This will open
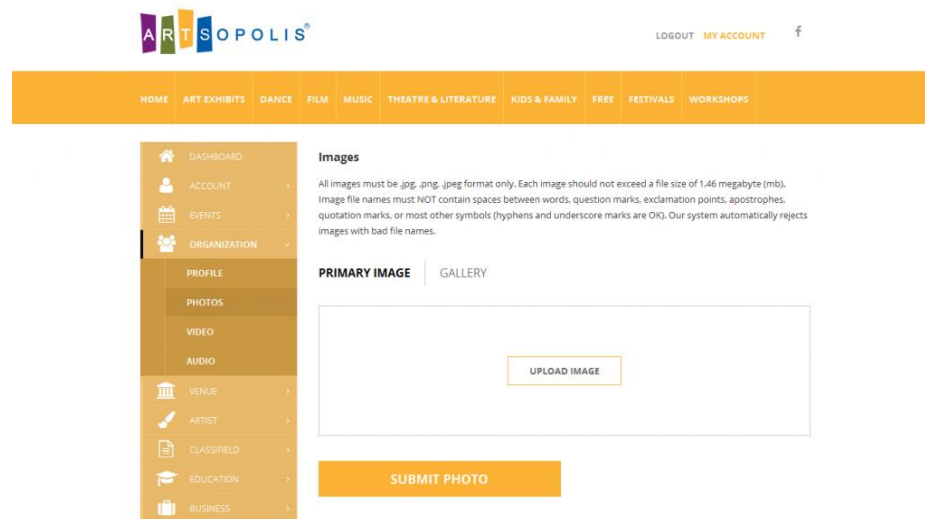
Once your primary photo has been uploaded you should expect to see a screen similar to this:

After uploading a primary image, you can now click on the Gallery tab and begin uploading additional images. These gallery images will display as thumbnails near the bottom of your organization profile page.
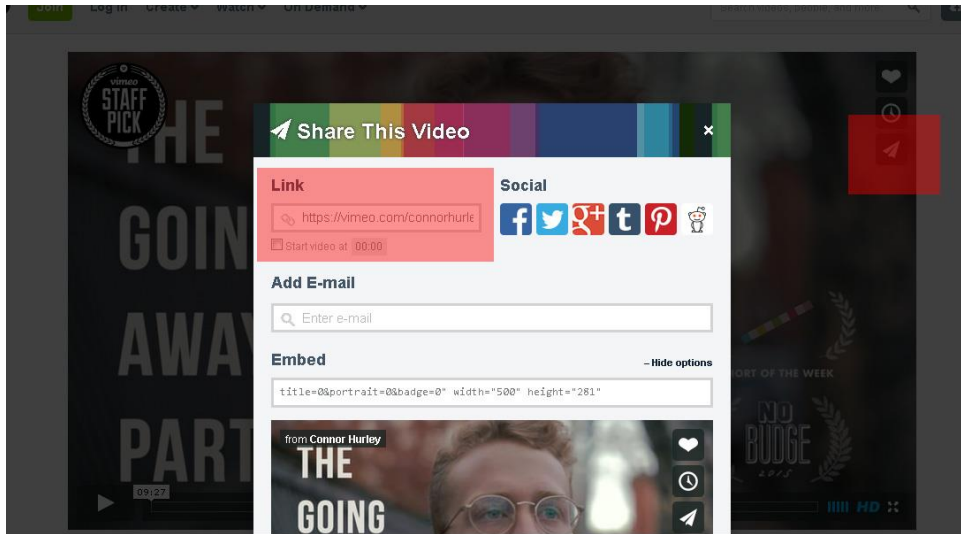
Adding Video

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 on the next page.

YouTube share link example:
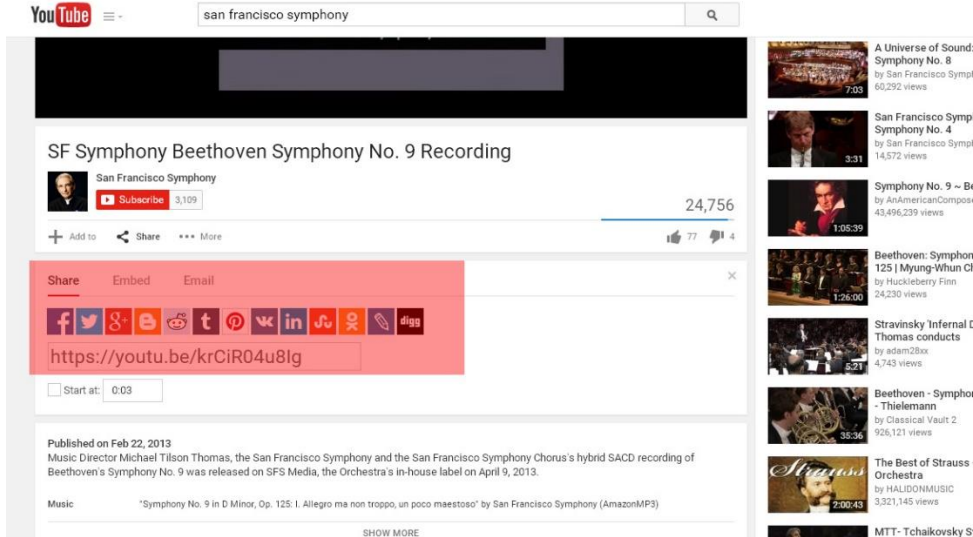
Vimeo share link example:

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, your submitted events will be reviewed. Once approved, they will be added to our website for public viewing.
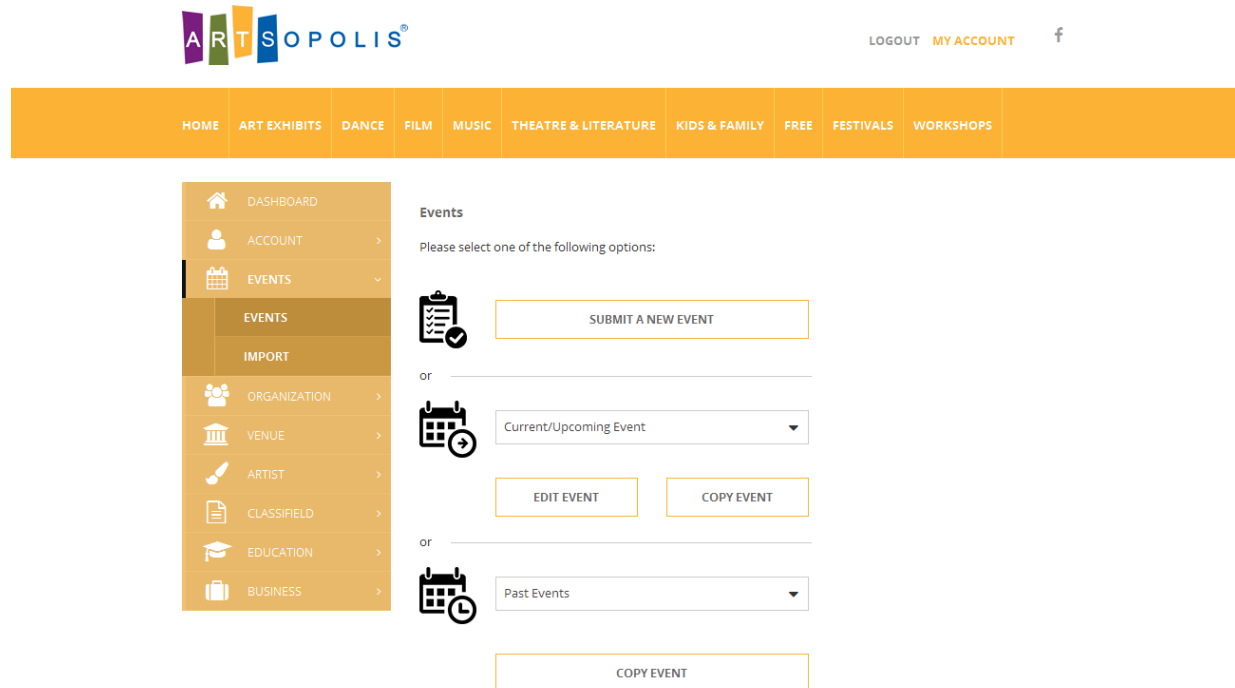
During the event submission process, you can select the presenting organization and venue from drop menus that will save you time from having to re-enter that information each time you post a new event. You can also add "secondary" organizations if the event is being co-presented with another group.

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 and add promo copy to the Summary field.

QUESTIONS? COMMENTS?

For questions or comments, please contact syndie@artreachstcroix.org or jen@discoverstillwater.com