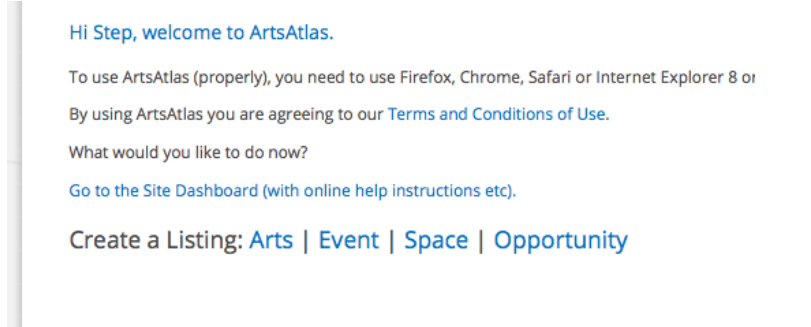
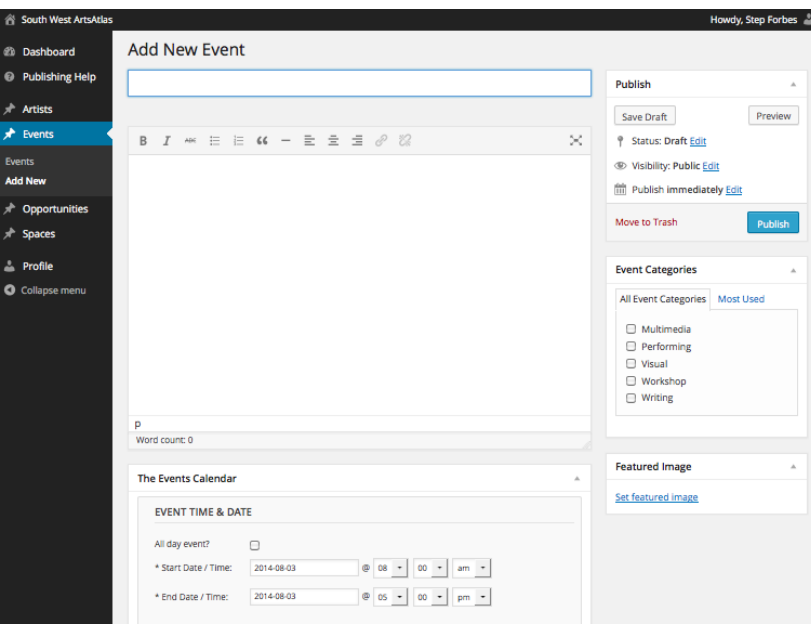


4. How to create & edit an event on ArtsAtlas

TIP: check out other Events on ArtsAtlas to get ideas.

STEPS	WHAT TO LOOK FOR
<p>1: Once you have logged in, create a new 'event' from the Welcome screen. Or edit an existing one.</p> <p>OR: once you have logged in navigate to EVENTS from the 'dashboard' menu.</p>	 <p>Hi Step, welcome to ArtsAtlas.</p> <p>To use ArtsAtlas (properly), you need to use Firefox, Chrome, Safari or Internet Explorer 8 or By using ArtsAtlas you are agreeing to our Terms and Conditions of Use.</p> <p>What would you like to do now?</p> <p>Go to the Site Dashboard (with online help instructions etc).</p> <p>Create a Listing: Arts Event Space Opportunity</p>
<p>2: Enter or Edit:</p> <ul style="list-style-type: none"> • Title (of the event) • To create Description simply enter text in this box. • Click relevant Categories • Event Time & Date, Click on DATE and a calendar will reveal for choices. Click on TIME drop down arrows to choose • Event Organizer Details, add NAME, PHONE, WEBSITE & EMAIL for contact details • Enter Event COST • Location (enter specific or generic location and click) • Choose your featured image (if applicable). • Click PUBLISH or UPDATE. 	 <p>The screenshot shows the 'Add New Event' form. It includes a title field, a rich text editor for the description, and a 'Publish' section with options for 'Save Draft', 'Preview', 'Status: Draft', 'Visibility: Public', and 'Publish immediately'. There is also a section for 'Event Categories' with checkboxes for Multimedia, Performing, Visual, Workshop, and Writing. At the bottom, there is a section for 'The Events Calendar' with fields for 'EVENT TIME & DATE', including 'All day event?', 'Start Date / Time', and 'End Date / Time'.</p>

You now have an event. You can add others and edit these as often as you like.

These "ArtsAtlas How Tos" are available on site at artsatlasSW.com.au