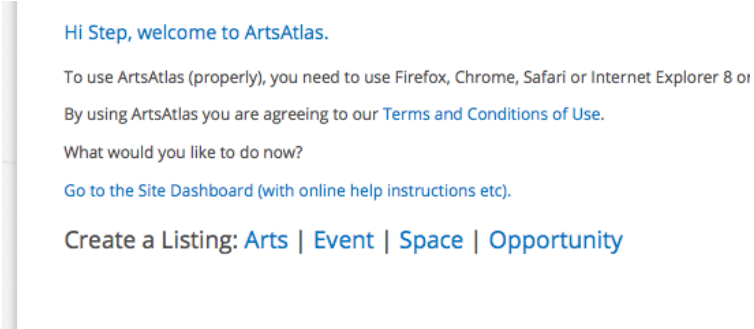
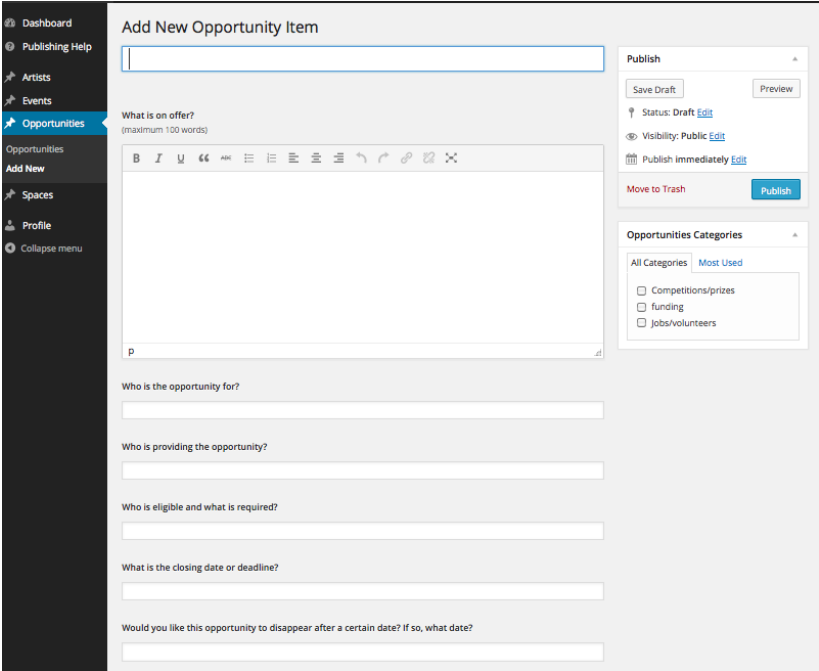


5. How to create & edit Opportunities on ArtsAtlas

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

| STEPS | WHAT TO LOOK FOR |
|--|--|
| <p>1: Once you have logged in, create a new 'opportunity' from the Welcome screen. Or edit an existing one (yours will be shown).</p> <p>OR: once you have logged in navigate to "Opportunities" 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"> • The name of the Opportunity • What is on offer? Simply enter text in this box • Click relevant Categories • Enter all (optional) fields • Add an image (optional) • PUBLISH or UPDATE and you're done! |  <p>The screenshot shows the 'Add New Opportunity Item' form. It includes a sidebar menu with 'Opportunities' selected. The main form has a title field, a rich text editor for 'What is on offer?' (with a 100-word limit), a 'Publish' section with 'Save Draft', 'Preview', 'Status: Draft', 'Visibility: Public', and 'Publish Immediately' options, and a 'Categories' section with checkboxes for 'Competitions/prizes', 'funding', and 'Jobs/volunteers'. Below these are several text input fields for details like 'Who is the opportunity for?', 'Who is providing the opportunity?', 'Who is eligible and what is required?', 'What is the closing date or deadline?', and 'Would you like this opportunity to disappear after a certain date? If so, what date?'.</p> |

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

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