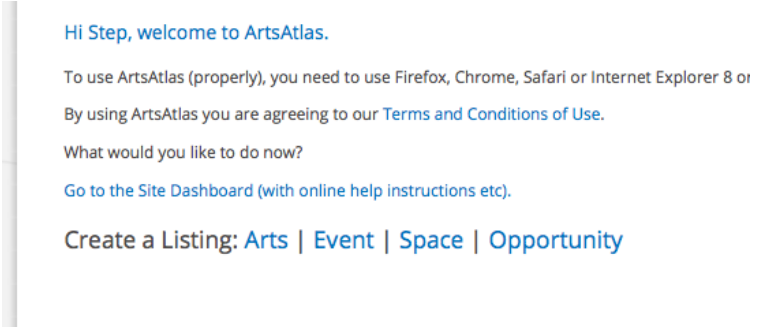
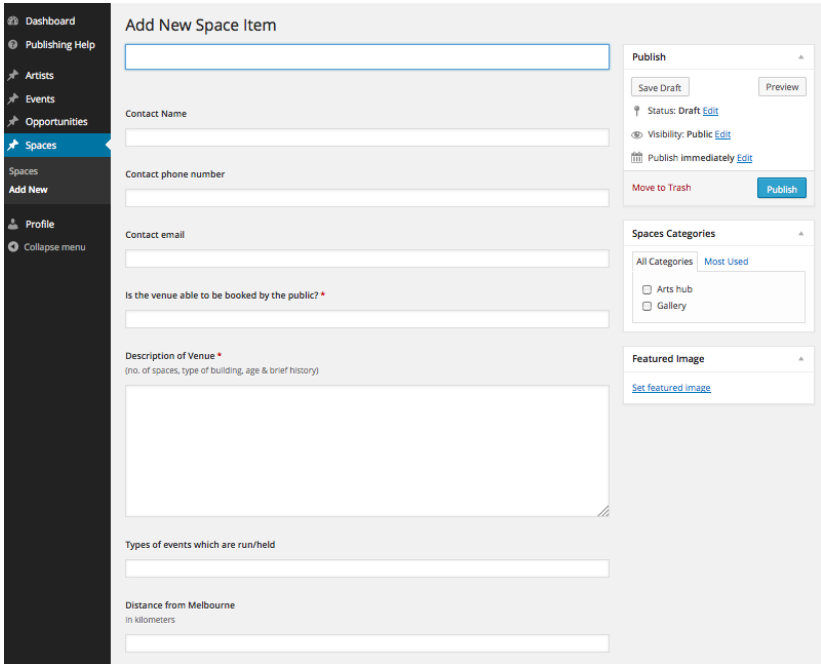


5. How to create & edit a Space on ArtsAtlas

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

STEPS	WHAT TO LOOK FOR
<p>1: Once you have logged in, create a new 'space' from the Welcome screen. Or edit an existing one (yours will be shown).</p> <p>OR: once you have logged in navigate to "Spaces" 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 Space/Venue • Click relevant Categories • Enter details in as many fields as you can. Some are optional and some are required. • Add an image (optional). • PUBLISH or UPDATE and you're done! 	 <p>The screenshot shows the 'Add New Space Item' form. On the left is a dark sidebar menu with options: Dashboard, Publishing Help, Artists, Events, Opportunities, Spaces (highlighted), Add New, Profile, and Collapse menu. The main form area includes: <ul style="list-style-type: none"> A text input field for the name. Form fields for Contact Name, Contact phone number, and Contact email. A checkbox for 'Is the venue able to be booked by the public?'. A large text area for 'Description of Venue'. A text input field for 'Types of events which are run/held'. A text input field for 'Distance from Melbourne'. A 'Publish' section on the right with 'Save Draft', 'Preview', 'Status: Draft', 'Visibility: Public', and 'Publish immediately' options. A 'Spaces Categories' section with 'All Categories' and 'Most Used' tabs, and checkboxes for 'Arts hub' and 'Gallery'. A 'Featured Image' section with a 'Set featured image' link. </p>

You now have an space 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