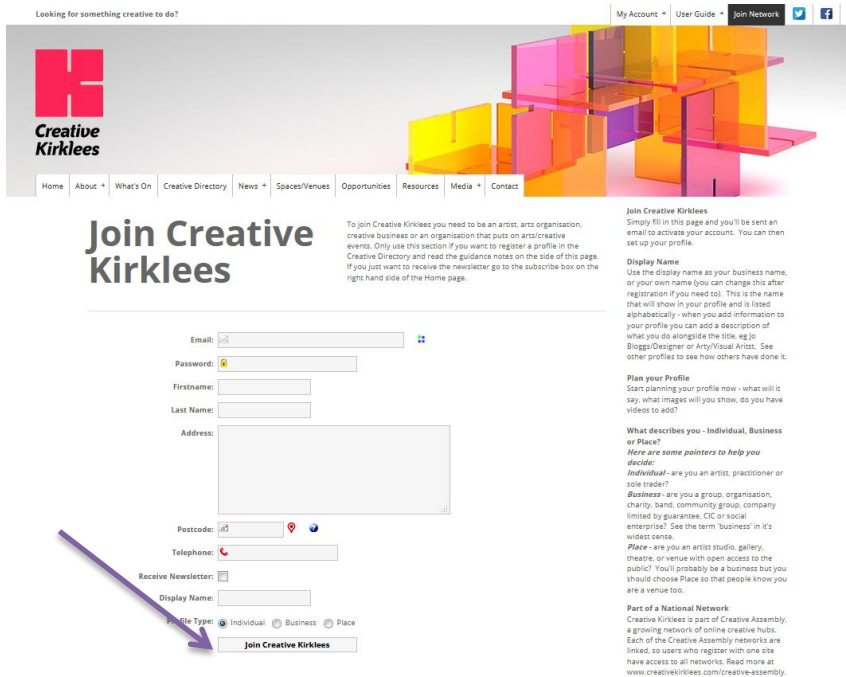


# Register as an artist, arts organisation, creative business or venue on Creative Kirklees

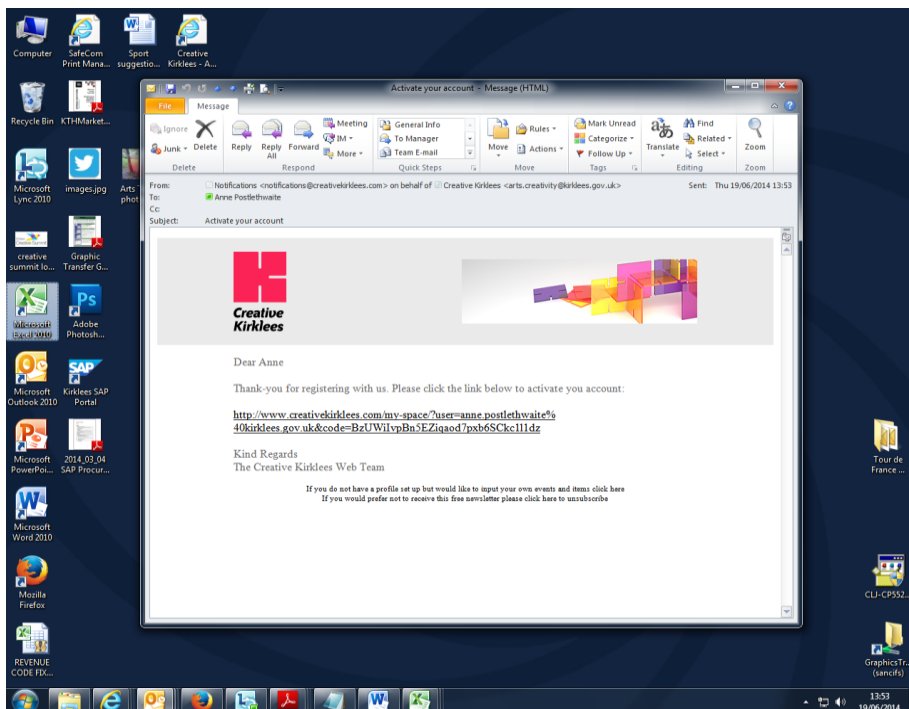
1. Go to **Join Network** (top right of screen)

2. Fill in your details. **Note** – under **Display Name**, this is the name you want to show in the Creative Directory. It will be the name of your arts organisation or business; if you're an individual artist you would use your own name here (you can change your Display name later if you want to). The **Display Name** is the first bit of your profile name and will be listed in the directory in alphabetical order. Later you can add to the Display Name to describe what you do and is done when you set up your profile. See other profiles to see what they've done.  
 For example: Globe Arts Education / visual art workshops – Globe Arts Education is the **Display Name** or Enjoy Art/Gallery – Enjoy Art is the **Display Name**.

3. Click 'Join Creative Kirklees'

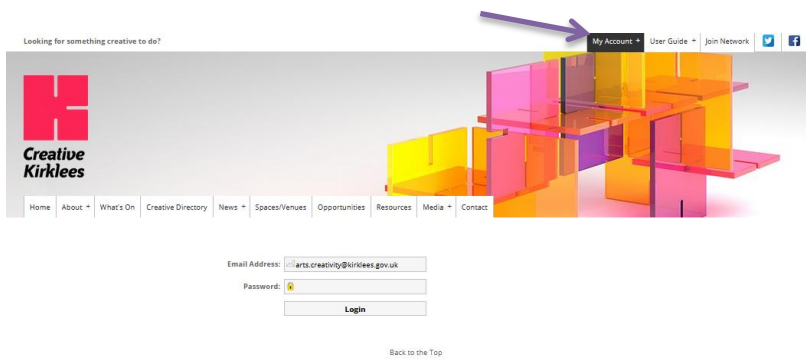


4. You will receive an email asking you to activate your account (see screen grab below). Click on the link and you'll be directed to Creative Kirklees and confirmation that you've registered. You can now log in and start adding your profile and other information.

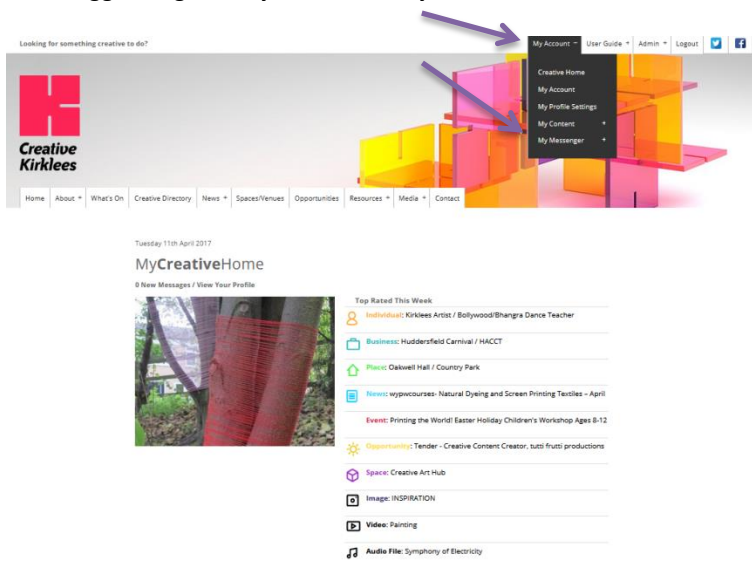


## Setting up your Profile

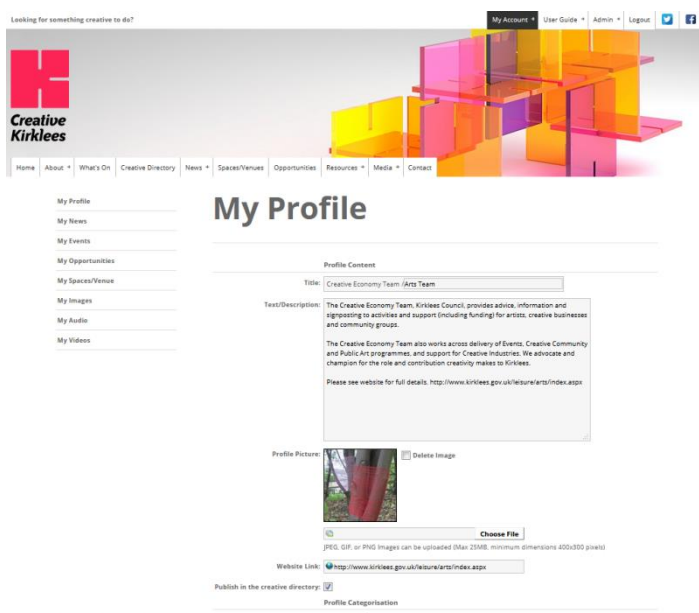
1. Log in (if not already done) by clicking **My Account** – put in email address and password.



Once logged in go to **My Account – My Content**



2. Click on **My Profile** and fill in details about your arts organisation or business or yourself as an individual artist. Click on Add Profile at the bottom. **Note** – the Title will default to the **Display Name** you first used when registering. You can add another name or description on the other side of the slash / in **Title** (see how others have set up their profile names). For example: Susie Smith/Visual Artist or Canvas/Art Gallery or The Musical Beats/Band. If you want to change your Display Name click on My Profile Settings (left of My Content).



## Start add your Events, News, Opportunities, Space/Venue and Media (images, videos, audio)

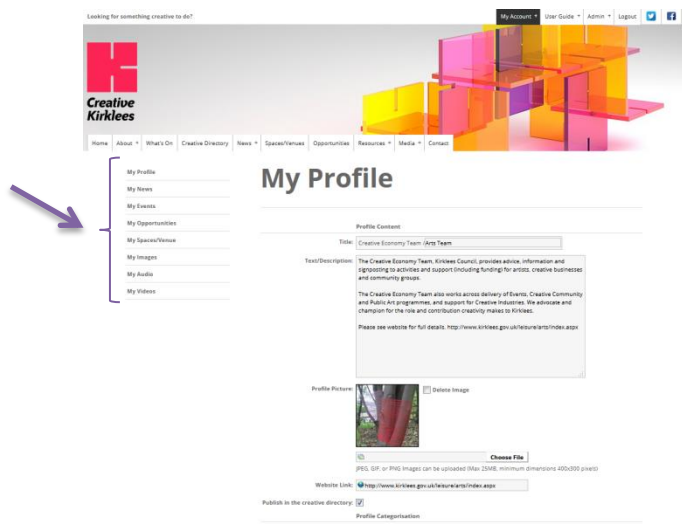
1. Log in, go to **My Account, My Content** and you'll see a list on the left of all the content headings you can add – **My Profile, My News, My Events, My Opportunities, My Spaces/Venue, My Images, My Audio, My Video**. Click on the heading you want to add and follow from there:

To add an event - click on **My Events**

To add an opportunity - click on **My Opportunities**

If you're a venue or space add a separate entry about your creative space – click on **My Spaces/Venues**

To add images – click on **My Images** (same for audio or videos)

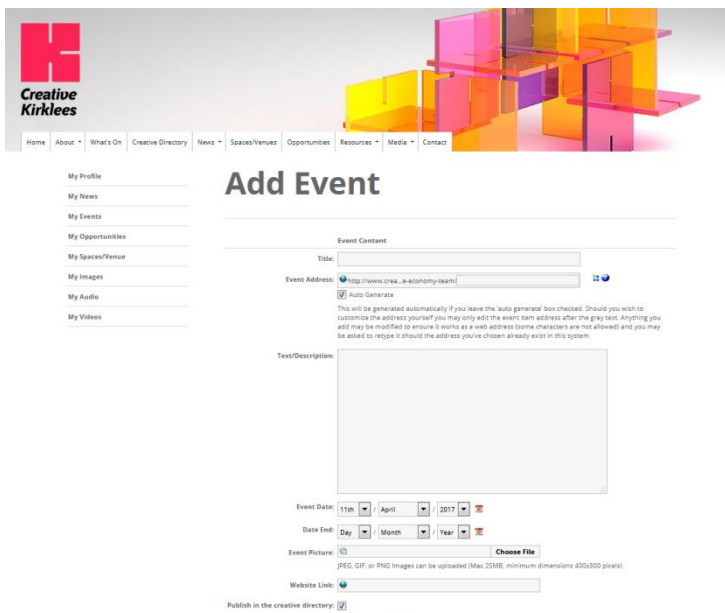


### Example - Add an Event

- Click on **My Events**

- **Add an Event** (top of the page) – fill in the information about your event and add an image – click on **Event Categorisation** to reveal a drop down list (this is used to help users of the site search under headings or age groups) – Add the event address and postcode (adding a postcode will mean the event shows on the map view)

- Click **Add Event** at the bottom (your event will go for approval and published shortly)



To add other items, ie news, opportunities etc, the process is similar to adding an Event above.

To edit any content go to **My Account – My content**, choose the heading you want to edit or update and you'll see a list of your content. Click the relevant item to open it and edit.

Remember: the more you update your profile, add events, news, opportunities or images the higher up the listing you'll be and the more likely you'll be featured regularly on the site.

Get in touch if you need any help: [arts.creativity@kirklees.gov.uk](mailto:arts.creativity@kirklees.gov.uk).