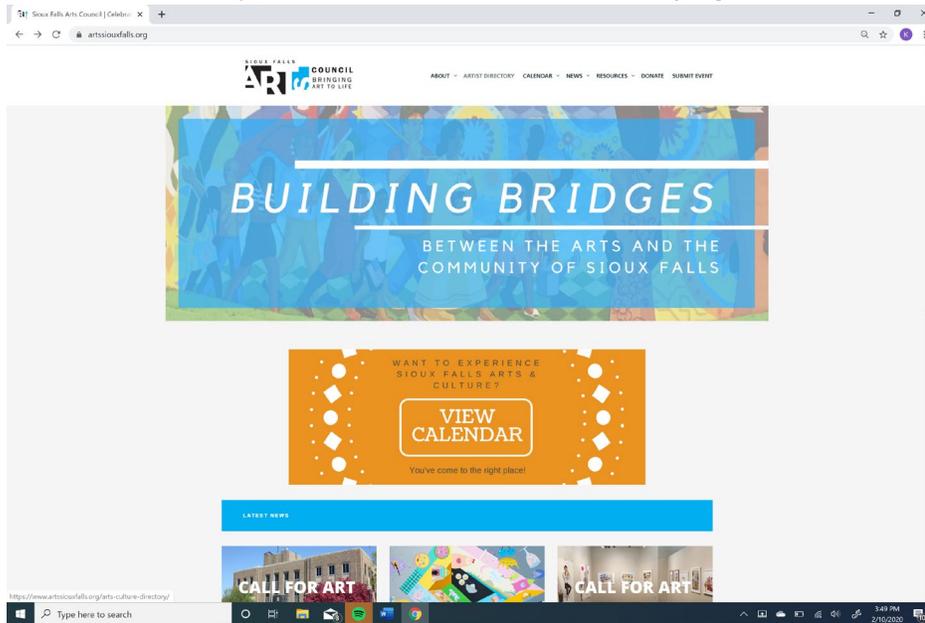
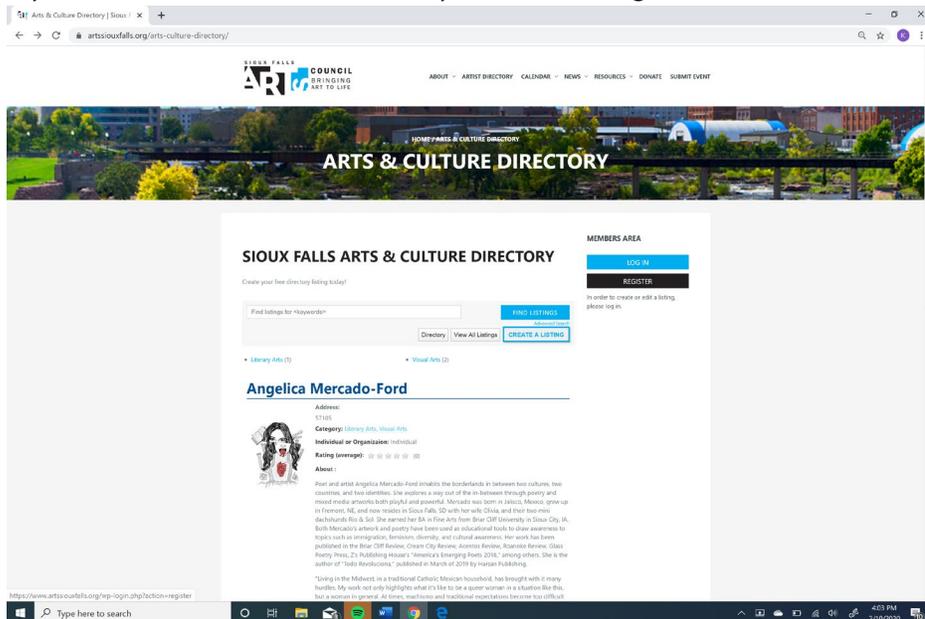


## Instruction to register for the Artist Directory

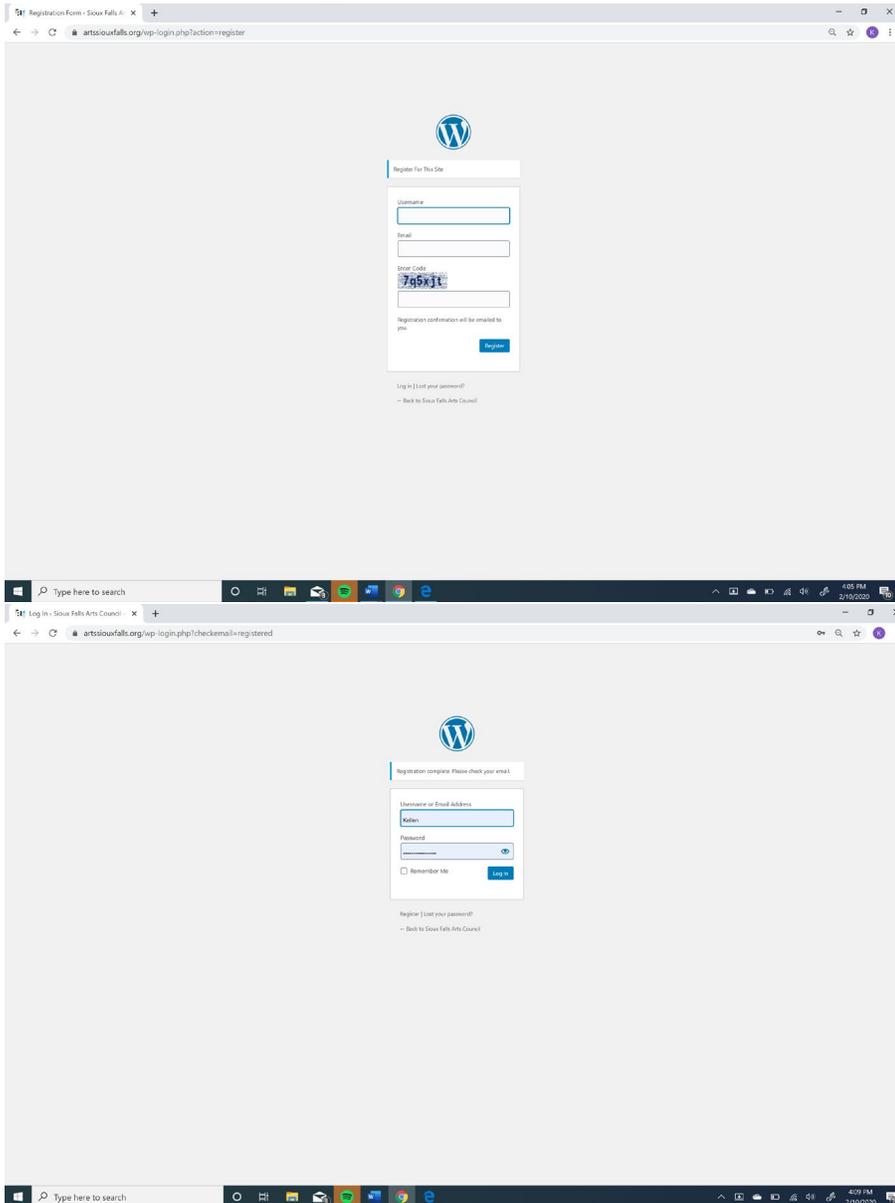
1. Go to [www.artssiouxfalls.org](http://www.artssiouxfalls.org)
2. Click **Artist Directory** (located on the menu bar on the top right of the screen)



3. If you are **NEW** to the Artist Directory and want to register an account Click **Register**.

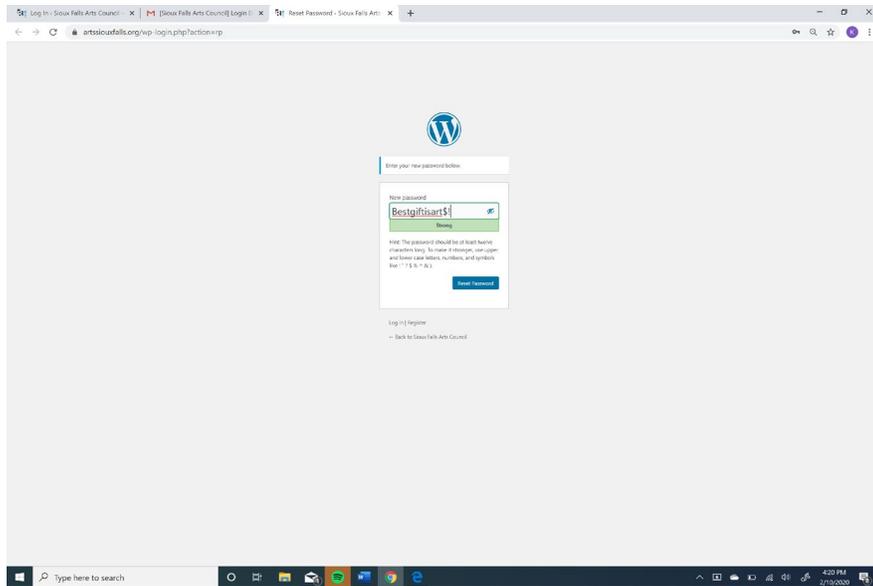


4. To set up your account you must first create a **user name** and enter an **email address** that your account will be linked to. Type in the **CODE** shown in the blue box below. Then click **Register**.

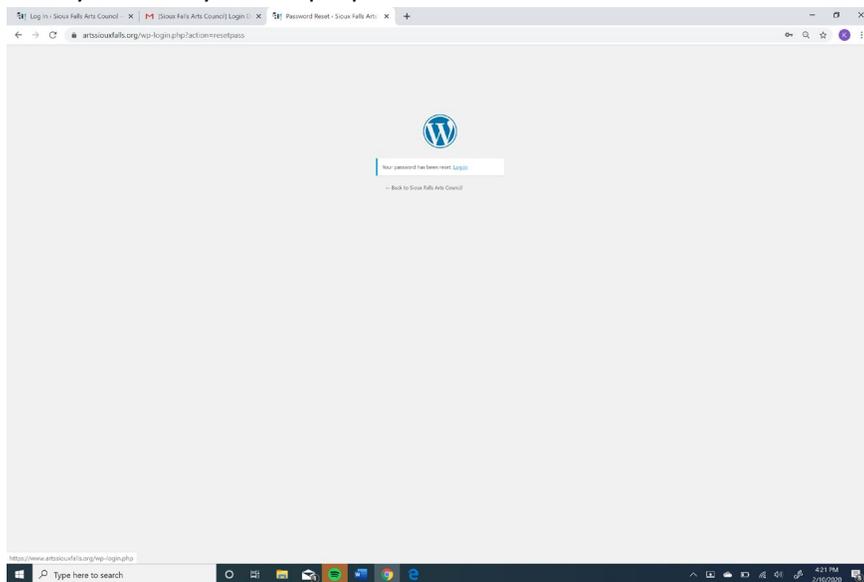


5. You will receive an email shortly after from: **wordpress@artssiouxfalls.org** via **bon-jovi.hartman-hosting.com** If you do not see it in your inbox please check your Junk mail or Spam folder.





9. Once you select your unique password click **Reset Password**.



10. At the next screen click **Login**.

11. Use your Username or Email address and your unique password.

12. Once you successfully login, you will notice your username in **BLUE** on the right side under the text MEMBER AREA.

13. To start creating your Artist Directory page click **Create Listing**

The screenshot shows the Sioux Falls Arts & Culture Directory website. At the top, there is a navigation bar with links for 'ABOUT', 'ARTIST DIRECTORY', 'CALENDAR', 'NEWS', 'RESOURCES', 'DONATE', and 'SUBMIT EVENT'. Below this is a banner image with the text 'SIoux FALLS COUNCIL BRINGING ART TO LIFE' and 'ARTS & CULTURE DIRECTORY'. The main content area is titled 'SIoux FALLS ARTS & CULTURE DIRECTORY' and includes a search bar with the text 'Find listings for "Keywords"'. Below the search bar are buttons for 'FIND LISTINGS', 'VIEW ALL LISTINGS', and 'CREATE A LISTING'. The profile for Angelica Mercado-Ford is displayed, including her name, address, category (Visual Arts), and a bio. The bio mentions her background in Mexico and her current work in Sioux Falls, SD, as well as her education at SIoux Falls State University and her work as a translator, interpreter, and cultural awareness specialist.

The screenshot shows the 'SUBMIT A LISTING' form on the Sioux Falls Arts & Culture Directory website. The form is titled 'SUBMIT A LISTING' and includes a 'CATEGORY SELECTION' section with a dropdown menu for 'Category'. Below this is a 'LISTING INFORMATION' section with fields for 'Artist Name', 'Individual or Organization' (with radio buttons for 'Individual' and 'Organization'), and 'About'. The form is designed to collect information from artists or organizations who want to be listed in the directory.

14. On this page you will enter all of your information. If there is an \* that means this field is required.
- Select a category of the type of artist you are from the dropdown menu.\*
  - Artist Name, Business or Organization\*
  - If you are an individual or Organization\*
  - About\*
  - Website Address (this could also be a social media account link)
  - Phone number
  - Contact Email\*
  - Street Address
  - City
  - State
  - Zip code

15. You are able to upload up to 25 images to your listing
16. There is a additional option to add an attachment which could be your resume or onepager.
17. Under the RECAPTCHA You will need to click on the **button** next to the text I'm not a robot.
18. Then click **Complete Listing**

The screenshot shows a web browser window displaying the 'submit\_listing' form on the Sioux Falls Arts Council website. The browser's address bar shows the URL: [artssiouxfalls.org/arts-culture-directory/?wpbdp\\_view=submit\\_listing](http://artssiouxfalls.org/arts-culture-directory/?wpbdp_view=submit_listing). The website's navigation menu includes: ABOUT, ARTIST DIRECTORY, CALENDAR, NEWS, RESOURCES, DONATE, and SUBMIT EVENT. The main content area contains a form with the following sections:

- Image Upload:** A box with the text "Select images from your hard drive" and a "Choose File" button. To the right, there are fields for "Image width: 1000px" and "Image height: 1000px".
- LISTING ATTACHMENTS:** A section with an "ADD ATTACHMENT" button. Below it, there is a "Choose File" button with the text "No file chosen". To the right, there are fields for "Attachments limit: 5 (5 remaining)", "Max. upload size: 4 MB", and "Supported file extensions: pdf".
- RECAPTCHA:** A section with a checkbox labeled "I'm not a robot" and a "Verify" button.
- Form Controls:** A "Clear Form" button and a "COMPLETE LISTING" button.
- SHARE THIS:** Social media sharing buttons for Email, Facebook, Twitter, and Google+.

The footer of the page includes:

- ABOUT US:** A paragraph describing the council's mission to promote arts and culture in Sioux Falls.
- CONTACT INFO:** Contact details for the Sioux Falls Arts Council, including the address (132 E. 8th St. #1048, Sioux Falls, SD 57103), phone number (605) 271-4498, and hours (10AM-4PM | Mon-Fri).
- MAP:** A map showing the location of the Sioux Falls Arts Council.

19. If you missed something it will take you back up to the top and highlight the required fields in **RED**.
20. Once you have completed this last step your listing will go to the Sioux Falls Arts Council for approval. Please allow one to two business days for us to approve your listing. Contact [Amercado@artssiouxfalls.org](mailto:Amercado@artssiouxfalls.org) for any questions or concerns.