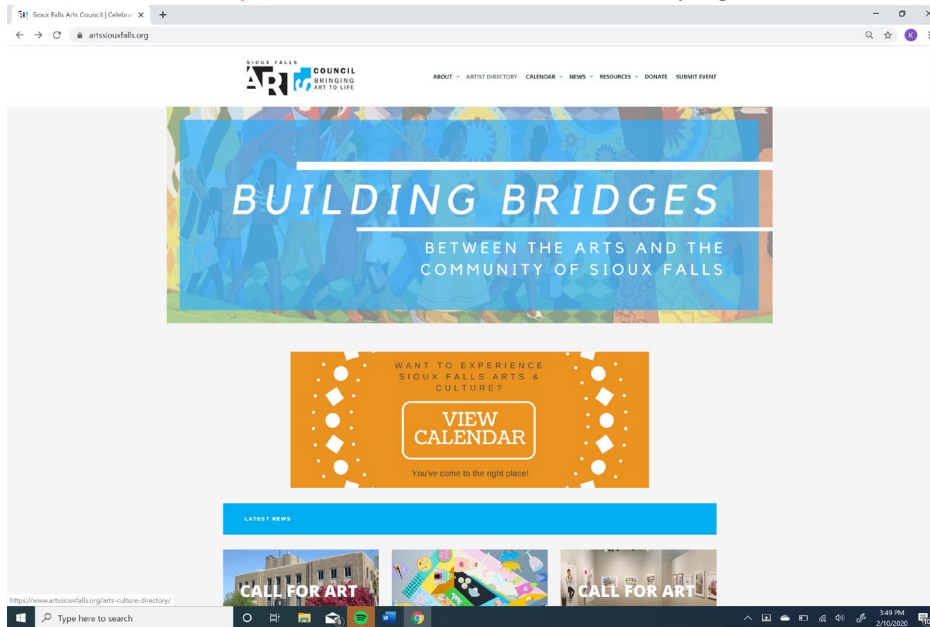
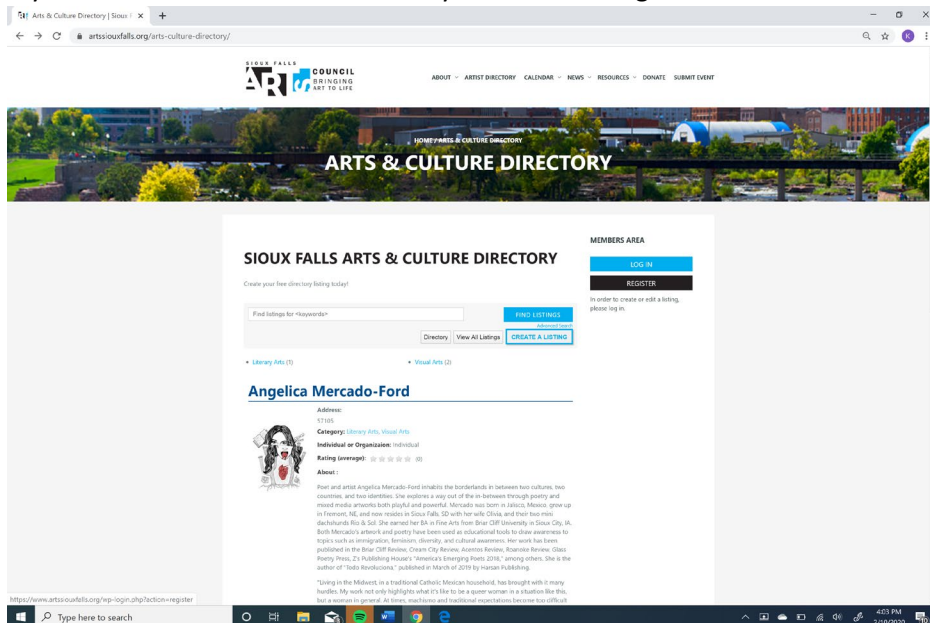


Instruction to register for the Artist Directory

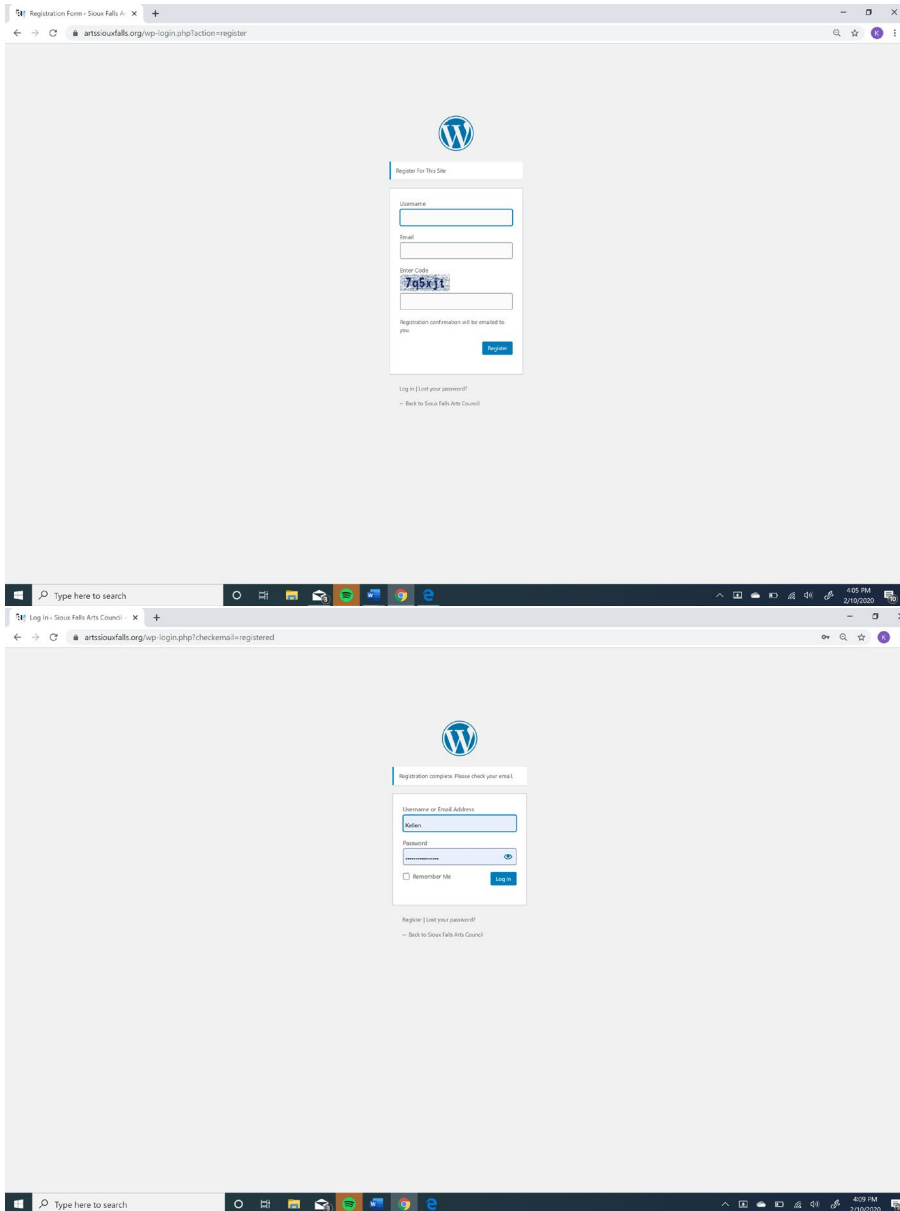
1. Go to www.artssiouxfalls.org
2. Click **Artist Directory** (located on the menu bar on the top right of the screen)



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

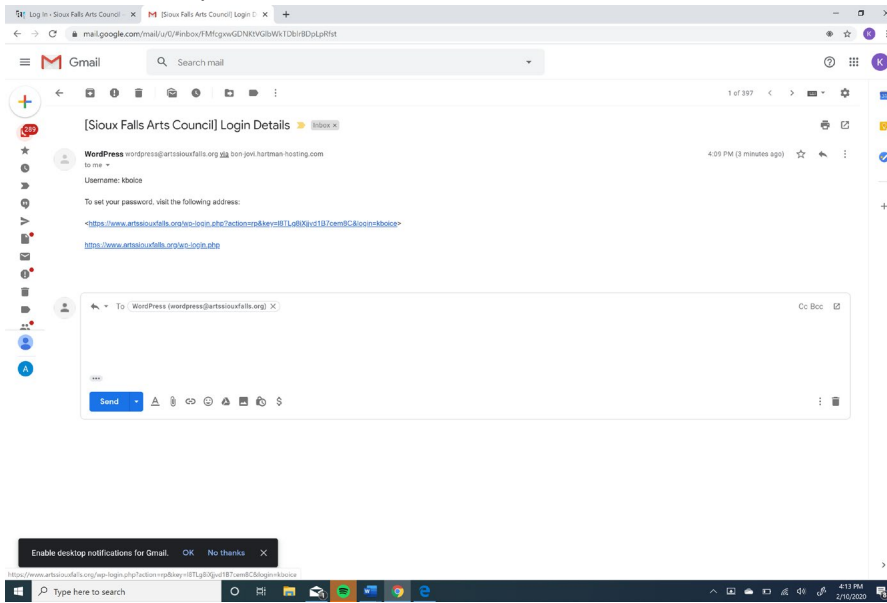


- To set up your account you must first create a **user name** and enter an **email address** that your account will be linked to. Type in the **CODE** shown in the blue box below. Then click **Register**.



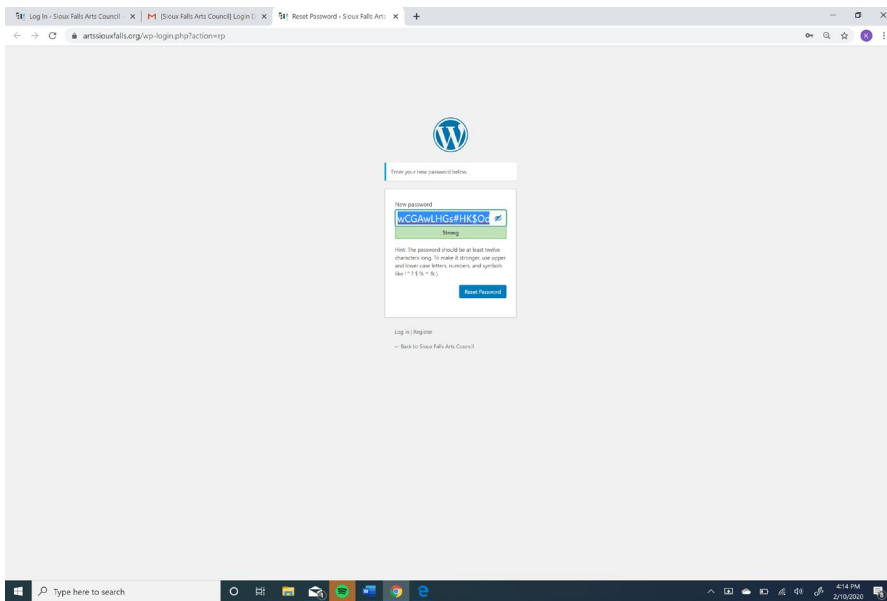
- You will receive an email shortly after from: **wordpress@artssiouxfalls.org** via **bon-jovi.hartman-hosting.com** If you do not see it in your inbox please check your Junk mail or Spam folder.

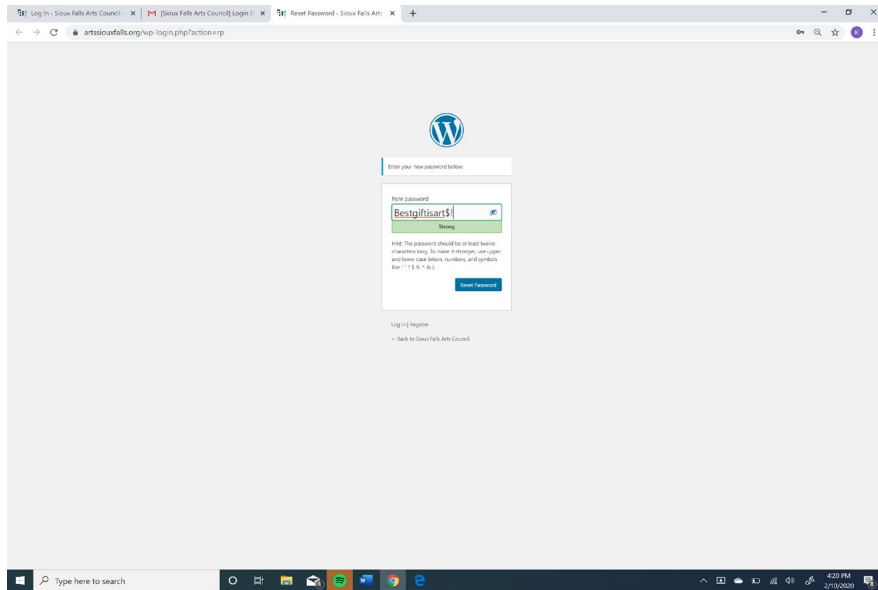
6. Click on the **link** provided in the email.



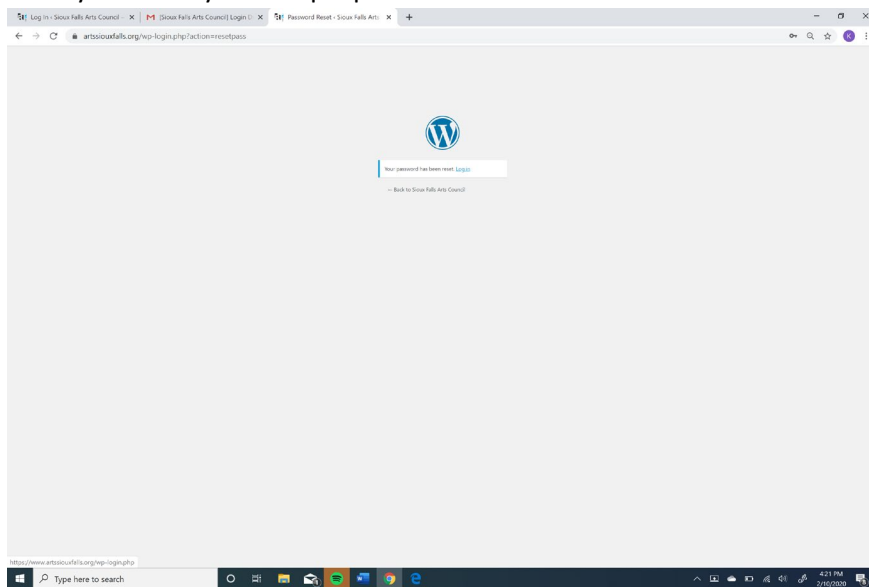
7. You will be taken back to the website and asked to create a new password. First you will need to select and delete what is in the text box and create a unique password. Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ &).

8.





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 'HOME PAGE & CULTURE DIRECTORY'. The main heading is 'ARTS & CULTURE DIRECTORY'. Below the heading, there is a search bar with the text 'Create your free directory listing today!' and a 'Find listings for keywords*' input field. There are buttons for 'FIND LISTINGS', 'CREATE A LISTING', and 'VIEW ALL LISTINGS'. A 'MEMBERS AREA' section on the right includes a 'Welcome libbie' message and a 'Log out' button. The main content area displays a listing for 'Angelica Mercado-Ford' with a profile picture, address, category, and an 'About' section.

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 an 'About' text area. The form is set against a background of the website's banner image and navigation bar.

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 form is titled 'submit_listing' and includes a navigation menu at the top with links for 'ABOUT', 'ARTIST DIRECTORY', 'CALENDAR', 'NEWS', 'RESOURCES', 'DONATE', and 'SUBMIT EVENT'. The main content area features a 'LISTING ATTACHMENTS' section with an 'ADD ATTACHMENT' button and a 'RECAPTCHA' section with an 'I'm not a robot' checkbox. A 'COMPLETE LISTING' button is located at the bottom right of the form. The footer contains 'ABOUT US', 'CONTACT INFO', and 'MAP' sections.

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 for any questions or concerns.