



www.CultureSparkErie.org

A Guide to Joining the Community

Welcome to the new arts, culture and heritage directory.

Artists, need help signing up?

Simply take the steps as outlined in the following pages.

Questions? Give Char Mashyna a call at ArtsErie at 452-3427 or submit questions through “Contact”

Need an incentive?

All participants registered by January 20, 2012 will be eligible to receive one of several gift cards through a drawing to be held on January 25, 2012.

Begin by logging in to
www.culturesparkerie.org

Then click on

“join our community”

in the upper right hand corner of any page or on the left hand side of the arts, culture or heritage pages.

Art

- Artist Directory
- Arts Organization Directory
- Arts Related Businesses
- Classes
- Calendar
- Festivals

Art



join our community

come together and be part of the Arts

- Select the type of user you are from the drop down menu
 - Enter your first and last names
 - Select a user name
 - Include your email address
 - Select a password
- Make sure the box is checked so you can receive notices from CultureSpark
 - Click **SAVE**

Remember to write down your user name and password!



art **culture** **heritage**

Join Our Community

The CultureSpark community is a melting pot of everyone who represents, promotes, supports or takes part in art, culture and heritage activities. Whether you are an artist, venue, organization, festival or simply an art-related business, we want you to be part of our community.

Join our community and together we will prosper!

What type of user are you?

First Name

Last Name

Username

Email Address

Password

Confirm Password

Yes, I would like to receive communication from CultureSpark.

[Already a member? Click here to login.](#)

CultureSpark Erie is maintained by you and relies on our community to be successful. You are responsible for the information in your profile and to keep it up to date.

Please Note: CultureSpark is used and viewed by various age groups, each with their own beliefs and values. Please refrain from adding artwork, images and/or videos containing nudity or a subject matter that may be offensive. CultureSpark has the right to remove any profile, image, video, mp3, etc.

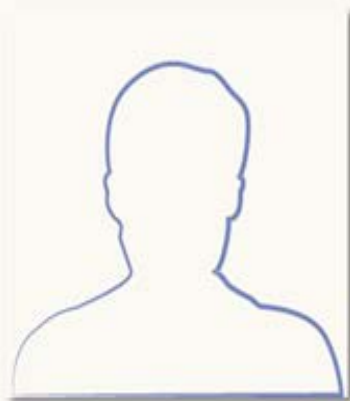
The next step will be to edit your profile.
Click on **“edit profile”** to begin

home

art

culture

heritage



Andrea Artist

About the Artist

edit profile

contact artist

CultureSpark is facilitated by:



3 East 4th Street, Suite 10
Erie, PA 16507
814-452-3427 • artserie.org

learn more about erie's

art culture heritage

★ make a donation ★

join our community

Come together to
promote the Arts and
yourself

The Edit Profile page has 4 sections. You have already filled out the Account page.

- Click on “**Profile**”
 - Fill in the blanks for gender, occupation, employment, education and about.
- If you offer classes, check the box and a text box will appear for you to enter detail about your classes.
- Make sure to check “Receive Newsletter” so we can include you in our e-news.

- Enter links to your website, Facebook, Linked In, Twitter, Flickr and YouTube pages.

The best way to obtain the links is to open your website, Facebook page, etc. and copy the URL at the top of the page. Then paste it into appropriate section on your CultureSpark profile page.

Click **SAVE**

Edit Profile

Account **Profile** My Artwork Avatar

First Name

Last Name

Gender

Occupation

Employment

Education

About

Please select any and all categories that describe you

Visual

Select All

- Art Supplies Caricature Ceramics Collage
- Craft Drawings Experimental/New Fiber
- Film Frame Shop Furniture Gallery
- Glass Graphics Installation Jewelry
- Metalsmithing Murals New Media Painting
- Photography Printmaking Public Art
- Puppet maker Sculpture Video

▶ Music

▶ Theater

▶ Literary

▶ Dance

Offer Classes?

Class Information

If you click the Offer Classes box above, this area will appear so you can enter your class information.

Receive Newsletter?

Website

Facebook

LinkedIn

Twitter

Flickr

YouTube

cancel

save

On the same page on the right hand side, you will find categories for the different art forms.

- Each category has sub-category options that will appear if you click on the main heading.
- Click on those art forms that best relate to your work.
 - You may include art forms from any or all of the main categories.
- These are the art forms that will appear on your page and that users can sort by.
- If you feel an art form is missing, use the “contact us” form to explain. Where feasible, it will be added.

Click **SAVE**

Please select any and all categories that describe you

› Visual

▼ Music

Select All

- Acoustic Ambient Bluegrass Blues
- Celtic Classic Rock Classical Country
- Disco Electronic Folk Glam Rock
- Hip Hop Indie Island Jazz Latin
- Metal Opera Orchestra Pop
- Progressive Rock Punk Reggae Religious
- Rockabilly World

› Theater

› Literary

› Dance

› Culture

› Heritage

› Other

Next click on “**My Artwork**” to add samples of your art

- On the right side of the page, you can “browse” for your artwork to upload.
- Under Artwork Information, put the **title** of your work under Name
 - Add a caption if desired
 - Select the type of art work. Your options are: image, video, music and document
 - You can add a description if you choose
 - Repeat the process to add additional files
- NOTE: any artwork deemed inappropriate will be removed by the administrator

Click **SAVE**

New Artwork

Account

Profile

My Artwork

Avatar

Artwork Information

Name:

Caption:

Type:

- Image
- Image
- Video
- Music
- Document

Description:

Upload Your Artwork

Artwork File: No file chosen

cancel

save

Edit Artwork

Account

Profile

My Artwork

Avatar

Artwork Information

Name:

Caption:

Type:

Description:

Artwork



cancel

save

Edit Your Artwork

[Account](#)

[Profile](#)

[My Artwork](#)

[Avatar](#)

Still life #45



edit

delete

Add Artwork

Next Click on “Avatar”

- Browse your files to select a picture that you would like to represent you on the site

Click **SAVE**

Edit Avatar

[Account](#)

[Profile](#)

[My Artwork](#)

[Avatar](#)

Your current avatar



[Delete Avatar](#)

Choose a new avatar:

Choose File

No file chosen

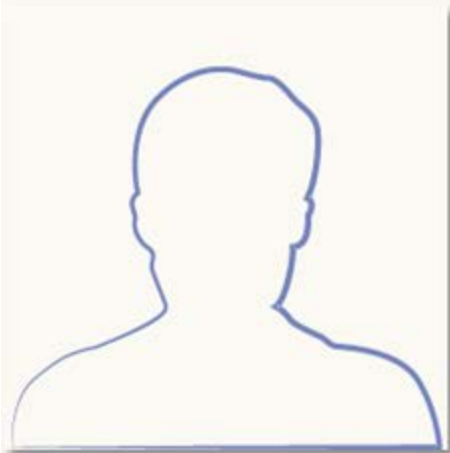
cancel

save

Click **“logout”** to end your session.

- Anytime you want to edit your profile, log back in by clicking on **“Join our Community”**

Instructions for arts, cultural and heritage organizations and arts-related businesses are similar to those for artists



Andrea Artist

edit profile

Ceramics, Painting, Photography, Sculpture

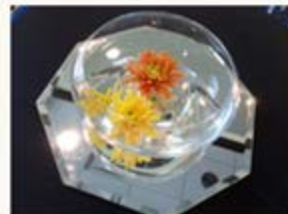
About the Artist

About

Put your bio here. Make it comprehensive but not overwhelming to read.

Website <http://www.andreaartist.com>

contact artist



Still life #45



home

art

culture

heritage

Login

Not currently a part of CultureSpark? [Join our community!](#)

Username

Password

[Forgot Your Password? Click Here](#)

Remember Me

CultureSpark is facilitated by:

learn more about erie's
art culture heritage

join our community
Come together to

Thanks for your interest in
www.CultureSparkErie.org

Help us to populate the website quickly by sharing information about the site with fellow artists, arts/cultural/heritage organizations, and arts-related businesses.

**Join the directory today and let
CultureSpark market you!**