			UserName1	Help	$\textcircled{\blue}{\blue}$
4A togo Find Arts and Culture Submit Prog	Iramming	Membership	About 4A Arts		
< Back to Dashboard					
Submit Programming		1	2		3
Profile and Venue Information Event Information You must enter profile information before creating an event. Short introductory text. Many fields are optional. Fields marked with * are mand	datory.	Save Draft	Preview	Publisł	
1. Organization or Artist Details 🕕 4					
Organization or Artist Name* 5					
Abbreviated Name (optional)					
Description (optional)					
File Edit View					
		7			
Website (optional)			8		
Phone number (optional)	9				
Email (optional)	10				
Social media links (optional)					
Facebook	i				
Twitter	i				
Instagram	i				
Linkedin	i				

Notes:

Page 1: Profile and Venue Information

Partners must enter profile information before publishing an event. Sign up process leads to Profile page and then to Create event.

1. Saves a draft of profile in system, which user can access again and continue later.

2. Draws a preview of what user's profile page would look like on the front end and gives opportunity for user to adjust.

3. Publishes user profile live on website.

4. Tooltip icon triggers static text tooltips with furhter explanations and instruction for fields.They are scattered throughout these pages.

5. Organization name requirements.

6. Static text - abbreviated name can be input. Abbreviated name requirements: please set character limit, error states, etc.

7. Drupal WYSIWYG form.

8. Website link requirements, character limit, error states, etc.

9. Phone number input requirements.

10. Email requirements, error states, etc.

11. Social media links requirements, error states, etc.

12. Click selects and adds mandatory category to Partner profile page. Error state. For most updated list of categories and filters please reference PDF Taxonomy 6-19-19 in Drive.

Add check boxes to design of Type, Specialty, Diversity Focus for consistency and ease of use.

13. Click selects type, specialty, diversity focus selection. Error state and requirements.

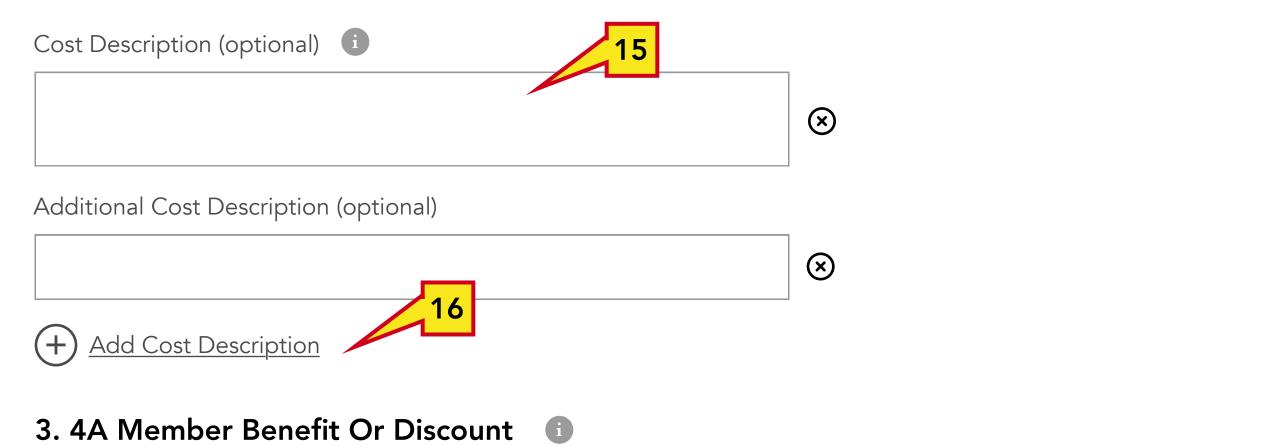
14. If Free is selected, hide the other cost fields below.

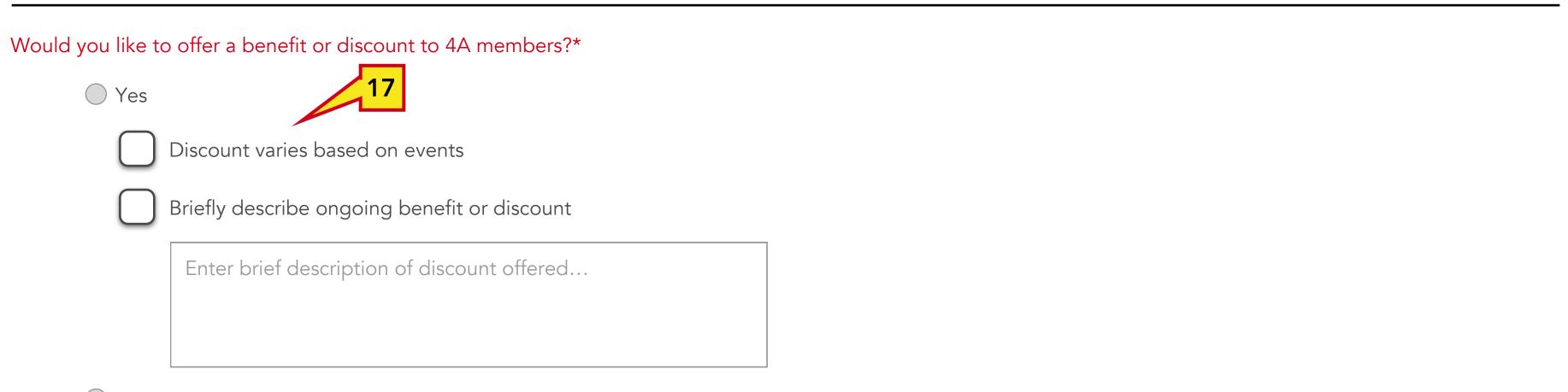
Categorie	es and Filte	rs (Must select at	least one category) [•]	* Adding additiona	al filters makes	s it easier f	or users to find yo	ou.		
Cul	tural Adv	vocacy	Gallery		Aultidiscipl	inary	The	eater		
Сог	mmunity		Games		luseum		U Vis	ual Arts		
Dai	nce		Gardon		Ausic		Zo	o/Aquariu	m	
Edu	ucation		Literary and L	ibrary 🗌 C	Other Perfo	ormance	s Ot	her		
His	tory		Media		cience/Nat	ture				
Туре:	Action	Conference	Film/Video	Live Performanc		Reading	Service		dio or Private Instruction	Walk
	Art Camp Class	s Exhibit/Exhibi Festival	Lecture/Talk	Professional Dev Public Art	velopment	Residency Seminar	School Prog Social	rams Sym Tou	iposium r	Workshop Other
Specialty	:	Animation	Choral	Drag	Improv		Opera	Рор	Variety	
		Audio	Circus	Drawing	Installation		Orchestra	Pupetry	World Music	
		Ballet	Classical	Electronic	Interactive		Painting	Rock Sculpture		
		Ballroom Blues	Comedy Country	Family Fashion	Jazz Magic		Performance Art Photogrpahy	Social Dane	ce	
		Burlesque	Craft	Folk	Modern		Physical Theater	Spoken Wo	ord	
		Cabaret	Design	Нір-Нор	Musical Thea	ter	Play	Storytelling	I	
		Chamber	Documentary	Immersive	Multi-media		Poetry	Тар		
Diversity I	Focus:	African	Arab American	Cultural	Feminist	Lati	nx	South America	n	
		African American	Asian	Heritage	Internationa	al Lati	nx American			
		Afro Caribbean	Asian American	Disability Arts	Islamic		BTQ+			
		Arab	Christian	European	Jewish	Nat	ive American			

2. Ticket/Entrance Cost



If you want ticket cost or entrance fees information to appear on your profile page, enter it here. You will also be able to enter cost information for each individual event.





15. Text input field. Requirements, error state.

16. If you want ticket cost or entrance fees information to appear —> Click opens an additional text input field below.

17. Selecting check boxes and entries adds specified data to front end.

18. Triggers media library overlay which allows users to upload a logo image. See page 3 for sequence and instructions.

18.1 Tooltip copy: "Please include caption for accessibility purposes."

19. Triggers media library overlay. This is only for selecting images.

20. Opens Media Library.

21. Venue Name and address requirements, character limit, etc. If a venue address is entered these additional fields below appear.

22. Working hours, website, email, phone contact text input requirements and error states.

23. Opens input fields for adding another additional venue.

Profile Logo (optional) We recommend using at least a 150x1	50 pixels
image that's no larger than 2 MB.	
ADD LOGO	
Upload Organizer logo image (optional)	
Profile Main Image (optional)	We recommend using at least a 2160x1080px (2:1 ratio) image
	that's no larger than 10 MB. <u>Learn more.</u>
<u>ADD IMAGE</u> Upload a high resolution image that makes your	
organization look great.	
Additional Media (optional) 🧯	
Upload/Select from Media Library	
5. Venue Location	
Enter information about your permanent venue(s) which are open to public.	. 21
/enue Name (optional)	
Address (optional)	
	State Zip Code
enue Description (optional)	
File Edit View	
Formats B I	
p	
ours (optional) i	
Vebsite (optional)	
Phone number (optional)	
Email (optional)	
low to get there (optional)	
tow to get there (optional)	
Accessibility (optional)	
Audio Description Autism Friendly Signed	
	hair Access
'enue Image (optional) 	— — We recommend using at least a 2160x1080px (2:1 ratio) image that's no larger than 10 MB. <u>Learn more.</u>
ADD IMAGE	
Upload a high resolution image that makes your venue look great.	
dditional Media (optional)	
Add or Select Media	
23	
+ Add another venue	Almost dono
	Almost done
Save Draft	Preview Publish