

# Post Your Art Shows

## New Website

There is a new website up and running, **idy-pc.com**. It is entirely free. Its purpose is to promote a fun place to live. In its current state, it only contains an activity calendar, dining guide and repair guide. Next on the idy-pc.com site will be Featured Artists, where we can display a montage of an artist's work with contact info. With your input on the Performers' Guide, you can direct viewers to your Art Show openings, wine walks, Art in the Park, and other events, and to your site. The format for the Performers' Guide is shown in the examples, with pictures and contact info. The calendar allows you to post, edit and delete your scheduled shows and events. It permits links to your website, and more. This sheet is to walk you through it, so you see how easy and versatile it is.

## Getting Set Up

This is not quite ready for the public yet, because you need to fill the calendar and Performers Guide first. Then we will have something to show them.

First stop is to Register [upper right corner of main page]. You do this once, and thereafter just LogIn. At the bottom of the Login page click Register, and you're at the form to fill out. Pick a username that's easy to remember. The email address is most important as your KEY to making and editing calendar postings and other information, so the computer knows it's YOU. You pick your password. Click the blue button at the bottom and that part is done. Go back to the main page and see that "Account" shows where the LogIn was. That means the computer knows it's you. Hover over it and see "Manage My Events" as one of the options. That is for your calendar postings.

Next, you provide your Performer Guide info on the Intake form, accessed from the main page top line. This information will be in the Directory as your ad. The description should be the types of performances you offer. The category is just Art, for you. The Contact address is for mailing -just your PO box #, if local. Your website needs to be the full "http://www.mygroup.com" format, not just mygroup.com. If you don't have a website, see the checkboxes at the bottom. We can make a page for you on the idy-pc.com website, using the guys that made this website for a small fee. The picture should be a nice one, showing your faces. The sound sample, if it's part of your art, should be a 10 second MP3 of your performance, so we can hear the quality.

Finally, calendar posting time. Back to the main page [Entertainment], scroll down to the calendar and see the SUBMIT EVENT blue button, which you see when you are logged in. Below that is the daily calendar itself, which scrolls to any day by the user, and can be restricted to just music or just this band or whatever, by the user. You see your group picture, the black **EVENT** in bold all caps, the **SUBTITLE** in gray under that, the time you begin, the venue and its address, that is it Art, and the names of the performers. The purple tab to left means it is Art. When the user clicks on it, they get the detail page, with the bigger pictures, Event Details which can include a link to the venue or whatever, the performers' names, the venue picture, the link to your website, and the ability to download to the user's personal calendar.

## Posting Your Performances

Now, your turn. Click SUBMIT EVENT, and fill in the form. Event Name would be your own showing event, unless it is something like a collection of artists. The date is picked from the popup calendar the start time is scroll down. You can state the end date and time, or below click No End Time to Yes. The Repeating Event on Yes identifies Daily, Weekly, etc, and how many times. For example, you have a 3-day art fair, with Friday through Sunday shows at 1-5 PM, you make only one entry to repeat daily 3 times. The Subtitle is as shown in posted samples. The Event Details let you describe anything further, and includes a special link, like your shopping cart, the venue, sponsors, whatever. Performers are the artists' names, such as in the wine walk listing the artists so featured. The image is your group/individual photo. Your Performer's Website link takes us to the website of whoever is posting for whatever you have there. You check the Art category, you pick the Event Location from the drop-down list and click SUBMIT EVENT. Go back to the calendar page, make sure it is how you want it, and you're done. If you need to edit it, log in, click Manage My Events from the Account drop-down list, pick the one you want. The trash can symbol is to delete, the pencil is to edit.