



ARTSFAIRFAX Website User Portal Guidelines

Thank you for using the self-loading User Portal to upload important information about your organization and work, upcoming events, and employment opportunities. Information may be uploaded in the following categories by arts organizations and individual artists living and/or working in Fairfax County, the City of Falls Church, and the City of Fairfax:

New User Registration:

- Under the User Portal Login screen, click "Register" to create an account.
- Create a username (one that is unique, but familiar with your organization).
- Input an affiliated email address and a password to share with your organization members if you so choose.
- Click "Register" and you can start uploading events, employment opportunities, and your organization's information!

Arts Directory Listings:

- This section showcases and features information about your organization and your work.
- Select the Categories that are specific to your information.
- (Note: please do not include your events here. The ability to upload events is available under the "Manage Event Listings" section in the Portal.)

Employment Listings:

- Please add your open positions as far in advance as possible for maximum exposure.
- Be sure to check back regularly to make sure your listings are current and remove your position/s once filled.

Event Listings:

- Please include all events and select specific categories for your events.
- Please add suggested #tags at the bottom of the text box so that your posts will be even more searchable.
- Once events are added, please allow 5 business days for approval by **ARTSFAIRFAX**. Events should also be added as far in advance of the event date as possible to achieve maximum exposure.

HELPFUL TIPS

Please add appropriate tags at the bottom of the text box and be sure to **PASTE IN PLAIN TEXT** when transferring information from one document to the text box listing.

It may be best to use one login and email account for your organization, as the login that creates the content controls the content.

Include your venue name with the title of your program.

A photograph is required when adding an Event Listing.

Be sure to include your website with your content copy.

Check back often to make sure your directly listings, events, and employment postings remain current.

For tech support, questions, or more information, please contact [Karan Bansal](mailto:Karan.Bansal@artsfairfax.org) at kbansal@artsfairfax.org, Information & Technology Manager.