

Quick Start Guide to the Nevada County Arts Artist Directory

What is the Artist Directory and How Does it Work?

The Nevada County Arts Artist Directory is an online professional directory open to all artists, arts organizations and venues, who post and maintain their own portfolios, artists statements and other details online.

Creating your Nevada County Arts Artist Directory Profile

This Quick Start Guide will walk you through the process of creating your account and profiles, and uploading samples of your work.

Start the Registration Process

1. Use your web browser to go to <http://www.nevadacountyarts.org/artist-directory> (You may want to bookmark this page for quick access later)
2. Click on the “Register” link and fill in the blanks. Please note that your e-mail address will be used for password reset should you misplace your password.
3. Click “Continue” at the bottom of the page.
4. Fill in the blanks on the next page then click “Continue.” You are now registered and ready to set up your Artist Profile

Log In

1. Click on the “Login” link at the bottom of the left-hand sidebar.
2. Enter your username and password to complete the login. Please note that your username and password is the same one used to list events on the Nevada County Arts online calendar.
3. Your username will appear at the top of the page once you are logged in.
4. Once logged in, a link to “My Profile” will appear under “The Directory” label in the left sidebar.
5. Click “My Profile”
6. An overview of your registration information and profiles will be listed.
7. My Account – use this link in left column to edit your email, phone number, password, website, etc.

Artist Directory Overview

1. Prepare a description for your Profile. This can be done using a word processing program such as Word or Notepad. etc.
2. Create your Media Library. You will choose samples from your Media Library to add to your Profile later.
3. Add a Profile
4. Add specific Profile information
5. Assign samples from your Media Library to your Profile

Create your Media Library

1. Upload your images, audio, and PDF documents to your Media Library.
2. Images should not be larger than 640 x 640 pixels. For example; a horizontally oriented image should not be any wider than 640 pixels but could have a height of 640

- or less. Only RGB jpg files are accepted.
3. MP3 audio files should not be larger than 2 MB. If the audio you are trying to upload is greater than 2 MB you will need to resample and get a smaller file.
 4. PDF documents should not be larger than 2 MB.
 5. You can add more samples to your Media Library at any time.
 6. Click on the “Return to My Profiles” button.

Add a Profile

1. After building your Media Library, you may add a Profile.
2. Click the “Add Profile” button
3. Enter the name of your Profile and choose a category from the drop-down list.
4. Click on the “Make and Edit Profile” button.

Add specific Profile information

You may click “Save Profile” at any point to save your work.

1. Choose a specialty from the drop-down list. If your specialty is not listed, choose the closest fit.
2. Add a short Description. Tip: this should be prepared ahead of time. Please note the first few words in your description should be compelling.
3. Area of Work refers to the geographical location(s) you are willing travel to for work.
4. Style/keywords. Enter keywords which describe the type of work you do, such as watercolor, oil, clay, etc.
5. Web Link. Enter the URL of your website. In order for this web link to be active, it must be reviewed by a Portal Administrator.
6. Event Link (EID). All of the calendar events you post (with the same username as your directory) will be visible in the calendar listing on your profile. Any organizations posting events which you are associated with will also show. You may select one additional event to appear in your calendar listing. Enter the event ID number here to make it show.
7. Public Art. Not active at this time
8. Teaching Artist. Not active at this time.
9. Traditional and Folk Arts. Not active at this time.
10. Permalink for Profile. After your profile is saved a quicklink will appear in this blue bar. After testing, use this URL to refer to your Artist Profile on another website or web page.
11. Click the “Save Profile” button at the top of the page.

Add samples from your Media Library

1. The first sample of your Profile becomes your Profile Avatar and this is the first image that a visitor will see.
2. Choose your Profile Avatar by clicking the Choose Sample button for sample #1. It's recommended that your Avatar is an image, not a pdf or audio file. You may change your avatar image at any time.
3. Select the rest of the samples from your Media Library in the same fashion. You may include up to 15 samples per Profile. You may change the samples at any time.
4. Click the “Save Profile” button at the top or bottom of the page.
5. When finished go ahead and click “Return to My Profiles”

Review your Profile

1. Click on the “View Directory” link in the left hand sidebar.
2. Enter your Profile Name in the Search word(s) field.
3. Click on “Begin Search.” Your profile should appear in the list.
4. Click on either the Avatar or the Profile Name to see your finished profile.

Editing your Profile

Login

1. Use your web browser to go to <http://www.nevadacountyarts.org/artist-directory> (You may want to bookmark this page for quick access later)
2. Click on the “Login” link at the bottom of the left-hand sidebar.
3. Enter your username and password to login. Please note that your username and password is the same one used to list events on the Nevada County Arts online calendar.
4. Your username will appear at the top of the page once you are logged in.
5. Once logged in, a link to “My Profile” will appear under “The Directory” label in the left sidebar.
6. Click “My Profile”
7. An overview of your registration information and profiles will be listed.

Update your Media Library

1. Upload your images, audio, and PDF documents to your Media Library.
2. Images should not be larger than 640 x 640 pixels. For example; a horizontally oriented image should not be any wider than 640 pixels but could have a height of 640 or less. Only RGB jpg files are accepted.
3. MP3 audio files should not be larger than 2 MB. If the audio you are trying to upload is greater than 2 MB you will need to resample and get a smaller file.
4. PDF documents should not be larger than 2 MB.
5. You can add more samples to your Media Library at any time.
6. Click on the “Return to My Profiles” button.

Assign Samples from your Media Library to your Profile

1. The first sample of your Profile becomes your Profile Avatar and this is the first image that a visitor will see.
2. Choose your Profile Avatar by clicking the Choose Sample button for sample #1. It's recommended that your Avatar is an image, not a pdf or audio file. You may change your avatar image at any time.
3. Select the rest of the samples from your Media Library in the same fashion. You may include up to 15 samples per Profile. You may change the samples at any time.
4. Click the “Save Profile” button at the top or bottom of the page.
5. When finished go ahead and click “Return to My Profiles”
6. See “Editing your Profile” for how to assign images to your Profiles.

Edit a Profile

1. Find the Profile you wish to update and click the “Edit” button.

Edit Specific Profile information

You may click “Save Profile” at any point to save your work.

1. Change your specialty from the drop-down list if desired. If your specialty is not listed, choose the closest fit.
2. Modify your Descriptive Summary if desired. Tip: this should be prepared ahead of time. Please note the first few words in your description should be compelling.
3. Area of Work refers to the geographical location(s) you are willing travel to for work.
4. Style/keywords. Enter keywords which describe the type of work you do, such as watercolor, oil, clay, etc.
5. Web Link. Enter the URL of your website. In order for this web link to be active, it must be reviewed by a Portal Administrator.
6. Public Art. Not active at this time
7. Event Link (EID). All of the calendar events you post (with the same username as your directory) will be visible in the calendar listing on your profile. Any organizations posting events which your are associated with will also show. You may select one additional event to appear in your calendar listing. Enter the event ID number here to make it show.
8. Teaching Artist. Not active at this time.
9. Traditional and Folk Arts. Not active at this time.
10. Permalink for Profile (not editable in this form). www.zoomaru.org/Your_Profile_Name
Please test this link before using. If there are more than one directory listings with the same profile name, only the first one registered may be used. You may rename your profile if needed. Underscores should be used in place of word spaces. Use this URL to refer to your Artist Profile on another website or web page.
11. Click the “Save Profile” button at the top of the page.

Review your Profile

1. Click on the “View Directory” link in the left hand sidebar.
2. Enter your Profile Name in the Search word(s) field.
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