

ARTS COUNCIL OF ANNE ARUNDEL COUNTY

How to Set Up Your Profile in the New, Online “Artist Registry”

Register to start your account:

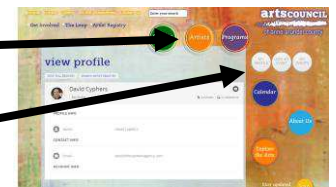
- Go to www.acaac.org
- Mouse over the “Artist Registry” menu item at the top – and click on “Register”.
- It will ask you to type in a username and password for your account.
- Follow the instructions to “click to complete your profile”
- It will ask you to login with the credentials you just established.
- Then, beneath your name, click on “Edit Profile”.



Editing Your Profile Information:

- **Profile Picture** – if you’re an individual artist, this can be your head shot. If you’re representing an organization, you can upload your logo here.
- **Display Name** – The user account starts with your name, but if you are adding a profile for an arts organization or company, you should change the “Display Name” to the appropriate title you want people to see for your organization.
- **None of the fields are required** – so just select “Hide from Public” if you don’t have anything to fill in or would just prefer not to share some information.
- **Description** – There is plenty of room here to write a full description of your offerings, events, programs – and to provide links to other websites.
- **Art Categories** – Select ALL that apply.
- **Custom Images** – You can upload up to 5 images to show off your work or programs.
- **Keywords** – Pick words that will help people find your art or programs as they search – whatever terms you think people might search on: pottery, jazz, performance art, portraits, etc.

Add Events to the Arts Council Calendar – Mouseover the big “Artists” button at the top of the page and you will see an option to add an Event. And whenever you are logged in and go to view your profile, you’ll see options on the right side of the page to edit your profile, add an event or just view “my events”. Events are submitted for approval – so they won’t show up instantly on the calendar.



Update Your Profile Anytime – Login anytime to update your profile. Larger groups, note that there is just one user account for each organization.