



Your guide to posting listings & information on the Bristol Creatives website

You need to have paid your annual Gold Membership fee in order to be able to post News, What's On events, Jobs and/or to set up a Creative Directory listing on this website, this costs from as little as £30 a year – to find out more about how to become a Gold Member and to join today visit www.bristolcreatives.co.uk/join.

Once you have paid your Gold Membership fee you will be able to www.bristolcreatives.co.uk/user/login immediately to upload and submit content to this website. News, What's On & Job listings are also automatically included in our monthly e-bulletins that are sent out to over 1,800 subscribers so it's a great way to advertise and to promote your activities and opportunities to a huge creative arts audience in Bristol.

Instructions For Uploading Content

Once you have [logged in](#) click the 'Create content' button which can be found at the bottom right of the black banner at the top of your screen. Then you are given a list of options as follows:

Creative directory

Add a listing to the creative directory.

Event

Create an event. The latest events will be listed on the homepage.

Job

Create a job advert.

News

Create a news story. The latest stories will be featured on the homepage.

As a rule please use the **Creative directory** to set up a web page/listing for yourself or your business, **Event** to create a What's On listing for an exhibition, workshop, course, talk, open studio, arts trail, etc which has a start and end date, **Job** is self-explanatory and **News** for announcements and opportunities, such as call to artists, commissions, vacant studio space, your news, information about funding or grants, etc.

Creative Directory Listings

A **Creative Directory** listing is where you can promote you and/or your business. This is a great way to promote your website if you have one as a Creative Directory listing will help drive traffic to your website and will improve your Search

Engine and in particular Google ranking. If you don't have already have a website you can also use your listing as your mini website.

There are a range of categories that you can list yourself under in the Creative Dorectory for example Artist, Designer Makers, Venues, etc. You can list yourself/your business in more than one category if you have several businesses or activities, but you will need to create a separate listing for each category. You should upload four images/photographs of your work or venue, etc, a brief description of what you do, together with your contact details and links to your website/email to get the most out of your listing. You can also edit your Creative Directory listing(s) and change your photographs as often as you want.

Another benefit of creating a Creative Directory listing is that your listing can be featured in the **Members' Showcase Banner** on the Bristol Creatives home page. This is a great way to promote yourself or your business to people who visit the Bristol Creatives website. Everyone who lists themselves or their business in the Creative Directory* is selected at random to be featured in this banner and everytime a new visitor comes to the website or refreshes the home page a different listing is featured. ***Please Note** – You must submit and edit a letterbox shaped image when you set up your Creative Directory listing or your listing will not be featured.

Step by Step Instructions For Creating Your Creative Directory Listing(s) Including Uploading Images/Photographs

Once you have logged in and clicked 'Create content' (which can be found at the bottom right of the black banner at the top of your screen) select 'Creative directory' and you will be taken to an online form with the following fields/boxes, fill them in as follows:

Title: Type in your name or your business name

Creative Directory Categories: Select which category you want to be listed under from the drop down menu.

Body: Type in two or three paragraphs outlining what it is you do or what service you provide, etc. **Tip:** If you want to make some of the text in your description bold, highlight it and then select the B icon in the beige banner above the Body text box you are entering you text into. Roll over the other icons in this bar to find out what they do – you won't need to use most of them, but some of them might be useful for formatting your description.

Please Note – If you want to list yourself or your business in more than one category you will need to complete this listing first and then go back to 'Create content' and start all over again choosing a different category the next time round.

Featured Image: This is the image that will be featured in the Members' Showcase Banner on the Home Page. Click your cursor in the empty box next to 'Browse'

and a new window will appear showing your computers' hard drive to allow you to find a photograph or image to upload. Find your preferred image/photograph and click on it and then click the open button. A link to this image/photo will now appear in the empty box, click 'Upload' and wait for your image to upload. Once it's uploaded it will appear on your screen with a flickering dotted line in a letterbox shape will show a portion of your image/photo – this shows what part of your image will be displayed as your Member Showcase Banner. If you roll your cursor over this dotted line box a little hand will appear which will allow you to drag this box over the portion of your image you'd like to display. **Tip:** If you roll your cursor over the tiny boxes at the corners/middle of the flickering dotted box you can scale the letterbox down to show a smaller cropped area of your image. Wherever you leave the flickering dotted box this is the portion of your image you are selecting. Click 'Remove' under the image if you want to remove this image to select a different one from your hard drive.

Sample Images: You should use these four boxes to upload four more images/ photographs of your work, by following the instructions above, the only difference is that you won't get the flickering crop box function this time, which mean the whole image you select from your hard drive will be uploaded and shown this time.

Contact Details – Please provide at least one or more of the following contact details otherwise visitors won't be able to contact you.

Web Page: Type in your website address including www. but don't bother with the http:// bit. Leave blank if you don't have a website.

Email Address: Type in your email address – please make sure it is spelt correctly otherwise visitors won't be able to contact you.

Address: You don't need to include your address and telephone number unless you want to.

Click 'Save' at the bottom of the page and you should now see your completed listing. Make a note of or copy the URL/webpage address in your browser as this is the direct link to the Creative Directory webpage/listing you have just created. You can use this link to send people directly to your Creative Directory listing and use it as your mini website if you don't already have a website. For example my Creative Directory webpage/listing is <http://www.bristolcreatives.co.uk/directory/sally-reay-jewellery>

Please Note – You will probably need to refresh your web browser to see your images/photos or you can navigate to another webpage and then navigate back to your Creative Directory listing by following the link you've just copied and your images should appear with your listing. You should also be able to find your listing by visiting the Creative Directory and selecting the category your listed yourself/your business under and clicking on your listing.

Tip: If you find that the thumbnail image next to your listing in your category is cropped badly then click on your listing/web page and then click the 'edit' tab

which can be found in the grey band just above your listing and scroll down to your Sample Images, roll your cursor over one of the little crosses on the left of your image/photo and a little hand icon will appear allowing you to drag the crosses up or down to re order your images. You can also 'remove' your images here so that you can upload a different image should you want to. Don't forget to click 'Save' at the top or bottom of this page when you have finished to save your changes.

Event Listings

Event, Job & News listings are very similar in the way that they work – you can post a photograph, image or logo with your listing and/or Word or PDF documents, for example an application form or information sheet that visitors can download. These listings are automatically included in our monthly e-bulletins that are sent out to over 1,800 subscribers.

Step by Step Instructions For Creating Event Listings

Once you have [logged in](#) and clicked 'Create content' which can be found at the bottom right of the black banner at the top of your screen and then have selected 'Event' you will be taken to an online form with the following fields/boxes, fill them in as follows:

Title: Type in the name of your event (workshop, exhibition, film, talk course, arts trail, etc).

Event Types: Select the type of event you are listing from the drop down menu.

Event date –

From Date: Type in the date your event starts. When you click in this box a little calendar appears use the arrows to move forward or backward through the months and then click on the date your event starts.

To Date: Type in the date your event finishes. This might be the someday as the start date if your event is only on for one day.

Repeat: Ignore this. If you run a workshop that takes place on say the first Wednesday of the month, then please email sally@bristolcreatives.co.uk to let me know and I will fix it so that your event gets listed each month for you.

Body: Type in two or three paragraphs outlining your event, remember to include the name and address of the venue, opening hours, costs if there are any and any other booking information. You can include email and website addresses in your text and they will automatically be live links in your text. **Tip:** If you want to make some of the text in your description bold, highlight it and then select the B icon in the beige banner above the Body text box you are entering your text into. Roll over the other icons in this bar to find out what they do – you won't need to use most of them, but some of them might be useful for formatting your description.

Event Image: You can upload one image or photograph to illustrate your listing. Click your cursor in the empty box next to 'Browse' and a new window will appear showing your computers' hard drive to allow you to find a photograph or image to upload. Find your preferred image/photograph and click on it and then click the open button. A link to this image/photo will now appear in the empty box, click 'Upload' and wait for your image to upload. Once it's uploaded it will appear on your screen. **Tip:** For best results images/photographs should be at least 660 pixels wide and should be saved as jpegs at 72dpi.

File Attachments: You can also attach Word documents and/or PDF documents to your listings so that visitors can download them, for example applications forms or more information documents. Click in the box and browse your hard drive to find the documents you want to attach, select the pdf or word doc and click open. A link to this image/photo will now appear in the empty box, click 'Attach' and wait for your document to be attached. Once it's uploaded it will appear on your screen.

Click 'Save' at the bottom of the page and you should now see your completed listing. Make a note of or copy the URL/webpage address in your browser as this is the direct link to the Event webpage/listing you have just created. You can use this link to send people directly to your listing. To edit your listing navigate to it and then then click the 'edit' tab which can be found in the grey band just above your listing.

Please Note – You will probably need to refresh your web browser to see your image/photo or you can navigate to another webpage and then navigate back to your Event listing by following the link you've just copied and your image should appear with your listing. You should also be able to find your listing by visiting What's on and clicking 'calendar' in the blue bar and then find the date your event starts and clicking on your listing.

News Listings

Event, Job & News listings are very similar in the way that they work – you can post a photograph, image or logo with your listing and/or Word or PDF documents, for example an application form or information sheet that visitors can download. These listings are automatically included in our monthly e-bulletins that are sent out to over 1,800 subscribers.

Step by Step Instructions For Creating News Listings

Once you have [logged in](#) and clicked 'Create content' which can be found at the bottom right of the black banner at the top of your screen and then have selected 'News' you will be taken to an online form with the following fields/boxes, fill them in as follows:

Title: Type in the title of your News story or opportunity.

Body: Type or copy in your News story text, remember to include the name and address of the venue if there is one, deadlines, contact details, costs if there, etc. You can include email and website addresses in your text and they will automatically be live links in your text. **Tip:** If you want to make some of the text in your description bold, highlight it and then select the B icon in the beige banner above the Body text box you are entering your text into. Roll over the other icons in this bar to find out what they do – you won't need to use most of them, but some of them might be useful for formatting your description. **Please Note** – if you have copied your text from a word document or off a website you may also import the formatting from the original document to your listing – try highlighting all the text and then clicking the fourth icon in from the end in the beige bar above the Body box and it should clear the formatting.

News Image: You can upload one image or photograph to illustrate your listing. Click your cursor in the empty box next to 'Browse' and a new window will appear showing your computer's hard drive to allow you to find a photograph or image to upload. Find your preferred image/photograph and click on it and then click the open button. A link to this image/photo will now appear in the empty box, click 'Upload' and wait for your image to upload. Once it's uploaded it will appear on your screen. **Tip:** For best results images/photographs should be at least 660 pixels wide and should be saved as jpegs at 72dpi.

File Attachments: You can also attach Word documents and/or PDF documents to your listings so that visitors can download them, for example applications forms or more information documents. Click in the box and browse your hard drive to find the documents you want to attach, select the pdf or word doc and click open. A link to this image/photo will now appear in the empty box, click 'Attach' and wait for your document to be attached. Once it's uploaded it will appear on your screen.

Click 'Save' at the bottom of the page and you should now see your completed listing. Make a note of or copy the URL/webpage address in your browser as this is the direct link to the News webpage/listing you have just created. You can use this link to send people directly to your listing. To edit your listing navigate to it and then click the 'edit' tab which can be found in the grey band just above your listing.

Please Note – You will probably need to refresh your web browser to see your image/photo or you can navigate to another webpage and then navigate back to your News listing by following the link you've just copied and your image should appear with your listing. You should also be able to find your listing by visiting News and clicking on your listing.