

# A Brief "How To" Guide on Posting Content to Now Playing Utah's New Calendar and Directory Website

## CREATING AN ACCOUNT AND LOGGING IN

- 1) Go to: [www.nowplayingutah.com](http://www.nowplayingutah.com). This is the home for Utah's event calendar/arts guide.
- 2) Click "Register" at the top of the page to create your new user account. Please note that we do not accept email addresses as usernames.

The screenshot shows the registration page of the ARTSOPOLIS® website. The header includes the logo, navigation links (HOME, ART EXHIBITS, DANCE, FILM, MUSIC, THEATRE & LITERATURE, KIDS & FAMILY, FREE, FESTIVALS, WORKSHOPS), and links for LOGIN, REGISTER, and a Facebook icon. The main content area is titled "Home > Register" and features a "New Account" section with a welcome message and three bullet points: "Bookmark your favorite events, organizations and venues", "Post reviews on events", and "Create and update your profile". Below these are input fields for First name (\*), Last name (\*), Email (\*), Zip code (\*), Username (\*), Password (\*), and Confirm password (\*), followed by a "SIGN UP" button. To the right is a "Find An Event" search section with a "Search by Keyword" field, "Search by date:" fields for Start and End, "Select Category" and "Select Venue" dropdowns, and a "Search by date range:" section with "Today", "Tomorrow", "Weekend", and "next" buttons, along with date pickers for 7, 14, and 30 days. Below the search section is a vertical list of links: Artist Directory, Organizations, Venues, Arts Education, Classifieds, and Blog. At the bottom, there is a Facebook Developers badge showing 3,743,868 likes.

ARTSOPOLIS®

LOGIN REGISTER f

HOME ART EXHIBITS DANCE FILM MUSIC THEATRE & LITERATURE KIDS & FAMILY FREE FESTIVALS WORKSHOPS

Home > Register

**New Account**  
New to [wp13.artsopolis.com](http://wp13.artsopolis.com)? Don't have a login? Sign up now... It's FREE and anyone can join!

- ✓ **Bookmark** your favorite events, organizations and venues
- ✓ **Post** reviews on events
- ✓ **Create** and update your profile

First name (\*)

Last name (\*)

Email (\*)

Zip code (\*)

Username (\*)

Password (\*)

Confirm password (\*)

SIGN UP

**Find An Event**

Search by Keyword

Search by date:

Start End

Select Category

Select Venue

Search by date range:

Today Tomorrow Weekend next 7 14 30

SEARCH RESET

Artist Directory

Organizations

Venues

Arts Education

Classifieds

Blog

**Facebook Developers**  
3,743,868 likes

- 3) Once you have registered/created your account you will then be taken to a "success" page. From there you can click on the link provided or click "Login" in the top right corner of the page to access your new account.

ARTSOPOLIS®

LOGIN REGISTER f

HOME ART EXHIBITS DANCE FILM MUSIC THEATRE & LITERATURE KIDS & FAMILY FREE FESTIVALS WORKSHOPS

Home > Login

**Account Login**  
Already have an account? Enter your username and password below to login:

Username or Email

Password

LOGIN [Forgot your password?](#)

New to [wp13.artsopolis.com](http://wp13.artsopolis.com)? Don't have a login? [Sign up](#) now... It's FREE and anyone can join!

**Find An Event**

Search by Keyword

Search by date:

Start End

Select Category

Select Venue

Search by date range:

Today Tomorrow Weekend next 7 14 30

SEARCH RESET

- 4) Once logged in you'll be on the main account dashboard. From there you will see several options on the left column, including Events, Organization, and Venue.

ARTSOPOLIS®

LOGOUT MY ACCOUNT f

HOME ART EXHIBITS DANCE FILM MUSIC THEATRE & LITERATURE KIDS & FAMILY FREE FESTIVALS WORKSHOPS

**WELCOME TO YOUR DASHBOARD TALLASITE!**

You can manage your individual artist profile, organization or business profile, post and edit events, bookmark your favorite listings, and more. To return to your dashboard at any time, click "My Account" in the upper right corner.

If this is your first time submitting an event, you will need to create an organization or business profile, or if you are an artist, you will need to create an artist profile. You can do all of that using the links in the tool bar above.

Please be sure to read the Submission Guidelines in each section first. Happy sharing!

[CREATE NEW EVENT](#)

If you need assistance, please contact: [contact email here](#)

OUR PARTNERS & SPONSORS

- If you are an arts or cultural organization, then you should select "Organization" to add your profile to the Organization Directory. If your organization already exists on the site, please email us at [npusupport@nowplayingutah.com](mailto:npusupport@nowplayingutah.com) so we can associate your new user account to the existing org profile. Multiple users may be associated with an organization.
- If you are an individual artist (visual, performing, literary, film, etc.), then you should select "Artist" to add your profile to the Artist Directory.
- If you also manage a venue where events take place, then you can also select "Venue" to add that profile to the Venue Directory.

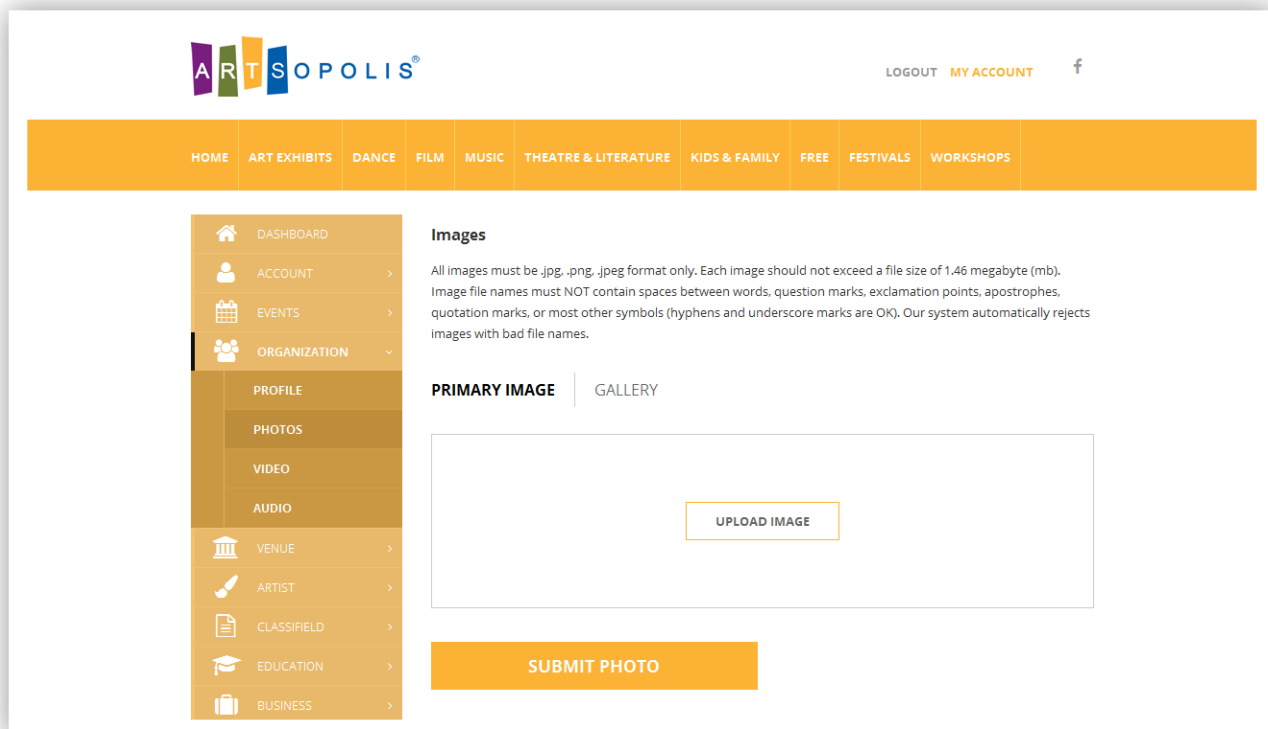
## SUBMITTING YOUR PROFILE FORM

Once you have completed and saved your profile form it will then be submitted to our administrative panel for review and approval. Once your profile has been approved by the site's content management team it will show up to the public in the appropriate directory and search result pages. You can come back at any time to add/edit/remove information from your profile form by logging in and re-saving your changes.

## ADDING PHOTOS

You will be prompted to upload a 'primary' image and also have the opportunity to add additional gallery images.

- All images **MUST** be at least 400 x 400 pixels and .jpg, .png, or .jpeg format only.
- Each image should not exceed a file size of 1.46 megabyte (mb).
- Image file names must **NOT** contain spaces between words, question marks, exclamation points, apostrophes, quotation marks, or most other symbols (hyphens and underscore marks are OK).
- Our system automatically rejects images with bad file names.



The screenshot shows the Artsopolis website interface. At the top is the Artsopolis logo and navigation links for LOGOUT, MY ACCOUNT, and a Facebook icon. Below this is a horizontal menu with categories: HOME, ART EXHIBITS, DANCE, FILM, MUSIC, THEATRE & LITERATURE, KIDS & FAMILY, FREE, FESTIVALS, and WORKSHOPS. On the left is a vertical sidebar menu with options: DASHBOARD, ACCOUNT, EVENTS, ORGANIZATION, PROFILE, PHOTOS, VIDEO, AUDIO, VENUE, ARTIST, CLASSIFIED, EDUCATION, and BUSINESS. The main content area is titled 'Images' and contains instructions: 'All images must be .jpg, .png, .jpeg format only. Each image should not exceed a file size of 1.46 megabyte (mb). Image file names must NOT contain spaces between words, question marks, exclamation points, apostrophes, quotation marks, or most other symbols (hyphens and underscore marks are OK). Our system automatically rejects images with bad file names.' Below the instructions are two tabs: 'PRIMARY IMAGE' and 'GALLERY'. The 'PRIMARY IMAGE' tab is active, showing a large rectangular area with an 'UPLOAD IMAGE' button in the center. At the bottom of the main content area is a large orange button labeled 'SUBMIT PHOTO'.

Once your primary photo has been uploaded you should expect to see a screen similar to this:



DASHBOARD



ACCOUNT &gt;



EVENTS &gt;



ORGANIZATION &gt;

PROFILE

PHOTOS

VIDEO

AUDIO



VENUE &gt;



ARTIST &gt;



CLASSFIELD &gt;



EDUCATION &gt;



BUSINESS &gt;

### Images

All images must be .jpg, .png, .jpeg format only. Each image should not exceed a file size of 1.46 megabyte (mb). Image file names must NOT contain spaces between words, question marks, exclamation points, apostrophes, quotation marks, or most other symbols (hyphens and underscore marks are OK). Our system automatically rejects images with bad file names.

PRIMARY IMAGE

GALLERY



Crop Photos

CROP

REMOVE



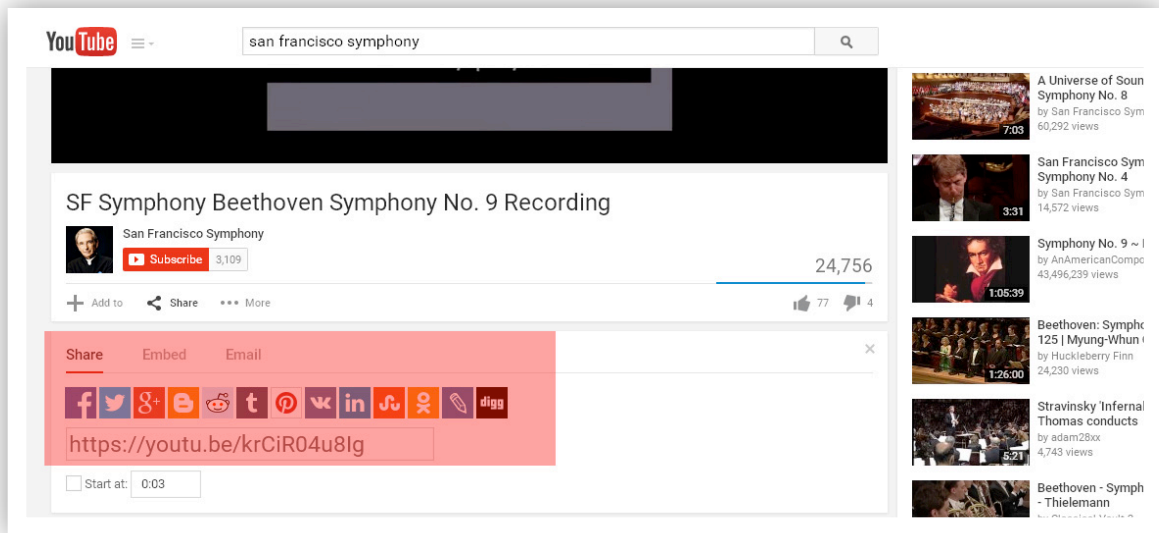
SUBMIT PHOTO

After uploading a primary image, you can now click on the Gallery link and begin uploading additional images. These gallery images will display as thumbnails near the bottom of your organization profile page.

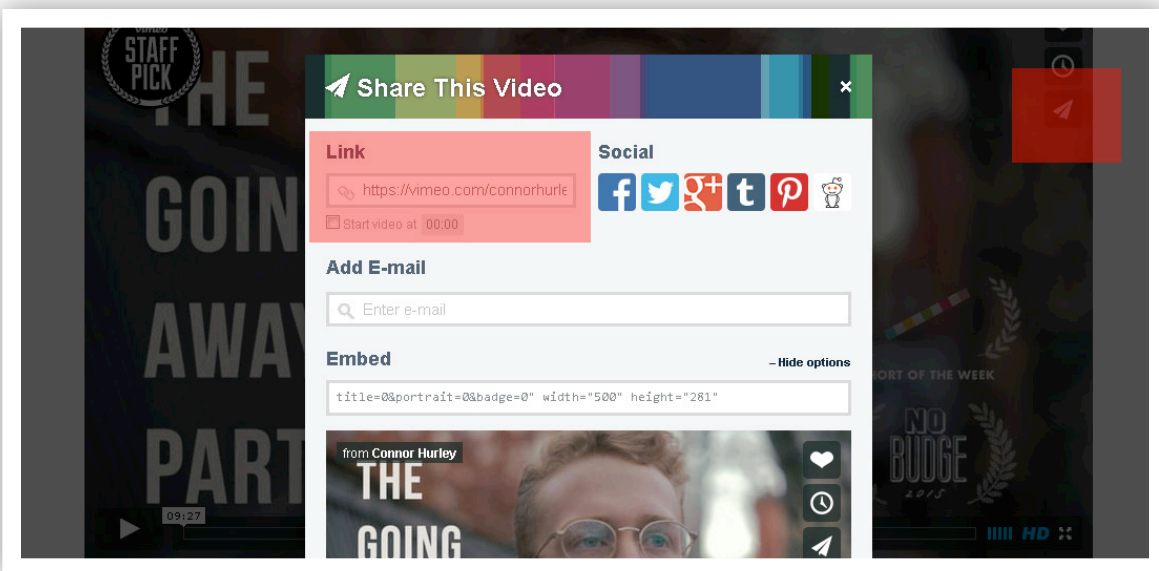
## ADDING VIDEO:

We accept the “share” links provided by YouTube and/or Vimeo. We do not accept any other video service links or embed code at this time. To add video to your profile simply copy and paste the share link provided by these services. See screenshot examples on the next page.

YouTube share link example:



Vimeo share link example:



## ADDING AUDIO:

To add audio to your profile we accept audio "embed" code from various services, including SoundCloud, Zing, CD Baby, and audio URLs with the ".mp3" file extension. See sample embed code on the next page.

### SOUNDCLOUD sample:

```
<iframe width=100% height=166 scrolling=no frameborder=no src=https://w.soundcloud.com/player/?url=https%3A//api.soundcloud.com/tracks/119685767&color=ff5500></iframe>
```

### ZING sample:

```
<iframe width=600 height=168 src=http://mp3.zing.vn/embed/song/ZW6ZFADUframeborder=0 allowfullscreen=true></iframe>
```

### MP3 file extension sample:

<http://www.stephaniequinn.com/Music/Rondeau.mp3>

### CD BABY sample:

```
<iframe title="Store Widget" src="http://www.cdbaby.com/widgets/store/store.aspx?id=CsfSGWXefhFmksmRIJNx9A%3d%3d&type=ByCustomer&c1=0x000000&c2=0xE0E0E0&c3=0xCCCCCC&c4=0x666666&c5=0x333333&c6=0xFFFFFFFF&c7=0xFFFFFFFF" width="100%" height="575px" frameborder="0" scrolling="no"></iframe>
```

Once you've saved your audio embed code or links your profile's audio section should appear something like one of the following four examples on the next page:

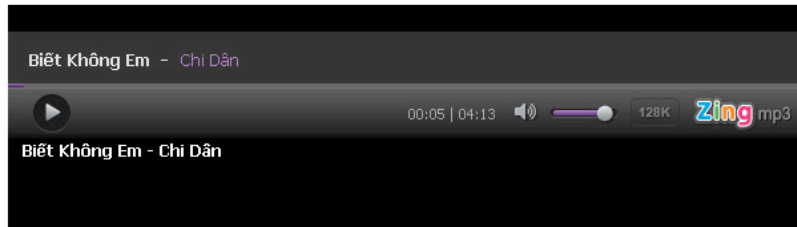
## AUDIO



### SoundCloud sample



### Zing sample



### MP3 sample



### CD Baby sample

**Store** Items: 0




**Yuletide (2010)**  
The Choral Project  
Ring in the season with this festive collection of holiday favorites. A cappella highlights include Healey Willan's resplendent motet "Hodie Christus Natus Est," Ralph Va...

**Buy MP3** **\$9.99**

**Buy CD** **\$18.00**

Title	Price
 Hodie Christus Natus Est	MP3 \$0.99
 Carol of the Drum	MP3 \$0.99
 Nova, nova ave fit ex eva	MP3 \$0.99
 A Medley of Carols - Deck the Hall, Ding Dong Merrily on High, Carol of the Bells	MP3 \$0.99
 The Wassail Song	MP3 \$0.99
 Landlord, Fill the Flowing Bowl	MP3 \$0.99

Powered by  **Share**   

**POSTING EVENTS:**

You can post an unlimited number of events to your account. Event postings should include at least one photo or graphic. You can also include additional gallery images and videos (YouTube or Vimeo). As with other listings, your submitted events will be reviewed. Once approved, they will be uploaded to our website for public viewing.

The screenshot shows the Artsopolis website dashboard. At the top, there is a navigation bar with the Artsopolis logo and links for LOGOUT, MY ACCOUNT, and a Facebook icon. Below this is a secondary navigation bar with links for HOME, ART EXHIBITS, DANCE, FILM, MUSIC, THEATRE & LITERATURE, KIDS & FAMILY, FREE, FESTIVALS, and WORKSHOPS. On the left side, there is a sidebar menu with icons and labels for DASHBOARD, ACCOUNT, EVENTS, IMPORT, ORGANIZATION, VENUE, ARTIST, CLASSIFIED, EDUCATION, and BUSINESS. The main content area is titled 'Events' and contains the following options: 'Please select one of the following options:', 'SUBMIT A NEW EVENT' (with a clipboard icon), 'or', 'Current/Upcoming Event' (with a calendar icon and a dropdown arrow), 'EDIT EVENT' and 'COPY EVENT' buttons, 'or', 'Past Events' (with a calendar icon and a dropdown arrow), and a 'COPY EVENT' button.

During the event submission process you can select the presenting organization and venue from drop menus that will save you time from having to re-enter that information each time you post a new event. You can also add “secondary” organizations if the event is being co-presented with another group.

You will also be asked to provide the individual date and start time info for your event. This is a critical piece as this information is used both in our search function and our sharing of event listings with other community partners.

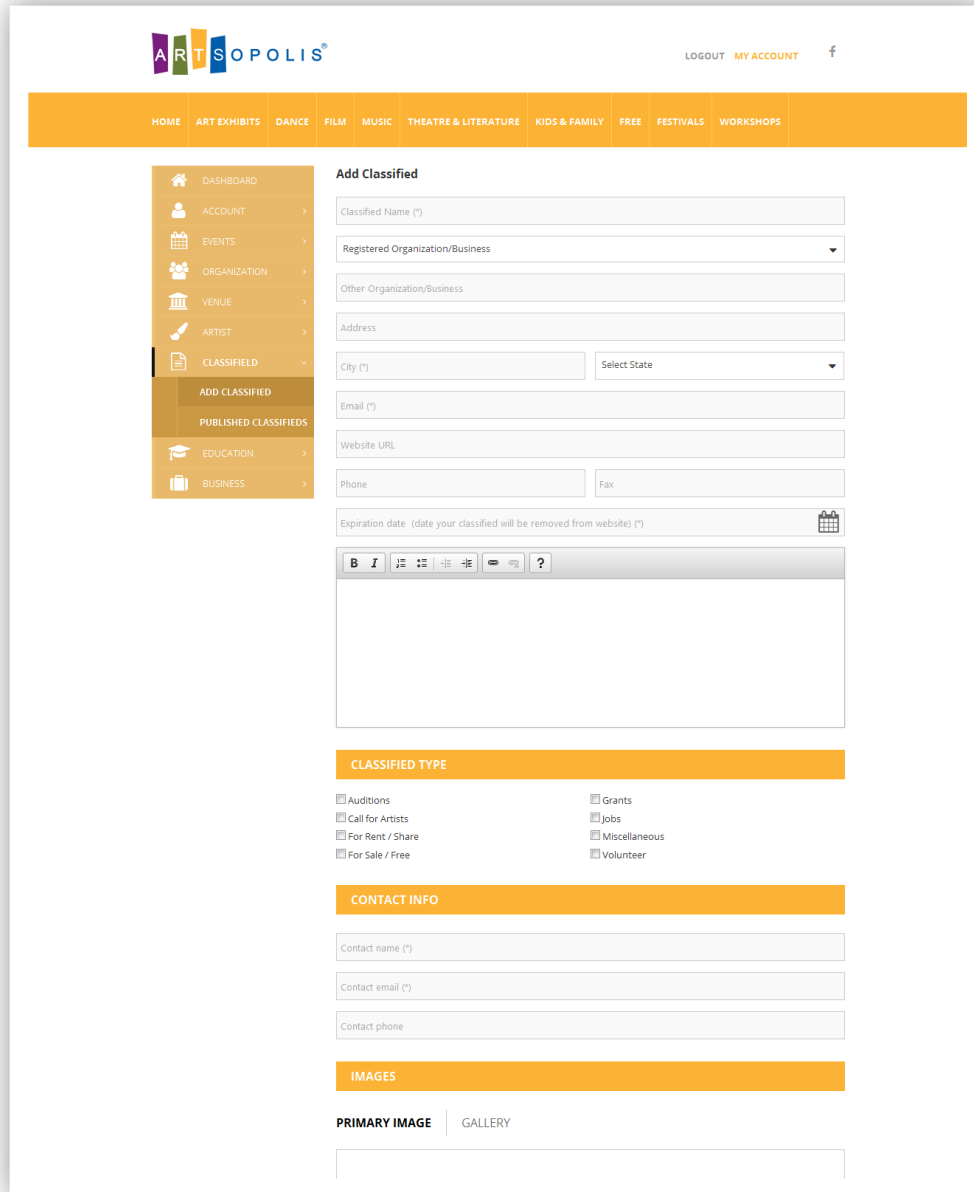
Once posted, you can log back in to edit your listings if you need to add/edit/delete any information from the listing, including adding additional images and video.

Please **do not** use ALL CAPS in your titles or listings – thank you! Also – a title is not the place for a description – keep your titles short and sweet! You can give more info in your description and add promo copy to the Summary field.



## POSTING CLASSIFIEDS:

You may find many post opportunities within the cultural community to our Classifieds Directory that fit within the following categories: Auditions, Calls for Artists, Jobs, Items for Sale/Free or Rent/Share, and Volunteer opportunities. If your listing does not fit into one of these categories, we also offer a “Miscellaneous” category.



The screenshot shows the 'Add Classified' form on the Artsopolis website. The top navigation bar includes the Artsopolis logo, 'LOGOUT', 'MY ACCOUNT', and a Facebook icon. Below this is a secondary navigation bar with links: HOME, ART EXHIBITS, DANCE, FILM, MUSIC, THEATRE & LITERATURE, KIDS & FAMILY, FREE, FESTIVALS, and WORKSHOPS. A left sidebar contains a menu with icons and labels: DASHBOARD, ACCOUNT, EVENTS, ORGANIZATION, VENUE, ARTIST, CLASSIFIED (selected), ADD CLASSIFIED, PUBLISHED CLASSIFIEDS, EDUCATION, and BUSINESS. The main form area is titled 'Add Classified' and contains several input fields: 'Classified Name (\*)', a dropdown for 'Registered Organization/Business', a text field for 'Other Organization/Business', 'Address', 'City (\*)', a 'Select State' dropdown, 'Email (\*)', 'Website URL', 'Phone', and 'Fax'. There is also an 'Expiration date' field with a calendar icon. Below these fields is a rich text editor with a toolbar containing bold, italic, link, unlink, bulleted list, numbered list, indent, outdent, and a help icon. The 'CLASSIFIED TYPE' section has two columns of checkboxes: Auditions, Call for Artists, For Rent / Share, For Sale / Free, Grants, Jobs, Miscellaneous, and Volunteer. The 'CONTACT INFO' section includes fields for 'Contact name (\*)', 'Contact email (\*)', and 'Contact phone'. The 'IMAGES' section has a 'PRIMARY IMAGE' label and a 'GALLERY' label, followed by a large empty box for image uploads.

Classified listings should be relevant to the “arts and cultural” community. Listings that promote opportunities and items available outside of “arts and culture” may not be accepted.

## QUESTIONS? COMMENTS?

For questions or comments, please contact: [npusupport@nowplayingutah.com](mailto:npusupport@nowplayingutah.com)