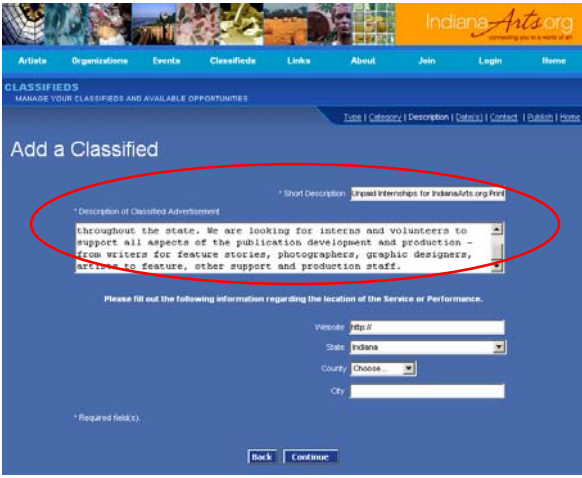
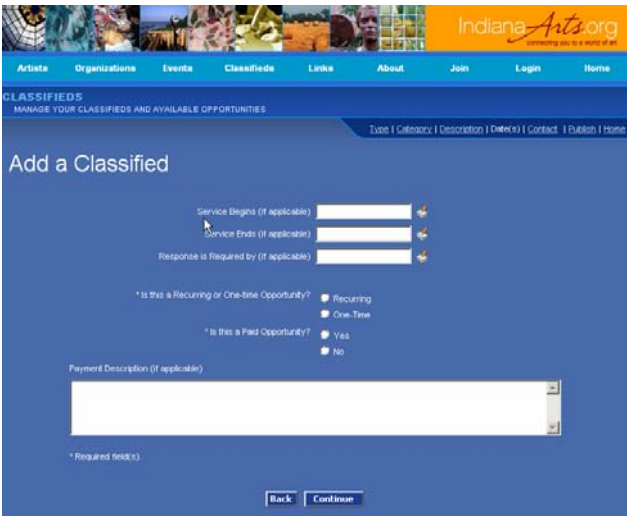
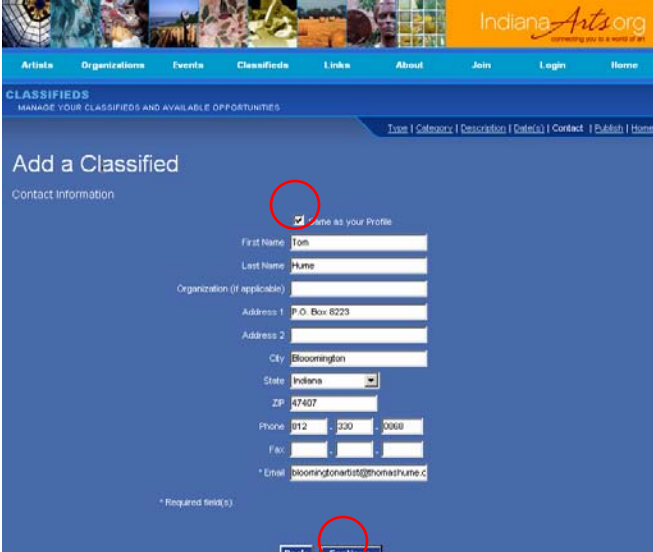


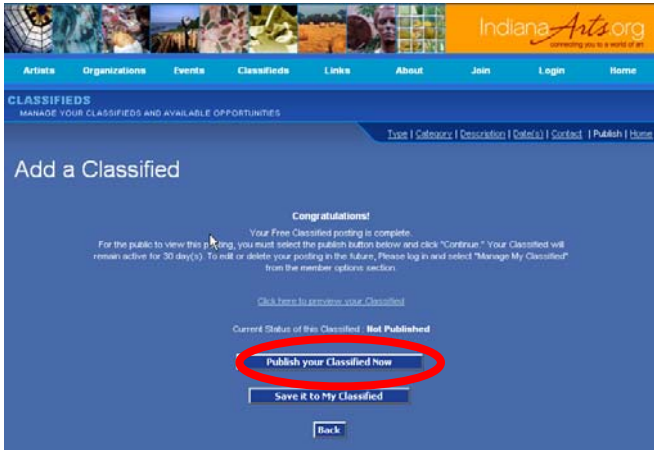
MEMBER User Guide: Add a Classified Ad

All members can add classified ads for free. Each ad will be posted for 30 days and can be extended as needed. Other Members who sign up for the Opt-in Classified Alert Emails will automatically be sent an email alerting them to classifieds that match their search criteria.

<p>Step 1</p>	<p>Login using your USER NAME & PASSWORD</p>	
<p>Step 2</p>	<p>MEMBERS & ORGANIZATIONS</p> <p>Select Manage My Classifieds from the OPTIONS section on the right side of the screen</p>	
<p>Step 3</p>	<p>Click the "Add New" button</p>	

<p>Step 4</p> <p>Choose the Classified Category that best fits your opportunity</p> <p>a) Click on one of the 4 Radio Buttons to select the top-level category</p> <ul style="list-style-type: none"> • Awards & Fellowships • Professional Development • Competitions • Paid Opportunities <p>b) The select the appropriate sub-category from the Drop Down List under the Top-Level Category</p> <p>c) Click “Continue” at the bottom of the page</p> <p>Note: Classifieds are NOT for selling art items, commissions, or other types of solicitations.</p>		
<p>Step 5</p> <p>Select the most suitable art heading(s) the classified fits under</p> <p>Click Continue</p>		

<p>Step 6</p> <p>Type in the Required classified Headline, the details, along with any related website, and geographic information in the fields supplied</p> <p>Click Continue</p>	
<p>Step 6</p> <p>Enter the dates that apply to this opportunity (if any) along with the other info requested (as needed)</p> <p>Click Continue</p>	
<p>Step 7</p> <p>Add the appropriate contact information, or click the box at the top to use the information from your Member Profile</p>	

<p>Step 8</p>	<p>Congratulations! You are now ready to post (publish) or save your Free Classified posting</p> <p>For the public to view this posting, you must select the publish button and click "Continue." Your Classified will remain active for 30 day(s).</p> <p>Please remember to return to the site every 30 days to extend your classified as needed.</p> <p>To edit or delete your posting in the future, Please log in and select "Manage My Classified" from the member options section.</p> <p>Click the light-blue Preview Link to see how your classified listing will look.</p> <p>Click the BACK button to make any changes.</p>	 <p>Other Members who sign up for the Opt-in Classified Alert Emails will automatically be sent an email alerting them to classifieds that match their search criteria.</p> <p>To sign-up for Classified Alerts, go to your Member Home Page, and click Manage My Alerts</p> <p>Don't forget to add admin@indianaarts.org to your email service's Safe Sender list</p>
	<p>For More Information</p> <p>Ask your Regional Arts Partner Organization to schedule a Member Workshop for the local artists or other arts organizations in your area. Workshops include:</p> <ul style="list-style-type: none"> • Using IndianaArts.org to promote yourself, your organization, or events • Using IndianaArts.org Surveys • Using IndianaArts.org Networking Web Hosting, and Web Design Services • Best Practices in Bulk Email Communications • How to build a website • Marketing in the arts\ • And more. <p>To locate the Regional Arts Partner in your area, find it on the map at indianaarts.org by clicking the link on the right, or go to the website and click the ABOUT link at the top</p>	<p>Contact us about the IndianaArts.org Partner Intranet</p> <p>Call or email anytime to schedule a User Workshop for your Regional Area Partner Organization, local artists or other arts organization, or to provide is with your comments or suggestions about this website:</p> <p>Contact: Tom Hume, Program Manager 812-330-0868 Tom@IndianaArts.org</p> <p>For all Technical Support issues, please email info@IndianaArts.org</p> <p>http://www.indianaarts.org/Public/aboutus.asp</p>