

USER GUIDE – GETTING THE MOST OUT OF YOUR CAN MEMBERSHIP

Cambridge Arts Network is a free online network and resource where CAN members can network, showcase their work and share information on their latest news, projects, opportunities, spaces, invites, training or events to name only a few.

Members of CAN include arts organisations, venues, creative businesses, freelance practitioners and artists, festivals, museums, representatives from district and county councils, arts development officers, arts educators, local media and students working across a range of art forms including visual arts, crafts, music, dance, film and digital media, theatre, performing arts, public art, literature and live art.

The network hosts an annual arts conference in Cambridge to debate and discuss key issues that face the sector, alongside organising workshops, skill-sharing sessions, monthly informal meet-ups and producing a regular e-newsletter that features arts news, opportunities, jobs, training, events, projects and much more.

Benefits of membership

By creating a member profile you will have:

- o Access to the CAN searchable directory of artists, organisations and groups.
- o Opportunity to upload your profile, showcase examples of work, events and contact details including your social media links.
- o Receive the regular e-bulletin of news, opportunities, jobs, training, upcoming events and more.
- o Post news, opportunities, events and activities to the website and e-newsletter which will appear as part of your member profile.
- o Exclusive access to reports, documentation, consultations and research data on local arts issues and topics.
- o Advance notice of forthcoming CAN workshops, skill-sharing sessions, conferences and meet ups.
- o Find potential collaborators, participants, volunteers, or members with specific specialisms and experience or request feedback on particular projects etc.
- o Promote your space, equipment or facilities which are available to hire to the whole of the Cambridge arts community.
- o Opportunities to network with a wide variety of other creatives both face-to-face and online.
- o Receive invites to launches, openings, private views and other key arts events from other CAN members.
- o Opportunities to set up member led discussion groups and sessions.

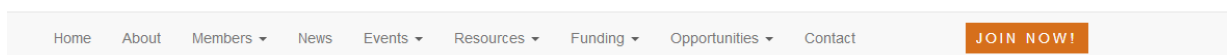
See the section below 'How to complete your member profile' for more information.

HOW TO JOIN

There are two ways that you can engage with CAN.

Full member

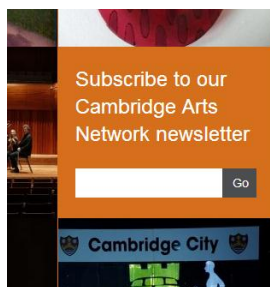
To join CAN click on 'JOIN NOW' in the right hand corner of the menu bar at the top of the screen:



This will direct you to the page where you can register your member profile.

Newsletter only

If you only wish to receive the CAN newsletter, click on the following box on the homepage:



Enter your email address and press 'Go'. An activation link will be sent to you by email which you will need to click on to accept, after this you will automatically be added to our newsletter database. The CAN newsletter is currently sent out once a month.

Please note that to access certain areas of the CAN website you will need to be a full member. If you have already registered for the newsletter, you can still set up a member profile by following the instructions below.

HOW TO COMPLETE YOUR MEMBER PROFILE PAGE

In your member profile you will be asked to enter information about yourself that will be publicly visible and will form your profile page on the Members Directory:

Do you want to register yourself as an individual/freelancer?

Simply complete each of the fields as appropriate.

Do you want to register your organisation or group?

Currently CAN is set up to accept individual member profiles, if you would rather register as a group, business, space or organisation; please complete both the First name and Surname fields with the title of your organisation. You can leave the fields 'Organisation name' and 'Title of role' blank but you will need to complete the 'How would you describe your practice' field, with a description such as Gallery, Community Group or Music Venue etc. *Please note that we are working towards improving this as soon as possible!*

Do you want to register both yourself and an organisation?

Currently CAN is set up to accept individual member profiles, if you need to register as a group, business, space or organisation, please complete both the First name and Surname fields with the title of your organisation. You can leave the fields 'Organisation name' and 'Title of role' blank but will need to complete the 'How would you describe your practice' field, with a description such as Gallery, Community Group or Music Venue etc.

You can then also complete another profile for yourself as an individual or as a representative of an organisation but you would need to create a new username/password. *Please note that We are working towards improving this as soon as possible!*

How to complete the fields

Username You will need this in order to create your profile and it will be required each time you login to your account. Your username is unique to you and cannot be changed after you have created it. *Please note that this is limited to 32 characters.*

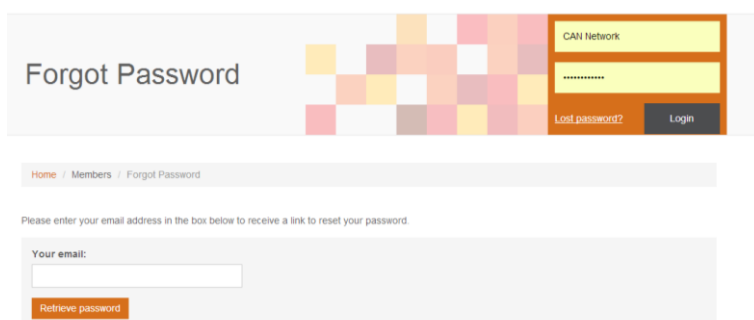
Lost username If you cannot remember your username, please email can@cambridge.gov.uk with 'Lost username' in the subject field and we will retrieve it for you.

First name This will be displayed on your member profile. You MUST include a first name.

Surname This will be displayed on your member profile. You MUST include a surname.

Password You will need this in order to create your profile and it is required each time you login to your account. You will be asked to confirm your password by re-entering it.

Forgotten password When you login, click on the 'Lost Password' link, a box will appear prompting you to enter your email address:



The screenshot shows a web page titled "Forgot Password" for the "CAN Network". The page features a header with the title and logo, a breadcrumb trail "Home / Members / Forgot Password", and a form with the instruction "Please enter your email address in the box below to receive a link to reset your password." The form includes a text input field labeled "Your email:", a "Retrieve password" button, and a "Login" button.

Then click on the 'Retrieve password' orange box and an email will be sent to you containing a link to reset your password. If you do not wish to reset your password, ignore the message. It will expire in 24 hours.

Contact Details You can enter work telephone number, mobile, email address (this field is compulsory) and website. *Please note that your contact details are only visible to other members who have created a profile.*

Social Media Links You can upload the link to your Facebook, Twitter, LinkedIn and YouTube profiles, which will appear as symbols on your profile page.

Organisation Name This is optional, if you complete it the information will display under your name on your profile page. *Please note that if you are creating a profile for an organisation, space, business or group; you need to follow the advice above 'Do you want to register your organisation or group?'*

For example, if you include an organisation in your member profile it will appear as:

Michelle Lord
Cambridge City Council

Job Title This is optional, if you complete it the information will display under your name on your profile page. *Please note that if you are creating a profile for an organisation, space, business or group; you need to follow the advice above 'Do you want to register your organisation or group?'*

For example, if you only include your name and a job title it will appear as:

Michelle Lord
Arts Development Officer

If you include both an organisation name and your job title it will appear in the form:

Michelle Lord

Arts Development Officer at Cambridge City Council

How would you describe your practice? This field is compulsory to fill in. If the above two fields (Organisation Name and Job Title) are not applicable to you, or you have chosen not to complete them; this field will appear by default on your member profile. This is also the information that will appear on the main member's directory. It is best to use this to display a description of what you do or what you represent, ie Gallery, Music Venue, Sculptor, Live Artist or Freelance Photographer etc (but please note that it is limited to 25 characters). This is also important if you are registering as an organisation, group, space or business (see section above 'Do you want to register your organisation or group?').

About you / Biography / Personal statement This is your opportunity to tell other members and anyone who visits the CAN website about yourself! This could be a brief biography, a personal statement about your practice or any other information that you would like to submit.

Which of the following art forms or disciplines do you work in? Here you can tick as many art forms or disciplines that are relevant to your work, these will display under your name on the profile page. *Please note that we are working toward introducing new search options to the Members Directory to make these fully searchable!*

What type of job role do you do? Here you can tick as many roles that are applicable to you. These will appear under your name on your member profile. *Please note that we are working toward introducing new search options to the Members Directory to make these fully searchable!*

IMAGE UPLOADS

Profile picture / Logo

Your profile picture could be an image of yourself, your work or something that represents your organisation or group, alternatively this could also be a logo. We strongly encourage you to upload an image as it will appear against all of your posts on both the CAN website and the CAN newsletter. The image or logo you choose to upload will have a hyperlink that will link back to your member profile when clicked on. Adding an image will make your profile more interesting to people who view it!

You can upload images in GIF, JPG, JPEG, or PNG format. Uploads are permitted with a maximum file resolution of 1024px x 768px and a maximum file size of 1MB.

Artwork / your work

Any member can upload multiple images (up to 15) that will appear as thumbnail image/s on your member profile, these can be expanded and viewed via a slide show by double clicking on the arrows. We recommend that you upload images on your profile page as all artworks uploaded are displayed on a rotational basis on the Cambridge Arts Network homepage. Viewers can click on the artworks and be taken to your member profile which is a great way of promoting your work!

You can upload images in GIF, JPG, JPEG, or PNG format. Uploads are permitted with a maximum file resolution of 1024px x 768px and a maximum file size of 1MB.

Please note that the site is not fully moderated but any images which are reported and deemed by the site administrators to be inappropriate or offensive will be removed.

Registering your profile – Finally, after completing all the fields marked with an asterisk and any other relevant fields, click on the 'Register' button at the bottom of the page and following message will appear on screen:

Thank you

Your registration was successful.

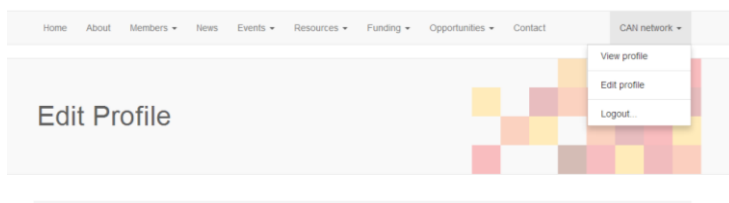
You should receive a verification email within the next few minutes. Click the link and you're good to go...

[Home](#) / [Members](#) / [Join CAN](#) / [Success](#)

As soon as you click on the link that has been emailed to you, your account will have been verified and your member profile will appear live on the CAN website. You can login via your user area in the top right hand corner of the screen.

Updating or editing your member profile

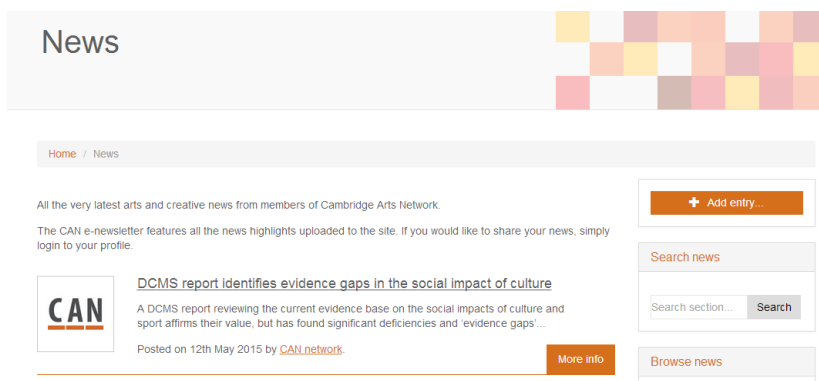
Simply click on your user area in the top right hand corner and then click 'Edit profile'. You can then update all sections of your member profile, including your statement, images, art forms that you work in or organisation details etc.



Please note that you cannot change your username or password here. If you have forgotten or wish to change your password, simply click on the 'Lost password' link which appears when you login. You cannot change your username.

GETTING THE MOST OUT OF THE WEBSITE – ADDING MEMBER CONTENT

Now that you have created your member profile there are also other additional areas you can add information and creative content to. After you have logged in, the following areas can be added to directly by visiting each webpage and clicking on the orange '+Add Entry' box which appears on the right hand side, for example:



SO WHAT CAN YOU ADD?

All your entries and posts will appear on the CAN website, the monthly e-newsletter and will appear on your member profile. The sections that you can add content to are currently:

Projects/Events This is listed under 'Members' on the main menu bar. Listing your events and projects will allow you to promote them to the Cambridge creative community but also to arts consumers who visit the site to find out what is going on in the area.

Invites This is listed under 'Members' on the main menu bar. It is an area exclusive to CAN members where you can invite fellow members to your launch, opening, private view, meeting or event. The e-newsletter will also feature the latest open invitations.

Would Like to Meet This is listed under 'Members' on the main menu bar. It is an area exclusive to CAN members. Are you looking for someone with a specific specialism or experience? Or for people who might be interested in a particular project, idea or artform? 'Would like to meet' is a way of calling out to CAN members, whether as creative collaborators, participants, partners, volunteers or simply for feedback. These will be featured in the regular e-newsletter.

Offers / classifieds This is listed under 'Members' on the main menu bar. Do you have any special offers such as discounted tickets that you would like to offer CAN members? Or perhaps you have items that are either wanted or for sale, or maybe you would like to advertise a particular service? The latest offers and classifieds will also feature in the regular e-newsletter.

News Share your news items with other members and visitors to the site. This could take the form of a recent award, new project, festival launch etc, but should be something that people need to know about!

Member Led Network Events This is listed under 'Events' on the main menu bar. CAN members can use this area to set up their own groups, these could be art form specific or issue based, they might be one-offs or regular discussion meetings. Members are responsible for initiating and running these groups and all group meetings will be featured in the regular e-newsletter.

For Hire This is listed under 'Resources' on the main menu bar. It is a directory of local spaces which are available for creative hire. If you have studio, rehearsal, office, exhibition, meeting, community or performance space you can promote it via the CAN website. You can indicate what facilities are available, the type of venue you have and what licenses you have. This is a great way of letting the creative community know about your space! *Please note that we are working on improving the search options for this section.*

Training/Conferences This is listed under 'Resources' on the main menu bar. Here you can add any creative training sessions, conferences and meetings in Cambridge and the surrounding area. These will also be added to the regular e-newsletter.

Workshops This is listed under 'Resources' on the main menu bar. List your creative workshops taking place in Cambridge and the surrounding area. These will also be added to the regular e-newsletter.

Jobs This is listed under 'Opportunities' on the main menu bar. In this area you can add your latest job vacancy. All jobs posted will appear in the regular e-newsletter which goes out to hundreds of artists, creative organisations and businesses.

Commissions This is listed under 'Opportunities' on the main menu bar. In this area you can add your latest commission opportunity. All commissions posted will appear in the regular e-newsletter which goes out to hundreds of artists, creative organisations and businesses.

Volunteering This is listed under 'Opportunities' on the main menu bar. If you would like to post opportunities for volunteers in an arts related role, these will appear on both the website and the regular e-newsletter which goes out to hundreds of artists, creative organisations and businesses.

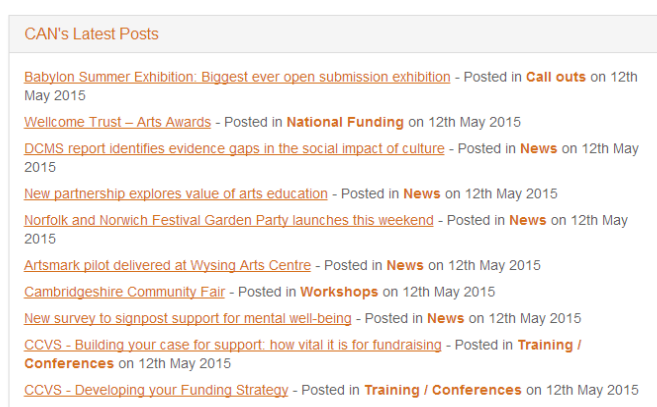
Call Outs This is listed under 'Opportunities' on the main menu bar. In this area you can add any other opportunities, for example call outs for exhibition entries, arts competitions, internships, work experience and open submissions etc. All opportunities will appear in the regular e-newsletter which goes out to hundreds of artists, creative organisations and businesses.

What to do next?

When you have entered the relevant details, such as title of post, description, contact details, deadline etc, simply click on the 'Submit' button at the bottom of the page. Your post will then be added to the top of the webpage! *Please try to be accurate with your information and complete as many fields as are relevant.*

In addition to the benefits of being able to share your posts to the rest of the network via the newsletter etc, we also tweet about what CAN members have posted on the site which helps to raise your profile and your exposure on the website!

All your latest posts will then be added to your profile page, so other members can see what news, opportunities, events, projects, invites etc you have uploaded to the site, eg:



Please note that the site is not fully moderated but any content which is reported and deemed by the site administrators to be inappropriate or offensive will be removed.

EDITING YOUR POSTS

To edit or delete your posts, simply login to your user area and go to the webpage where you have posted your entry, ie Projects/Events, then click on its 'More Info' button. This will display your post and has the buttons 'Edit' and 'Delete'. If you wish to delete your entry, you will be prompted to confirm the deletion again and then it will automatically be removed from the website. If you wish to edit your post, simply amend the fields as necessary and then click 'submit' and your entry will be automatically updated.

HOW TO CONTACT OTHER CAN MEMBERS

When you have created a member profile you can then access any other members profile, which contains any contact information that they have chosen to submit, eg email address, Facebook, Twitter, LinkedIn, YouTube profiles, website addresses etc.

QUESTIONS?

If you have any questions about uploading information to the website please email can@cambridge.gov.uk.