



Neighbourhood Arts Network Help Guide

How to Post Projects

If you can't find the answer to your question in the help section and need further assistance, please contact your Network Coordinator at 416.392.6802 x212 or email skye@torontoarts.org

How to Post Projects

- 1) Go to www.neighbourhoodartsnetwork.org and login at the top right-hand corner by entering your **username** and **password**. If you have forgotten your password, please see the **Password Help Guide**.
- 2) Once you are logged in, click on **My Account** in the top right-hand corner, beside your profile icon and underneath your username.
- 3) Click on the yellow **Add Project** button.
- 4) Upload a cover **image** (jpeg format) that will represent your project on the site.
- 5) Enter a name and short **description** for the project.
- 6) Enter a **location** to help us place this project on the map.
- 7) Add a project **video** by copying and pasting Vimeo or Youtube links.
- 8) Add more **images** from your computer by clicking on browse and locating the images. Images can be .png, .gif, or .jpg format and up to 8MB.
- 9) Tag the project with the appropriate arts discipline tags, or choose **Other**.
- 10) Press the yellow **Save** button at the bottom of the page to confirm your changes.

www.neighbourhoodartsnetwork.org