



Neighbourhood Arts Network Help Guide

How to Create or Update Your NAN Profile

This guide walks you through the steps of creating a new profile and updating your account password and profile picture.

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 Create a NAN Profile

- 1) Press the **Join** button on www.neighbourhoodartsnetwork.org or follow this [link](#).
- 2) Choose your **membership type**: Individual Artist or Organization.
- 3) Enter your **account information**. Note that the email address you enter is not made public, and will only be used if you wish to receive a new password, or wish to receive news or notifications by email.
- 4) Enter your **contact information**. Note that this information will be available to the entire network, and helps place you on our **Member Map**. The address can be either a home residence or work address.
- 5) Write a short description about yourself or your organization.
- 6) Identify which **discipline** you work in. Select all that apply.
- 7) Tell us some of your thoughts and ideas about the importance of **art and community** in Toronto.
- 8) Under **survey**, identify the NAN services that are your top priority.

www.neighbourhoodartsnetwork.org



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- 9) Tell us about your experience singing up. Was it easy or difficult? Offer any **suggestions** on how we can improve the Membership Sign-up experience.
- 10) List the groups you have worked with (optional).
- 11) Click on the **Terms of Use** link to read them in full. Select **I have read and agree to the Terms of Use**.
- 12) Press the yellow **Create new account** button at the bottom of the page to complete your registration process.
- 13) Once you have completed all of these steps, a confirmation email will be sent to your email address. This will contain a **temporary account access link**. If the email does not come through within 24 hours, please contact skye@torontoarts.org or call us at 416.392.6802 x212

How to Set Your Password

- 14) Open your email inbox and find the confirmation email from NAN.
- 15) Click on the temporary link in the email to access your new account.
- 16) Once you have accessed your account, please click on **My Account** and then on **Edit Account** to enter a new password. Passwords should include a mix of letters, numbers, and upper- & lower- cases.

How to Upload a Profile Picture

- 17) After updating your password, please scroll down to **Picture** on the **Edit Account** page. Under **Upload Picture**, click on browse, and then select a profile picture from your own computer. For best results, please ensure images are square, 140x140 pixels, and in jpeg format.

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