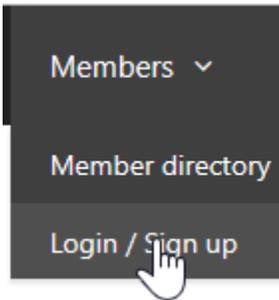
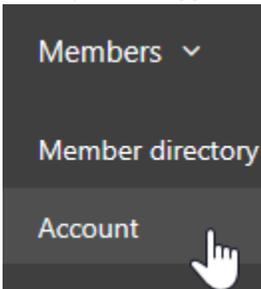


You need to log in to get started

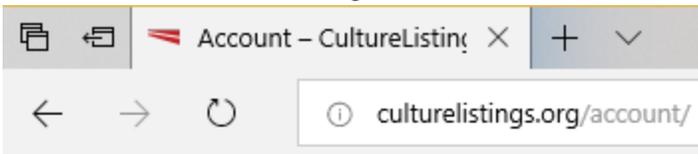
If you don't have an account, you can create one for free



Once you're logged in, go to your account page



Scroll down to the 'Add Listing' bar

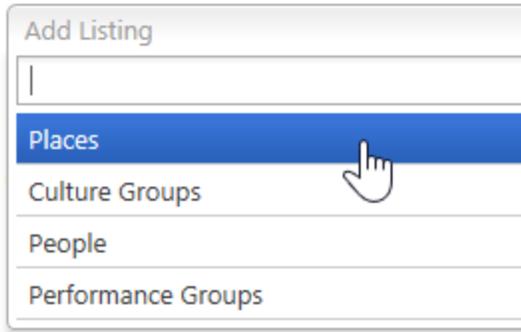


Dashboard

[Logout](#)



Pick the type of listing you want to add. This is important – there are four different sub-directories.



The image shows a web form titled "Add Listing". At the top is a text input field. Below it is a dropdown menu with four options: "Places", "Culture Groups", "People", and "Performance Groups". The "Places" option is highlighted in blue, and a mouse cursor is pointing at it.

Then fill out the details.

Package: Right now there is only one plan, the 'free listing.' Later we will add paid options to boost your online marketing.

Business Owner: You need to state that you are the owner or an associate of the owner.

Title: The top of the listing shows the title for the directory

Description: The user can put in any description of the listing

Category: Select a category

Select Package

Free: number of publish days are unlimited (0.00 USD)

Enter Listing Details

Business Owner/Associate?*

Yes No

Place Title*

Henry Natural

Place Description*

Paragraph



Henry's Natural Arts and Design Center is the Summit County resource for creative people to o

P

Tag Keywords

Tags are short keywords, with no space within.(eg: tag1, tag2, tag3) Up to 40 characters or

Category *

Select Category

Select Category

Art Galleries

Civic

Classes

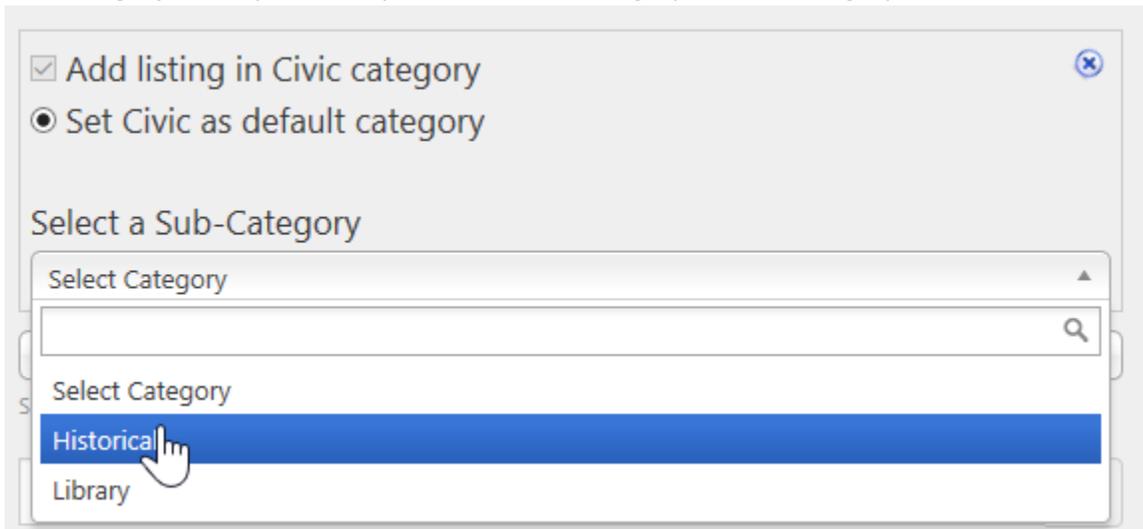
Festivals, Markets and Events

Address *

Country*



Sub-Category: It's important to pick an accurate category and sub-category.



The screenshot shows a form with the following elements:

- Add listing in Civic category
- Set Civic as default category
- Section header: Select a Sub-Category
- A dropdown menu with the text "Select Category" and a search icon.
- A search input field with a magnifying glass icon.
- A list of sub-categories: "Historical" (highlighted in blue with a mouse cursor) and "Library".

Address: The person can enter 'n/a' if she wants to keep their location from being seen by the public.

Country, Region, City and Zip Code: These are 'auto-fill' fields that will attempt to locate the address automatically

Set address on Map: After entering the address fields, the user can click on this button to set the map location.

Person Information

Category *

Add listing in Visual Artist category ✕
 Set Visual Artist as default category

Select a Sub-Category

Select Category

Add listing in Jeweler category ✕
 Set Jeweler as default category

Select Category

SELECT listing category FROM here. SELECT at least one CATEGORY

Address *

n/a 📍

Please enter the address you would like the public to see. If you want to keep your location secret, put in 'n/a' for the street address, then put in the city state and postal code.

Country*

United States

Click on above field and type to filter list

Region*

Utah

Click on above field and type to filter list or add a new region

City*

Summit Park

Click on above field and type to filter list or add a new city

Zip/Post Code

84098

[Set Address On Map](#)

Map
Satellite



Click on "Set Address on Map" and then you can also drag pinpoint to locate the correct address

Person

- Standard
- Art
- Jew
- Jew
- Jew
- Jew
- Jew
- Jew

Person Tags

Separate Person tags with commas

[Click on this link to add more tags](#)

Person Attachments

Maximum images



You can upload additional images with this image

Drop files to upload



Address Latitude and Longitude: These are usually set automatically when an address is entered. However, for public art and other special situations, you can get these from a Global Positioning System like a cell phone 'map pin'

Map View: if you want to see what it looks like from space, here you go.

Time: hours of operation

Address Latitude *

40.7481250696498

Please enter latitude for google map perfection. eg. : 39.955823048131286

Address Longitude *

-111.61072337008056

Please enter longitude for google map perfection. eg. : -75.14408111572266

Select Map View

Default Map Satellite Map Hybrid Map Terrain Map

Time

Enter Business or Listing Timing Information.
eg. : 10.00 am to 6 pm every day

Phone: public phone number

Email: this is not seen by the public. When a visitor clicks on the email link, it's sent by the system without revealing your email address.

First Name

Henry

First name

Last Name

Wythe

Last name

Phone



(435) 659-0404

You can enter phone number, cell phone number etc.

Email

henry@crystalnatural.biz

You can enter your business or listing email.

Website, Twitter, Facebook and Video: URL's to these web locations

Special Offers: not used at this time

Website

You can enter your business or listing website.

Twitter

You can enter your business or listing twitter url.

Facebook

You can enter your business or listing facebook url.

Video

Add video code here, YouTube etc.

Special Offers

Note: List out any special offers (optional)

More Listing Details:

The Places, People and Performing Groups have a few additional fields to help the public find what they are looking for. The administrator should check the accuracy if possible, so that listings will be more useful

Arts Activity

- Enjoyment
- Recreational
- Semi-pro
- Professional
- Management

What type of arts activities do you participate in?

Artistic Statement

Jewelry is a moment of enjoyment which can last forever. As a prospector, gem-cutter and silversmith, I spend years preparing for

This should be a short, 1-2 paragraph statement about your artistic vision.

Artistic History

I began prospecting for gemstones when I was a kid, picking up bright pebbles and interesting rocks. My grandfather taught me

Describe where you are now in your creative journey, and how you got here. If you are currently exhibiting at any galleries, be sure to include links to them.

Art Media

Jewelry

Materials and Media used by visual artists

Teaching Level

- Individual instruction
- Adult classes
- Kid's classes
- K-12 school
- College
- Civic classes

What types of instruction the person provides

Music Genre

- Classical
- Symphony
- Opera
- Country
- Folk
- Gospel

Private Data

Private Data allows the listing owner to give administrators a way to contact them by mail and phone.

Private street address	<input type="text" value="7775 Pinebrook Road"/>
	<small>Private or Mailing address</small>
Private city, State ZIPcode	<input type="text" value="Park City, UT 84098"/>
	<small>Private or mailing city, state and zip code</small>
Private phone	<input type="text"/>
	<small>Private phone number</small>

Source Name and ID: for administrative use, to track the upload source of a listing

Source Name	PCPAA
	source of the data
Source ID	44