Artist Membership Registration

BECOME AN ARTS COUNCIL MEMBER
Go to: kalamazooarts.org

Click on one of the following:

- REGISTER on the top of the page; or
- MEMBERSHIP in the navigation; or
- the BECOME A MEMBER button.
Membership Registration - Step 2

Scroll down the page.

Click on the **INDIVIDUAL** button (in the Individual section) or the **STUDENT** button (in the Student section).

- Fill out the **SECURITY CODE** and **CONTINUE** to the payment page.
- Fill out the form for membership payments and click **PAY NOW** at the bottom of the form.
- An electronic receipt will show up on the following page.
- Once you have completed payment, your account will need to be activated by the ACGK. Activation typically occurs within 48 hours. Once activated, you will receive login information by email to proceed.
Membership Account

USING THE ARTS COUNCIL MEMBERSHIP ACCOUNT
Your ACGK **username/email** and **password** information will be emailed to you.

**Click login:**
- Enter your **username/email and password** information.
- **Please note:**
  - Artists and organization/businesses profiles can be added to the same account.
  - Multiple artists and organizations/businesses can be added without any limitations under the same login credentials.
  - Each profile can be managed separately under the same account.
Membership Account - Updates

Click on **ACCOUNT** in the purple dropdown menu on the left after logging in.

Click on **ACCOUNT INFO**
- You will be directed to your profile page where you can provide any updates and general information.

Click **SUBMIT RECORD** at the bottom of the form upon completion.
Creating Profiles

USING THE ARTS COUNCIL MEMBERSHIP ACCOUNT
Create an Artist profile

Click on ARTIST in the purple dropdown menu on the left.

Click on ADD NEW.

- Fill out the form and click UPDATE PROFILE at the bottom of the form.
- A green check marked Added Successfully notification will appear when the record is saved.
- An email notification will be sent when the new profile has been confirmed by ACGK.

Click PHOTO next to the Profile tab to provide a photo.
Add Images to Artist Profile

With the **PHOTO** tab selected:
Read the copyright agreement and check **Yes, I understand**.

Click **UPLOAD IMAGE**
- There is an option to crop your image after the image is uploaded.

Click **SUBMIT PHOTO** to save.
Add Audio and Video to Profile

Select the **AUDIO** tab:

Click **ADD AUDIO**
- Select an audio file from your computer.

Click **SUBMIT AUDIO** to save.

Select the **VIDEO** tab:

Click **ADD VIDEO**
- Select a video file from your computer.

Click **SUBMIT VIDEO** to save.
Link Events to an Artist Profile

Select the **EVENT** tab:

Select an event from the drop down menu
  - The event has to already be created and published to the calendar to be in the drop down menu.

Once an event is selected, click **ADD EVENT**.

To remove an event, click the checkbox next to the event and then click **REMOVE SELECTED EVENT**.