

Organization/Business Membership Registration

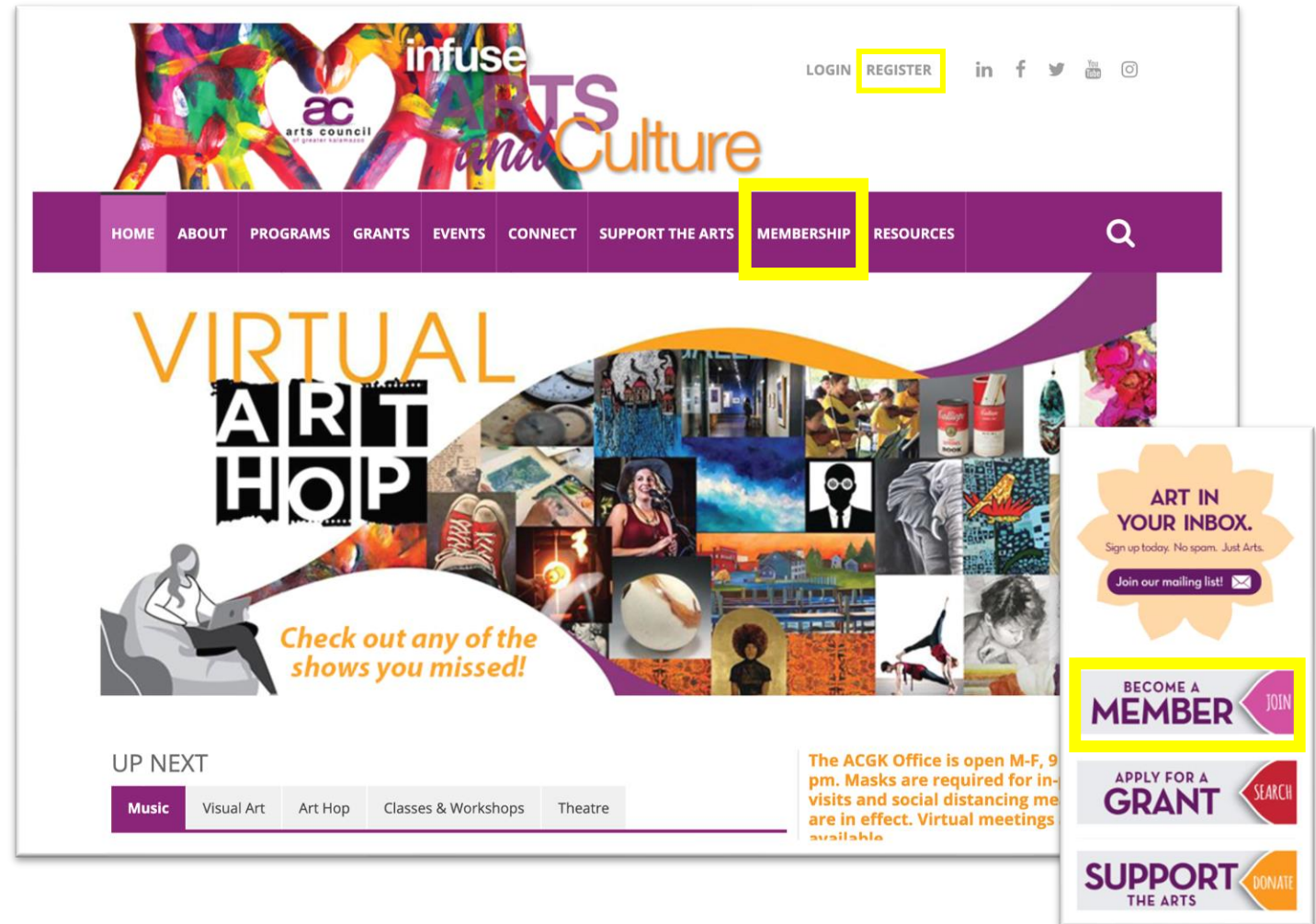
BECOME AN ARTS COUNCIL MEMBER

Membership Registration - Step 1

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.



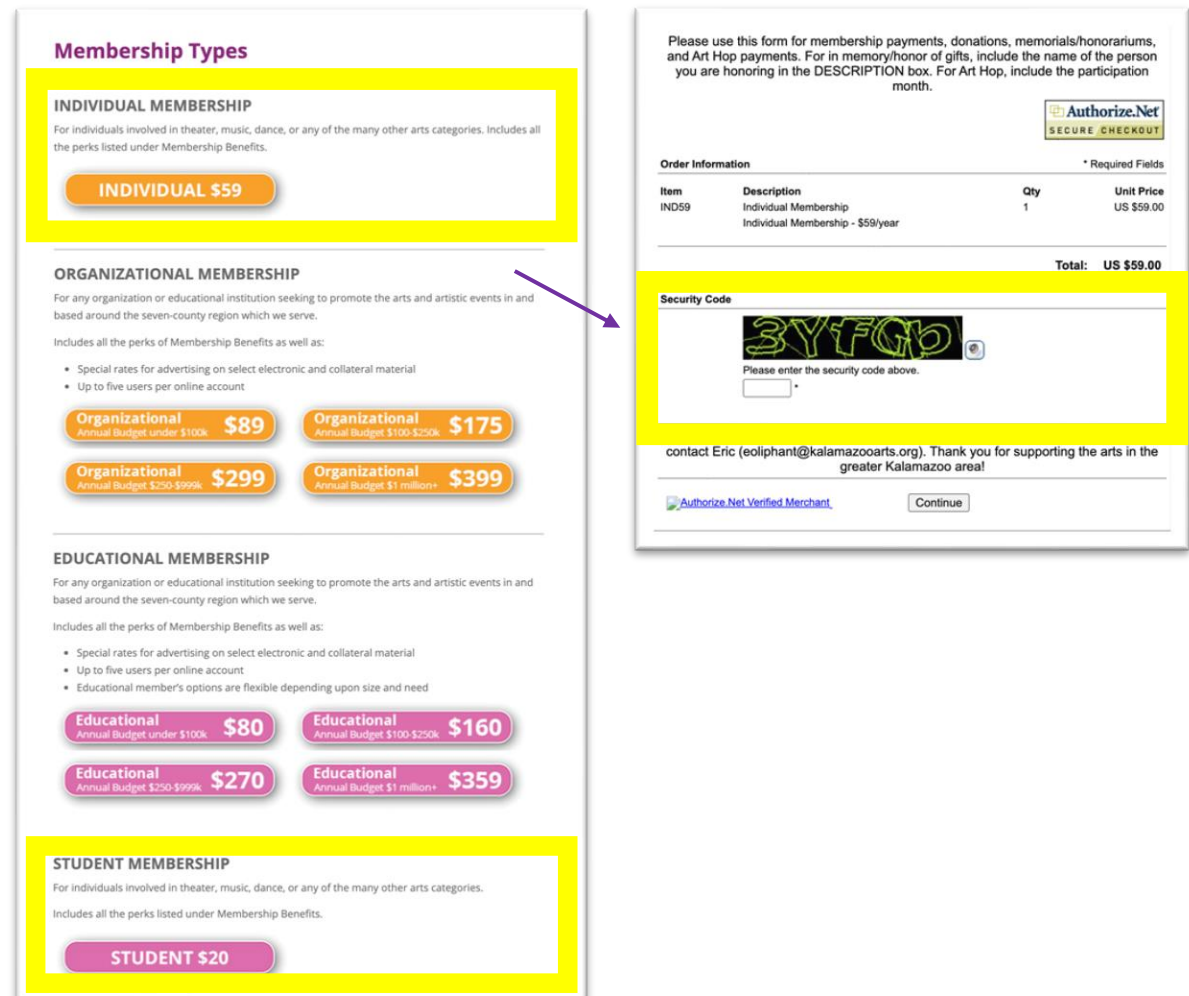
The screenshot shows the homepage of the Arts Council of Greater Kalamazoo. At the top right, there are links for 'LOGIN' and 'REGISTER', with 'REGISTER' highlighted by a yellow box. Below this is a navigation menu with 'MEMBERSHIP' highlighted by a yellow box. The main content area features a 'VIRTUAL ART HOP' banner with the text 'Check out any of the shows you missed!' and a collage of art-related images. On the right side, there are three call-to-action buttons: 'ART IN YOUR INBOX.' (with a 'Join our mailing list!' button), 'BECOME A MEMBER' (with a 'JOIN' button), and 'APPLY FOR A GRANT' (with a 'SEARCH' button). At the bottom, there is a 'SUPPORT THE ARTS' button with a 'DONATE' button. A footer section titled 'UP NEXT' lists 'Music', 'Visual Art', 'Art Hop', 'Classes & Workshops', and 'Theatre', with 'Music' highlighted. A notice at the bottom right states: 'The ACGK Office is open M-F, 9 pm. Masks are required for in-visits and social distancing me are in effect. Virtual meetings available'.

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.



The image shows two screenshots from a membership registration process. The left screenshot displays the 'Membership Types' section with three categories: Individual, Organizational, and Educational. The 'Individual Membership' section is highlighted with a yellow border and contains an orange button labeled 'INDIVIDUAL \$59'. A purple arrow points from this button to the 'Security Code' field on the right screenshot. The right screenshot shows the payment page with an 'Authorize.Net SECURE CHECKOUT' logo, an order summary table, and a 'Security Code' field containing the code '3YTFQ0'. The order summary table is as follows:

Item	Description	Qty	Unit Price
IND59	Individual Membership	1	US \$59.00
	Individual Membership - \$59/year		
			Total: US \$59.00

Below the table is a 'Security Code' field with the code '3YTFQ0' and a 'Please enter the security code above.' prompt. At the bottom of the payment page, there is a 'contact Eric (eolphant@kalamazooarts.org). Thank you for supporting the arts in the greater Kalamazoo area!' message and a 'Continue' button.

Membership Account

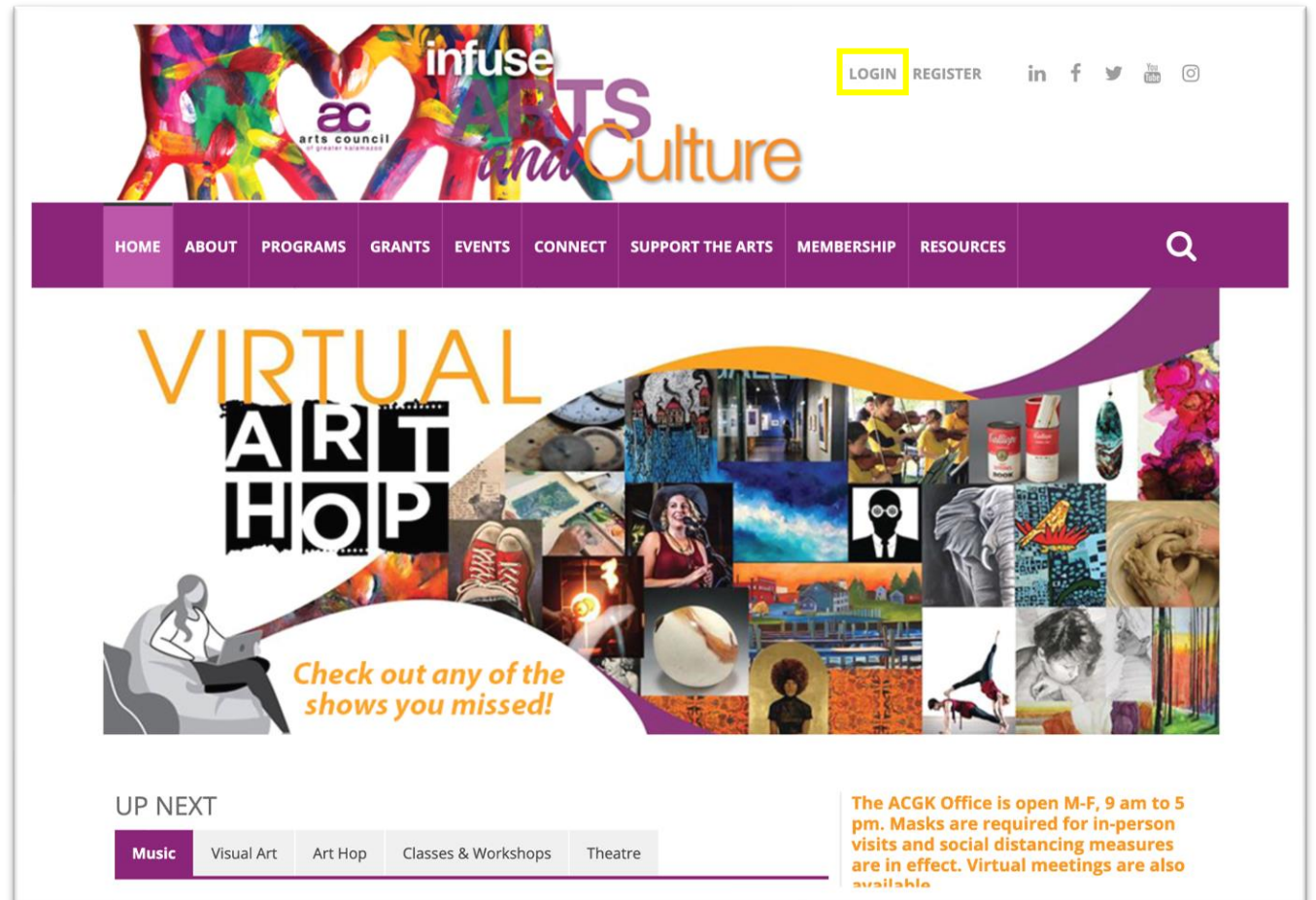
USING THE ARTS COUNCIL MEMBERSHIP ACCOUNT

Membership Account - Login

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.



The screenshot shows the website's header with the 'ac arts council of greater kalamazoo' logo and 'infuse ARTS and Culture' text. A 'LOGIN' button is highlighted in a yellow box. To the right are 'REGISTER' and social media icons for LinkedIn, Facebook, Twitter, YouTube, and Instagram. Below the header is a purple navigation bar with links for HOME, ABOUT, PROGRAMS, GRANTS, EVENTS, CONNECT, SUPPORT THE ARTS, MEMBERSHIP, and RESOURCES, along with a search icon. The main content area features a large banner for 'VIRTUAL ART HOP' with a collage of art-related images and the text 'Check out any of the shows you missed!'. At the bottom, there is an 'UP NEXT' section with buttons for Music, Visual Art, Art Hop, Classes & Workshops, and Theatre. A notice on the right states: 'The ACGK Office is open M-F, 9 am to 5 pm. Masks are required for in-person visits and social distancing measures are in effect. Virtual meetings are also available.'

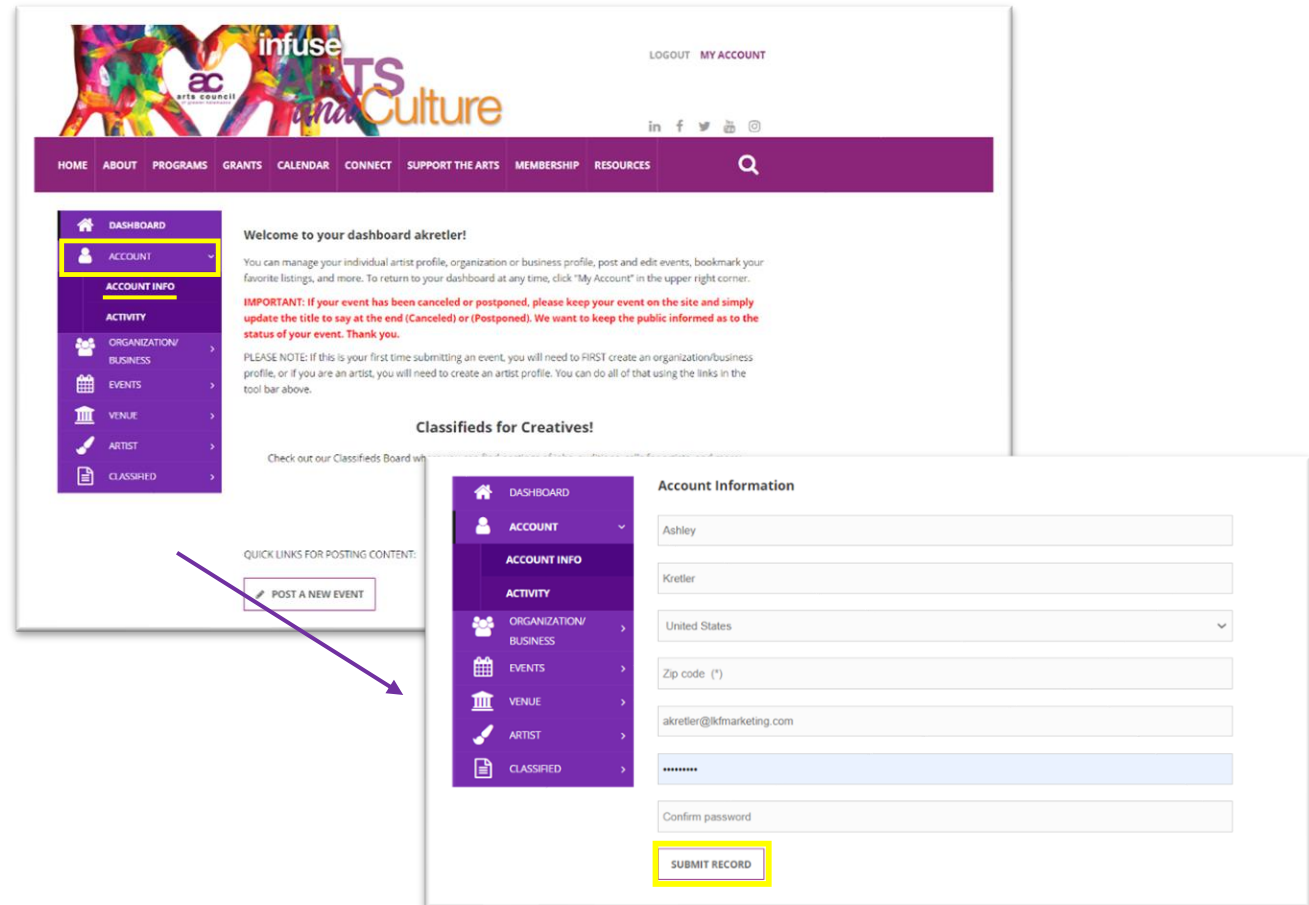
Membership Account - Updates

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.



The screenshot shows the user's dashboard on the website. The navigation menu on the left is expanded, with 'ACCOUNT' highlighted in yellow. Under 'ACCOUNT', 'ACCOUNT INFO' is selected. The main content area displays a welcome message and instructions for managing the profile. Below this, there is a section for 'Classifieds for Creatives!' and a 'POST A NEW EVENT' button. A purple arrow points from the 'POST A NEW EVENT' button to a modal form titled 'Account Information'. The form contains fields for Name (Ashley), Last Name (Kretler), Country (United States), Zip code (*), Email (akretler@kftmarketing.com), Password (masked with asterisks), and Confirm password. The 'SUBMIT RECORD' button at the bottom of the form is highlighted in yellow.

Creating Profiles

USING THE ARTS COUNCIL MEMBERSHIP ACCOUNT

Create an Organization/Business profile

Click on **ORGANIZATION/BUSINESS** in the purple dropdown menu on the left.

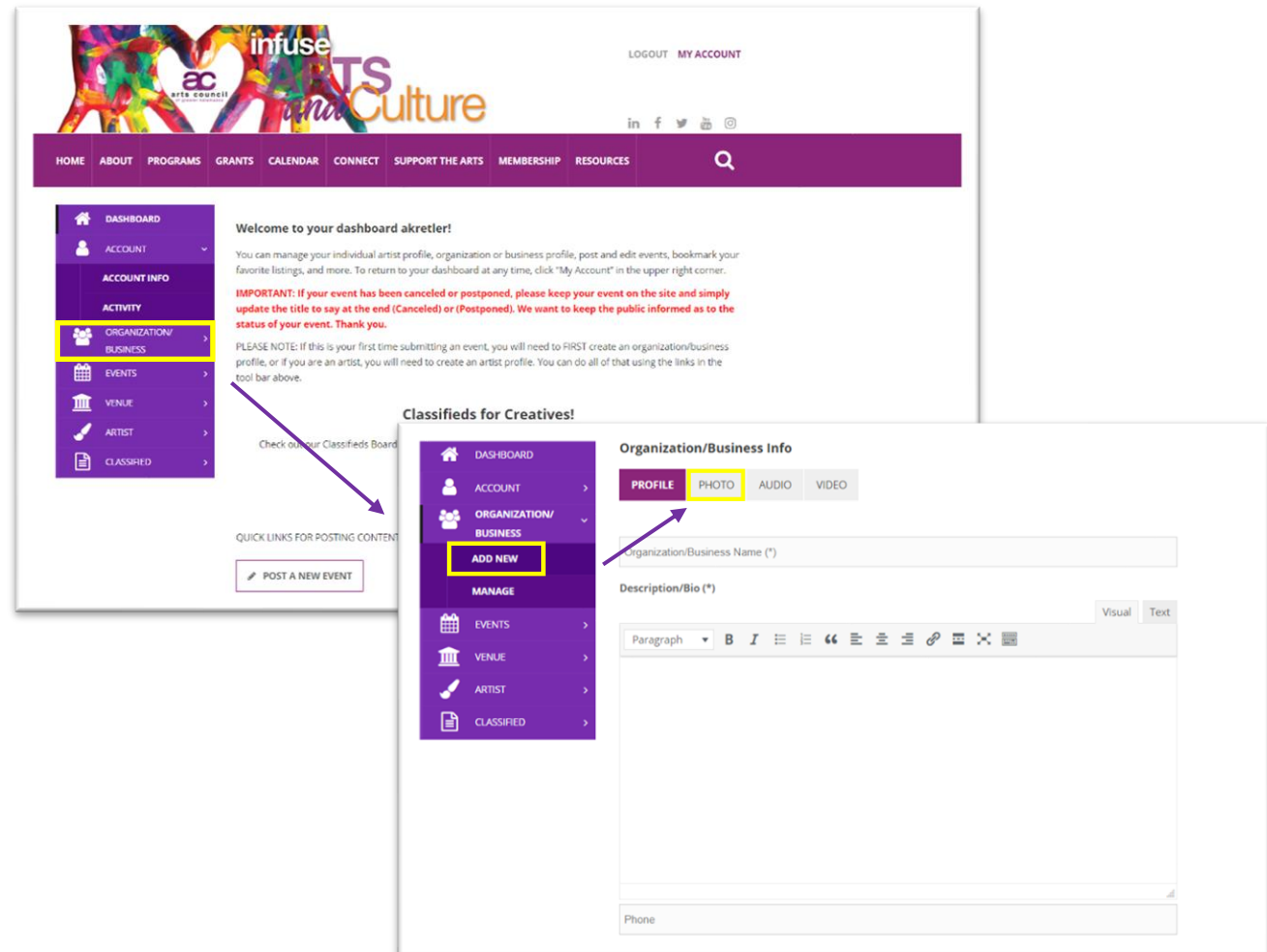
Click on **ADD NEW**.

- Fill out the form by providing the Organization/Business name and description.

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

- 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 images for your organization.



Add Images to Profile

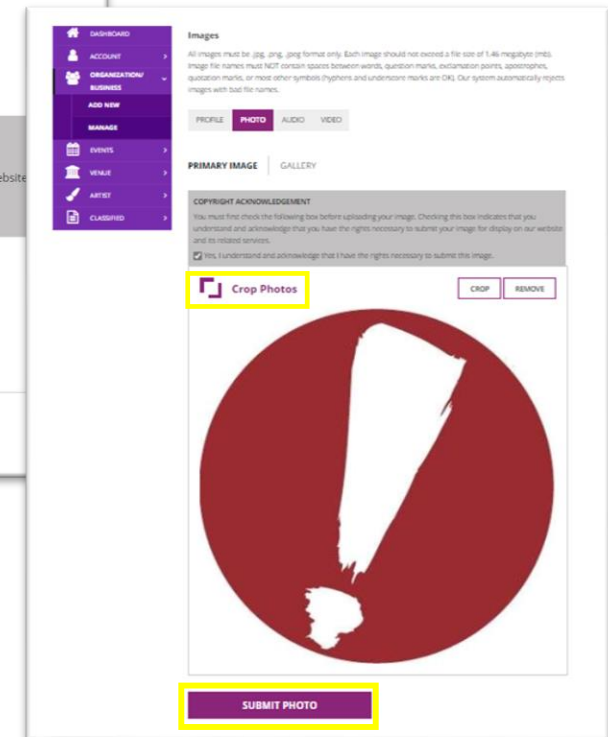
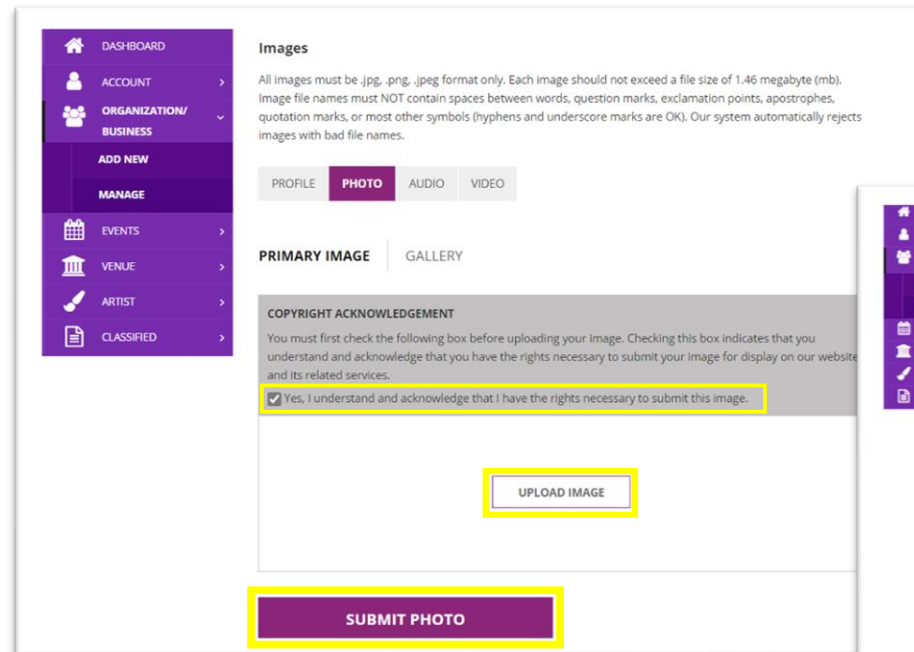
After selected the **PHOTO** tab:

After reading the copyright agreement 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.



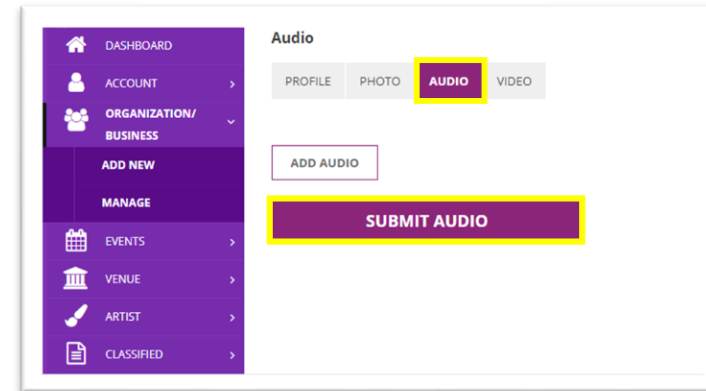
Add Audio and Video to Profile

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.

