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.
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 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.