



## Instructions for Getting Listed!

For many years, the Arts Council has received calls from people looking for musicians, visual artists, arts organizations, music & art teachers, art appraisers, information on events, venues, and more. So, we created this online Moore Arts Directory that will be a free resource for all things arts related throughout Moore County.

Any artist, nonprofit arts organization, gallery, arts event, or venue in Moore County, North Carolina may have a basic listing for free. Arts Council members at our Artist Circle membership level (\$75) or higher may have a comprehensive listing. In either case, you will have the ability to edit your listing if you need to change an address, phone number, photo, etc.

**To get listed, please follow the directions below:**

**Step 1.** Visit the directory page at [www.MooreArt.org/Directory](http://www.MooreArt.org/Directory). Feel free to look around. When you're ready to get listed, click on the "Return to Directory" button, then click on the "Create Your Listing" button.

**Step 2.** On the next page, fill out the fields and click the "Submit" button. Make sure to write down this information so you won't forget it. [NOTE: Your username & password will not be shared with anyone.]

**Step 3.** The next page will have a message in red thanking you for registering and stating you will receive a confirmation email after your account is activated.

**Step 4.** In the email you receive confirming activation, click on the "login" link to be taken to the directory, then click the "Login" button and enter the username & password you chose in step 2.

**Step 5.** On the next page, click on the red, "Create A Listing" button. Your membership level will dictate what listing options you will have. Members under \$75 will have a free basic listing, while members at \$75+ will have a lot more options, including longer bio/description, and the ability add a website link, social media links, and to choose more categories (See page 2 below), images, and contact methods.

**Step 6.** After choosing the category (See page 2 below) that best describes you or your organization, scroll down to select "Free" listing, then click the "Next" button just below.

**Step 7.** Enter all the information you would like on your directory page, then click the "Next" button.

**Step 8.** On the next page, upload one photo/graphic/logo to be displayed on your listing, then click the "Complete the Arts Directory Listing" button. Please note the file size information above the pink shaded rectangle.

**Step 9.** The next page should say "Submission Received." You will soon receive an email stating your listing is pending review.

**Step 10.** After your directory listing is approved, you will receive an email with a link to your listing as the public will see it. If you like your listing, you don't need to do anything else. To edit your listing, click on the "Edit" button below your photo/logo and follow steps 6-9 again. [NOTE: Each edit will require approval.]

Because our directory is new, these instructions may change over time. We will try to keep them updated as we improve the process. If you see any needed changes, please let us know by contacting Chris Dunn at 910-692-2787 or [chris@mooreart.org](mailto:chris@mooreart.org).

## **Arts Directory Categories**

To help you choose the appropriate category for your listing, below are all the categories with a description of what can be listed in each. Free listings can only choose one category. Member listings at the \$75+ level can choose multiple categories. If you feel a category is missing, please let us know.

### **Arts Resources**

People & places in Moore County, NC that offer services for artists & events, such as lights, sound amplification, event rentals, recording studios, art appraisals, legal advice for artists, office space, etc.

### **Artists**

Individual artists or groups of individual artists (e.g., bands) in Moore County, NC who work in a creative field, such as in the literary, visual & performing arts.

### **Attractions**

Places of cultural & historical value & interest in Moore County, NC.

### **Classes & Teachers**

Places & individuals in Moore County, NC that offer classes & workshops in any arts discipline.

### **Festivals & Events**

Annual festivals and events that occur in Moore County, NC and are open to the public.

### **Funding**

Grants & scholarships available to artists, arts organizations, & arts projects in Moore County, NC.

### **Galleries**

Spaces in Moore County, NC that display art for public viewing & purchase.

### **Arts Organizations**

Nonprofit arts & cultural organizations that operate in Moore County, NC.

### **Venues**

Spaces in Moore County, NC available for performances, lectures, classes, events, etc.