

## How to **edit your** artist profile on York365.com to be considered for the Artist Innovator Award.

1.) Go to [www.york365.com](http://www.york365.com), select “LOGIN” in the upper right hand corner.



Log into your account.

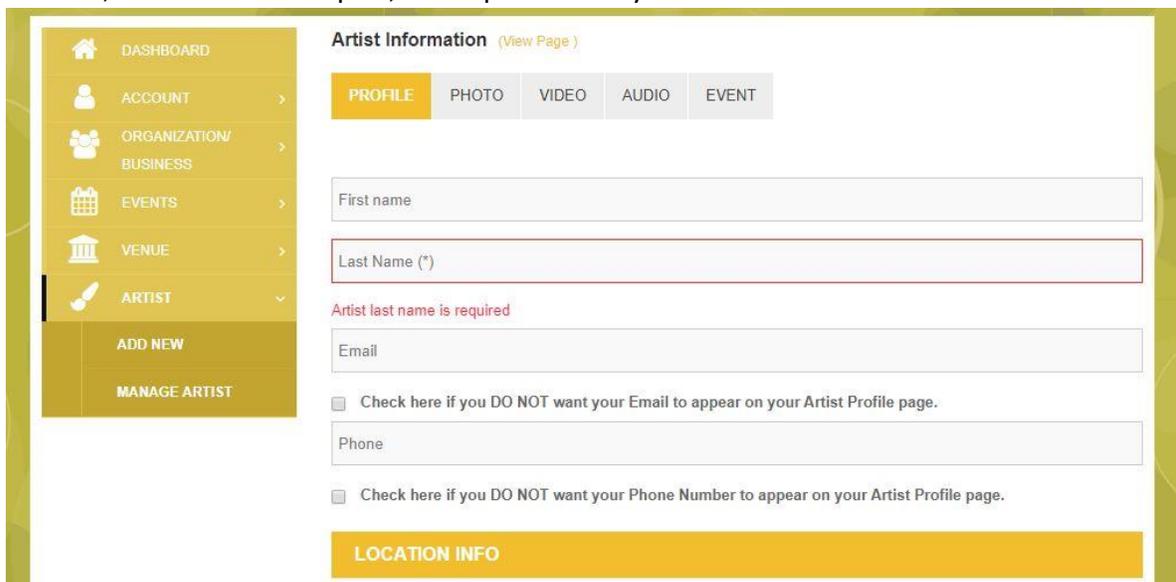
2.) Once you are logged in, click the “artist” button on the left hand menu, and then “MANAGE ARTIST”.

A screenshot of the York365.com user dashboard. The top navigation bar includes categories: VISUAL ART, PERFORMANCE, MUSIC, SCREEN, KIDS &amp; FAMILY, FESTIVALS, HISTORY &amp; HERITAGE, and MORE. A left-hand menu is open, showing options: DASHBOARD, ACCOUNT, ORGANIZATION/BUSINESS, EVENTS, VENUE, ARTIST (highlighted with a red arrow), ADD NEW (highlighted with a red arrow), and MANAGE ARTIST. The main content area displays a welcome message: "Welcome to your dashboard kgibson!". Below this, there is instructional text about managing profiles and submitting events, along with a "BEFORE GETTING STARTED:" section containing submission guidelines and browser recommendations.

3.) Under “My Artists”, click the yellow edit icon under the profile you would like to edit.



4.) Fill out or update your profile. Be as thorough as possible, including your most recent biography and artist statement. There is a place at the bottom of the page to upload a resume, or PDF work samples, if this pertains to your art form.



5.) **Select “YES” when asked to opt-in to being considered for the Artist Innovator Award, and choose your “primary artist type” which is the category you would like your work to be juried in.** Select the category from the drop-down menu in which you would like to be juried. On your public profile, you may choose as many “TYPES”, “STYLES” and “MEDIUMS” as you would like, but in consideration for the Artist Innovator Award, **you must choose which of the 6 categories you would like to be juried in based on your work.**

## ARTIST INNOVATOR AWARD

I would like to be considered for the Cultural Alliance of York County's Artist Innovator Award (\*)

- Yes  
 No

Please select your primary artist type:

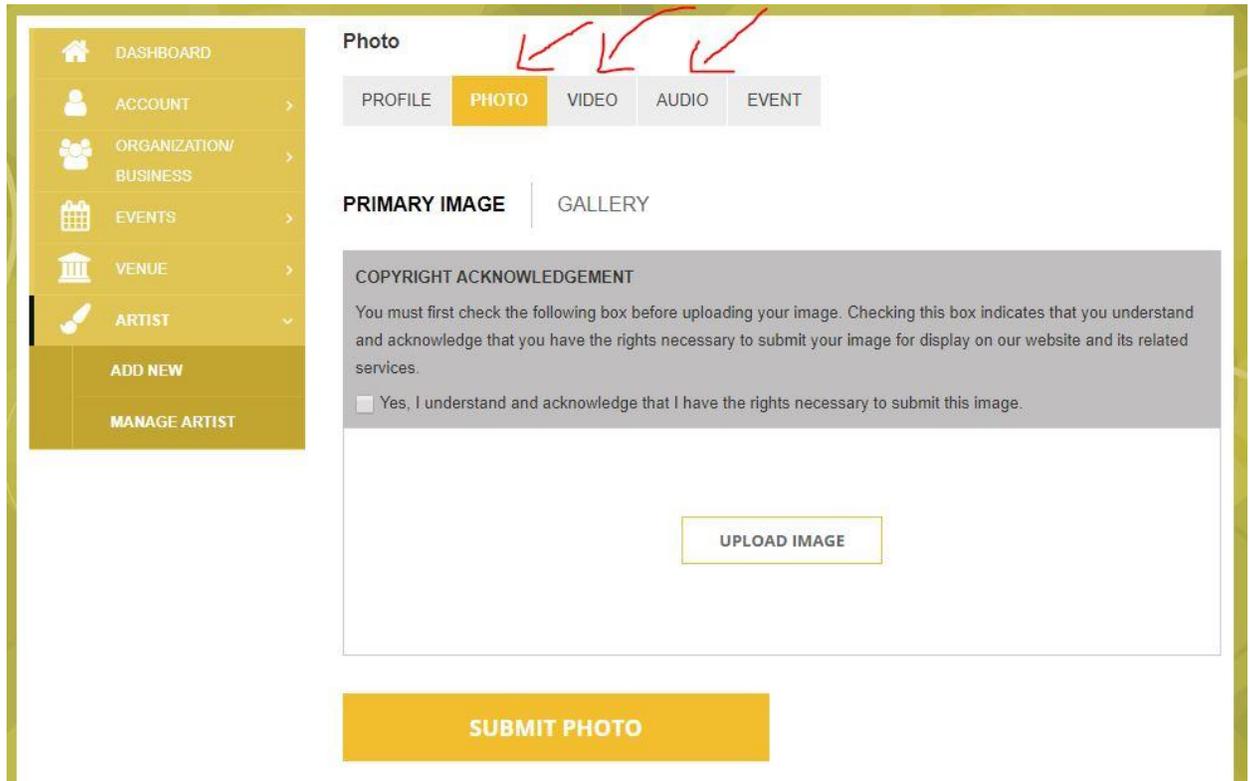
Select ▼

For more information: <https://www.culturalyork.org/artistinnovatoraward/>

### Work Sample Guidelines for the Artist Innovator Prize:

- For 2D work samples, artists can submit up to 10 work samples.
  - For Film/Video, Music, Literary, and Performing arts disciplines, work samples of varying length (depending on medium) may be submitted as embeds or links to 3<sup>rd</sup> party hosts. but must not exceed a limit of ten minutes or 15 pages in total.
  - Video and audio samples should be uploaded as URL's or embeds from third party sites. We guarantee that judges will review the first 10 minutes or 15 pages of your work included in this section. **i.e. If you upload one video/audio sample, they will watch/listen to 15 minutes of that sample. If you upload 5 video/audio samples they will watch/listen to 3 minutes of each, so keep this in mind as you create your portfolio.**
- 6.) Once you have updated your profile and clicked "UPDATE PROFILE" at the bottom, you can continue on to upload your work samples/link to work samples hosted on 3<sup>rd</sup> party sites. Follow the directions provided on the "PHOTO", "VIDEO" and "AUDIO" pages to add your work samples to your profile.

WRITING samples can be uploaded at the bottom of the "PROFILE" page.



## PHOTO:

Choose and upload a “Primary Image” to be associated with your profile, as well as 5 additional images in your “Gallery”. Your “primary image” can be an additional work sample, as opposed to a headshot or artist photo if you prefer. Make sure to check the “copyright acknowledgement” before uploading any photos.

## Photo

PROFILE

**PHOTO**

VIDEO

AUDIO

EVENT

## Images

All images must be .jpg, .png, .jpeg format only. Each image should not exceed a file size of 1.5 megabyte (mb). Image file names must NOT contain spaces between words, question marks, exclamation points, apostrophes, quotation marks, or most other symbols (hyphens and underscore marks are OK). Our system automatically rejects images with bad file names.

*To submit your primary image:*

- 1 Use the "Upload Image" button below to locate the image on your computer.
- 2 Select your image and then click "Open"
- 3 Once you have selected your image click "Submit Record" below.

PRIMARY IMAGE

**GALLERY**

### COPYRIGHT ACKNOWLEDGEMENT

You must first check the following box before uploading your image. Checking this box indicates that you understand and acknowledge that you have the rights necessary to submit your image for display on our website and its related services.

Yes, I understand and acknowledge that I have the rights necessary to submit this image.



**Upload Files**

## WRITING:

Writing samples can be uploaded as PDF's at the bottom of the "PROFILE" section along with your resume.

## RESUME AND/OR WORK SAMPLES (PDF)

Each PDF must be less than 3.00 MB

 Upload PDF No file chosen

Description

Add More

UPDATE PROFILE

## CALENDAR PARTNERS

Downtown Inc

FlipSidePA  
PART OF THE USA TODAY NETWORK

 York County  
Economic Alliance

Explore  
YORK  
yorkpa.org  
*have it made here.*

  
MAIN  
STREET HANOVER

## VIDEO/AUDIO:

Video and audio samples should be uploaded as URL's from third party sites. You maybe upload links to full length videos, however the jurors are only guaranteed to view 15 minutes total.

**If you upload one video/audio sample, they will watch/listen to 15 minutes of that sample. If you upload 5 video/audio samples they will watch/listen to 3 minutes of each, so keep this in mind as you create your portfolio.**

- DASHBOARD
- ACCOUNT >
- ORGANIZATION/  
BUSINESS >
- EVENTS >
- VENUE >
- ARTIST >
- ADD NEW
- MANAGE ARTIST

### Video

- PROFILE
- PHOTO
- VIDEO
- AUDIO
- EVENT

This form accepts URL links or video embed code provided by YouTube.com's "Share" option.

YouTube, Vimeo or Brightcove URL ✖

Video Description

ADD VIDEO LINK

PREVIEW

SUBMIT VIDEO

- DASHBOARD
- ACCOUNT >
- ORGANIZATION/  
BUSINESS >
- EVENTS >
- VENUE >
- ARTIST >
- ADD NEW
- MANAGE ARTIST

### Audio

- PROFILE
- PHOTO
- VIDEO
- AUDIO
- EVENT

Audio link, iframe embed or javascript embed ✖

Audio Description

ADD MORE

SUBMIT AUDIO