

CREATIVE NORTHLAND DIRECTORY

User Registration Guide

Creative Northland is delighted to launch our very own Directory for Te Tai Tokerau. If you are a creative person, group or organisation or have a creative space available in Northland, then we want to promote you – **It's EASY and it's FREE!**

We want our Creative Directory to be the focal point for profiling arts, culture and heritage in Northland, and actively promote listings.

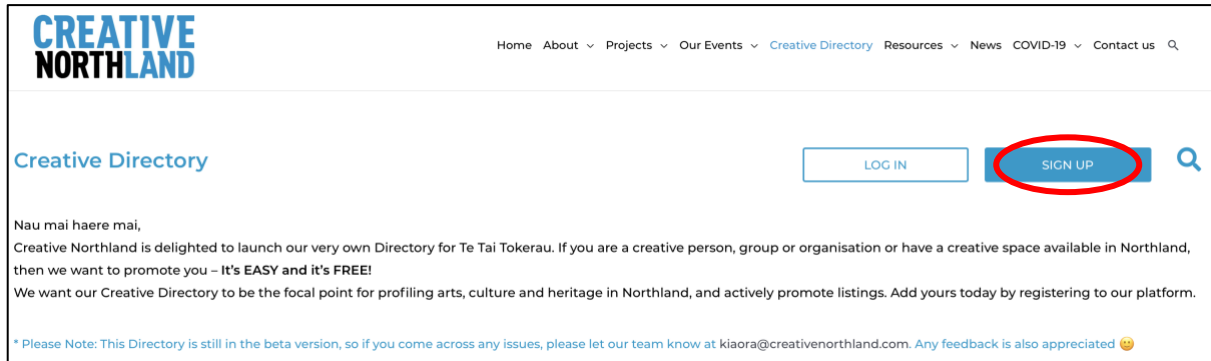
To submit your listing and feature on our website, register for the Creative Directory.

In this guide you will learn:

- How to register / create an account
- Navigate the Creative Directory Dashboard
- How to submit a Listing for the online Directory

STEP 1: Sign Up to Creative Directory

- Head over to www.creativenorthland.com/directory
- Click on the 'Sign Up' Button



STEP 2: Create Username and Password

You will be prompted to enter a username, email address and create a password.

- The username and email address you enter will be used as your login ID and as the primary email address for your account.
- Password requires a minimum of 8 characters, and it helps to include one uppercase, one lowercase, and one symbol to ensure security.
- Tick the 'I agree to the Privacy Policy' and 'Terms & Conditions' boxes.
- Click on the 'Sign Up' button to continue.

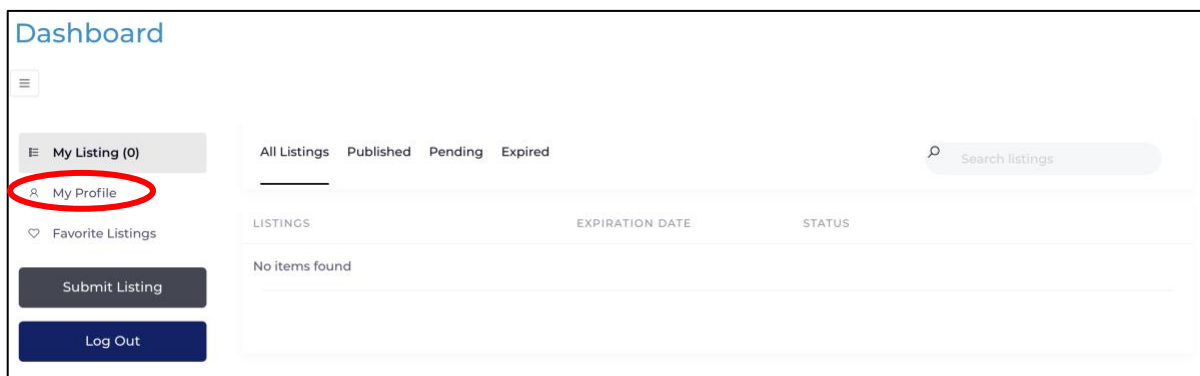
The screenshot shows the Creative Northland website's Registration form. The form is titled 'Registration' and contains the following fields: 'Username *', 'Email *', and 'Password *'. Each field has a corresponding input box. Below the password field, there are two checkboxes: 'I agree to the Privacy & Policy *' and 'I agree with all terms & conditions *'. Both checkboxes are checked. Below the checkboxes, there is a 'Sign Up' button, which is circled in red. At the bottom of the form, there is a link: 'Already have an account? Please login Here'.

STEP 3: Verify your Email

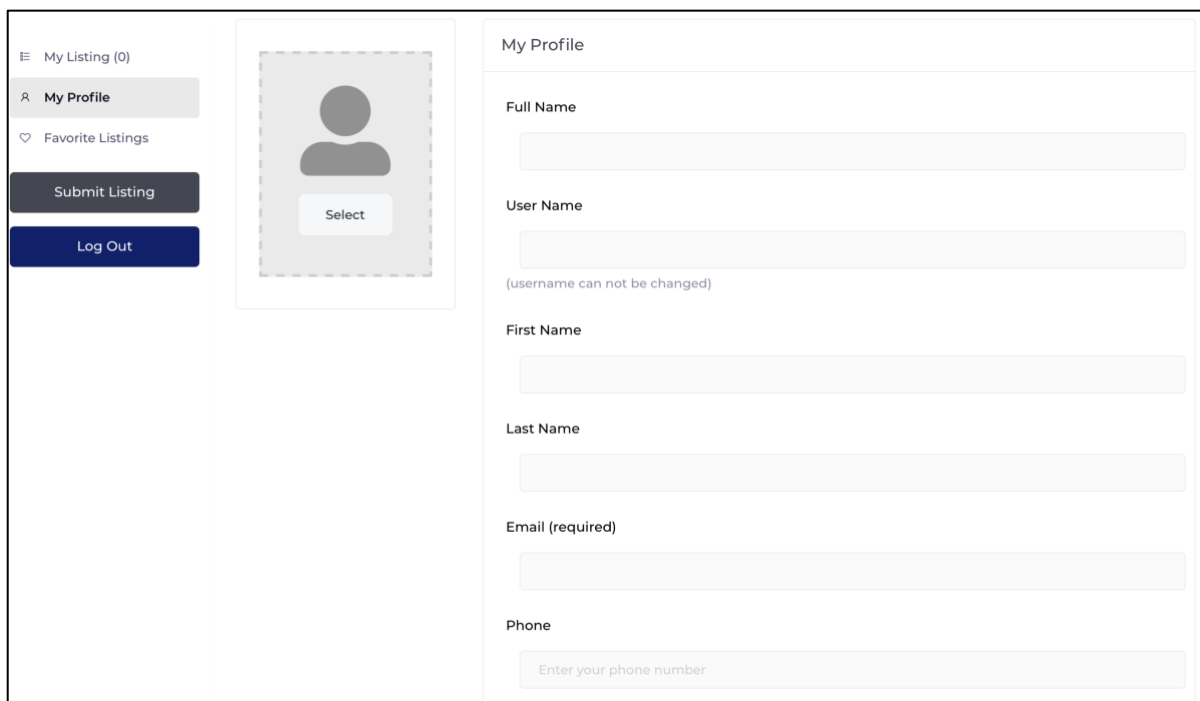
You will receive an email in your inbox to verify your provided email address. Open the email from Creative Northland and click on the link to 'Verify your email.'
After confirmation, you can log in to the Directory with the credentials you used to sign up. Head to www.creativenorthland.com/login

STEP 4: Navigate the User Dashboard

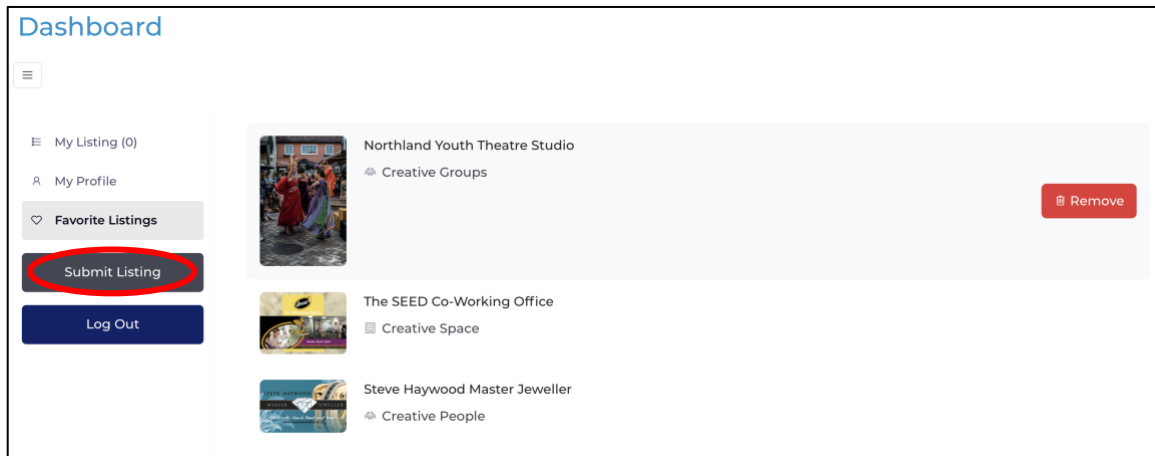
After logging in, you will see your Dashboard on the screen. Here, you can see your listings (published, pending and expired), as well as the menu to visit your Profile and view your Favourite Listings from the Creative Northland Directory.



In 'My Profile,' you can save your personal details, such as your name, phone, website, social media profiles, bio, and even change your password.



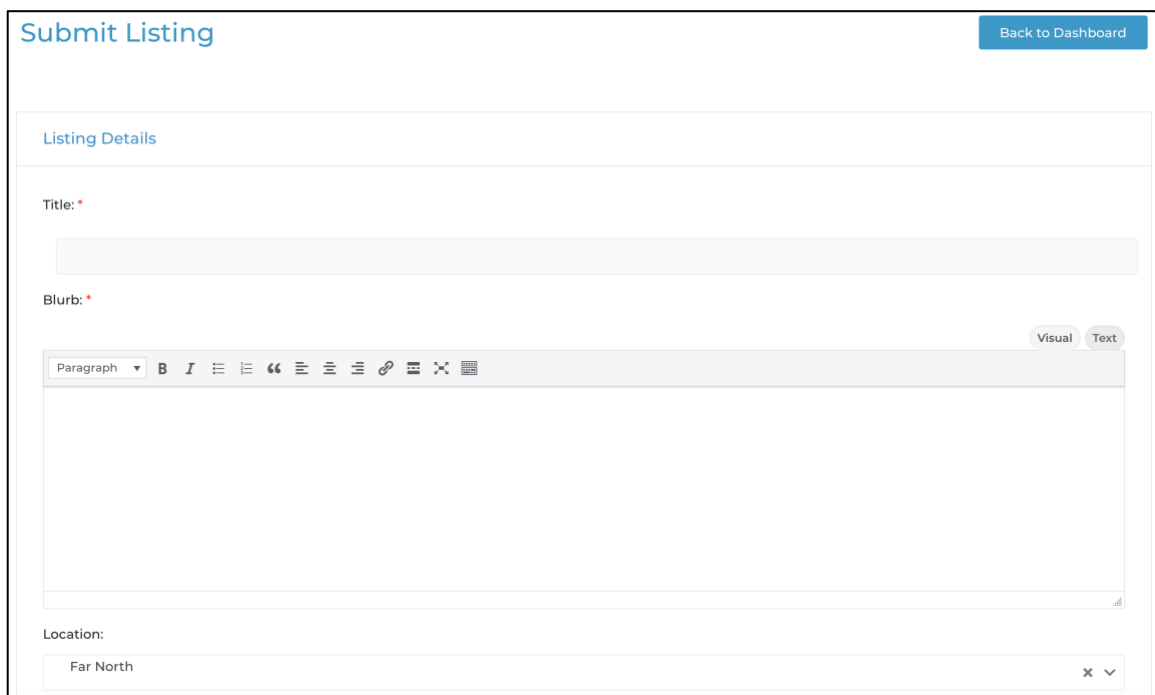
In 'Favourite Listings,' you can see all the listings you favoured from the Creative Northland Directory on the website, only when logged in to your account.



STEP 5: Publish your Listing

To publish your listing on the Creative Northland website, you will need to fill out an online form. To access the form, click on the 'Submit Listing' button.

You will then be directed to the listing form, which will ask you to fill in the necessary details about either yourself as an artist, a creative organisation or as a creative space. Ensure you have the required details to submit the listing. These details are - listing title, blurb, location, listing category, phone, email, website, social media profiles, address and images or a video related to your listing.



The screenshot shows a web form for file upload. At the top, there is a cloud icon with an upward arrow, followed by the text "Drag & Drop". Below this is the word "or" and a "Select Files" button. At the bottom of the upload area, there are two informational icons: "Maximum total allowed file size is 2.00 MB" and "Maximum 3 files are allowed". Below the upload area is a "Video:" label and a text input field with the placeholder "Only YouTube & Vimeo URLs.". At the bottom of the form, there are two checkboxes: "I agree to the Privacy Policy" and "I agree with all Terms & Conditions". The "Save & Preview" button at the very bottom is circled in red.

After you have filled out the form, please check it thoroughly for any spelling mistakes or incorrect information. If you believe all of the information you have provided is correct, tick the 'I agree to the Privacy Policy' and 'I agree with all Terms and Conditions' boxes, and then click the 'Save and Preview' button.

CONGRATS!

You have now submitted your listing to showcase in the Creative Northland Directory.

Thank you for your submission. Your listing is being reviewed and it may take up to 24 hours to complete the review. ✕

Please Note: Your listing will require admin approval. When you submit a listing, the admin receives a notification email to review your listing and verify all the details provided are correct. You can see your submission in the 'Pending' tab in your Dashboard.

After your listing is approved, you will be notified by email, and your listing will appear in the Creative Northland Directory on our website.