



CREATING YOUR PROFILE ON NEW CAFC WEBSITE

Thank you for creating your new profile on our new website. Please read through the instructions carefully.

The information on your profile is essentially the same as before (although we are encouraging members to write more expansive descriptions - akin to the "About" page on your website).

The biggest difference is with the images, Rather than the one tiny window that all members had on FCBuzz.org, you now have three windows:

- a square headshot image (250x250 pixels, 1 MB max file size) +
- an almost 4:1 (1600 wide x 430h), "hero image" that goes at the top of the page, which should be of your workspace, or a work of art
- a 2:1 (510 wide x 260 high) "reference" shot of yourself with a sample of your work, or a complete artwork by itself (Max file size 1MB) +

See as examples:

Heidi Lewis Coleman - <https://culturalalliancefc.org/member/heidi-lewis-coleman/>

Julie Leff: <https://culturalalliancefc.org/member/julie-leff/>

Then see the "Meet Our Members" page where those medium-sized "reference images" are displayed: <http://culturalalliancefc.org/membership/meet-our-members/?c=individual>

If you need help re-sizing images, these resources might help if you use: a) [Photoshop](#); b) [on a Mac, using Preview](#); c) [on Windows](#). Also try this website: <http://resizeimage.net>. [We believe knowing how to re-size digital images is an important 21st-Century skill - especially for artists - so we hope you are able to take advantage of this opportunity. You are welcome to call or email for help with this.] **We now have an automatic image re-sizing app - but please still upload horizontal images, except for the square headshot.**

You cannot sign onto the website with your old FCBuzz password: you have to start from scratch as if you were a new member with the email address you use on

the current FCBuzz.org. Call or email if you are not sure what your FCBuzz.org registered email address is. This is important as that email address is **tied to your payment history** and puts your renewal date into the new website. With the new website, you can only have one address - so make sure it's a fairly permanent address.

- Go to: <https://culturalalliancefc.org/membership/become-a-member/>
- Complete forms
 - Select “Individual Artist” from the drop-down menu under “Member Information and Budget.”
 - As soon as you select “Artist,” a pop-up tells you how much the membership is and asks you how you want to pay. If you are paid-up, and you put the correct email address in the "Contact Email" field, the system will know and not charge you. However, just in case, still select “Pay By Check” and we will automatically approve you without your paying anything. If you need to renew, the system will let you know and you can pay by credit card or check.
 - Select category (whichever is most relevant)
 - Enter Your Name in the "Directory Name" field
 - Type in as much as you like in the Description box - don't be afraid to fill the space!
 - Complete all the other boxes (self-explanatory)
- Then upload the images (sizes have to be exact):
 - the square headshot image (250x250 pixels) +
 - the almost 4:1 (1600 wide x 430h), “hero image” that goes at the top of the page, which should be of your workspace, or a work of art
 - the 2:1 (510 wide x 260 high) “reference” shot of yourself with a sample of your work, or a complete artwork by itself (Max file size 1MB) +
 - **There is now an automatic image re-sizing app to make things easier - but please still upload horizontal images, except for the square headshot.**
- Click the blue JOIN NOW button at the bottom
- You will then get a confirmation email w/user name and password
- Go to: Member Login and enter your user name and password to log back in as member
- To check or change your membership info, go to “membership” on the left menu; click "All Members" and an edit box will open for you
- To add an event, go to “events” on the left menu

I am here, happy to help, and eager to get folks onto the new website as soon as possible. So please don't hesitate to contact me if you are confused or unclear about anything!

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