



# ArTVision+

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## User Guide: End-users

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# END-USERS

([artvision.plus/profile](https://artvision.plus/profile))

## 1. Account creation / Signing in

To create a new user account on the ArTVision+ cultural matchmaking platform, first click on “**Sign in**” in the website header menu, or go straight to <https://artvision.plus/login>. Click on “**Create a New Account**” to open the registration form.

All the fields except “Phone”, “City” and “Address” are required to fill in prior to clicking on the “**Register**” button. Once done, user automatically enters the platform area for creating and adding a new content to the website. This includes adding *Events*, *Landmarks* and *Routes*, connecting with the *Event Partners* and creating the specific *HTML Iframe Codes*.

## 2. View your profile details / Change your display language / Sign out

Once you are successfully signed in the ArTVision+ user account, you can find your profile name on the upper right corner of each screen. By clicking on it, a small window will open with options to **select a new language**, view your **Profile details** or **Sign out** from the user area. All of your profile details can be edited at any time and saved by clicking on the “**Submit**” button.

## 3. Add a new Landmark

To add a Landmark to ArTVision+ website, click on “**Landmarks**” within the menu, then click on the “**+ New landmark**” button. The required fields to fill in are: Title and Description - in at least one of the optional languages (within the **Basic Info** tab) - and either the City or the Address Coordinates (within the **Location** tab).

The Landmark Type is set by default to *Historical Structure* and can be changed to another type if needed, while the Entry Fee can be marked as existing if this fits the requirements; both can be found within the **Basic Info** tab. The **Location** tab contains the following optional fields: Country, County and Full Address. These can be either filled in or left empty, depending on your preference and decision.

The last two tabs - **Media** and **Other** - offer adding a Header Image, Video URL, Contact info (Email, Phone), Official page URL and Source info (Name and URL). *All of the uploaded images should be in a PNG/JPEG format, with a resolution larger than 800x450.*

Upon completion, click on the **“Submit” button**. This will add the created Landmark to the platform database and it will also become visible within the list of Landmarks on the ArTVision+ website.

The data can be edited and updated at any time, by finding certain Landmark within the list and clicking on the **“Edit” button**. To conclude the update, all the added changes need to be saved by clicking on the **“Submit” button**.

*The only four Counties that are currently included in the platform and available to add the elements to - are Primorje-Gorski Kotar County and Split-Dalmatia County (Croatian regions), and two Italian ones: Puglia and the Veneto Region.*

#### **4. Add a new Route**

To add a Route to ArTVision+ website, click on **“Routes”** within the menu, then click on the **“+ New route” button**. The required fields to fill in are: Title and Description - in at least one of the optional languages (within the **Basic Info** tab) and either the City or the Address Coordinates (within the **Location** tab). *The coordinates here represent the starting point of the route.*

The Route Type is set by default to *Bike* and can be changed to another type if needed, while the Entry Fee can be marked as existing if this fits the requirements; both can be found within the **Basic Info** tab. The **Location** tab contains the following optional fields: Country, County, Full Address and Route Coordinates. These can be either filled in or left empty, depending on your preference and decision. *The coordinates that define the route path should be entered carefully, following the example shown within the input field. The other way to fill in this field is by drawing the route line directly on the provided map (by following the instructions written above the map).*

The last two tabs - **Media** and **Other** - offer adding a Header Image, Video URL, Contact info (Email, Phone), Official page URL and Source info (Name and URL). *All of the uploaded images should be in a PNG/JPEG format, with a resolution larger than 800x450.*

Upon completion, click on the **“Submit” button**. This will add the created Route to the platform database and it will also become visible within the list of Routes on the ArTVision+ website.

The data can be edited and updated at any time, by finding certain Route within the list and clicking on the **“Edit” button**. To conclude the update, all the added changes need to be saved by clicking on the **“Submit” button**.

*The only four Counties that are currently included in the platform and optional to add the elements to - are Primorje-Gorski Kotar County and Split-Dalmatia County (Croatian regions), and two Italian ones: Puglia and the Veneto Region.*

## 5. Publish an Event

To create and publish an Event, click on **“Events”** > **“My Events”** within the menu, then click on the **“+ New event”** button. Use the **“New event”** screen to enter all the relevant info.

Within the **Basic Info** tab, the required fields to fill in are Title and Description - in at least one of the optional languages. Also, it is required to select the Event Type from the drop-down menu and to set the Start and End Dates&Time of the event. Within the **Location** tab, it is required to enter either the City (select it from the drop-down menu) or the exact Address Coordinates of the event location. *You can edit the coordinates by setting the pin on the desired spot on the map or by searching the location by using the provided “Search” field.*

The Event Status is set by default to *Draft* and can be changed to another status in order to *Schedule* it for auto publishing at some point in the future or to *Publish* it right away. The Entry Fee can be marked as existing if this fits the requirements. Both can be found at the bottom of the **Basic Info** tab. The **Location** tab contains the following optional fields: Country, County and Full Address. These can be either filled in or left empty, depending on your preference and decision.

The tabs called **Media** and **Other** offer adding a Header Image, Video URL, Contact info (Email, Phone), Official page URL and Source info (Name and URL). *All of the uploaded images should be in a PNG/JPEG format, with a resolution larger than 800x450. The tab called **Partners** is optional and its function is more closely explained in the following section (5.1.).*

Upon completion, click on the **“Submit”** button. This will add the created Event to the platform database and it will also become visible within the list of Events on the ArTVision+ website.

Each of the created Events will be listed under **“Events”** > **“My Events”**, and can be further edited and viewed from there. Your data can be edited and updated at any time, by finding certain Event within the list and clicking on the **“Edit”** button. To conclude the update, all the added changes need to be saved by clicking on the **“Submit”** button.

*The only four Counties that are currently included in the platform and optional to add the elements to - are Primorje-Gorski Kotar County and Split-Dalmatia County (Croatian regions), and two Italian ones: Puglia and the Veneto Region.*

### 5.1. Publish an ad for partnership

To publish an ad for partnership, go to the **Partners** tab within either an existing or a new Event that you require some support for. Mark the option **"Looking for partners?"**, then click on the **" + Add partner" button**. Select the type of partnership offer you are looking for and write a short description in English to help all the potential partners understand your specific needs and requirements. Finish by clicking on the **"Submit" button**. This will make your **"Looking for partners"** ad visible to other users.

The **Partners** tab within the Profile of one your existing events is also where you can check if some potential partner has applied for the published position, and to accept or decline their applications. An email notification will also be sent to you when someone applies to your ad.

Once accepted, your Registered partners can also be removed if you change your mind about working with them. This part can be modified by clicking on the **"Review Partnership" button** within the Event profile (which will directly open the **Partners** tab of your editable Event details), and then clicking on the **bin icon** under the Registered partner you wish to remove. This action will re-activate your ad and allow other users to apply for partnership.

### 5.2. Post an Offer

In order to apply to some Partnership ad, you first need to present having an Offer that matches the type of partnership that is being required. To post an Offer, click on **"My Offers"** within the menu, then click on the **" + New offer" button**.

Within the **Basic Info** tab of the **"New offer" screen**, the required fields to fill in are Title and Description - in at least one of the optional languages. Also, it is required to select the Offer Type and all the considered Counties from the provided drop-down menus, and to define the Available From-Until dates.

Providing the Web Link (within the **Basic Info** tab), as well as adding the related **Media** (Header Image, Video URL) and **Technical Data**, is all optional and up to your preference and decision. *All of the uploaded images should be in a PNG/JPEG format, with a resolution larger than 800x450.*

Upon completion, click on the **"Submit" button**. This will add your newly created Offer to the platform database and make it visible on the **"Cultural Offers" screen** of the ArTVision+ website.

Each of the created Offers will be listed on your profile under **"My Offers"**, and can be further edited and viewed from there. Your data can be edited and updated at any time, by finding certain Offer within your list and clicking on the **"Edit" button**. To conclude the update, all the added changes need to be saved by clicking on the **"Submit" button**.

### 5.3. Apply for Partnership

Once you created an Offer, you can try applying for partnership. To apply, click on **“Events” > “Looking for partners”**. This will open the full list of active invites, created by the organizers of events who are in need of a certain type of outsourced partnership.

If you offer a required type of service or assistance and wish to participate in the event, start by clicking on the **“Apply for partnership” button** of the compatible ad and selecting the offer you want to apply with. *You can apply only to a partnership ad that corresponds to the type of your specific cultural offer (the Type needs to match on both sides).*

Once you have successfully applied for a certain partnership, you need to wait for the other side to react to your application, by either accepting or declining it. An email notification will be sent to you when the event organizer accepts or declines your application.

As an offeror, you can also withdraw your application at any time, by clicking on the **“Withdraw application” button**.

## 6. Create Iframes

The **Iframes** section helps with creating the full HTML code, ready for implementing into some other website.

Simply click on the **“+ New Iframe” button**, type in the word(s) you want to filter the ArTVision+ web content by (this goes in the Search field), Select County you wish to include the posted content from, and click on the **“Confirm” button**.

This will add the Iframe to your list, from where you can **“Edit”** or **“Delete”** the Iframes, or *Copy the Iframe Code* through clicking the **“Get Link” button**. You can paste this code where needed to show the reduced version of the ArTVision+ main page, containing only the data that was filtered through the Iframe settings upon creation of the certain code.

## 7. View the Stakeholders’ details

Once you open the full list of active users by selecting the **“Stakeholders”** section within your dashboard menu, you can view their **Profile** details: all the Landmarks, Routes and Events posted by them, their activity statistics, the offers (when available), their location and all the provided contact details for reaching out to them.