

Welcome to Creative Bradford

It is easy to join and provides a great opportunity to tell people about your work. We hope you find this step-by-step guide useful. All you need is an e-mail address and to think of a password.

What is Creative Bradford?

A directory of creative practitioners and organisations, venues and spaces for the arts, and training and development opportunities available in Bradford district.

Why is it important you join Creative Bradford?

Creative Bradford provides details of creative practitioners to commissioners from all settings who increasingly see the arts as a means of delivering their objectives. It also provides a wide range of information about the arts in Bradford and the opportunity to find other practitioners with whom you might collaborate.

Soon you will also be able to create your own page on our own arts 'portal', helping to promote your work and enabling you to upload photographs, video and music files. Watch this space as this facility will be available shortly - we will even help you set up your own page.

Help!

If at any time you have problems registering please contact Creative Bradford on Tel: **01274 438966**

Icons

Throughout the site you will see a number of icons, below is a directory of what they do.



More information

Throughout the site you will see this small blue square with an 'i' in it, click on this for further information.



Asterisk

Where you see the asterisk it means that you have to fill in the information you are being asked for in order to move to the next stage of registration.



Radio Buttons

These small circles are called 'radio buttons', you just click on them to select your choice and a small black dot will appear – this indicates your choice.

Browser differences

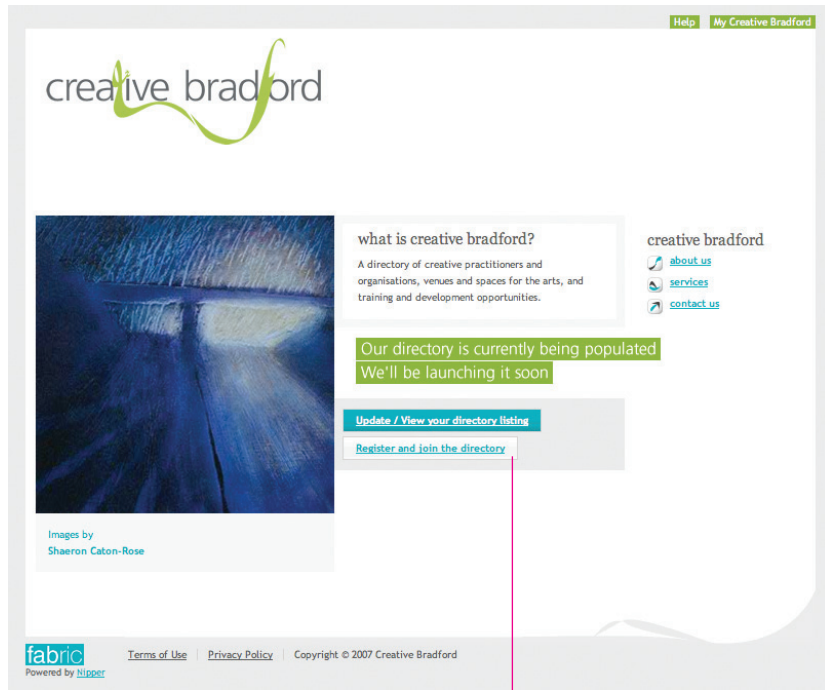
This guide has been developed using screen captures from the Firefox browser on a Mac. If you are using a different web browser or a PC some of these buttons or pages may look different.

Part One How to join

Step 1 Go to the website

Type the web link below into the address line on your internet browser and press return:
www.creativebradford.co.uk

You will now have the Creative Bradford home page in front of you:



Step 2 Click on the register link

You will see a link at the bottom of the page in blue that says 'Register and join the directory'. Click on this and it will take you to the 'Join the directory' page.

[Register and join the directory](#)

Step 3 Join the directory

On the next page, click on the large orange button that says 'Join the directory'.

[Join the directory](#)

Type of Directory Listing

You will now be offered the option to register as an individual or on behalf of an organisation. You may wish to do both but you can only do one at a time.

Tip: *If you think you might want to register on behalf of your organisation at a later date then don't use your work e-mail address to register as an individual because you won't then be able to use it in connection with your work registration.*

Register as an Individual

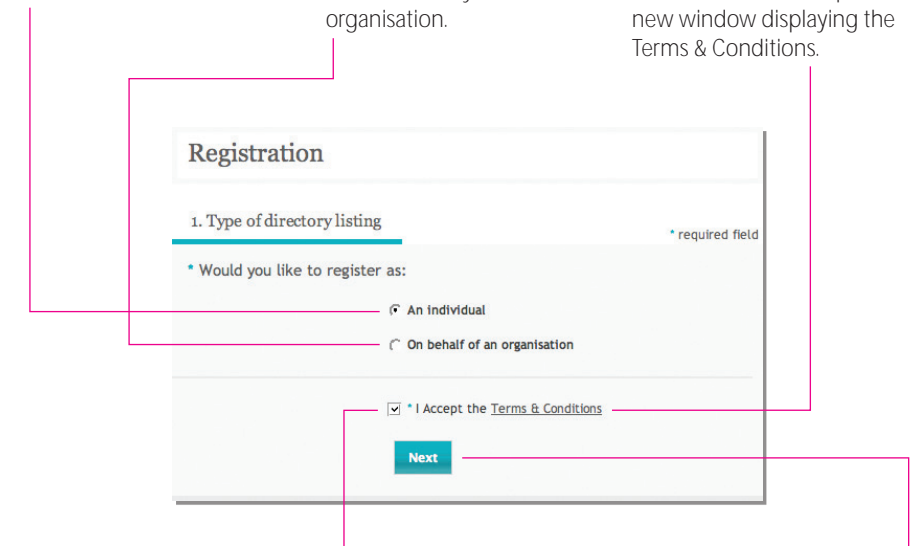
To register as an individual click on the radio button by the word individual.

Register as an Organisation

To register on behalf of an organisation, click on the radio button by the word organisation.

Terms and Conditions

Next, click on the underlined type that says Terms & Conditions. This will open a new window displaying the Terms & Conditions.



Terms & Conditions Page

On the Terms & Conditions page read through the three sections – Membership Rules, Terms of Use and Privacy Policy – by clicking on the links.

To go back to the page you were registering on, simply close the browser window and the registration page will still be there behind it.

Make sure you tick that you accept the terms and conditions or you will not be able to move to the next stage.

When you have done this click the 'Next' button.

[Membership Rules](#) [Terms of Use](#) [Privacy Policy](#)

Step 4 Login details

At this point you will need your email address to hand. This will also be your unique username for your account and directory listing.

Enter your email address

Enter your email address in the box.

Click on the radio button next to 'No, I don't have a password' as on the next screen you will be able to create your own password.

Click on the 'Next' button.

2. Login details * required field

* Enter your email address: tom@tomsmith.com ⓘ

* Do you have a Creative Bradford password? ⓘ

No, I don't have a password

Yes, I have a password

My password is: _____

[I've forgotten my password](#)

Step 5 Registration

You will now be asked to enter your name and a password of your choosing that should be at least six characters long. **Make a note of your password.**

You can also choose to receive news updates from Creative Bradford including details of events and new projects. If you click on the radio button next to 'yes' you will be asked whether you would like them as a plain email or with images and colour.

2a. Create new login details * required field

* Forename: Thomas

* Surname: Smith

* Password: ***** ⓘ

* Confirm Password: *****

* Would you like to subscribe to our news updates?

No, I don't want news updates

Yes, I want news updates

If you selected yes, what format would you like the updates

Plain text

Include Images (HTML)

After you have completed all of this – click on the 'Next' button.

Step 6 Listing your profile

The next step is to create your listing profile which is the minimum information Creative Bradford requires to maintain your entry.

Profile Name

Your profile name is your unique Creative Bradford 'identity' that will be used for your directory listing.

for example Tom Smith. This is the name by which other users may access information about your listing so it is important that it is a name by which you are known.

Alias

The alias is the name under which your directory listing will appear in the address line in a web browser. You may

use your profile name but leave out any spaces. Alternatively you could use a nickname if you have one, e.g. Tommy. This is also a means by which other users may access information about your listing so it is important that it is a name (or nickname) by which you are known.

3. Your listing profile * required field

* Profile name: Tom Smith ⓘ

* Alias: Tommy ⓘ

Website url: http://www.tomsmith.com ⓘ

124 of 250 characters (approx. 50 words) remaining.

A brief description of yourself: I am a practising visual artist, I work in 2D and 3D. I exhibit throughout the UK and lecture in Fine Art at Bradford College. ⓘ

Website URL

A URL is just another name for a website address. If you have your own website you can enter its address here with the prefix **http://www.**

A brief description of yourself

This is an opportunity to write a couple of lines (approx 50 words) about what your do, for example: *'I am a practising visual artist, I work in 2D and*

3D. I exhibit throughout the UK and lecture in Fine Art at Bradford College.'

After you have completed all of this – click on the 'Next' button.

Note: Automated Email: You will know you have successfully registered as after this step you will receive an automated email straight away confirming your log on details, if you do not please contact us on **01274 438966**

Step 7 Main contact details

You will now be asked to put in your main contact details. You have the option here to have your address, telephone number or email address displayed on the website, it is your choice whether you want to do this or not.

If you choose not to have your contact details displayed other users will still be able to contact you by completing and submitting an online form that will be sent to your email address via the website.

Once you have completed this form click on the 'Next' button.

You will then receive another email confirming your details.

Note: Automated Email: Again, you will know you have successfully completed the form as you will receive an automated email straight away confirming that you have now created a basic directory listing on Creative Bradford, if you do not please contact us on **01274 438966**

You have created your basic directory listing and now have the opportunity to add more information about the activities you are involved in and any services you may offer. You should now see this page.

There are now four more Sections to look at.

Section 1: You can add any activities you do, click on the blue button that says 'Tell us about your activities'. See 'Section 1' below.

Section 2: You can add more information on your profile. See 'Section 2'.

Section 3: Or you can check your contact details. See 'Section 3'.

Section 4: Or if you run a venue or other arts space you can add details on this. See 'Section 4'.

Section 1: Your activities

Click on the button that says 'Tell us about your activities' and you will come to this page. (You may be involved in more than one activity, but you need to add each one separately).

Click on **one** of the radio buttons and then click the next button.

Follow the instructions, then come back to this section if you want to add more and follow the same process to add more activities to your profile.

On this next page, fill out the form with any additional information about your activities.

Tick the boxes that are relevant to you.

Description

This will include more details about your practice, for example: *I am an artist that works in schools and youth settings and run workshops on batik, weaving and tie dye printing.*

Keywords

Keywords are any words commissioners might put into a search engine if they were looking for you, for example: Artists who works in mixed medium – the key words here are 'artist' and 'mixed medium'.

If it was literature they might use 'Script writer' for 'young children'.

Think about which words people might use to find your work or which keywords you would like associated with your work.

Finally, click the save button.

You will now see a page that says 'Congratulations, your basic directory listing has been created'.

Pre-approval information Profile Contact details

Crafts - Activity Details * required field

* Medium:

- Design
- Applied Art
- Ceramics
- Textiles
- Jewellery
- Glass
- Metal
- Wood

Optional Specialist Areas:

- Community
- Disability
- Education / Young People
- Mental Health
- Older People

Describe your Activity:

Description:

Optional Website Address:

What keywords (tags) would you use to describe this Activity?

Add Keywords: Separate keywords with a comma.

Save [Back](#)

Section 2 - Your profile

Click on the tab called 'Profile'. There are two things you can do on the Profile page:

1. You can add an image here of yourself or your work.
 2. You can also add any qualifications and accreditations you may have.
- Again you need to do one at a time.

Profile Activities Venues & Spaces Contact details

Tom Smith
 Web: <http://www.tomsmith.com> (opens a new window)

I am a practising visual artist, I work in 2D and 3D. I exhibit throughout the UK and lecture in Fine Art at Bradford College.

Add a profile image

Edit your listing profile

Add a qualification or accreditation

Adding an image

Click on the link in the big blue box. This will take you to the 'Add my image' page.

Click 'Browse' to locate your chosen image on your computer or network.

Select the image and click 'open'. The location of your image will be automatically added into the available field.

Click 'Add my image' to upload your selected image.

Profile Activities Venues & Spaces Contact details

Add my image * required field

Please ensure that your image is a maximum of 290 pixels / 100mm wide, a resolution of 72 dots per inch (dpi) and is in a .jpg file format (eg: profileimage.jpg) of less than 100kb.

Image Title:

Image: [Browse...](#)

Add my image

[Back](#)

Note: Please ensure that your image is a maximum of 290 pixels wide (100mm) x 220 pixels high (75mm), a resolution of 72 dots per inch (dpi) and is in a .jpg file format (eg: profileimage.jpg) of less than 100kb in size.

You can check your image meets the requirements as follows: **PC users:** open your selected image within your website browser. Position your mouse over the image and click the right mouse button. Select 'properties' to see the type of image, dimensions and file size. **Mac users:** select your chosen image in the Finder and press **⌘+I** and an information window will open. Click the little triangle next to 'More Info.' and you will be able to see your file size in pixels next to 'Dimensions'.

Adding an Accreditation or Quali cation

You can also add any quali cations and accreditations you may have. Again you need to do one at a time.

Click on the blue button 'Add a quali cation or accreditation' and you will see this page here.

Fill in the 'Accreditation' and 'Validating body' elds and choose a date from the drop down menus.

Next click the 'submit' button.

You will now see your directory listing page including your picture and quali cation or accreditation (if you added these).

Section 3 - Contact details

If you wish to amend any of your contact details, click on the 'Contact details' tab, which will bring up the screen here.

Next click on the button called 'Edit your main contact details:'

You will now see the original form where you lled in your main contact details (see page 6). Make your changes then click the 'submit' button.

Section 4 - Venues & Spaces

If you have details on a venue or space you would like to include in the directory then you can do this by clicking on the 'Venue & Spaces' tab.

Next click on 'Add a new venue or space:'

On the following page select one of the radio buttons next to the type of venue or space you would like to add, then click 'Next'.

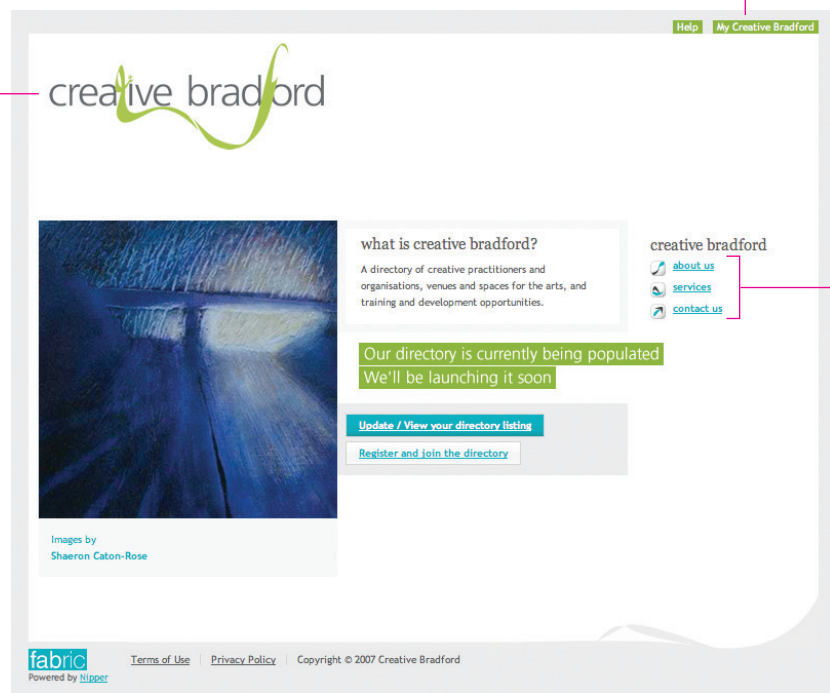
You may want to add more than one venue, to do this you will need to add each one individually.

On the next page you can include more details about your venue or space. Once you have done this click 'Save'.

You will now see the new page with the details of your venue or space.

This is just a quick section on what else is available on the site.

1. Click on the Creative Bradford logo at any time to return back to the home page.
2. Once you have registered and you return to the site, you can just click on the 'My Creative Bradford' link in the top right hand corner. If you wish to update or view your directory listing, you will then need to log on with your email address and password.
3. The blue links give you more info on Creative Bradford, the services we offer and our contact details.



Forgotten your password?

If you forget your password just click on the link that says 'I have forgotten my password' enter your email address and a new password will be issued to you.

You can change your password by logging in using the issued password and then change it, through your profile, to a password of your choosing.

Remember, if at any time you have problems registering please contact Creative Bradford on Tel: **01274 438966**

Fabric

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Carlton St
Bradford
BD7 1AY

Tel: **01274 438966**

Email: fabric@bradfordcollege.ac.uk

Web: www.fabric-artsforum.org.uk



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