



Instructions for Getting Listed!

Over the years, the Arts Council has received many calls from people looking for musicians, visual artists, arts organizations, music & art teachers, art appraisers, information on events, venues, and more. So, we created this online Moore Arts Directory that will be a free resource for all things arts related throughout Moore County.

Any artist, nonprofit arts organization, gallery, arts event, or venue in Moore County may have a free basic listing. Arts Council members at our Artist Circle membership level (\$75) or higher may have a comprehensive listing. In either case, you will have the ability to edit your listing if you need to change an address, phone number, photo, etc.

To get listed, please follow the directions below:

Step 1. Visit the directory page at www.MooreArt.org/Directory. Feel free to look around. When you're ready to get listed, click on the "Return to Directory" button, then click on the "Create Your Listing" button.

Step 2. On the next page, fill out the fields and click the "Submit" button. Make sure to write down this information so you won't forget it. [NOTE: Your username & password will not be shared with anyone.]

Step 3. The next page will have a message in **red** thanking you for registering and stating you will receive an email after your account is activated.

Step 4. In the email you receive confirming activation, click on the "login" link to be taken to the directory, then click the "Login" button and enter the username & password you chose in step 2.

Step 5. On the next page, click on the **red**, "Create A Listing" button. Your membership level will dictate what listing options you will have. Members under \$75 will have a free basic listing, while members at \$75+ will have a lot more options, including longer bio/description, and the ability add a website link and social media links, and to choose more categories, images, and contact methods.

Step 6. After choosing the one category that best describes you or your organization, scroll down to select "Free" listing, then click the "Next" button just below.

Step 7. Enter all the information you would like on your directory page, then click the "Next" button.

Step 8. On the next page, upload one photo/graphic/logo to be displayed on your listing, then click the "Complete the Arts Directory Listing" button. Please note the file size information above the pink shaded rectangle.

Step 9. The next page should say "Submission Received". You will soon receive an email stating your listing is pending review.

Step 10. After your listing is approved, you will receive an email with a link to your directory listing as the public will see it. If you like your listing, you don't need to do anything else. To edit your listing, click on the "Edit" button below your photo/logo and follow steps 6-9 again. [NOTE: Each edit will require approval.]

Because our directory is new, these instructions may change over time. We will try to keep them updated as we improve the process. If you see any needed changes, please let us know by contacting Chris Dunn at 910-692-2787 or chris@mooreart.org.