

How to register with Tameside Arts Network.

Go to <http://www.tamesideartsnetwork.org/wp-login.php?action=register> and register.

The image shows a screenshot of the WordPress registration form. At the top left is the WordPress logo, a circular 'W' icon followed by the word 'WORDPRESS' in a serif font. Below the logo is a yellow rectangular box with the text 'Register For This Site'. Underneath this is a white registration form with a rounded border. The form contains two input fields: 'Username' and 'E-mail'. Below the 'E-mail' field is the text 'A password will be e-mailed to you.' and a blue 'Register' button. At the bottom of the form are two links: 'Log in' and 'Lost your password?'.

WordPress

Register For This Site

Username

E-mail

A password will be e-mailed to you.

Register

[Log in](#) | [Lost your password?](#)

You will shortly receive an e-mail giving you your username and password, and where you can login.

Username: xxxx

Password: xxxx

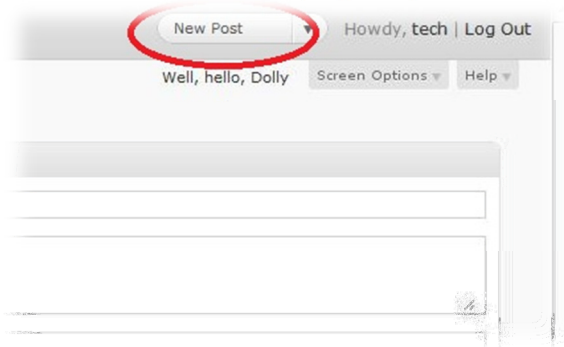
<http://www.tamesideartsnetwork.org/wp-login.php>

How to post your events to the TAN website.

Login to the website using the credentials that have been e-mail to you.

(You will see a message with reference to your password, you can ignore this or select one of the options.)

Click "New Post" in the top right of your screen



Enter the title for the event

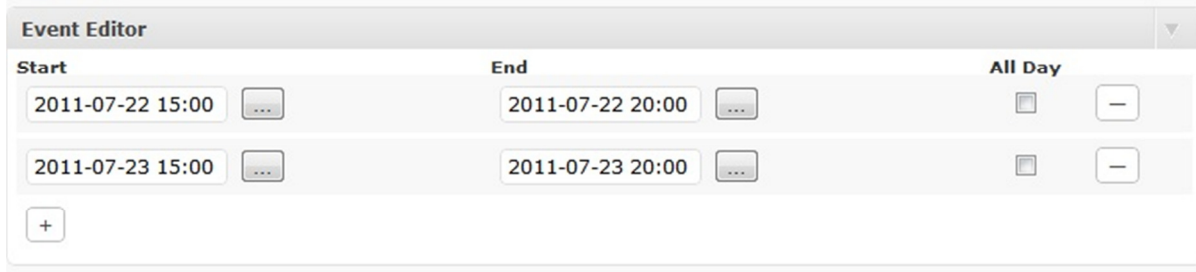
Enter the main body of the event including times prices and location

Scroll down the page to "event editor"

Click the + underneath start

Enter the start date and time, and the end date and time, if the event is on for more than one day click the + to add a new date.

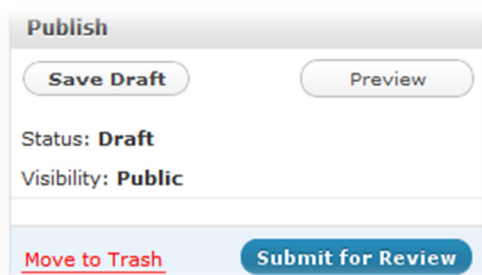
Please only add one day per line



On the right-hand side under categories click on all categories, tick the box next to the category relating to the event you can tick more than one box for example if the event was for this year's arts Festival being held at Hyde Festival Theatre and the artist was patchwork you would tick them, if the category you require is not available please e-mail lee.biddle@tamesideartsnetwork.org

If you wish to add an image to your post please go to the next page in this document before you submit !

click "submit for review" to post the event, this will then be reviewed by an editor and then posted live.



Adding a JPEG or image to your post.

Click on the “Add an image” icon

