How to Create Your Artist Profile

1. Visit ClevelandArtsEvents.com/register.

2. Complete the sign-up form to create your account.

3. You will be taken to your dashboard. Click on the Artist menu item on the left and select "Add New."
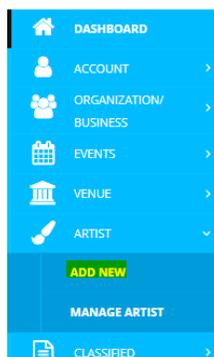
4. Fill out all the necessary information in order to complete your profile. You can add images, videos and/or audio of your portfolio at the top of the page.

   Please make sure to click the "Update Profile" button before you proceed to each next step. If you press the photo, video, audio, or event tab before clicking on the "Update Profile" button, the page will reload, deleting all the data you had previously added.

5. Once all the information is included, click "Update Profile" at the bottom of the page.

6. Once your profile is submitted, wait at least one week for CAC staff to review your information. If any follow up is needed, CAC staff will contact you. If all the necessary information is available, CAC staff will approve your profile, which will make it visible to viewers on the site. If available, CAC staff will send you your stipend in the mail within two weeks.

7. Once CAC staff notifies you that your profile has been approved, you can log back into your account and post any upcoming public events taking place in Cuyahoga County in which you or your work are featured.

8. For instructions regarding posting events, visit www.artsopolis.com/user-guide.