

To Create an account:

1. Go to [www.artlistbayarea.com/register](http://www.artlistbayarea.com/register) or (scroll to the bottom of the home page and click register)
2. Enter a Username (You can add a different Display Name via User Dashboard)
3. Enter a User Email
4. Enter a Password
5. Confirm your Password
6. Confirm that you are not a spambot
7. Click Register and you're done!

**CONTRIBUTOR SIGN-IN**

Username

Password

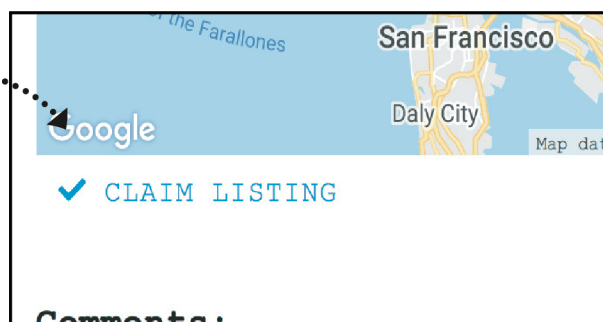
Remember Me

**LOGIN**

[Lost Password?](#) | [Register](#)

To Claim Your Listing:

1. First create a user account or login.
2. Navigate to the listing, you will see a "Claim Listing" icon right below the map (or below description if your listing has no location.)
3. Click Claim listing
4. Enter your name and your affiliation with the listing
5. Provide a brief description outlining your claim.
6. Hit Submit! This message goes directly to the site admin for review and should be approved within 24 hours.



To Submit an Event:

1. Go to [artlistbayarea.com/submit-an-event](http://artlistbayarea.com/submit-an-event)
2. Enter your event name
3. Select a Beginning date for your event
4. Select an End date
5. Enter start and end time
6. If this event does not have a physical location (i.e. online) check the box.
6. Begin typing in a location name. If this location has been used before on ALBA then it will suggest the location and auto-populate once selected.
7. If it is a new location, then enter the necessary details. (name, address, city)
8. Enter all desired details for event (i.e. description, context, participants)
9. Select Submitted for category
10. Upload an image if desired. (<1MB)
11. Click submit event! Your event will be looked over by the admin and will be posted within 24hrs.

+ SUBMIT EVENT + ADD LISTING

CONTRIBUTION SPACES

ARTS ORGANIZATIONS

Contributions

Advisory Services

Events

Artist Collectives

Locations

Grant Organizations

Professional Development

Fit

Publications

Spaces

Residency Programs

Schools

Visit [artlistbayarea.com/faq](http://artlistbayarea.com/faq) to learn more:

- Post a Job
- Search the Directory
- Add a New Listing, etc.