



Middlesex Creates User Guide

Date: 02/05/2019
Last Update: 02/27/2019

Introduction



Middlesex County Office of Arts and History is very excited to introduce Middlesex Creates, an online platform for artists and cultural organizations designed to promote cultural engagement, audience development, and building community.








Middlesex Creates is intended to be the county's most comprehensive and up to date resource for arts and culture profiles, information, and opportunities. It is our hope that you find this new online cultural engagement platform a valuable resource to ensure that you and your story are well represented.

This document will provide you with instructions on how to create an account create a profile, manage your content and dashboard to highlight your work and contribution to the cultural fabric of our community.

Welcome to Middlesex Creates Cultural Engagement Website!

Here you will find help and documentation about the following.

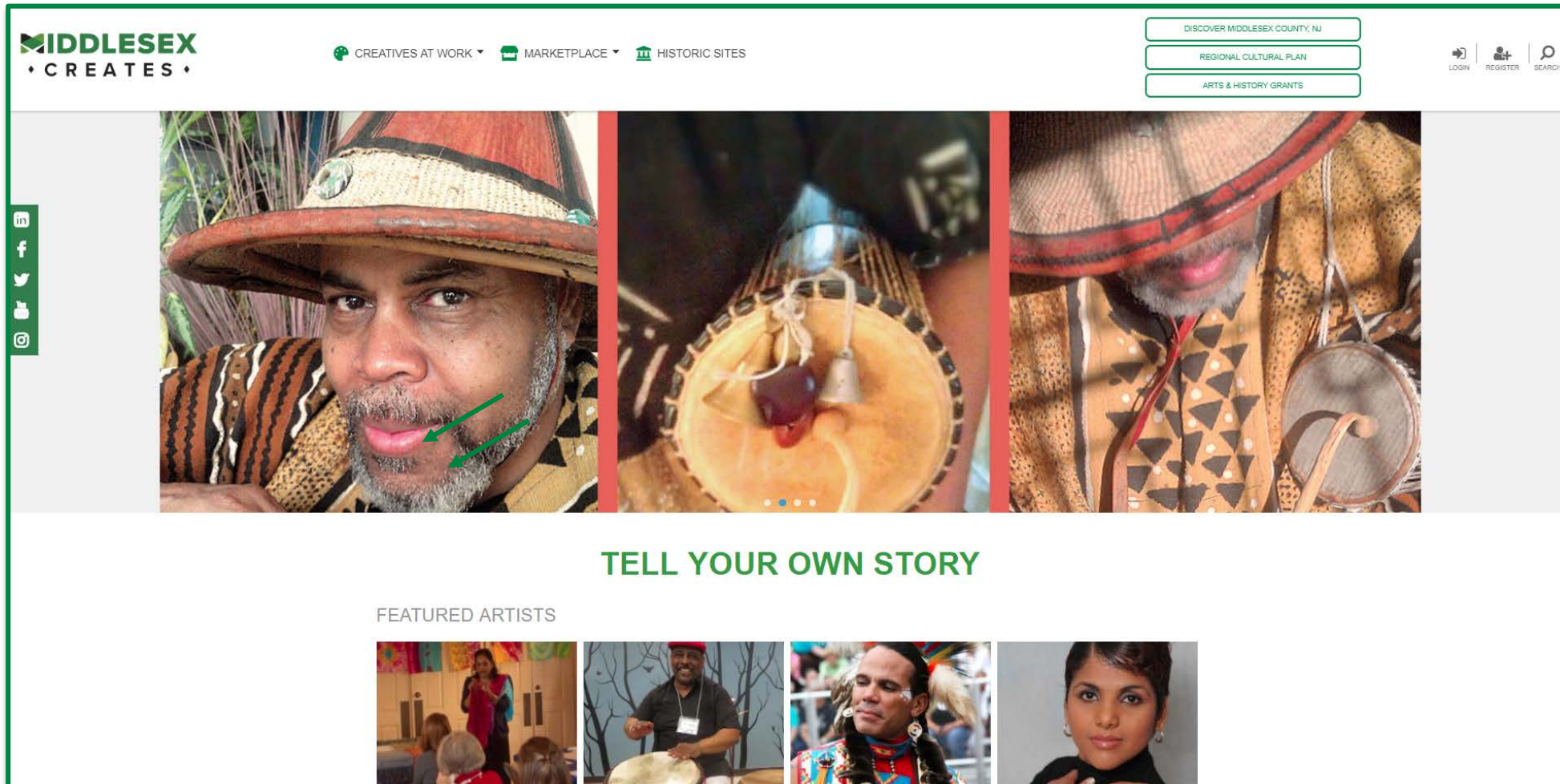


-  How to Create your User Account
-  How to Log In to your account
-  How to Reset your Account Password
-  How to Create and Manage your Dashboard
-  How to Submit and Manage your Profile Form
-  How to Add Images, Videos and Audio links
-  How to Post Classifieds

Middlesex Creates Home Page




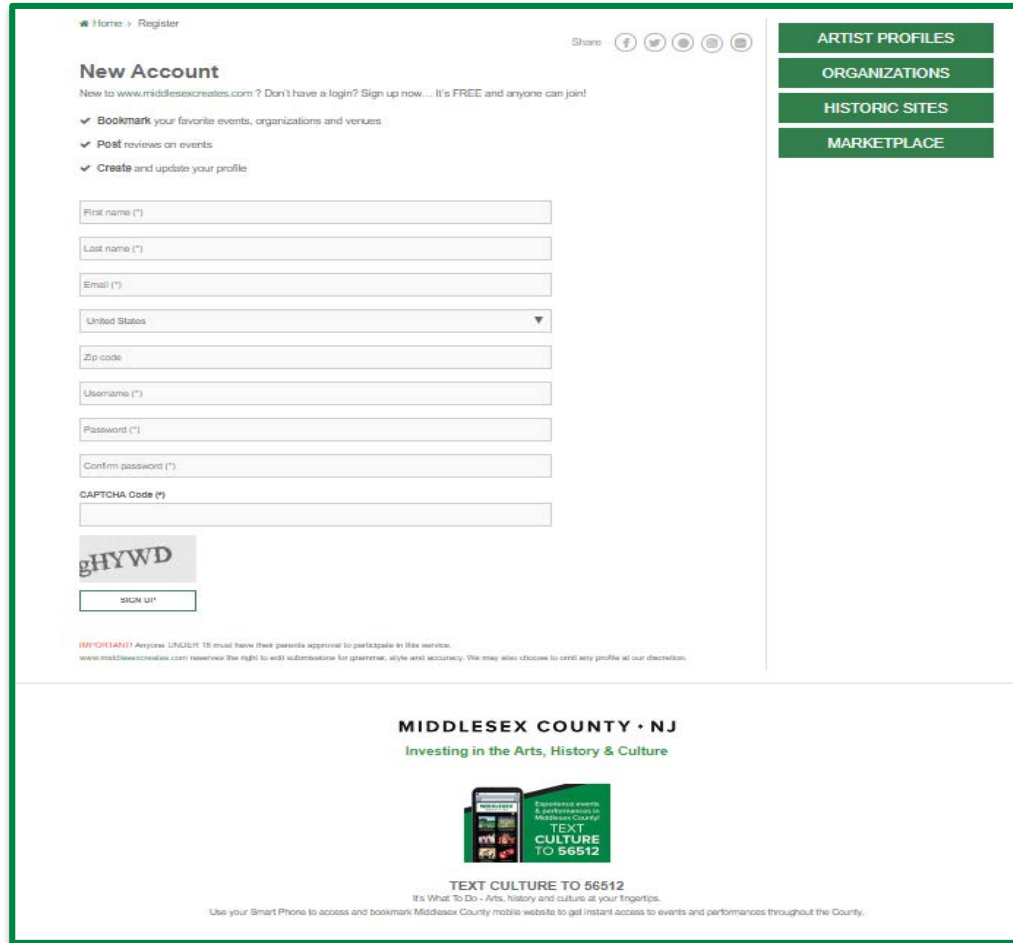
- To access the Home Page for Middlesex Creates, type www.middlesexcreates.com in your browser
Note: Please use the Chrome browser to access the site. It is recommended that you set Chrome as your default browser for optimal results.



Creating a New User Account



- From the Home Page, Click on the 'Register' Icon 
- The New Account Screen below will be displayed to set up the account
- Complete the information in the New Account form then Click on the 'Sign Up' button



The screenshot shows the 'New Account' registration page. At the top, there's a breadcrumb 'Home > Register' and a 'Share' button with social media icons. The main heading is 'New Account' with a subtext: 'New to www.middlesexcreates.com? Don't have a login? Sign up now... It's FREE and anyone can join!'. Below this are three bullet points: 'Bookmark your favorite events, organizations and venues', 'Post reviews on events', and 'Create and update your profile'. The form fields include: 'First name (*)', 'Last name (*)', 'Email (*)', a country dropdown (currently 'United States'), 'Zip code', 'Username (*)', 'Password (*)', 'Confirm password (*)', and 'CAPTCHA Code (*)'. A CAPTCHA image shows the text 'gHYWD'. A 'SIGN UP' button is at the bottom of the form. To the right of the form is a sidebar with four green buttons: 'ARTIST PROFILES', 'ORGANIZATIONS', 'HISTORIC SITES', and 'MARKETPLACE'. At the bottom of the page, there's a footer for 'MIDDLESEX COUNTY • NJ' with the tagline 'Investing in the Arts, History & Culture'. Below this is a promotional graphic for 'TEXT CULTURE TO 56512' featuring a book and a smartphone. The text below the graphic says 'TEXT CULTURE TO 56512' and 'It's What To Do - Arts, history and culture at your fingertips. Use your Smart Phone to access and bookmark Middlesex County mobile website to get instant access to events and performances throughout the County.'






Please Note: Anyone UNDER 18 must have their parents approval to participate in this service. www.middlesexcreates.com reserves the right to edit submissions for grammar, style and accuracy. We may also choose to omit any profile at our discretion.

Logging In

- Once you have created your account you will be directed to the Account Login page.
- From there you can enter your Username and Password and click the "Login" button to access your new account.





[Home](#) > [Login](#)

Share     

Account Login

Already have an account? Enter your username and password below to login:






[Forgot your password?](#)

New to [www.middlesexcreates.com](#)? Don't have a login? [Sign up now...](#) It's FREE and anyone can join!

MIDDLESEX COUNTY • NJ
Investing in the Arts, History & Culture



Experience events & performances in Middlesex County!
**TEXT
CULTURE
TO 56512**






TEXT CULTURE TO 56512
It's What To Do - Arts, history and culture at your fingertips.
Use your Smart Phone to access and bookmark Middlesex County mobile website to get instant access to events and performances throughout the County.

Resetting your Account Password (Page 1 of 2)




- From the Account Login screen, type in your User Name and Click on the 'Forgot Password' link


[Home](#) > [Login](#)

Share     

Account Login

Already have an account? Enter your username and password below to login:





[Forgot your password?](#)

New to [www.middlesexcreates.com](#)? Don't have a login? [Sign up now...](#) It's FREE and anyone can join!

ARTIST PROFILES


ORGANIZATIONS

HISTORIC SITES

MARKETPLACE

MIDDLESEX COUNTY • NJ

Investing in the Arts, History & Culture



Experience events & performances in Middlesex County!
TEXT CULTURE TO 56512

TEXT CULTURE TO 56512

It's What To Do - Arts, history and culture at your fingertips.






Use your Smart Phone to access and bookmark Middlesex County mobile website to get instant access to events and performances throughout the County.

Resetting your Account Password (Page 2 of 2)

- The 'Forgot Password' screen will be displayed, Enter your email address and Click on the 'Reset Password' button
- A link to reset your password will be sent to the registered email address for your account
- Follow the instructions to reset your password from the email link provided



[Home](#) > [Forgot Password](#)

Share     

Forgot Password

Please enter your email address. You will receive a link to create a new password via email.

Email address (*)

RESET
PASSWORD

[ARTIST PROFILES](#)


[ORGANIZATIONS](#)

[HISTORIC SITES](#)

[MARKETPLACE](#)

MIDDLESEX COUNTY • NJ

Investing in the Arts, History & Culture



Experience events
& performances in
Middlesex County!
**TEXT
CULTURE
TO 56512**

TEXT CULTURE TO 56512

It's What To Do - Arts, history and culture at your fingertips.

Use your Smart Phone to access and bookmark Middlesex County mobile website to get instant access to events and performances throughout the County.

Dashboard - (Page 1 of 2)



- Once logged in you will be directed to your account dashboard.
- From there, you will have several options on the left to add your Organization/Business, Artist profile or post a Classifieds Ad by submitting a Profile Form.

MIDDLESEX
♦ CREATES ♦

CREATIVES AT WORK MARKETPLACE HISTORIC SITES

DISCOVER MIDDLESEX COUNTY, NJ
REGIONAL CULTURAL PLAN
ARTS & HISTORY GRANTS

DASHBOARD
ACCOUNT
ORGANIZATION/
BUSINESS
VENUE
ARTIST
CLASSIFIED

Welcome to your dashboard mspencer!

You can manage your individual artist profile, organization profile, and/or marketplace (classified) listings. To return to your dashboard at any time, click "My Account" in the upper right corner.

If you need assistance, please contact: artsandhistory@co.middlesex.nj.us

MIDDLESEX COUNTY • NJ
Investing in the Arts, History & Culture

| CREATIVES AT WORK | HISTORIC SITES | MARKETPLACE | SUBMIT | ABOUT US |
|--------------------------|---|--|--|--|
| Organizations Artists | Alexander Hamilton Marker Buccleuch Mansion Cornelius Low House East Jersey Old Town Village All Historic Sites | Auditions Jobs & Internships For Sale, Rent or Free Volunteer Opportunities All Marketplace Listings | Organization Artist Profile Marketplace Ad | Overview Contact Us Privacy Policy |

* If you need assistance, please contact: artsandhistory@co.middlesex.nj.us

Dashboard - (Page 2 of 2)



- If you are an arts or cultural organization, then you should select "**Organization**" from the left navigation to add your profile to the Organization Directory. **PLEASE NOTE:** If your organization already exists on the site, please email the site administrator mentioned on the Login page so we can associate your new user account to the existing org profile. Multiple users may be associated with an organization.
- If you are an individual artist (visual, performing, literary, film, etc.), you should select "**Artist**" from the left navigation to add your profile to the Artist Directory. **PLEASE NOTE:** Only the modules displayed on the dashboard are available for your selection.

The screenshot shows the Middlesex Creates dashboard for user mspencer. The header includes the Middlesex Creates logo, navigation links for Creatives at Work, Marketplace, and Historic Sites, and buttons for Discover Middlesex County, NJ, Regional Cultural Plan, and Arts & History Grants. A left sidebar shows navigation options: Dashboard, Account, Organization/Business, Venue, Artist, and Classified. The main content area welcomes the user and provides contact information for assistance. The footer contains links for Creatives at Work, Historic Sites, Marketplace, Submit, and About Us.

| CREATIVES AT WORK | HISTORIC SITES | MARKETPLACE | SUBMIT | ABOUT US |
|-------------------|------------------------------|--------------------------|----------------|----------------|
| Organizations | Alexander Hamilton Marker | Auditions | Organization | Overview |
| Artists | Buccleuch Mansion | Jobs & Internships | Artist Profile | Contact Us |
| | Cornelius Low House | For Sale, Rent or Free | Marketplace Ad | Privacy Policy |
| | East Jersey Old Town Village | Volunteer Opportunities | | |
| | All Historic Sites | All Marketplace Listings | | |

* If you need assistance, please contact: artsandhistory@co.middlesex.nj.us

Submitting your Profile Form



Organizations - The Organization Profile form allows you to post your org description, address, contact info, web, blog, and social media links, plus tag your organization type.

Artists – The Artist Profile form allows you to post your bio, web, blog, and social media links, plus tag your artistic discipline, style and mediums.

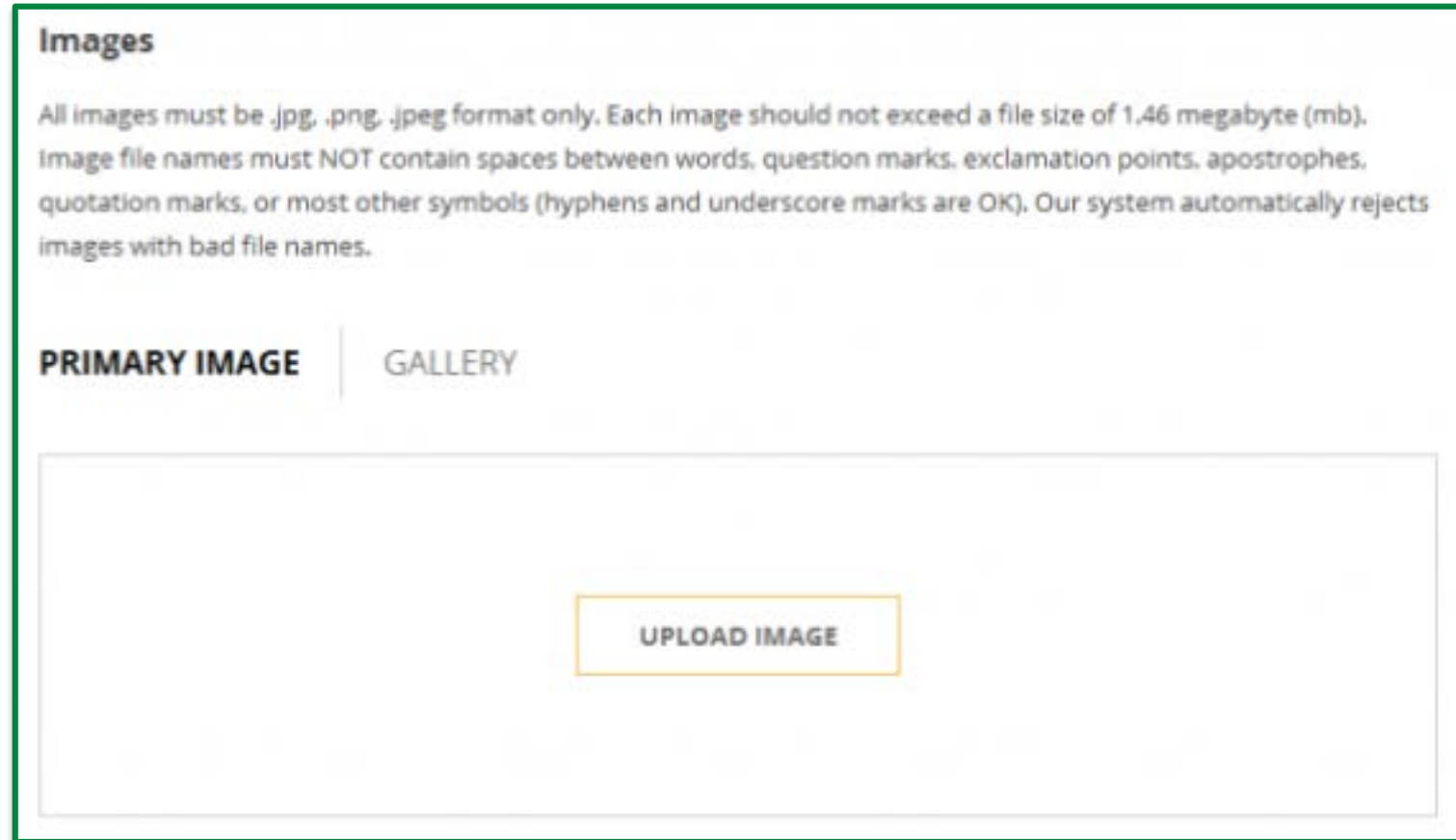
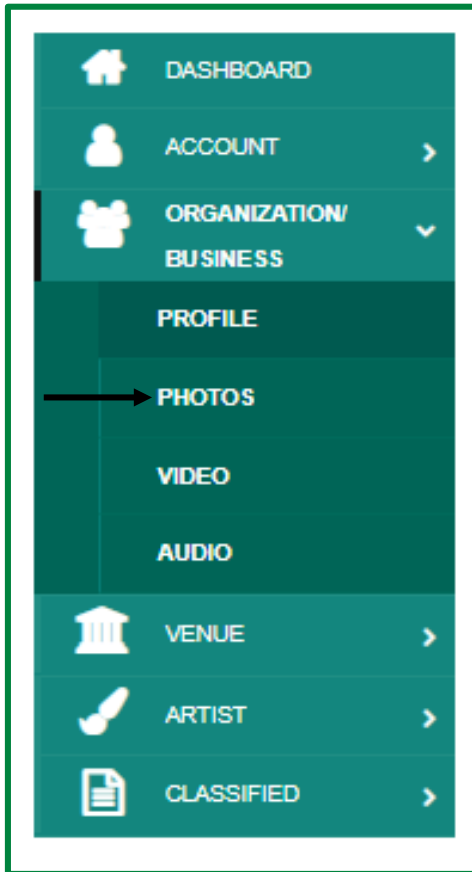
- Once you have completed and saved your profile form it will be submitted to our Administrative panel at Middlesex County for review and approval.
- Once your profile has been approved by the site's Administrative management team it will be made available to the public in the appropriate directory and search result pages.
- You can come back at any time to add/edit/remove information from your profile form by logging in and re-saving your changes.

The screenshot displays the Middlesex County website interface. At the top, the navigation bar includes the Middlesex County logo, links for 'CREATIVES AT WORK', 'MARKETPLACE', and 'HISTORIC SITES', and buttons for 'DISCOVER MIDDLESEX COUNTY, NJ', 'REGIONAL CULTURAL PLAN', and 'ARTS & HISTORY GRANTS'. A sidebar on the left contains social media icons and a menu with options: DASHBOARD, ACCOUNT, ORGANIZATION/BUSINESS (highlighted with a green arrow), PROFILE, PHOTOS, VIDEO, AUDIO, VENUE, ARTIST, and CLASSIFIED. The main content area is titled 'Organization/Business Info' and contains a form with fields for 'Organization/Business Name (*)', 'Description/Bio (*)' (with a rich text editor), 'Phone', and 'Fax'. The 'Description/Bio (*)' field includes an 'Add Media' button and a 'Visual' tab.

Adding Photos/Images - (Page 1 of 2)



- From your Dashboard menu, Click on Photos
- You will see the 'Images' screen open, Click on the Upload Image button
- After the image is uploaded, Click on the 'Submit Photo' button

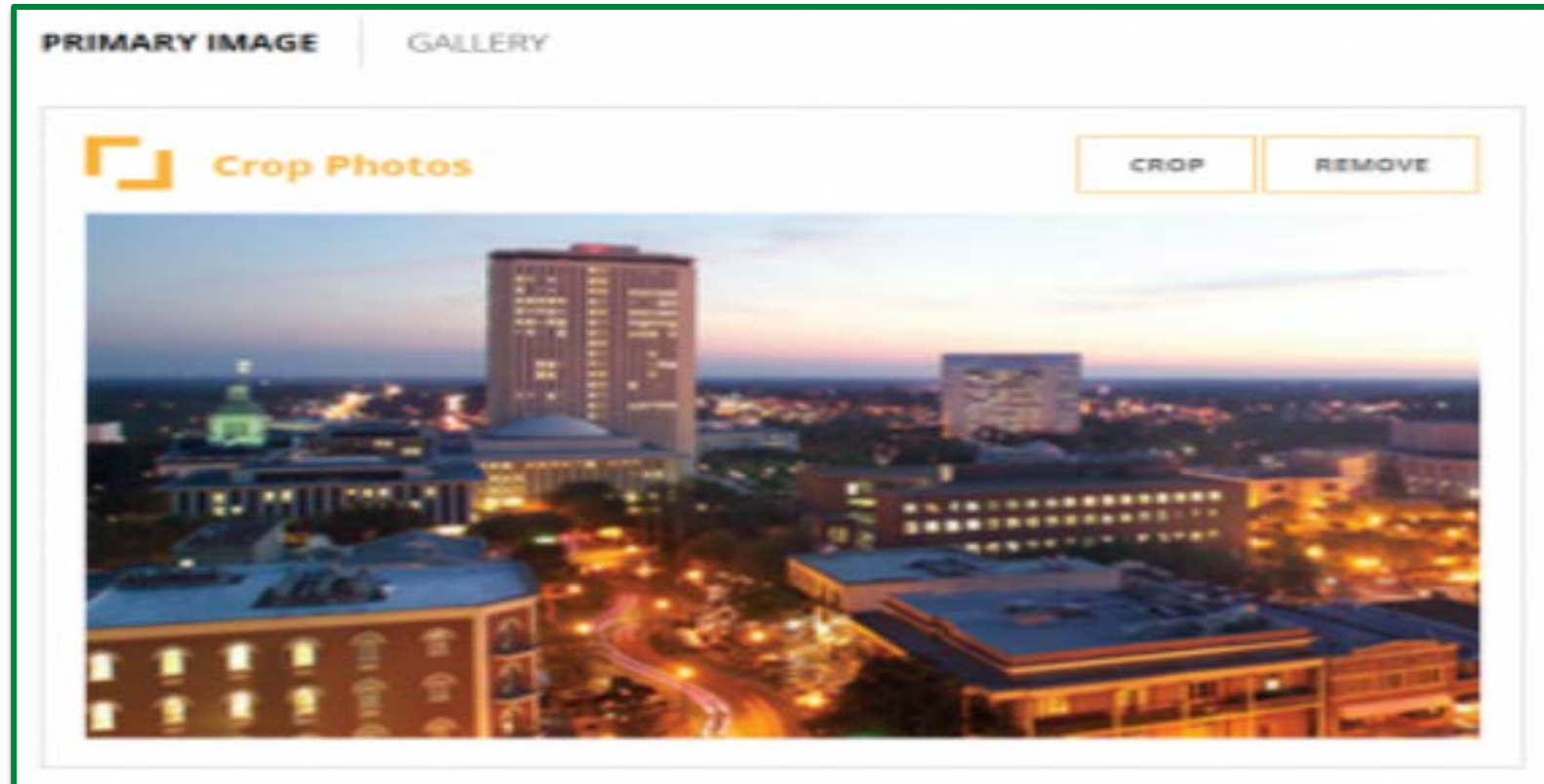
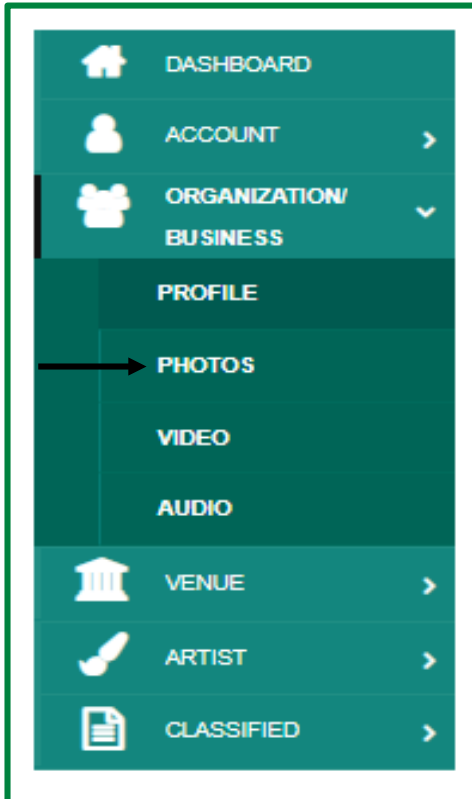


SUBMIT PHOTO

Adding Photos/Images - (Page 2 of 2)

- Once your primary photo has been uploaded you should expect to see a screen with your image
- After uploading a primary image, you can now click on the Gallery tab and begin uploading additional images. These gallery images will display as thumbnails near the bottom of your organization profile page.
- After uploading additional images, Click on the 'Submit Photo' button

Note: All images must be in .jpg, .png, .jpeg format.



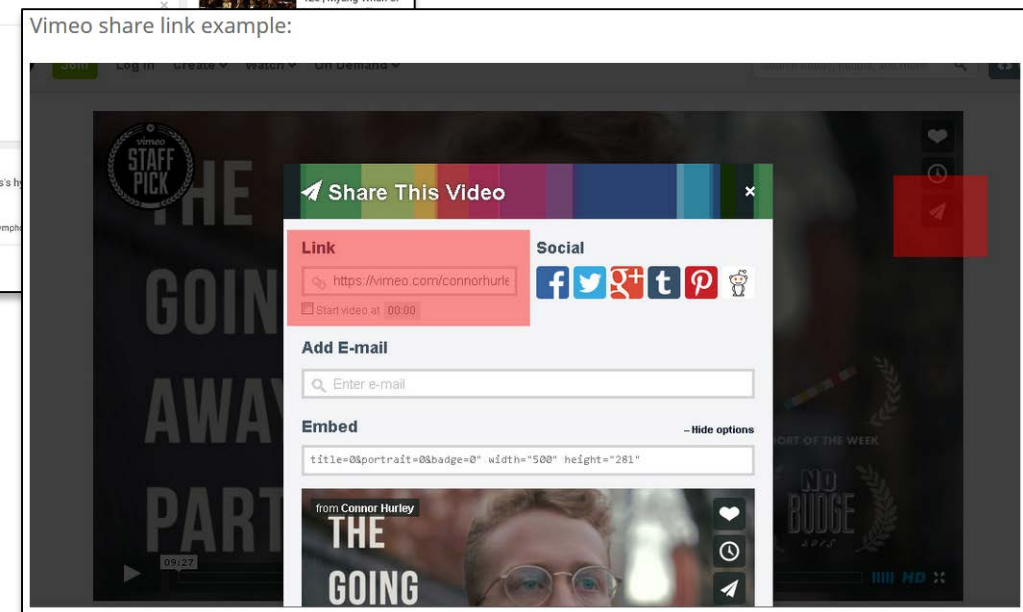
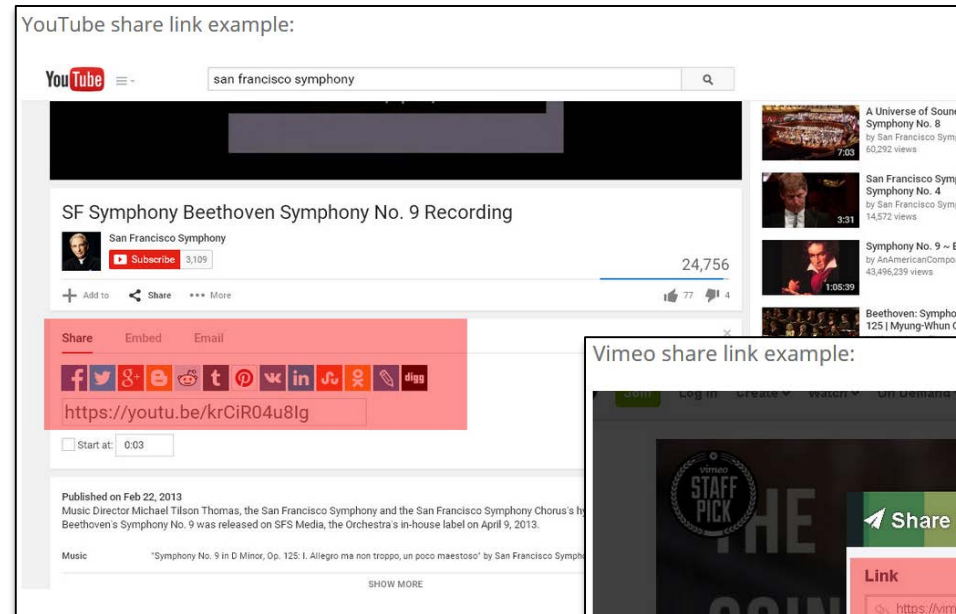
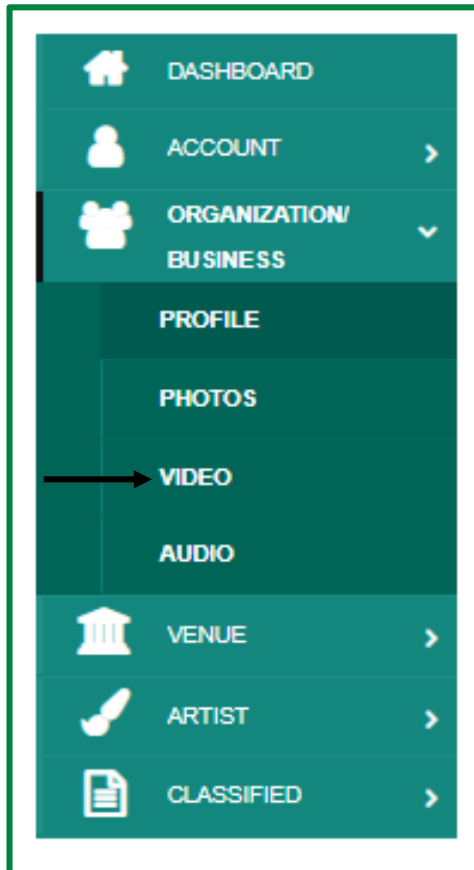
SUBMIT PHOTO



Adding Video

- To add video to your profile, Click on Video from your Dashboard
- Copy and paste the share link provided by YouTube or Vimeo services onto the screen
- Once you have saved your video links, your profile's video selection should appear on the screen similar to the examples provided below.

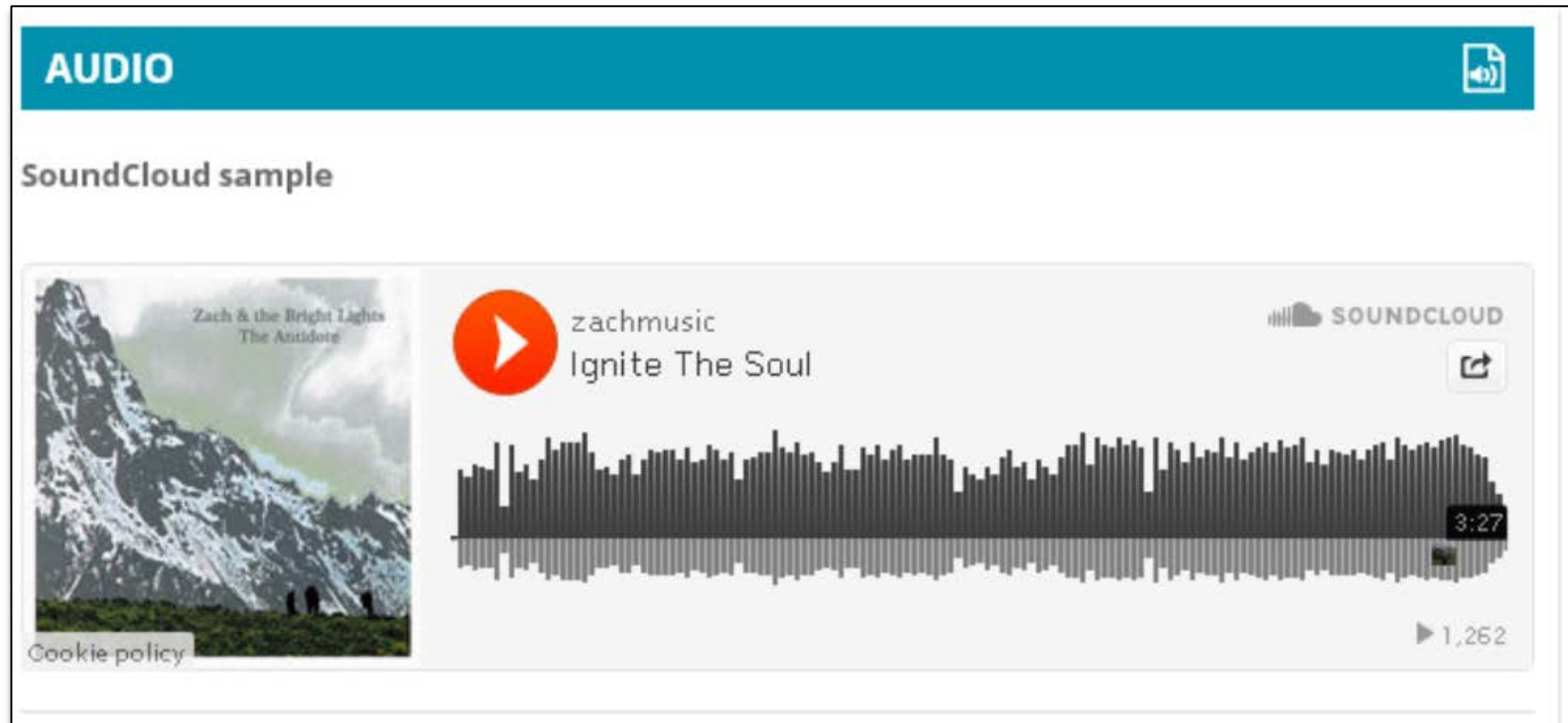
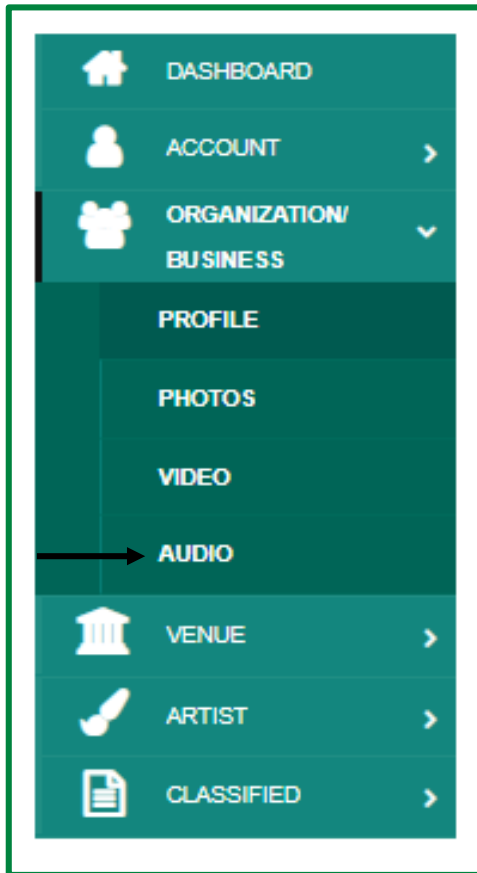
Note: Only service 'share' links provided by YouTube and Vimeo are accepted at this time for videos on the website.



Adding Audio - (Page 1 of 3)

- To add audio to your profile we accept audio "embed" code from various services, including SoundCloud, Zing, CD Baby, and audio URLs with the ".mp3" file extension.
- Once you have saved your audio embed code or links, your audio section should appear on the screen similar to one of the examples provided.

SoundCloud Sample



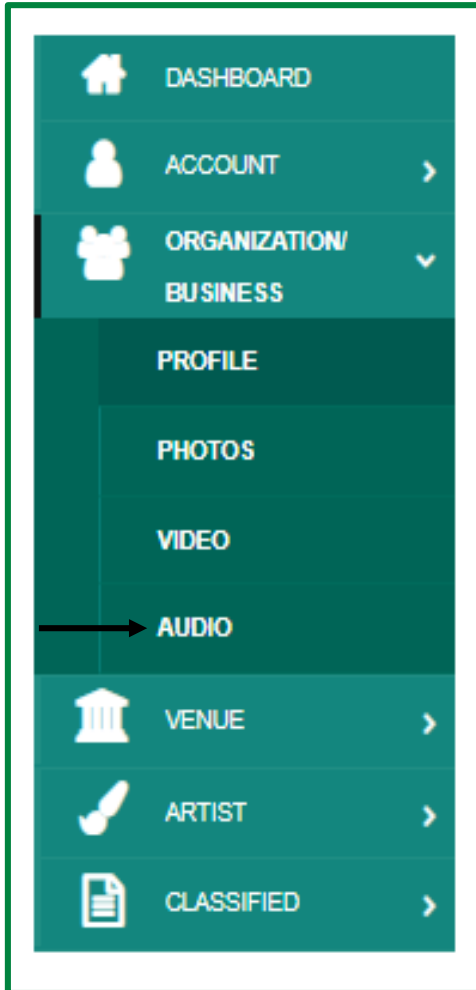
SOUNDCLOUD sample:

```
<iframe width=100% height=166 scrolling=no frameborder=no  
src=https://w.soundcloud.com/player/?url=https%3A//api.soundcloud.com/tracks/119685767&color=ff  
5500></iframe>
```

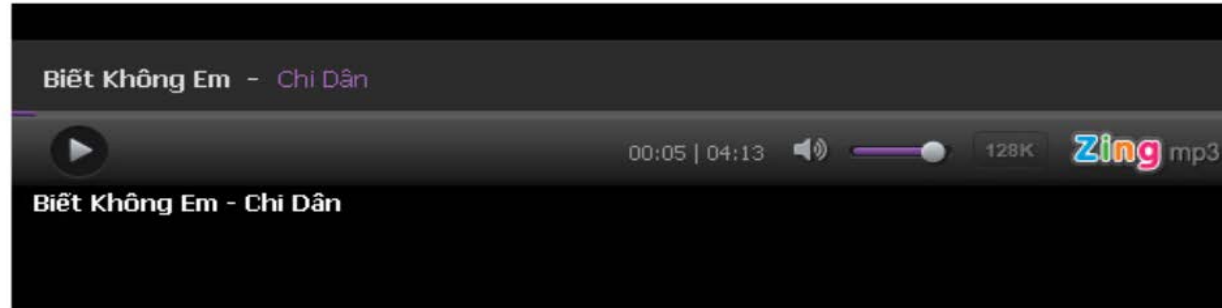


Adding Audio - (Page 2 of 3)

Zing and MP3 Sample



Zing sample



ZING sample:

`<iframe width=600 height=168 src=http://mp3.zing.vn/embed/song/ZW6ZFADU
frameborder=0 allowfullscreen=true></iframe>`

MP3 sample




MP3 file extension sample:


`"http://www.stephaniequinn.com/Music/Rondeau.mp3"`


Adding Audio - (Page 2 of 3)


CD Baby Sample





 DASHBOARD


 ACCOUNT >


 ORGANIZATION/ BUSINESS >


 PROFILE


 PHOTOS

 VIDEO

 AUDIO

 VENUE >

 ARTIST >

 CLASSIFIED >

CD Baby sample

Store

Items: 0



Yuletide (2010)

The Choral Project

Ring in the season with this festive collection of holiday favorites. A cappella highlights include Healey Willan's resplendent motet "Hodie Christus Natus Est," Ralph Va...

Buy MP3

Buy CD

| Title | Price |
|---|----------------------|
|  Hodie Christus Natus Est | <input type="text"/> |
|  Carol of the Drum | <input type="text"/> |
|  Nova, nova ave fit ex eva | <input type="text"/> |
|  A Medley of Carols - Deck the Hall, Ding Dong Merrily on High, Carol of the Bells | <input type="text"/> |
|  The Wassail Song | <input type="text"/> |
|  Landlord, Fill the Flowing Bowl | <input type="text"/> |

Powered by cdbaby

Share   

CD BABY sample:

```
<iframe title="Store Widget" src="http://www.cdbaby.com/widgets/store
/store.aspx?id=CsfSGWXefhFmksmRlJNx9A%3d%3d&type=ByCustomer&
c1=0x000000&
c2=0xE0E0E0&
c3=0xCCCCC&
c4=0x666666&
c5=0x333333&
c6=0xFFFFF&
c7=0xFFFFF"
width="100%" height="575px" frameborder="0" scrolling="no"></iframe>
```

Posting Classifieds - (Page 1 of 3)



To post opportunities within your cultural community in the Classifieds Directory, Click on Classified then Add Classified

Classified Form – Section 1

The screenshot displays the Middlesex Creates website interface. The top navigation bar includes the Middlesex Creates logo, links for 'CREATIVES AT WORK', 'MARKETPLACE', and 'HISTORIC SITES', and buttons for 'DISCOVER MIDDLESEX COUNTY, NJ', 'REGIONAL CULTURAL PLAN', and 'ARTS & HISTORY GRANTS'. A sidebar on the left contains social media icons and a menu with options: DASHBOARD, ACCOUNT, ORGANIZATION/BUSINESS, VENUE, ARTIST, CLASSIFIED (highlighted with a green arrow), ADD CLASSIFIED, PUBLISHED, and CLASSIFIEDS. The main content area is titled 'Add Classified' and contains the following form fields:

- Classified Name (*)
- Select Organization/Business (dropdown menu)
- Other Organization/Business
- Address
- NJ (dropdown menu) and Select City (*) (dropdown menu)
- Name
- Email
- Website URL
- Phone and Fax (separate input fields)
- Expiration date (date your classified will be removed from website) (*) (calendar icon)
- Deadline date (calendar icon)
- Description/Bio (*) (rich text editor with 'Add Media' button and 'Visual'/'Text' tabs)

Posting Classifieds - (Page 2 of 3)



- Select Classified 'Type(s)' (i.e. Creatives/Professionals or Opportunities (i.e. Services, Jobs, Education, etc.)

Classified Form – Section 2

CLASSIFIED TYPES (*)

☐ Creatives

- ☐ Actors
- ☐ Architects
- ☐ Artisans
- ☐ Dancers
- ☐ Designers
- ☐ Filmmakers
- ☐ Musicians / Vocalists
- ☐ Photographers
- ☐ Teaching Artists

☐ Opportunities

- ☐ Auditions
- ☐ Creative Skill Workshops
- ☐ For Rent
- ☐ For Sale / Trade / Barter
- ☐ Funding Opportunity
- ☐ Jobs / Internships
- ☐ Leadership Development
- ☐ Professional Development Training
- ☐ Promotional
- ☐ Scholarships
- ☐ Share / Collaborate / Partnership
- ☐ Space / Goods / Services
- ☐ Technicians
- ☐ Vendors
- ☐ Volunteer Opportunities
- ☐ Youth Opportunities

Posting Classifieds - (Page 3 of 3)



- Add Contact Information, documents and any images using this form for any supporting documentation related to the classified ad. Once complete, Click on the 'Submit Record' button

Classified Form – Sections 3, 4, and 5

CONTACT INFO

IMAGES

PRIMARY IMAGE

GALLERY

UPLOAD IMAGE

DOCUMENTS (PDF)

Upload PDF

No file chosen

Add More

SUBMIT RECORD



Board of Chosen Freeholders

Ronald G. Rios, Director

Charles E. Tomaro, Deputy Director

Kenneth Armwood

Charles Kenny

Leslie Koppel

Shanti Narra

Blanquita B. Valenti