

## MEMBER GUIDE: Automated Email Classified Ad “Gig Alert” Set-up

<p><b>Step 1</b></p>	<p><b>Edit an Alert to notify you of IndianaArts.org Classified Ads (or Gig Alert) for arts-related jobs and opportunities that match your interests. Simply select the categories, types and locations that are of interest to you, and keep current on available matching opportunities</b></p> <p><b>Login using your USER NAME &amp; PASSWORD</b></p>	
<p><b>Step 2</b></p>	<p><b>To Create New Alert</b></p> <p>Select <b>Manage My Alerts</b> from the <b>OPTIONS</b> section on the right side of the screen</p>	
<p><b>Step 3</b></p>	<p><b>Under Manage My Alerts</b></p> <p>Click the <b>Add New</b> button</p> <p>If you want to edit an exist alert – click any of the description list under the Alert Type Column</p>	

<p><b>Step 4</b></p> <p><b>ADD Your Alert Search Criteria</b> Be sure to add a Name for your Classified Ad/Gig Alert. This will be added to your email Subject Line</p> <p><b>Select a Classified Ad/Gig Alert Category Type</b> You may select one or more category types by clicking a check box. To select All Categories, click the check box beside the "Category"</p> <p>Each Category has additional sub-categories that you may choose using the process described above.</p> <p><b>Choose a the State &amp; County</b> Although most Classified Ad/Gig Alert Opportunities will be located in Indiana, some may be listed in one or more locations throughout the U.S. Select the State(s) of interest here. Be sure to select Indiana. You may also focus your search to specific counties within Indiana. To select All States and/or all Counties, click the check box beside the "State" and "County"</p> <p>Images exceeding the max width will not upload. Images that are smaller than either height or width will be stretched to fit and may distort.</p> <p><b>Select Paid Only or All Classified Ad/Gig Alert Opportunities,</b> Click the radio button beside Paid Only or All Opportunities as needed.</p> <p><b>Select the Alert Frequency Parameters</b> Select how often you wish to receive Classified Ad/Gig Alerts <b>Daily</b> – will send an update of Alerts with either new Opportunities or, you will receive a notice that there are no new opportunities <b>Weekly</b> – will send an update weekly on all new Opportunities that have been added to the Classifieds <b>Monthly</b> – will send an update monthly</p> <p>Choose to have your email alerts sent or not sent</p> <p><b>Click Add</b> – to add up to 3 separate alert search types</p>	
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<p><b>Step 5</b></p>	<p><b>To Change or Cancel a Gig Alert</b> Simply click on your existing Alert List, de-select or re-select the search criteria as needed.</p> <p>You cannot delete a gig alert . You may simply click <b>NO</b> in the section to Send Email</p>	<p>Please complete this Alert by choosing if you want only Paid Opportunities, the timeframe you would like to receive email updates for this alert, and whether to turn this alert on or off.</p> <p>* Paid <input checked="" type="radio"/> Paid Opportunities Only  <input type="radio"/> All Opportunities</p> <p>* Alert Parameters <input type="radio"/> Daily  <input type="radio"/> Weekly  <input type="radio"/> Monthly</p> <p>* Send Email Alerts <input checked="" type="radio"/> Yes  <input type="radio"/> No</p> <p>*required field(s).</p> <p><input type="button" value="Back"/> <input type="button" value="Add"/></p> <p><a href="#">Login</a>   <a href="#">Events Calendar</a>   <a href="#">Add An Event</a>   <a href="#">Search Artists</a>   <a href="#">Search Organizations</a>  <a href="#">Classifieds</a>   <a href="#">Links</a>   <a href="#">About Us</a>   <a href="#">Free Stuff</a>   <a href="#">Join</a></p>								
<p><b>Step 6</b></p>	<p><b>Your Classified Opportunity / Gig Alert Email</b></p> <p>Each day, week, or month (depending on your Alert Parameter Choice) you will receive an email which provides a brief description of the Opportunity, the Type, and the location.</p> <p>Click on the Opportunity link to launch your browser and be directed directly to the opportunity details listed on IndianaArts.org</p> <p>Be sure to add IndianaArts.org to your Safe Sender List to keep the Alerts from being routed to your Email Spam or Junk Mail Folder</p>	<p>Subject: Opportunity Alert: Theater</p> <p>Dear hs hume,</p> <p>There is 1 opportunity matching your alert settings.</p> <table border="1"> <thead> <tr> <th>Short Description</th> <th>Main Type</th> <th>City</th> <th>State</th> </tr> </thead> <tbody> <tr> <td><a href="#">Hume Consulting Gig</a></td> <td>Paid Opportunities</td> <td>Bloomington</td> <td>IN</td> </tr> </tbody> </table> <p>This email was sent to: "laqa2@thomashume.com". You are receiving this e-mail because you are a part of the <a href="mailto:indianaarts.org@comcast.net">indianaarts.org@comcast.net</a> community.</p> <p><a href="#">Click here</a> to discontinue this alert from sending emails.</p> <p><b>Please note:</b> Take a moment to add <a href="mailto:admin@indianaarts.org">admin@indianaarts.org</a> (indianaarts.org) to your address book to ensure that you continue to have future email communication delivered to your inbox.</p>	Short Description	Main Type	City	State	<a href="#">Hume Consulting Gig</a>	Paid Opportunities	Bloomington	IN
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<p><b>Step 7</b></p>	<p><b>Email Opt-Out</b></p> <p>You may stop your Alert Email Service at any time. At the bottom of each email Gig Alert, you receive, there is an email Alert Opt Out / Opt In function</p> <p>Simply click on the link to launch your browser – which will direct you to Send Email Alerts section shown above</p>	<p>Subject: Opportunity Alert: Theater</p> <p>Dear hs hume,</p> <p>There is 1 opportunity matching your alert settings.</p> <table border="1"> <thead> <tr> <th>Short Description</th> <th>Main Type</th> <th>City</th> <th>State</th> </tr> </thead> <tbody> <tr> <td><a href="#">Hume Consulting Gig</a></td> <td>Paid Opportunities</td> <td>Bloomington</td> <td>IN</td> </tr> </tbody> </table> <p>This email was sent to: "laqa2@thomashume.com". You are receiving this e-mail because you are a part of the <a href="mailto:indianaarts.org@comcast.net">indianaarts.org@comcast.net</a> community.</p> <p><a href="#">Click here</a> to discontinue this alert from sending emails.</p> <p><b>Please note:</b> Take a moment to add <a href="mailto:admin@indianaarts.org">admin@indianaarts.org</a> (indianaarts.org) to your address book to ensure that you continue to have future email communication delivered to your inbox.</p>	Short Description	Main Type	City	State	<a href="#">Hume Consulting Gig</a>	Paid Opportunities	Bloomington	IN
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	<p><b>For More Information</b></p> <p>Schedule a User Workshop for your Regional Area Partner Organization, local artists or other arts organizations. Workshops include:</p> <ul style="list-style-type: none"> <li>Using IndianaArts.org to promote yourself, your organization, or events</li> <li>Using IndianaArts.org Surveys</li> <li>Using IndianaArts.org Networking Web Hosting, and Web Design Services</li> <li>Best Practices in Bulk Email Communications</li> </ul>	<p><b>For all Technical Support issues, please email <a href="mailto:info@IndianaArts.org">info@IndianaArts.org</a></b></p> <p><b>Contact us about the IndianaArts.org Partner Intranet</b> Call or email anytime to schedule a User Workshop for your Regional Area Partner Organization, local artists or other arts organization, or to provide is with your comments or suggestions about this website:</p> <p>Contact: Tom Hume, Program Manager <a href="mailto:Tom@IndianaArts.org">Tom@IndianaArts.org</a></p>								