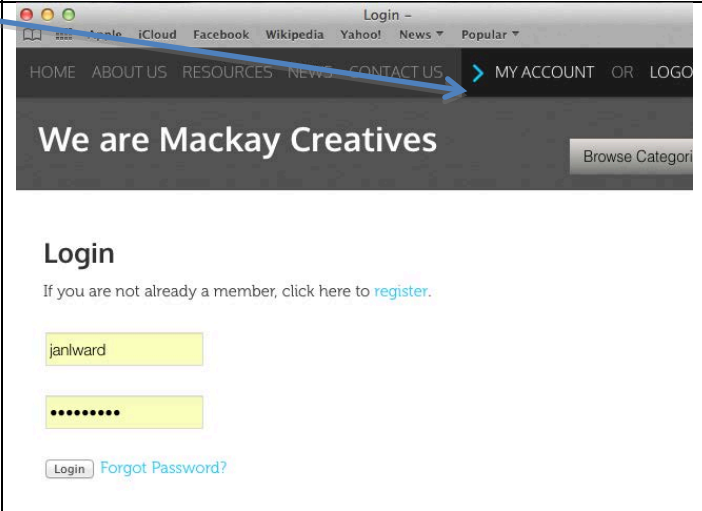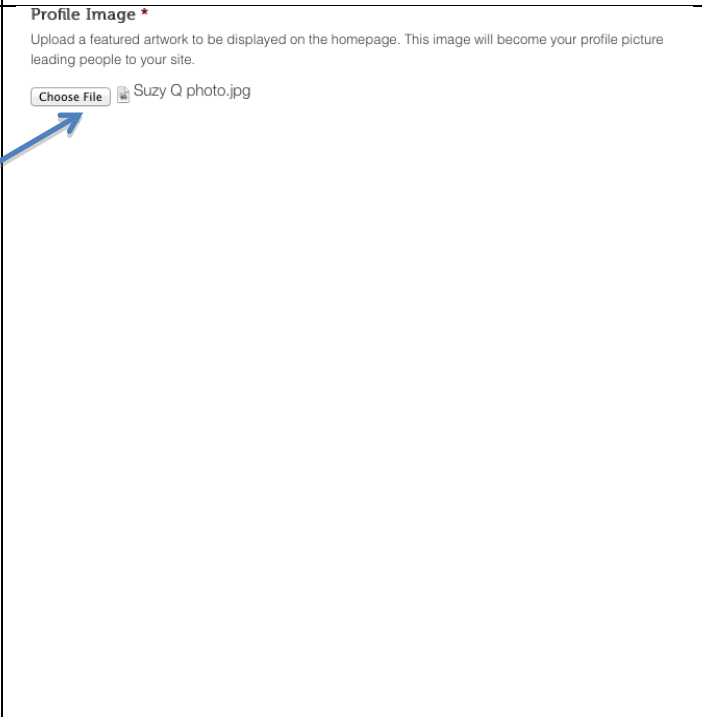## 2. How to create a listing for the Mackay Creatives host page

This creates a profile/thumbnail image and link on the front page of the Mackay Creatives site, with a link to your individual site.

2.1-Log in to the new Mackay Creatives website at the following link: www.mackaycreatives.com.au	
2.2-Select > My Account from the top menu bar. Click on the Update your listing link.	
2.3-This will take you to a new window, which will ask you Update your Directory Listing. Enter the name of your site in the field under Site Title.	**Site Title *** This is the name of your new Mackay Creative website. Suzy Q ART **Sub-domain ***
2.4-Next, select a Profile Image. *Note: Consider this selection carefully, as this image will become your profile picture leading people to your site.* To select your profile image, click on the Choose File… button. Select your profile image from where it has been saved on your computer and click on the Open button *Note: the exact size of the Profile Image thumbnail, which will appear on the Mackay Creatives home page, is 242 pixels wide x 180 pixels high so you might like to re-size/crop your image beforehand in preparation for this. Refer to guide no. 3 for information on how to do this.*	**Profile Image *** Upload a featured artwork to be displayed on the homepage. This image will become your profile picture leading people to your site. Choose File 📄 Suzy Q photo.jpg

2.5- Next, you will need to enter a Site Description. The site description will appear (under your site name) when the viewer hovers over your Profile Image on the Mackay Creatives host page. (So, a brief artist's statement would work well here.) Your site description will need to be a maximum of 200 characters.	**Site Description** * Suzy Q is a photographer. She has a particular interest in artistic representations of 1970s rock icons. 104 of 200 max characters
2.6-Next you will need to select a Category/categories for you and/or your practice. Select the category/categories that apply to you. *Note: you can select more than one category by holding the* Ctrl *key down whilst clicking on your selections.*	**Category** * Graffiti / Public Art Music New Media Textiles Theatre Visual Arts Writing
2.7-Finally, First you will need to enter the *Captcha* code exactly as it appears in the box. Next click the Submit button when you are happy with your listing. Refresh the website (an easy way to do this is to click on the name of the website – Mackay Creatives - at the top of the page). You should now see a profile image for your individual site appear on the host page or under the link + Show More Artwork.	**Captcha** 8 MK G 2 Submit