



Showcase your Creative Work

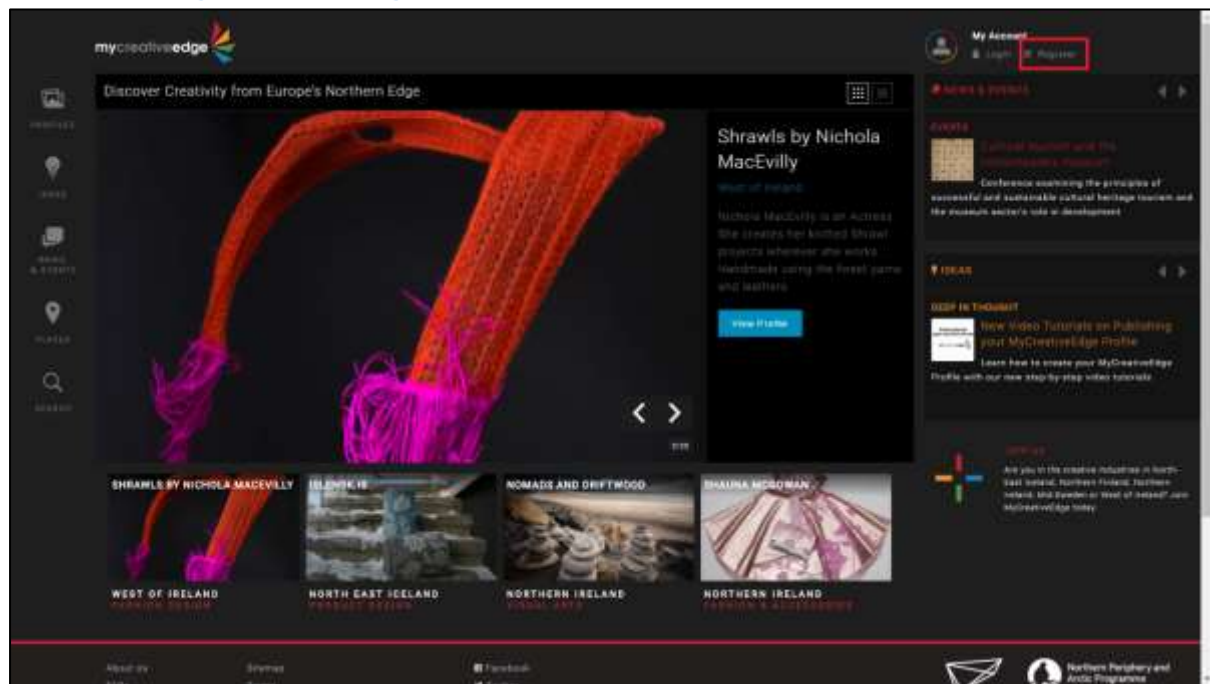
How to Create a MyCreativeEdge.eu Profile



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Step 1: Register & Login*



Register on MyCreativeEdge <http://beta.mycreativeedge.eu/register/>

Registration fields:

Username

- Pick a memorable username; can use username OR email address to login
- Username will NOT be the name of your Profile
- Username will appear as the **Author** if you publish an Event or post a Deep In Thought blog

Forename, Surname & email

- What you enter here will not be visible on the site

Why you are registering

- Choose ***I want to create a profile to showcase my creative work***

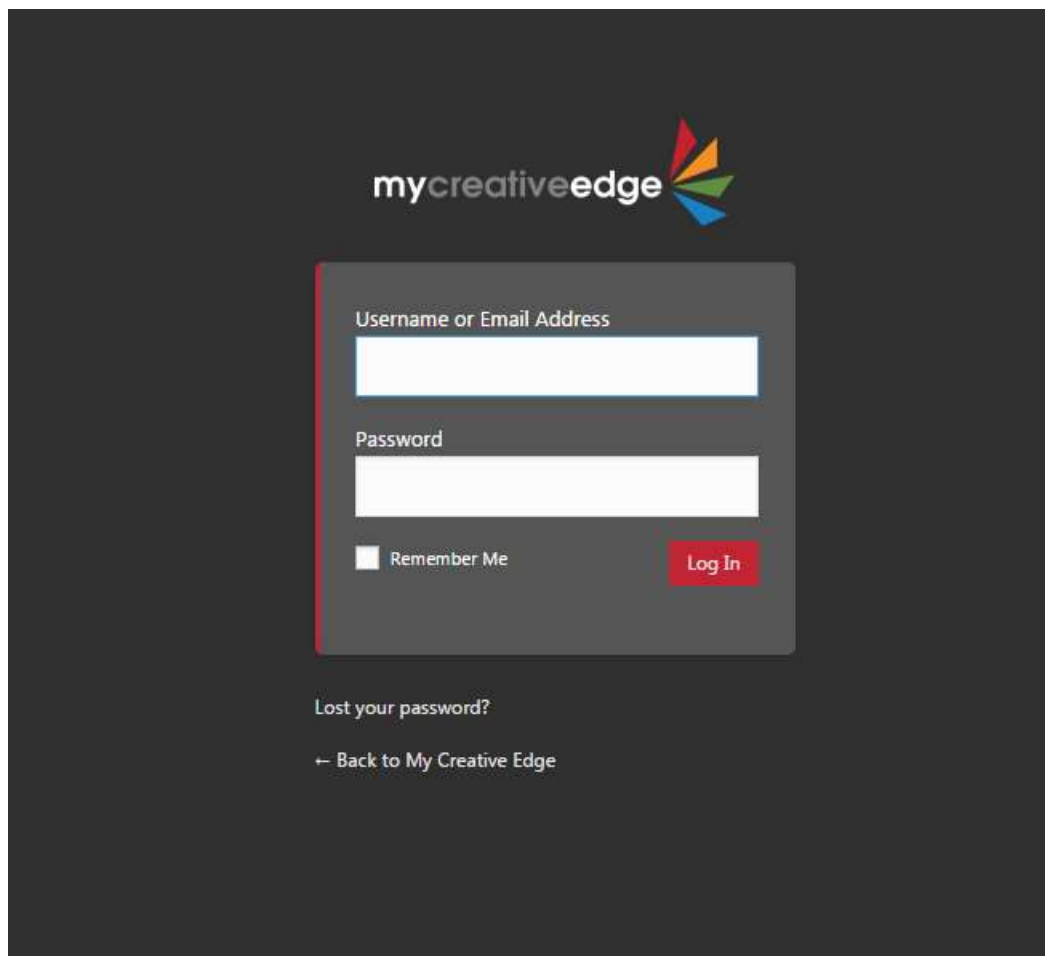
Where you are from

- Your Region will be used to sort your Profile on the website

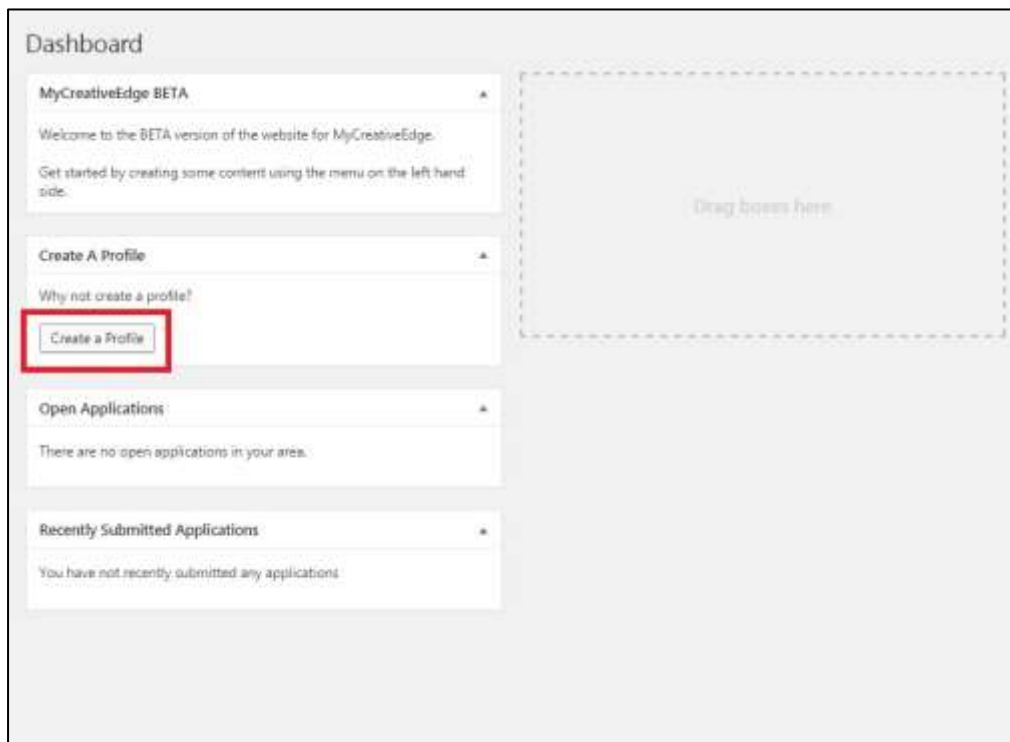
Password

- Password of 6-20 characters

When registered, **Login**

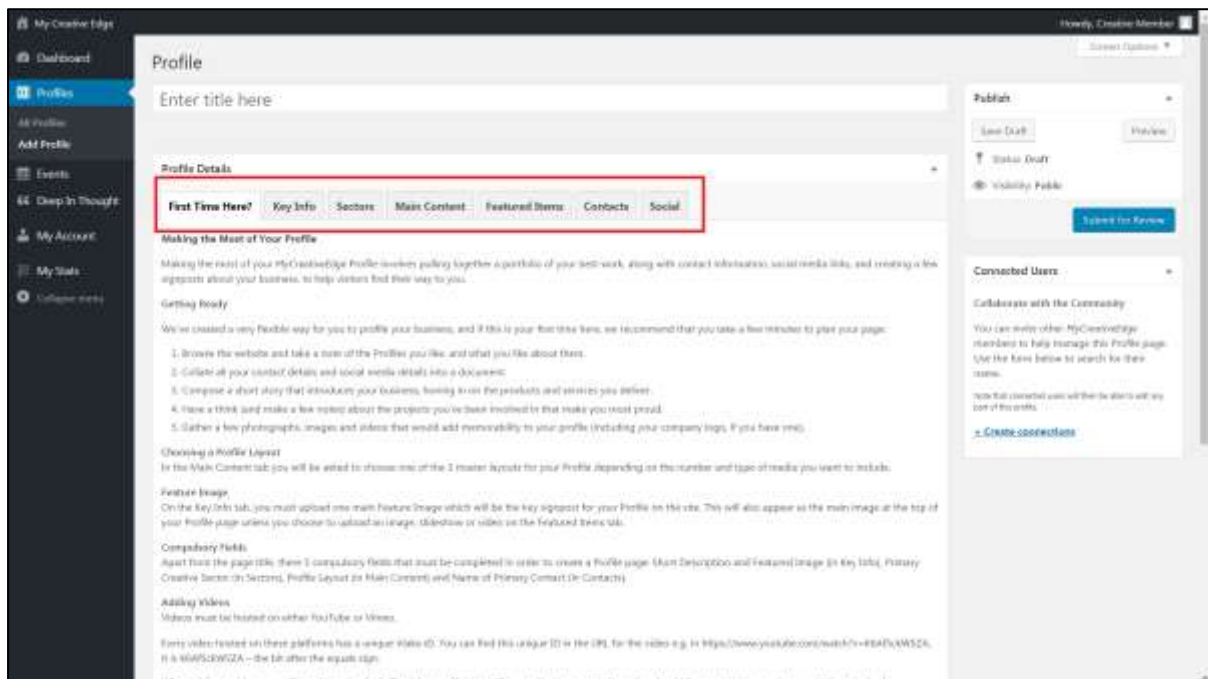
The image shows a login interface for 'mycreativeedge'. At the top, the logo 'mycreativeedge' is displayed in white on a dark grey background, with a colorful fan-like graphic to its right. Below the logo is a light grey rectangular box containing the login fields. The first field is labeled 'Username or Email Address' and has a white input box. The second field is labeled 'Password' and has a white input box. Below the password field is a checkbox labeled 'Remember Me'. To the right of the checkbox is a red button with the text 'Log In' in white. Below the login box, the text 'Lost your password?' is visible, followed by a link that says '← Back to My Creative Edge'.

Step 2: Create a Profile*



On your Dashboard click **Create a Profile**.

You create a Profile by completing a **series of tabs**.



SAVE your work regularly as you create your Profile (Save Draft on top right)

To leave the Profile creation process: **Save Draft > Logout**

To access again **Login> Profiles > All Profiles**

Step 3: Title*

The screenshot shows the 'Profile' page of a user on the 'MyCreativeEdge' platform. The page is divided into a main content area and a right sidebar. The main content area has a header 'Profile' and a sub-header 'Profile Details'. Below this is a navigation bar with tabs: 'First Time Here?', 'Key Info', 'Videos', 'Main Content', 'Featured Items', 'Contacts', and 'Social'. The 'First Time Here?' tab is selected, showing a 'Making the Most of Your Profile' section with a list of instructions for new users. The right sidebar contains a 'Publisher's' section with a 'Save Draft' button and a 'Published' button, and a 'Connected Users' section with a 'Collaborate with this Community' button.

Profile

Profile Details

First Time Here? | Key Info | Videos | Main Content | Featured Items | Contacts | Social

Making the Most of Your Profile

Making the most of your MyCreativeEdge Profile means putting together a portfolio of your best work, along with contact information, social media links, and creating a bio everyone about your business, to help visitors find their way to you.

Getting Ready

We've created a very flexible way for you to profile your business, and if this is your first time here we recommend that you take a few minutes to prepare your page:

1. Browse the website and take a note of the Profile page layout, and what you like about them
2. Collect all your contact details and social media details into a document
3. Consider a short story that introduces your business, focusing on the products and services you deliver
4. Prepare a short (and ready to use) video about the products you're keen to market in this video you must provide
5. Gather a few photographs, images and videos that would add interestability to your profile (including your company logo, if you have one)

Choosing a Profile Layout

In the Store Function you will be asked to choose one of the 10 website layouts for your Profile depending on the number and type of media you want to include.

Profile Image

On the Key Info tab you must upload one main Facebook Image which will be the key image for your Profile on this site. This will also appear as the main image at the top of your Profile page unless you choose to upload an image. Additionally you can set the Facebook Name too.

Compulsory Fields

Appear from the page title, there's 1 compulsory field that must be completed in order to create a Profile page (Main Description and National Image for Key Info), Primary Creative Sector (in Section), Profile against the Main Content and Name of Primary Contact (in Contacts).

Adding Videos

Video must be hosted on either YouTube or Vimeo.

Every video must on three platforms (as a unique Video ID). You can find this unique ID on the URL for the video e.g. <https://www.youtube.com/watch?v=28202005222>, is a 28202005222 - you will notice the unique id.

When entering a video, you will need to upload a Thumbnail Image. This is a still image that represents the video should the user's system not support video playback.

Social Links

On the Social tab you can add your social media accounts. For these accounts to be visible your social media accounts appear dynamically in the Social Mail of the site.

Submitting your Profile

When you have completed your Profile, and think it is ready to be published you can submit your Profile for Review. The administrator for your region will then access, approve and publish the page. Thereafter you can manage your Profile as you wish.

Multiple Profiles

If you have more than one business, you can with a separate Profile for each.

Collaborative Profile

If you have partner organisations that you collaborate with, you can create a unique 'connected' Profile on MyCreativeEdge and invite the partner company to be a 'Connected User' to help manage that profile.

Publisher's

Save Draft **Published**

James Cook Ltd

Industry: Public Ltd

Public immediately Ltd

Published

Connected Users

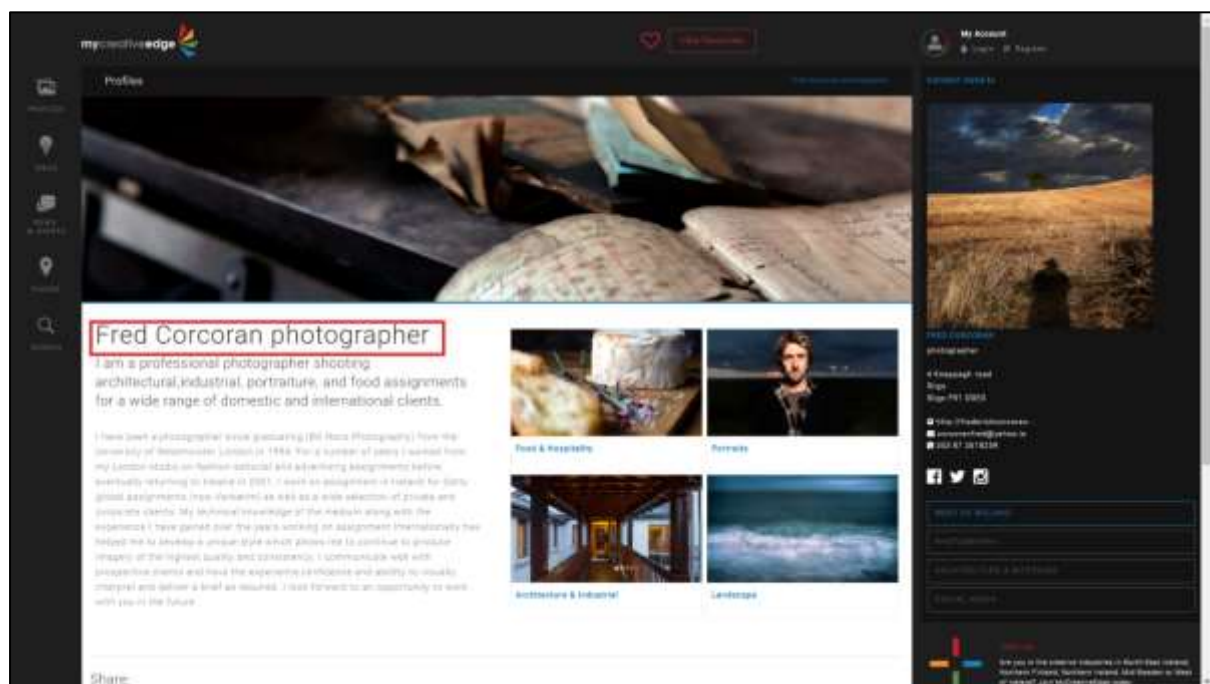
Collaborate with this Community

You can invite other MyCreativeEdge members to help manage this Profile page. Use the form below to assist for their input.

[View and manage users who have been added to this profile](#)

[Create connections](#)

Insert the **name** of your Profile in **Profile** field. This name will be title of your Profile on the site.



Fred Corcoran photographer, West of Ireland <http://beta.mycreativeedge.eu/profile/fred-corcoran-photographer/>

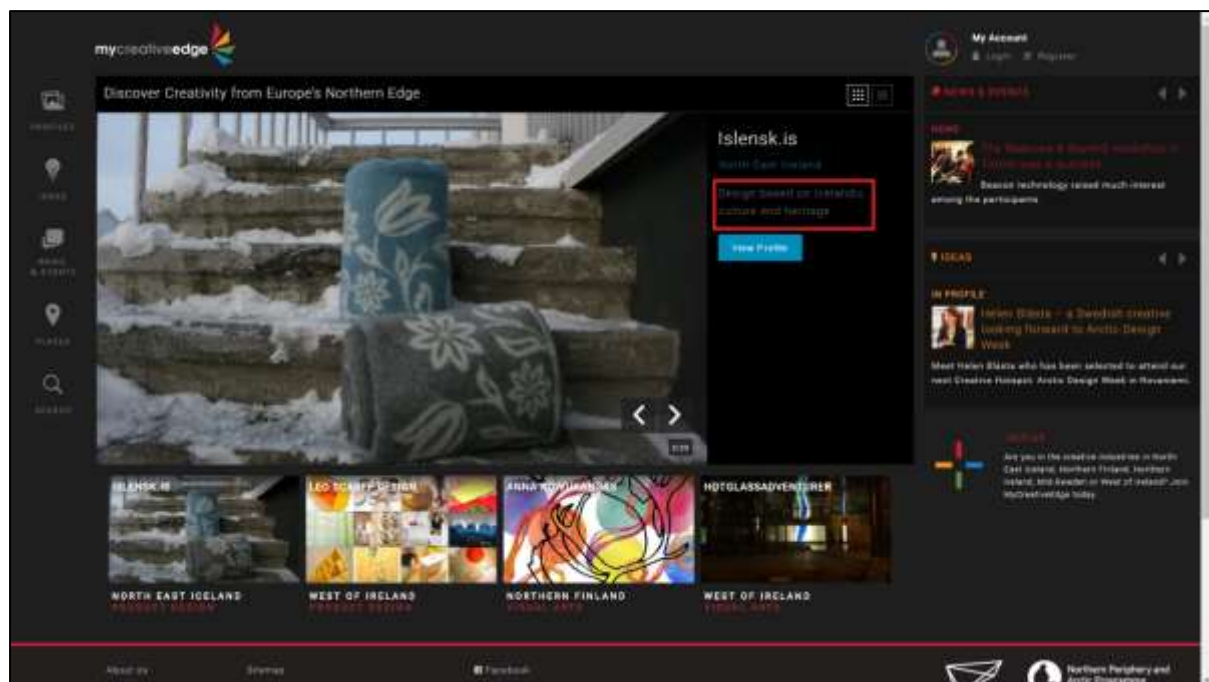
Step 4: Key Info tab*

The screenshot shows a web form for creating a profile. The form is titled "Profile" and has a "Key Info" tab selected. The form includes the following sections:

- Enter title here:** A text input field.
- Company / Profile Name:** A text input field with a placeholder "Enter the name of your Profile in the title bar at the top of the page."
- Short Description:** A text input field with a placeholder "Write a short description of your company or design project in a few sentences."
- Feature Image:** A section for uploading a feature image. It includes a "New Image Selected" button and a "Add Image" button.
- Featured Video:** A section for uploading a featured video. It includes a "New Video Selected" button and a "Add Video" button.
- Published:** A checkbox labeled "Published" with a "Publish" button next to it.

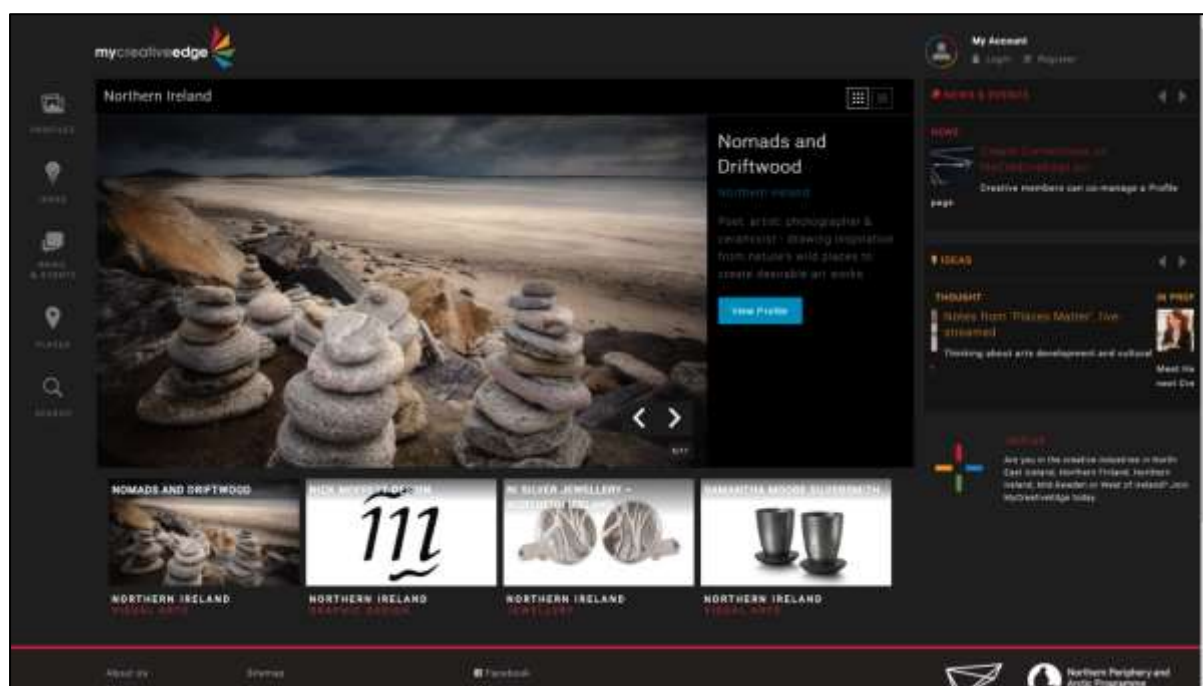
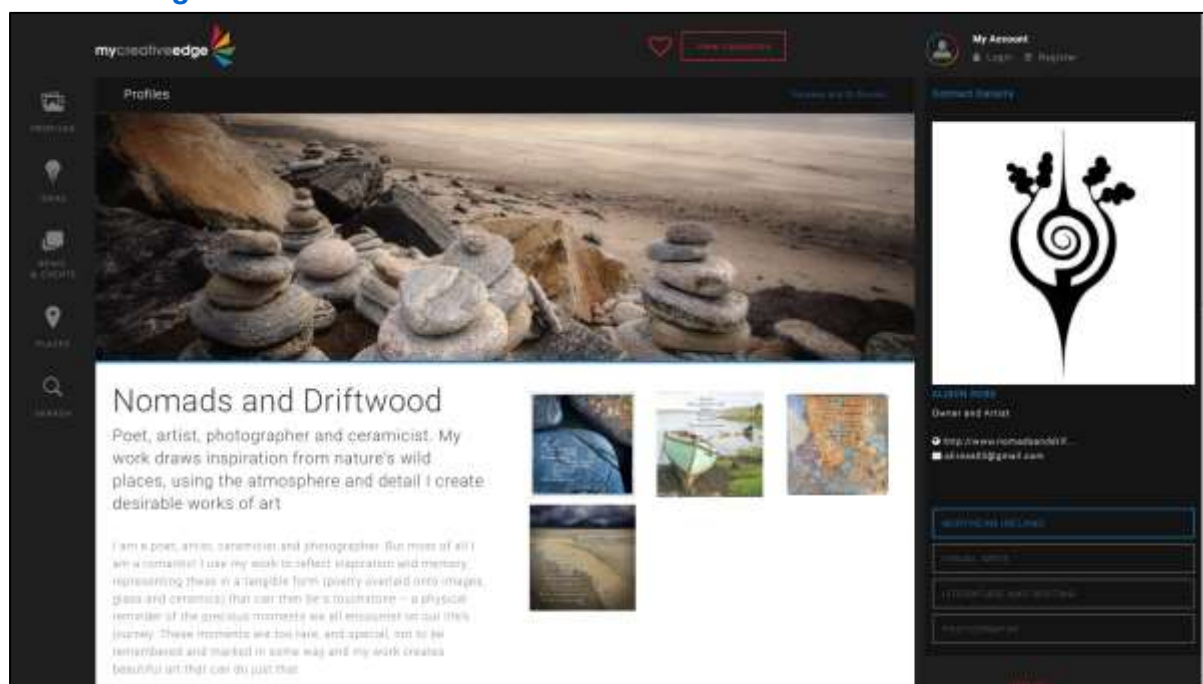
Short Description*

- Text of **max. 140 characters** to describe your Profile
- Appears below the Title of your Profile on the home page



Islensk.is, North East Iceland <http://beta.mycreativeedge.eu/profile/islensk-is/>

Feature Image*

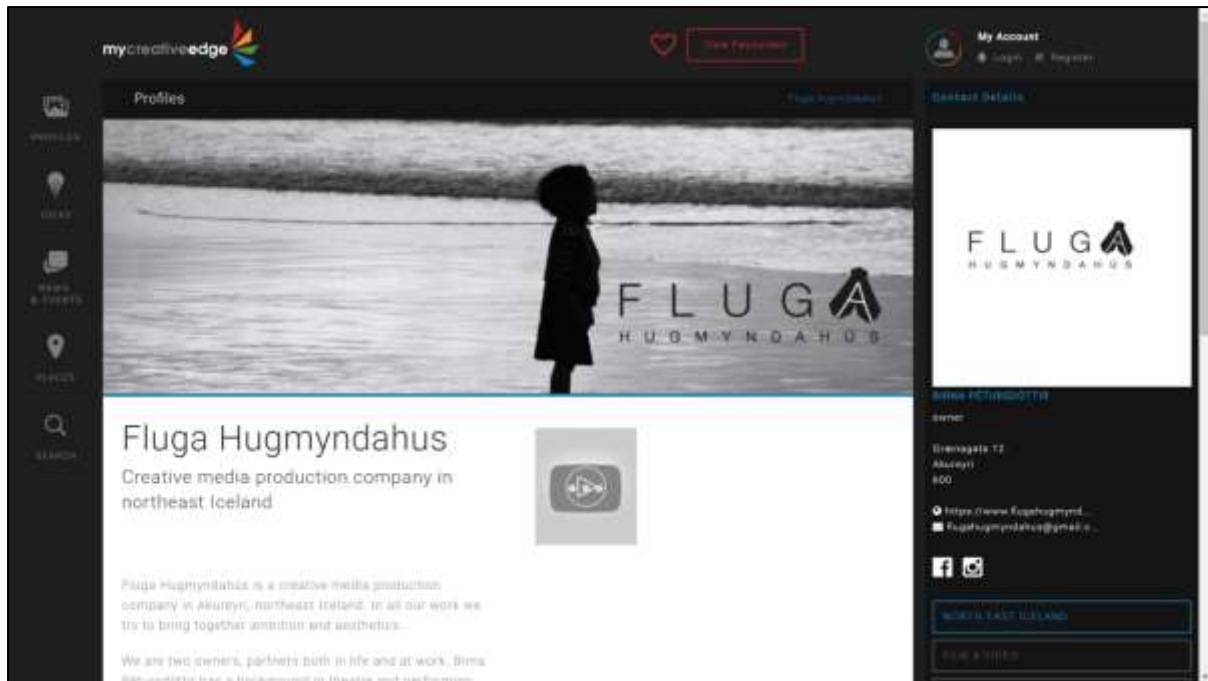


Nomads and Driftwood, South East of Northern Ireland <http://beta.mycreativeedge.eu/profile/nomads-and-driftwood/>

- **Feature Image** appears at the **top of your Profile page** and also on the **Home /Region / Sector** pages
- It is the image that makes visitors decide if they want to view your Profile

Recommend a landscape image of HD size (1920 x 1080 pixels), at least 800 pixels wide

Note: The Feature Image on your Profile may appear cropped when viewed on a desktop/laptop, but appear full size on other devices (tablets/phones)



Fluga Hugmyndahús, North East Iceland <http://beta.mycreativeedge.eu/profile/fluga-hugmyndahus/>

- Click **Add Image**
- **Drag and Drop** your image or click **Select Files** and choose from your computer
- Fill in **Alt Text** field on right-hand side (appears in cases when the image cannot be displayed and is descriptive for those with visual impairment). And **Select**.

Select Image

Upload File

Media Library

Drop files anywhere to upload

or

Select Files

Maximum upload file size: 25 MB

Reset All Filters

Uploaded to this post

profile-pic.jpg

7th October 2016

134 KB

1253 x 509

URL

http://beta.mycreativeedge

Title

Profile pic

Caption

Alt Text

Profile pic

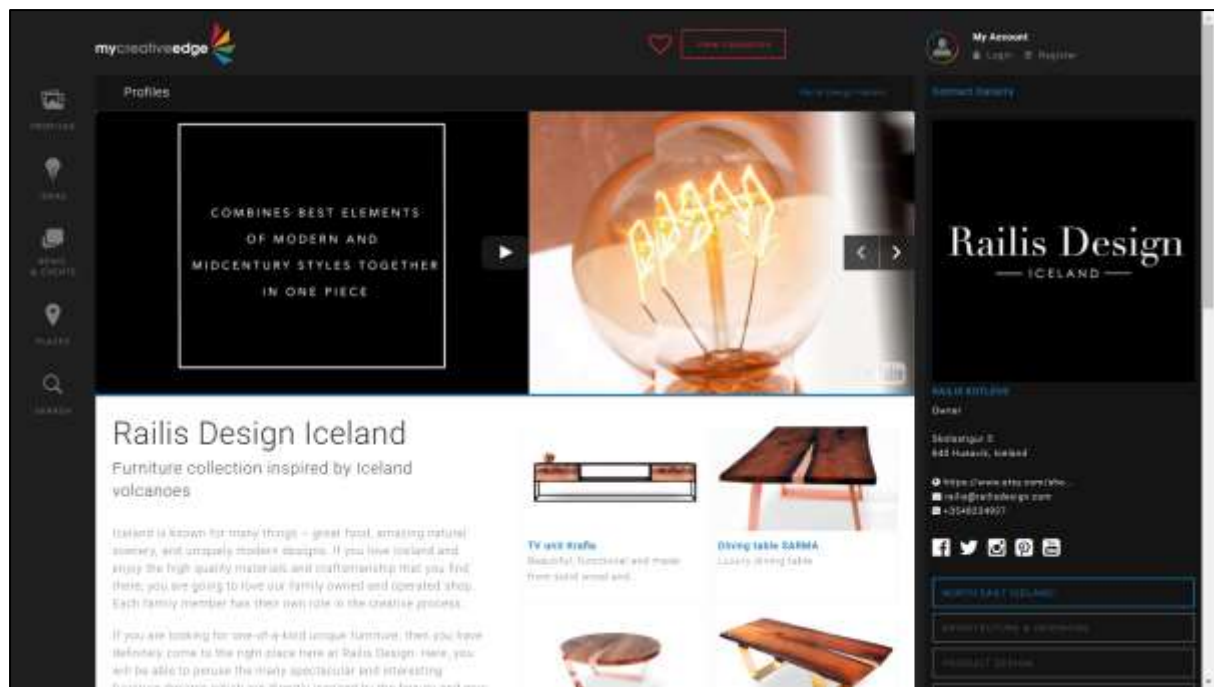
Description

Required fields are marked *

Media Categories

No Media Categories found.

Select

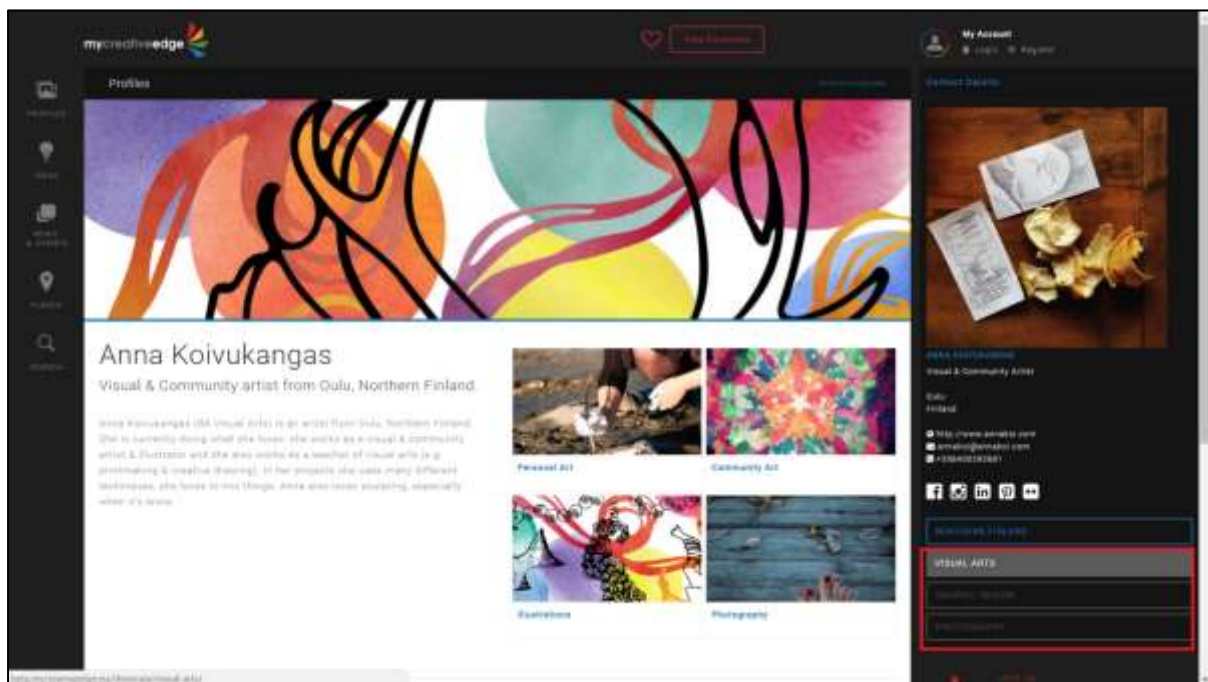


Railis Design, North East Iceland <http://beta.mycreativeedge.eu/profile/railis-design-iceland/>

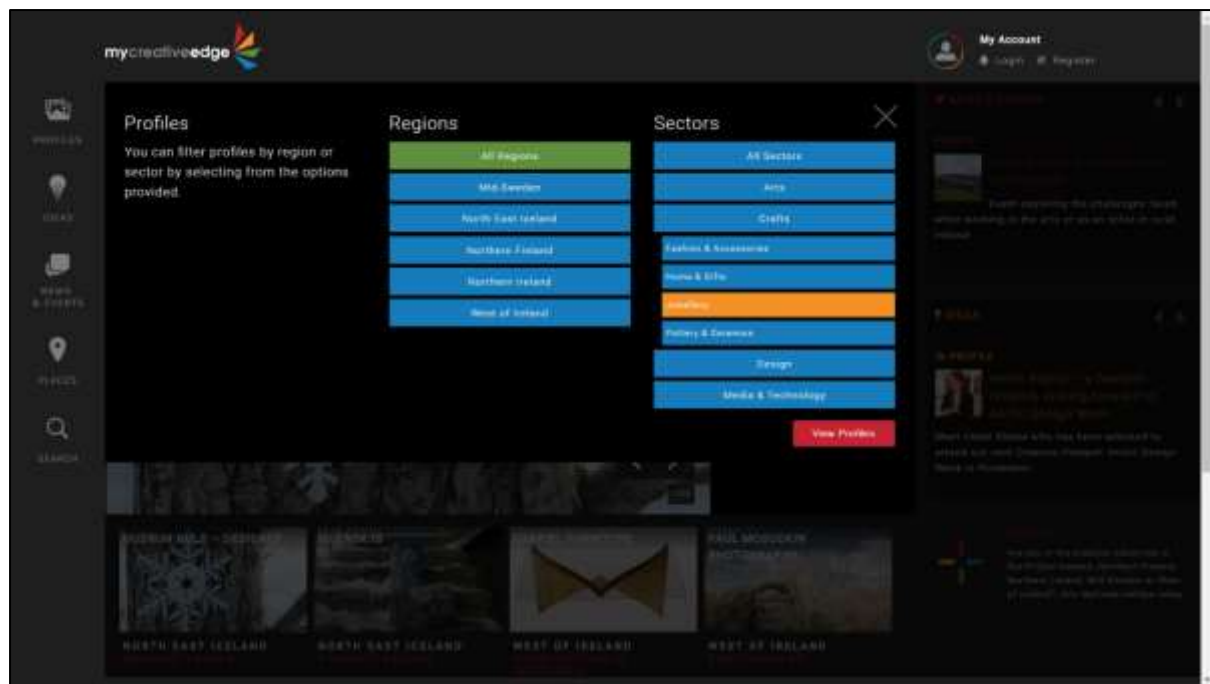
Step 5: Sectors tab*

The screenshot shows the 'Sectors' tab in the profile setup process. At the top, there are tabs for 'First Time Here?', 'Key Info', 'Sectors', 'Main Content', 'Featured Items', 'Exhibits', and 'Social'. The 'Sectors' tab is active. Below the tabs, there's a section titled 'Selecting Your Creative Sectors' with a note: 'Your profile will appear in up to 3 sector pages.' There are three dropdown menus for selecting sectors. The first is labeled 'Primary Creative Sector?' and the second is 'Other Creative Sector 1?'. The third dropdown, 'Other Creative Sector 2?', is open, showing a list of sectors including: Architecture & Planning, Architecture & Interiors, Digital Media, Fashion & Accessories, Fashion Design, Film & Video, Games, Graphic Design, Home & Soft, Jewellery, Literature and Writing, Performance Arts, Photography, Poetry & Creative, Product Design, Software Development, TV & Radio, and Visual Arts. On the right side, there are sections for 'Your Profile Info', 'Connect with the Community', and 'Connect with the Community'.

- You must select **1 Primary Creative Sector** that you work in from the dropdown menu
- You can select up to **2 Other Creative Sectors**
- Sectors appear on right hand side of Profile page
- Sectors are also used to **sort Profiles**



Anna Koivukangas, Northern Finland <http://beta.mycreativeedge.eu/profile/anna-koivukangas/>



Step 6: Main Content tab*

Profile

Enter title here

Publish

Profile Details

First Time Here! Key Info Sectors **Main Content** Featured Items Contacts Social

Publishing Content on Your Profile

There are 3 master layouts available for your Profile page. The best layout depends on whether you wish to present a single portfolio, or a series of portfolios, and if it only a single portfolio, whether it will be image-heavy. The 3 options are:

1. **Standard** – displays all images/videos/quotes as small images on Profile page. Click one to bring up a gallery.
[View Layout Example](#)
2. **Multi Portfolio** – groups images/videos/quotes into separate ‘albums’ (portfolios). Click album to bring up a gallery. Can group images from separate exhibitions, product ranges etc.
[View Layout Example](#)
3. **Text Focused Portfolio** – more space for text, no images in body area of Profile. Any images to be added in ‘Featured Items’.
[View Layout Example](#)

Click on ‘Create Layout’ below to choose your layout.

When you select a layout it can only be changed by deleting it and choosing another layout option.

Profile Layout *

Click the “Create Layout” button below to start creating your layout

Create Layout

Main Content is the **main body of your Profile**. This is where you describe your business and showcase your work.

Click Create Layout & choose 1 of 3 layout options

Profile Details

First Time Here! Key Info Sectors **Main Content** Featured Items Contacts Social

Publishing Content on Your Profile

There are 3 master layouts available for your Profile page. The best layout depends on whether you wish to present a single portfolio, or a series of portfolios, and if it only a single portfolio, whether it will be image-heavy. The 3 options are:

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[View Layout Example](#)
3. **Text Focused Portfolio** – more space for text, no images in body area of Profile. Any images to be added in ‘Featured Items’.
[View Layout Example](#)

Click on ‘Create Layout’ below to choose your layout.

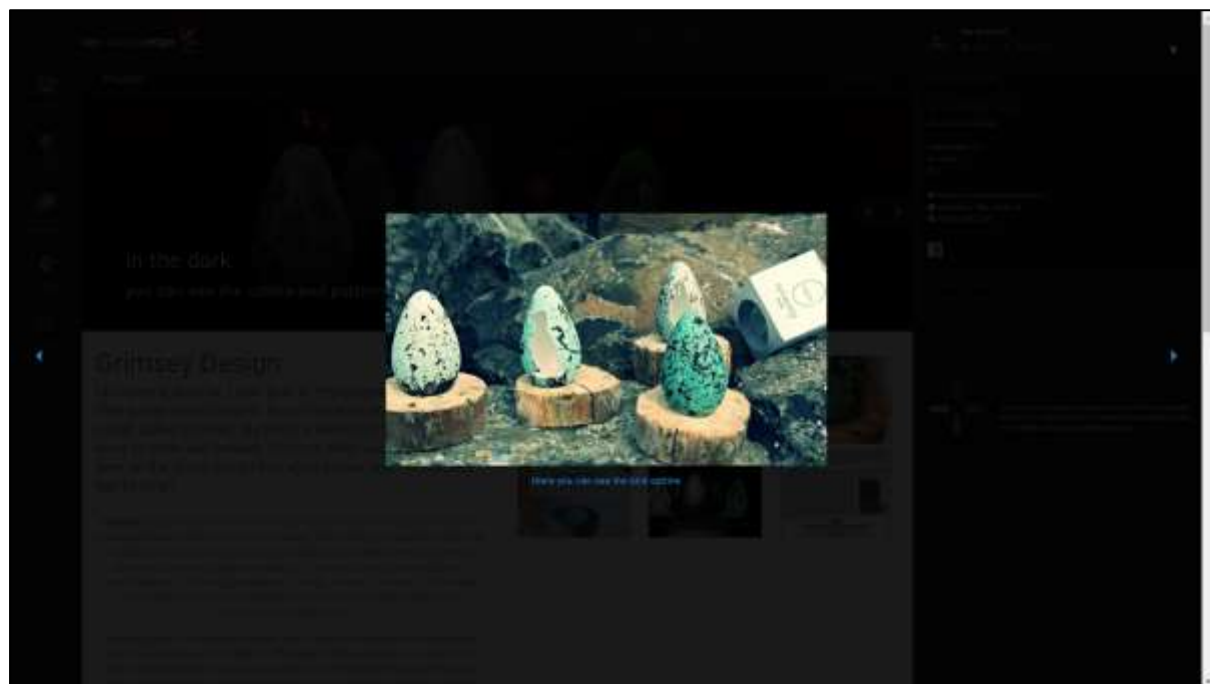
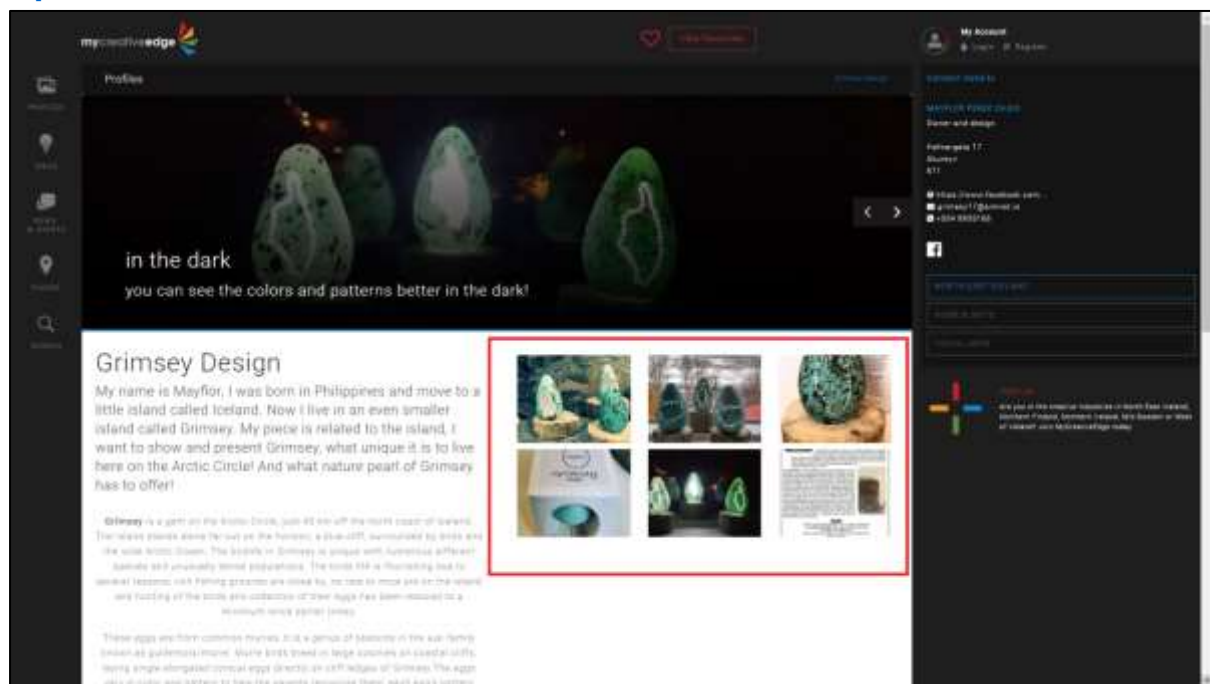
When you select a layout it can only be changed by deleting it and choosing another layout option.

Profile Layout *

Click the “Create Layout” button below to start creating your layout

Create Layout

Option 1: Standard Profile

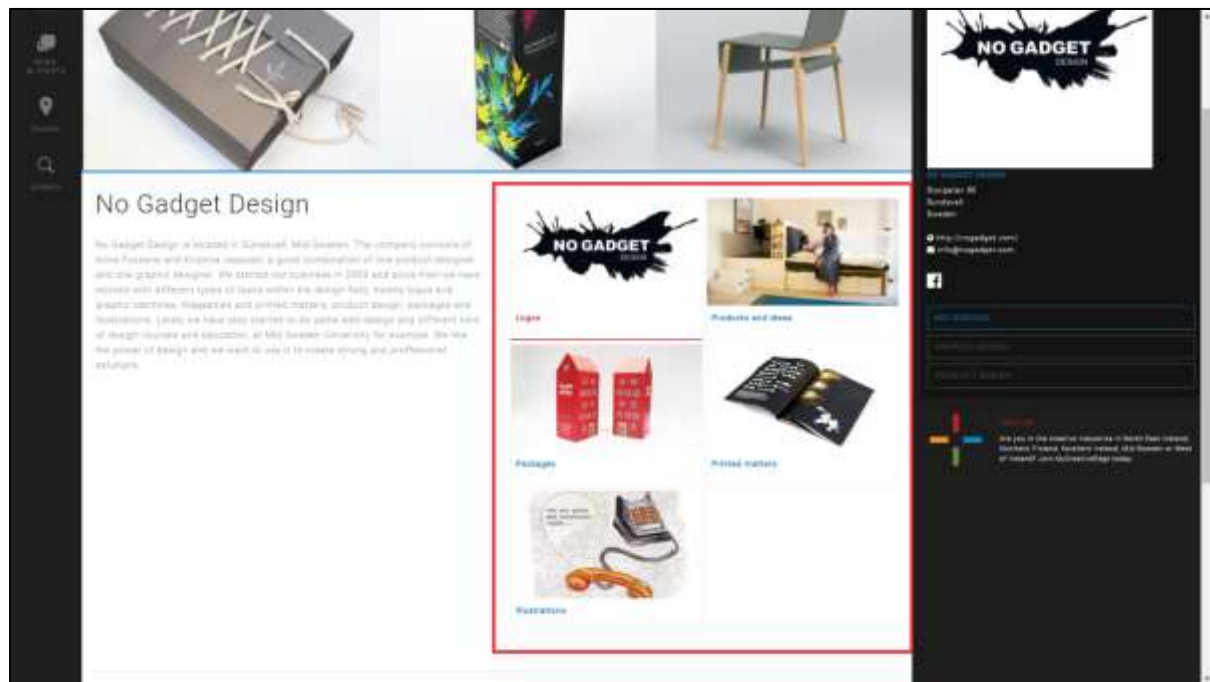


Grimsey Design, North East Iceland <http://beta.mycreativeedge.eu/profile/grimsey-design/>

In a **Standard Profile** your images/videos/quotes **all appear as small thumbnail images on your Profile page**

Click one to bring up a gallery of all your images/videos/quotes

Option 2: Multi-Portfolio Profile

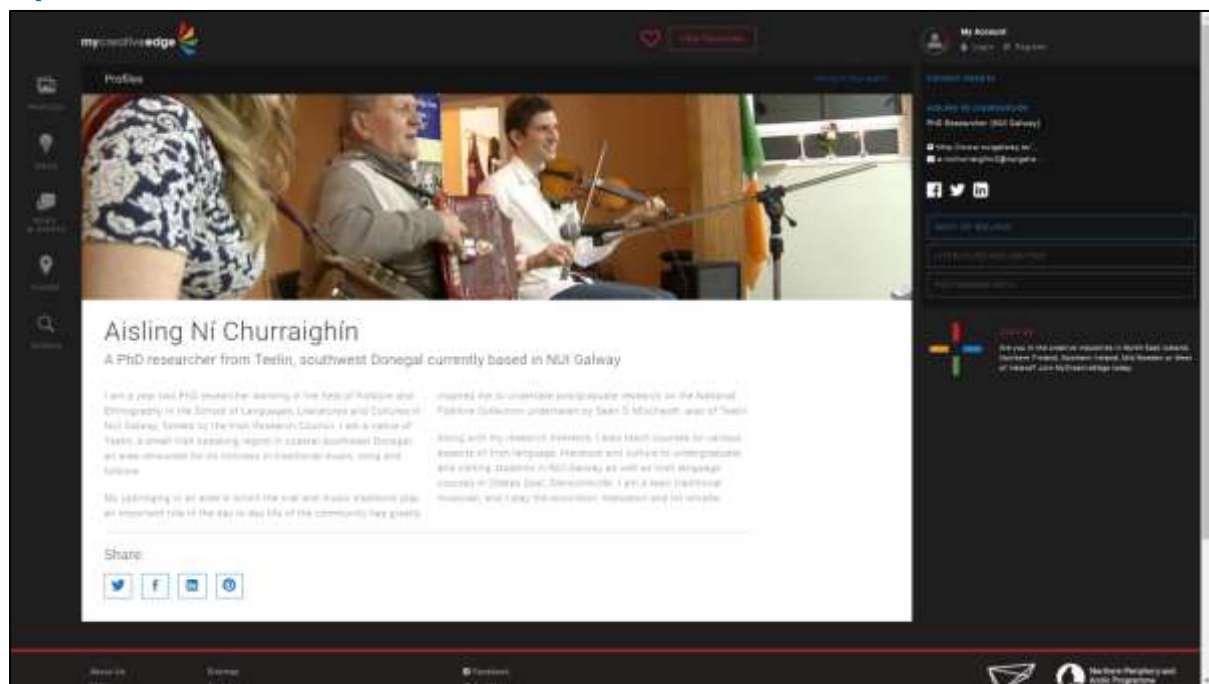


No Gadget Design, Mid-Sweden <http://beta.mycreativeedge.eu/profile/no-gadget-design/>

In a **Multi-Portfolio Profile**, you can **organise your images/videos/quotes into separate Albums** e.g. for different products, services, exhibitions. The cover image of each album appears as a small thumbnail on your Profile page.

Click an album to bring up a gallery of the images/videos/quotes in that album

Option 3: Text-focussed Profile



Aisling Ní Churraighín, West of Ireland <http://beta.mycreativeedge.eu/profile/aisling-ni-churraighin/>

In a **Text-focussed Profile** you have **more space for text and no images** in the main content area of your Profile.

STANDARD PROFILE

Profile Layout *

Standard Profile

Legend Description

All your Images, Videos and Quotes (Media) will display on the Profile page as clickable thumbnails. On larger devices, these items will appear to the right of the 'About' text (below it on mobile devices)

Introduction *

This is the introduction (maximum 110 characters) will appear directly below the title, in the style of a sub title.

About your Company *

This is the main text on the Profile, and it should describe your business and what you do. Max 1,000 words. If you have longer text it will be cut at 1,000 words.

Media Items

Click "Add Media Item" to add each image, video and quote to your Profile.

The "Title" field is mandatory, it appears beneath the image/video and immediately after the text.

Drag and drop items to re-order.

Click the "Add Media Item" button below to start creating your layout.

Add Media Item

Add Media Item

Click **Add Media Item**

Choose **Image, Video or Quote**

You can add as many Media Items as you like and a mix of different types



Image

Media Items
Click 'Add Media Item' to add each image, video and audio to your Profile

The 'Title' field is mandatory. It appears beneath the image/video and replaces any other title.

Drag and drop items to reorder.

Image

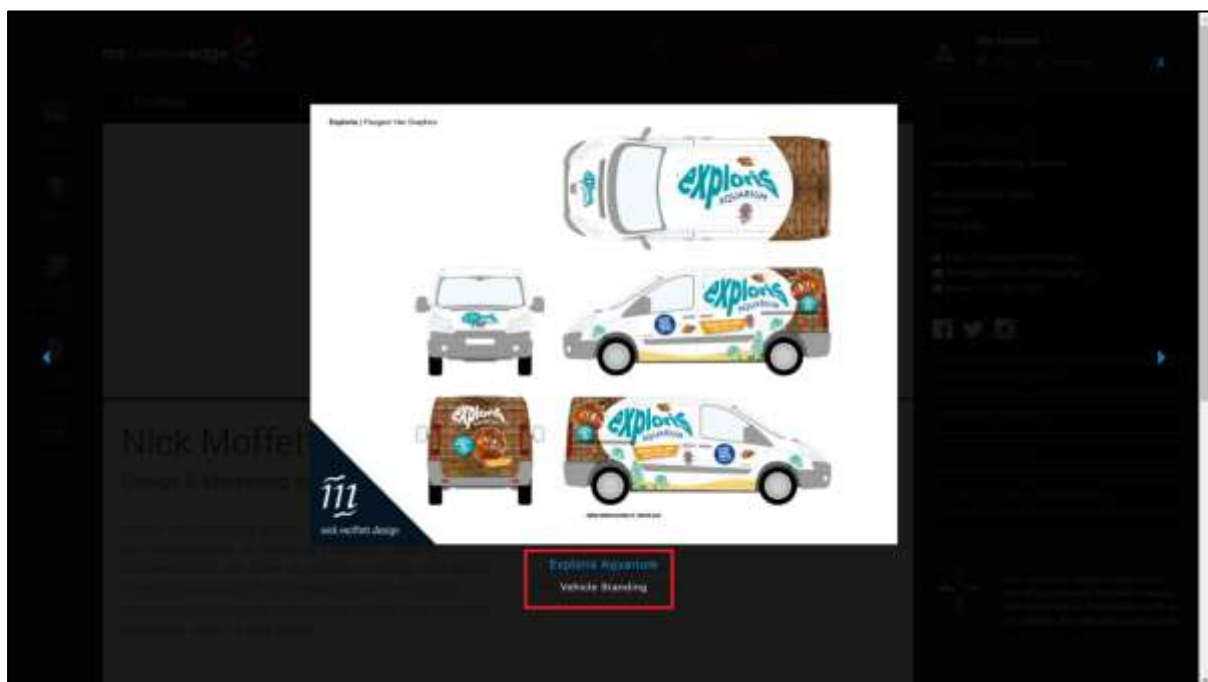
selected image "No image selected" **Add Image**

Image Title "Replace any Title in Media Library"

Image Description

Add Media Item

- Click **Add Image**
- **Drag and Drop** your image or click **Select Files** and choose from your computer. Can upload .jpg, .png or .gif files. If you upload a .gif file only the base layer will show as the thumbnail on your Profile
- Fill in **Alt Text** field on right-hand side (appears in cases when the image cannot be displayed and is descriptive for those with visual impairment). And **Select**.
- Back in Main Content tab, give your image an **Image Title**, *this is mandatory and will replace any other filename for the image*. Appears in **blue** on site
- Option to also add an **Image Description**, will appear in **white** on site
- Title & Description **appear below the image** when it shows in the gallery on your page

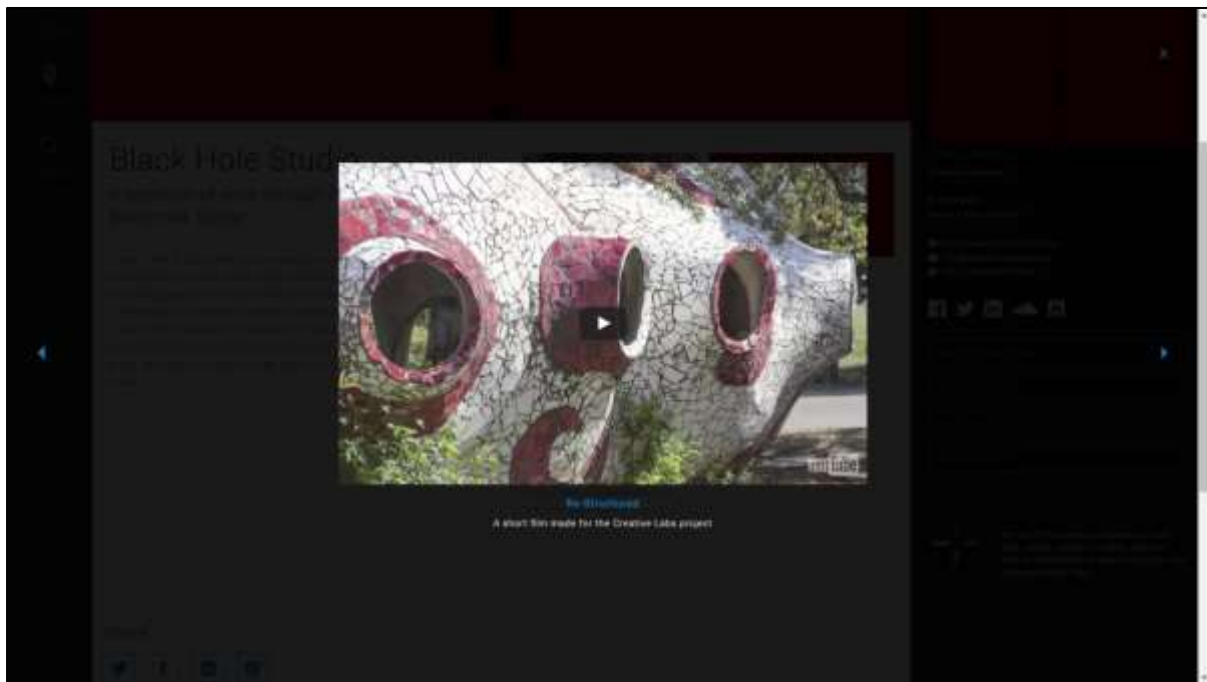


Nick Moffet Design, South East of Northern Ireland <http://beta.mycreativeedge.eu/profile/nick-moffett-design/>

Video

Thumbnail Image *	Video Platform *	Video ID (Not URL) *	Video Title *	Video Description
No image selected <input type="button" value="Add Image"/>	youtube			
<input type="button" value="Add Media Item"/>				

- Click **Add Image** to give your **video a cover image**. This is mandatory in case your video cannot play or is being viewed on a device that does not support video
- Select **YouTube or Vimeo**
- Insert **Video ID**. Every video hosted on these platforms has a unique Video ID. You can find this unique ID in the URL for the video e.g. in <https://www.youtube.com/watch?v=K6AfSckWSZA>, it is K6AfSckWSZA – the bit after the equals sign. In Vimeo it is the number after the /
- Give your video a **Video Title**, *this is mandatory*. Appears in **blue** on site
- Option to also add a **Video Description**, will appear in **white** on site
- Title & Description **appear below video** when it shows in gallery on your page



Black Hole Studio, West of Ireland <http://beta.mycreativeedge.eu/profile/black-hole-studio/>

Quote

Media Items

Click "Add Media Item" to add each image, video and comment to your Profile.

The "Title" field is mandatory. It appears beneath the image/video and replaces any other title.

Drag and drop items to re-order.

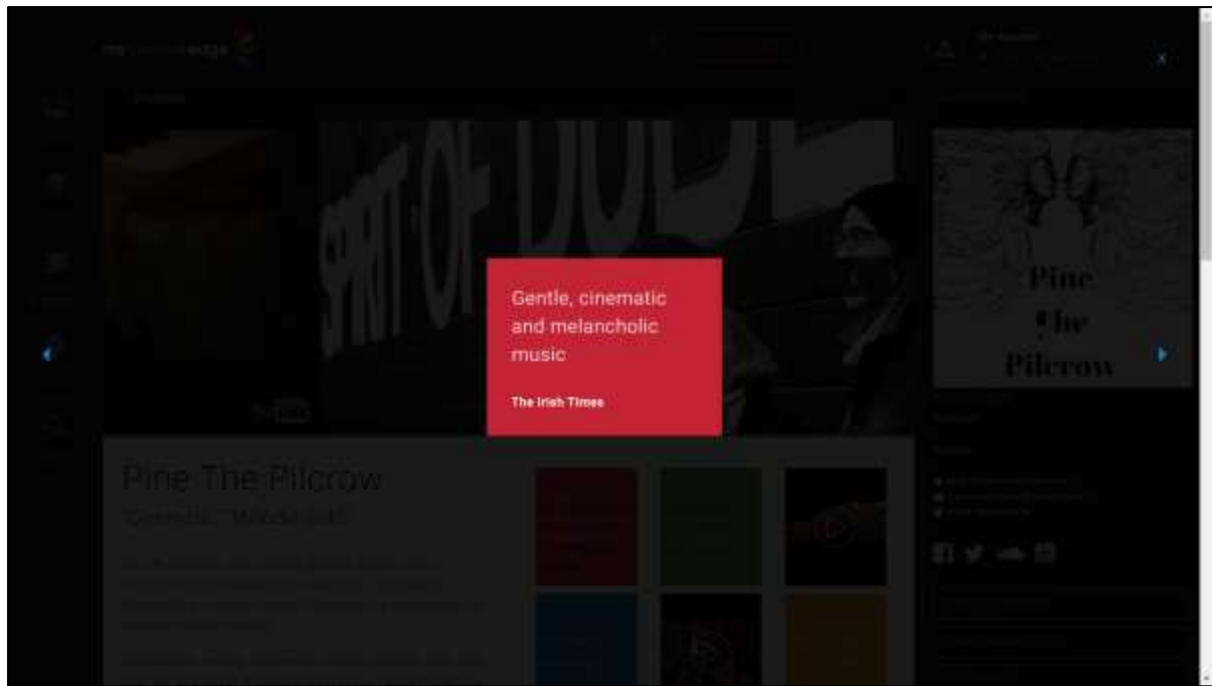
Quote

Quote	Author	Quote Title	Quote Description	Choose Background Colour
140 Characters Max				Red

[Add Media Item](#)

- You may want to add short quotes to your Profile. From clients, reviewers or your own thoughts about your work. They will appear with the images/videos on your Profile
- Add a quote of **max. 140 characters**
- Option to add the Author, Quote Title & Quote Description
- Choose **Red, Green, Orange or Blue** for **background** colour for the quote

The screenshot shows a user profile on the 'mycreativeedge' website. The profile is for 'Pine The Pilcrow', a musical act. The header features a video player showing hands playing a piano. Below the video, the profile name 'Pine The Pilcrow' is displayed, followed by the tagline 'Cinematic Melodic Gold'. A short bio describes their sound as a mix of piano, guitar, and vocals. To the right of the bio are six colored boxes with text: 'Little, intimate and melodic', 'Intricate and moving', 'The CP is stunning', 'A little bit of a pop', 'A little bit of a rock', and 'A little bit of a soul'. On the far right, there is a 'My Account' section with a 'Logout' button and a 'Register' button. Below this is a 'Support Gallery' section with a large image of the band's logo and contact information: 'http://pinedthepilcrow.ie', 'pinedthepilcrow@gmail.com', and '+353 90004934'. At the bottom right, there are social media icons for Facebook, Twitter, and YouTube, and a 'Contact Us' button.



Pine The Pilcrow, West of Ireland <http://beta.mycreativeedge.eu/profile/pine-the-pilcrow/>

MULTI-PORTFOLIO PROFILE

The screenshot shows a web interface for editing a 'Multi Portfolio Profile'. At the top, there's a title bar 'Multi Portfolio Profile'. Below it, a 'Layout Description' section explains that images, videos, and quotes are organized into separate albums. The 'Introduction' section has a text area for a short introduction (max 120 characters). The 'About your Company' section has a larger text area with a rich text editor toolbar (bold, italic, underline, link, etc.). At the bottom right, a red box highlights a blue button labeled 'Add Project / Album'.

Add Project/Album

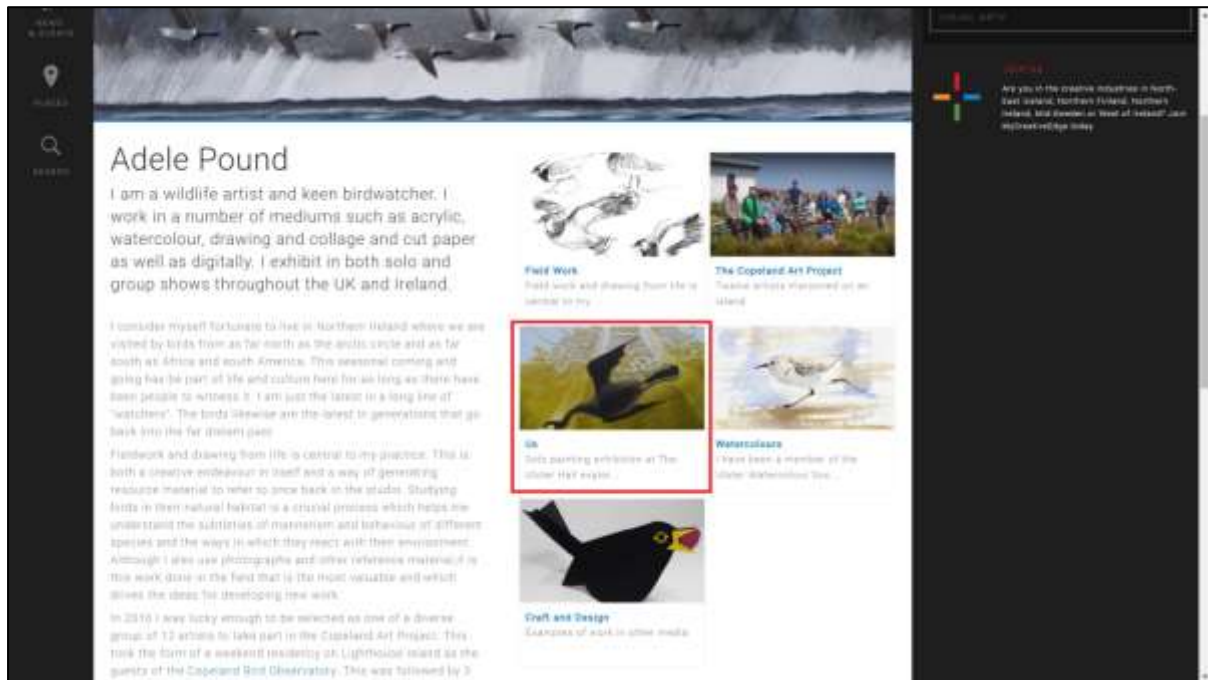
A **Multi-Portfolio Profile** is created in the same way as a Standard Profile except you organise images/videos/quotes into **separate Albums/Projects** for different services, activities, exhibitions etc.

Click **Add Project/Album**

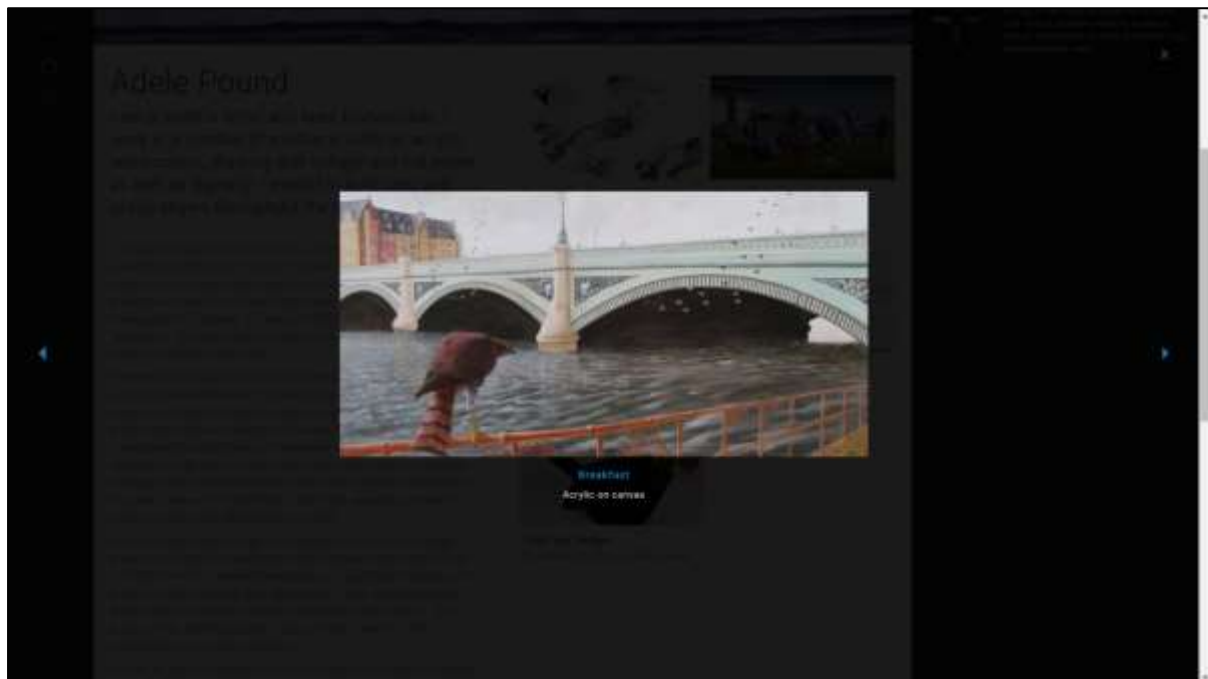
You can add as many Projects/Albums as you like

The screenshot shows the 'Project / Album' creation form. It includes fields for 'Album Title' (with a note that it's the main heading for the product range), 'Album Description' (for more information), 'Album Featured Image' (with an 'Add Image' button), and 'Album Media Item' (with a note to click 'Add Media Item' to start creating the layout). At the bottom right, there are two blue buttons: 'Add Media Item' and 'Add Project / Album'.

- Give your Project/Album an **Album Title**, will be **blue** on site
- Option to add a longer **Album Description**, will be **grey** on site
- **Album Featured Image is your Album Cover**. It is the image that appears on your Profile and should represent the Project/Album content



- Now you can add content to your Project/Album
- Click **Add Media Item**. Add **Images, Videos and Quotes** the same way as for a Standard Profile (see pages 18-23)



Adele Pound, South East of Northern Ireland <http://beta.mycreativeedge.eu/profile/adele-pound/>

Click Add Project/Album again to create your next Album

- When uploaded, Media Items (Images, Videos, Quotes) can be **rearranged by dragging them up & down**
- Media Items can be **deleted by clicking the minus sign symbol –**

Drag and drop items to re-order.

Image Slide

Selected Image *

No image selected

Image Title *

Replace any title in Media Library

Image Description

Quote Slide

Quote *

140 characters max

Quote Author

Quote Title

Quote Description

Choose Background Color

Red

Drag to reorder

Video Slide

FallBack Image *

No image selected

Video Platform *

YouTube

Video ID (not URL) *

Enter the Video ID - number after "v=" in YouTube link, or after the "v/" for Vimeo. Do not enter full url

Video Title *

Video Description

Changing Profile Layout

If you have created your Profile in one layout but decide later you want to change to a different layout at a future stage:

- Go to **Main Content**
- Copy the 'Introduction' text and 'About' text into a Word file
- **Delete (click the – (minus) sign) the layout**
- Click 'Create Layout' and pick your new layout
- Paste 'Introduction' text and 'About' back in
- Continue as described above for the new Layout option

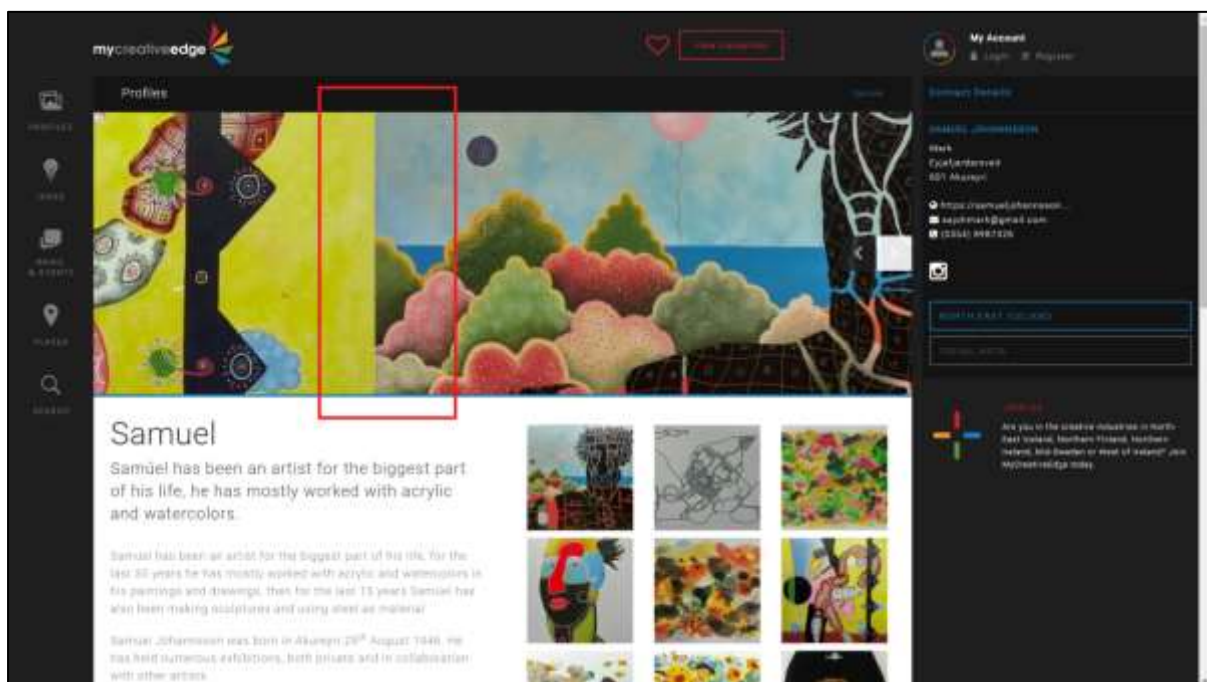
Any images already uploaded for the other layout option will be in your Media Library. Click 'Add Image' and select the image from the Media Library. You will need to put in the 'Image Title' and Description again.

Step 7: Featured Items tab (optional)

The screenshot shows the 'Featured Items' tab in a profile editor. At the top, there are tabs for 'First Time Here?', 'Key Info', 'Sectors', 'Main Content', 'Featured Items' (which is selected), 'Contacts', and 'Social'. Below the tabs, there is a section titled 'Introducing Your Page with a Featured Image, Slideshow or Video'. This section explains that the first impression a visitor will get from the profile is the Slideshow area at the top of the profile page, which can take the form of a single image, a video, or a slideshow of videos/images. It also mentions that while the main section for uploading images and videos is the 'Main Content' tab, this 'Featured Items' tab is the highlight, and users can select images they have already uploaded to their Media Library. A note states that uploading images/videos here is optional and that the featured image from the 'Key Info' tab will display if they do not. Recommended dimensions are HD (1920 x 1080 pixels). Below this, there is a section for 'Featured Media Slides' with instructions on how to add images or videos. It mentions that images must be hosted on a site like YouTube or Vimeo. A note says 'You must supply the ID of the video on the slide'. It provides an example for YouTube: 'https://www.youtube.com/watch?v=Dy4t38d2' and for Vimeo: 'https://vimeo.com/2400285'. At the bottom, there is a button that says 'Add Media Item'.

- **Featured Items** form a **Slideshow** of images and videos at the top of your Profile
- If you skip this tab, the Feature Item image you uploaded in Key Info will be used (see pages 7-9)

Recommend a landscape image of HD size (1920 x 1080 pixels), at least 800 pixels wide



Images scrolling in the slideshow. Samuel, North East Iceland <http://beta.mycreativeedge.eu/profile/samuel/>

Media Items

- Click **Add Media Item**
- Choose **Video Slide** or **Image Slide**

Video Slide

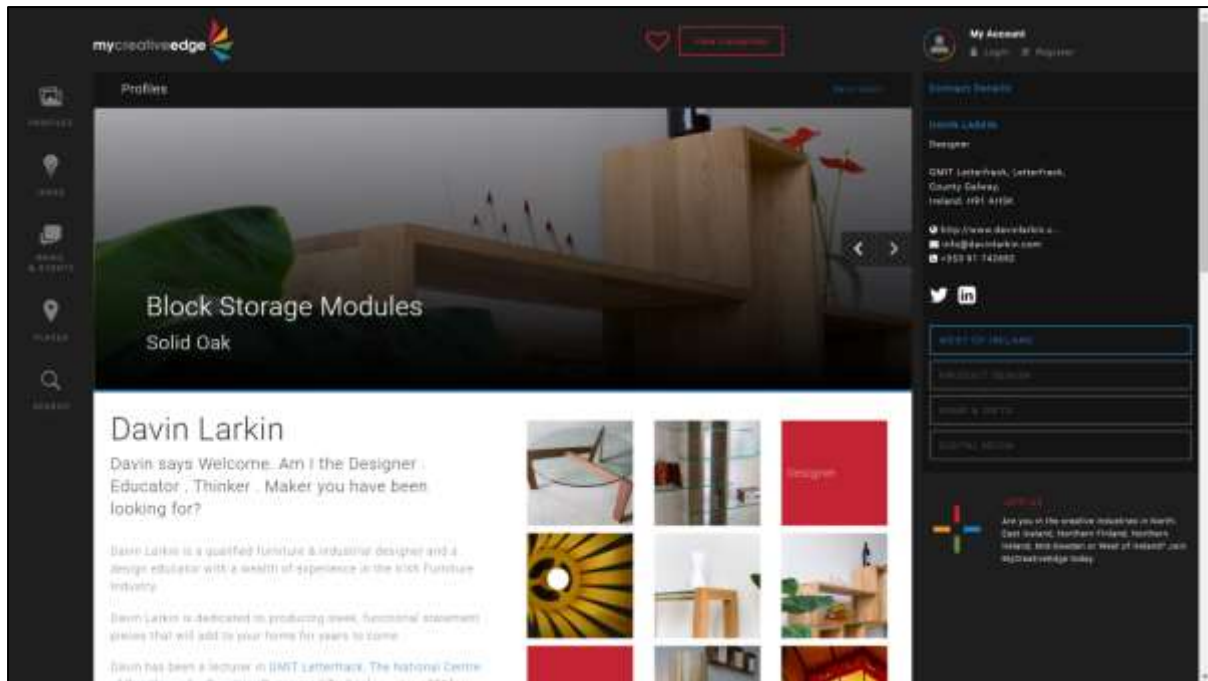
- Select if video is on **YouTube** or **Vimeo**
- Insert **Video ID**. Every video hosted on these platforms has a unique Video ID. You can find this unique ID in the URL for the video e.g. in <https://www.youtube.com/watch?v=K6AfSckWSZA>, it is K6AfSckWSZA – the bit after the equals sign.

The screenshot shows the 'Featured Media Slides' section of a profile editor. It includes instructions on how to add a video slide, a note about the video ID, and a form with a 'Video Platform' dropdown menu (set to YouTube) and a 'Video ID' text field. An 'Add Media Item' button is at the bottom right.

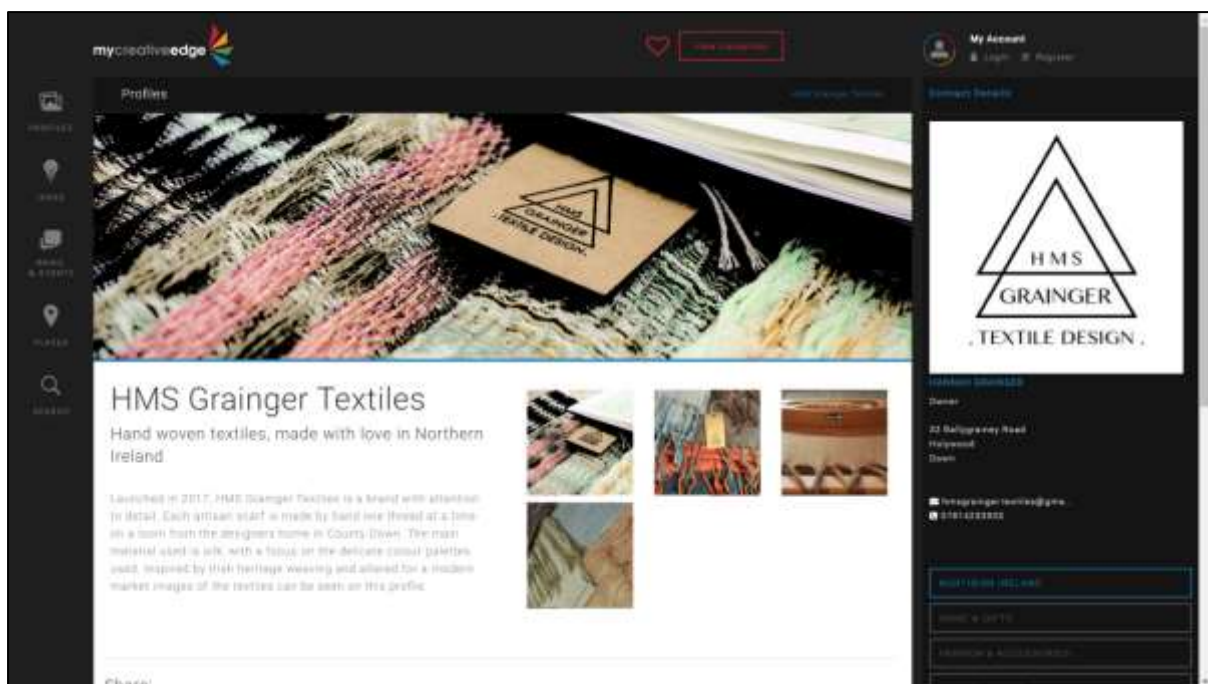
Image Slide

- Click **Add Image**
- **Drag and Drop** your image or click **Select Files** and choose from your computer. Do not forget to fill in the ALT Text field on the right-hand side. Click **Select**
- Option to provide a **Heading** and a **Sub Heading** for your image. These will appear as overlays on your images
- **If you add a Heading a filter effect will be applied making the image darker so the white text is visible.**

The screenshot shows the 'Featured Media Slides' section of a profile editor for an image slide. It includes instructions on how to add an image slide, a note about the image ID, and a form with an 'Image' field (with an 'Add Image' button), a 'Heading' text field, and a 'Sub Heading' text field. An 'Add Media Item' button is at the bottom right.



Davin Larkin, West of Ireland <http://beta.mycreativeedge.eu/profile/davin-larkin/>



HMS Grainger Textiles, South East of Northern Ireland <http://beta.mycreativeedge.eu/profile/hms-grainger-textiles/>

Step 8: Contacts tab*

Profile Details

First Time Here? | Key Info | Sectors | Main Content | Featured Items | **Contacts** | Social

Providing Visitors with Your Contact Information
Details will be publicly displayed on your Profile.

Name of Primary Contact *

Job Title of Primary Contact
e.g. Owner or Creative Director

Logo / Avatar
Upload to add a logo or headshot here. You should upload a square image.
No image selected

Business Address - Line 1

Business Address - Line 2
e.g. Town or City

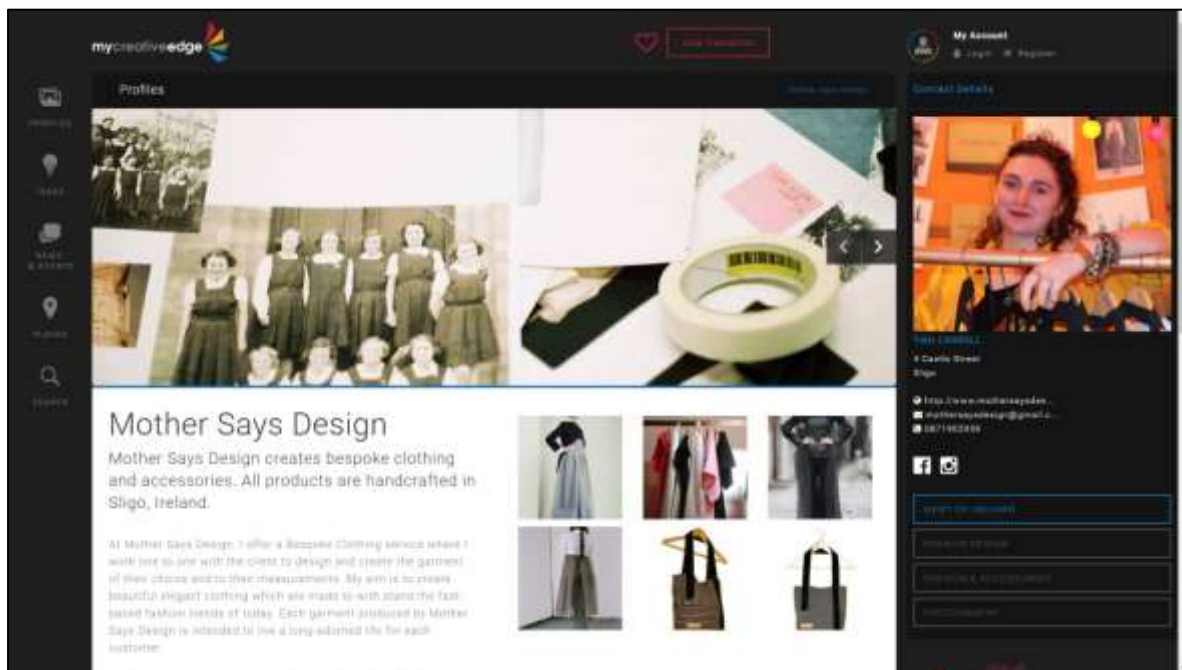
Business Address - Line 3
e.g. County and Postcode

Company Website

Email Address for Enquiries

Telephone Number for Enquiries

Contact details appear on right-hand side of your Profile



Mother Says Design, West of Ireland <http://beta.mycreativeedge.eu/profile/mother-says-design/>

Fields on Contacts tab:

Name of Primary Contact*

- Name of person likely to reply to enquiries

Job Title of Primary Contact

- For the person listed above, option to give their role

Logo/Avatar

- Business logo or photo of yourself will appear on Profile
- Square image, minimum 384 pixels x 384 pixels

Business Address

- If giving an address, try to make it clear and include postcode

Company Website

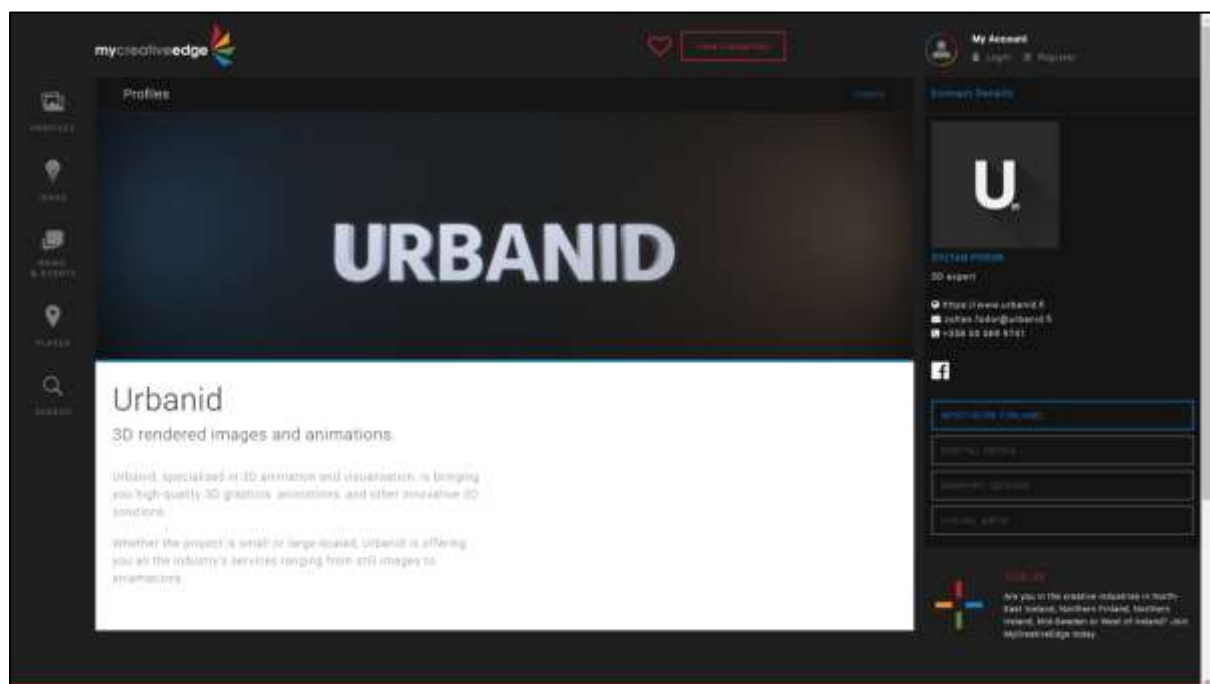
- Provide the full URL of website (<http://www.mycreativeedge.eu>)

Email Address for Enquiries

- Enter a general email address (e.g. support@mycreativeedge.eu) or direct email address of the Primary Contact

Telephone Number for Enquiries

- Remember to enter full phone number including the international code (e.g. 00353 1 780000)



Urbanid, Northern Finland <http://beta.mycreativeedge.eu/profile/urbanid/>

Step 9: Social tab

The screenshot shows a 'Profile Details' window with a 'Social' tab selected. The tab contains a list of social media platforms with input fields for their respective links. The platforms listed are Facebook, Twitter, Instagram, LinkedIn, Pinterest, SoundCloud, YouTube, Vimeo, and Flickr. Each platform has a label indicating the type of link required (e.g., 'Full URL' or '@handle'). At the bottom, there is a checkbox for agreeing to include a Twitter feed in the social wall.

Profile Details

First Time Here? | Key Info | Sections | Main Content | Featured Items | Contacts | **Social**

Adding Social Media Links and Content to Your Profile
Track clicks on your social media links in My Stats.

Facebook (Full URL)

Twitter (handle only e.g. @eucreative NOT full url e.g. http://www.twitter.com/eucreative)

Instagram (handle only e.g. @eucreative)

LinkedIn (Full URL)

Pinterest (Full URL)

SoundCloud (Full URL)

YouTube (Full URL)

Vimeo (Full URL)

Flickr (Full URL)

☒ I agree to my Twitter feed being included in the MyCreativeEdge Social Wall.

Add **social media links you use for work**. They will appear as icons on your Profile.

- Facebook – **full url** e.g. <https://www.facebook.com/eucreative/>
- Twitter – **just the @handle** e.g. @eucreative
- Instagram – **just the @handle** e.g. @eucreative
- LinkedIn – **full url**
- Pinterest – **full url**
- SoundCloud – **full url**
- YouTube – **full url**
- Vimeo – **full url**
- Flickr – **full url**

Step 10: Connected Users (optional)



A new feature of MyCreativeEdge is that you can **share access to a Profile with other members of MyCreativeEdge** e.g. if you have a joint business, collaborate on a project with another member of the site or are a member of a collective.

Connected Users

- Click **Create Connections**
- **Search Users** to find the other MyCreativeEdge member(s) you want to share access with. You can select as many as you like
- **They will only have access to this Profile and not to any other Profile you create**
- Your partners can access the Profile at **Login > Profiles > All Profiles**. The shared Profile will be included in their list.

Step 11: Preview & Submit for Review*

- Click **Preview** on top right hand side to preview how the Profile looks
- Check your text, images/videos & that your links are working
- Click **Homepage Preview** on right hand side to preview how your 'Key Info' information will appear when your Profile features on the homepage
- When you are happy, click **Submit for Review**

When you click Submit for Review you may get a message 'Validation failed. X fields require attention'. This occurs if mandatory fields have been left blank. Check all Tabs, field(s) with errors will be marked in red. Correct & click Submit for Review again.

Note: On Main Content and Featured Items tabs, if you added an extra 'Media Item' or 'Project/Album' but did not upload content, this counts as a blank mandatory field.

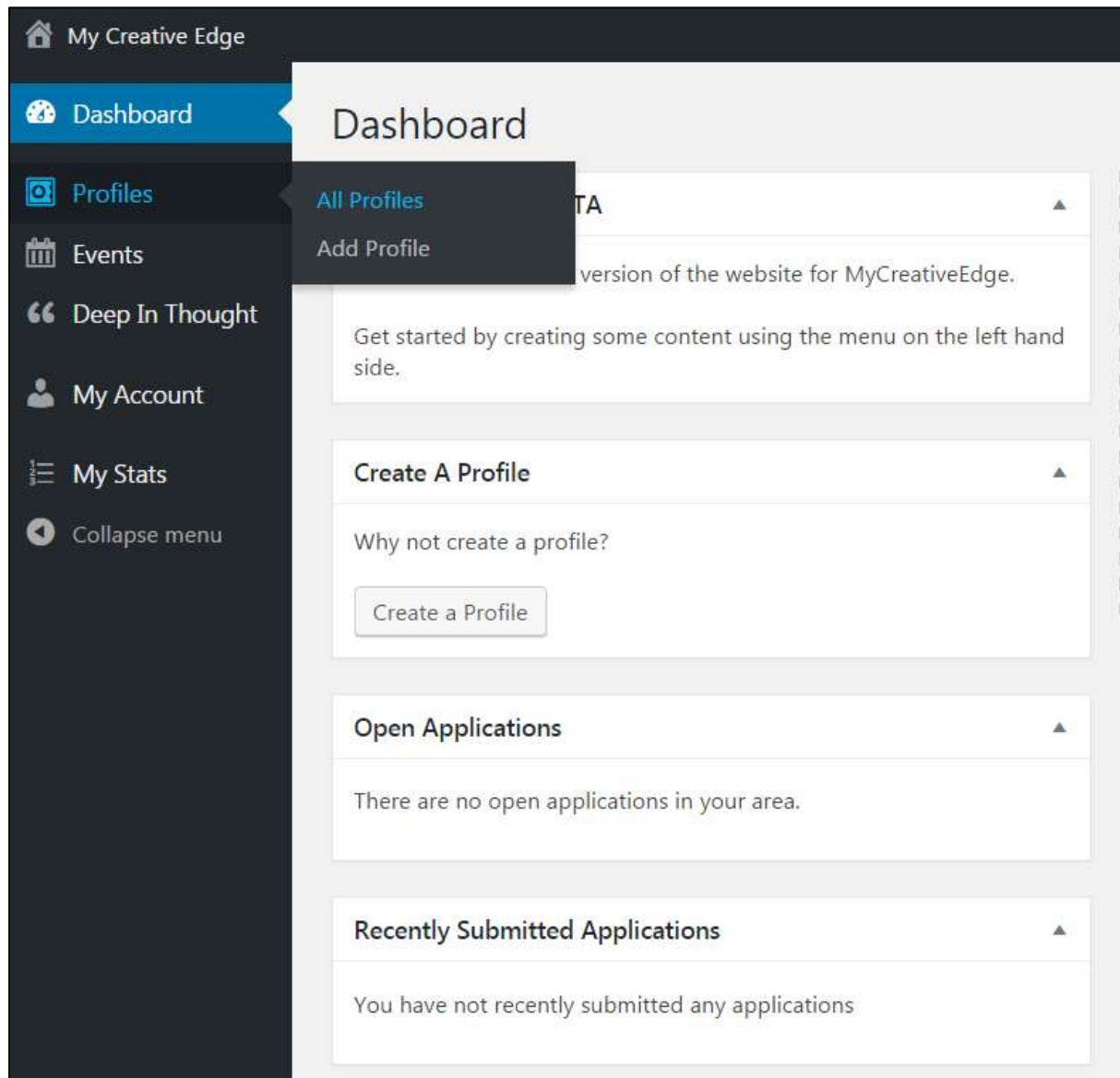
Click the minus sign (-) symbol on the section to delete it.

The regional administrator for your region will review your Profile and contact you if there is any issue.

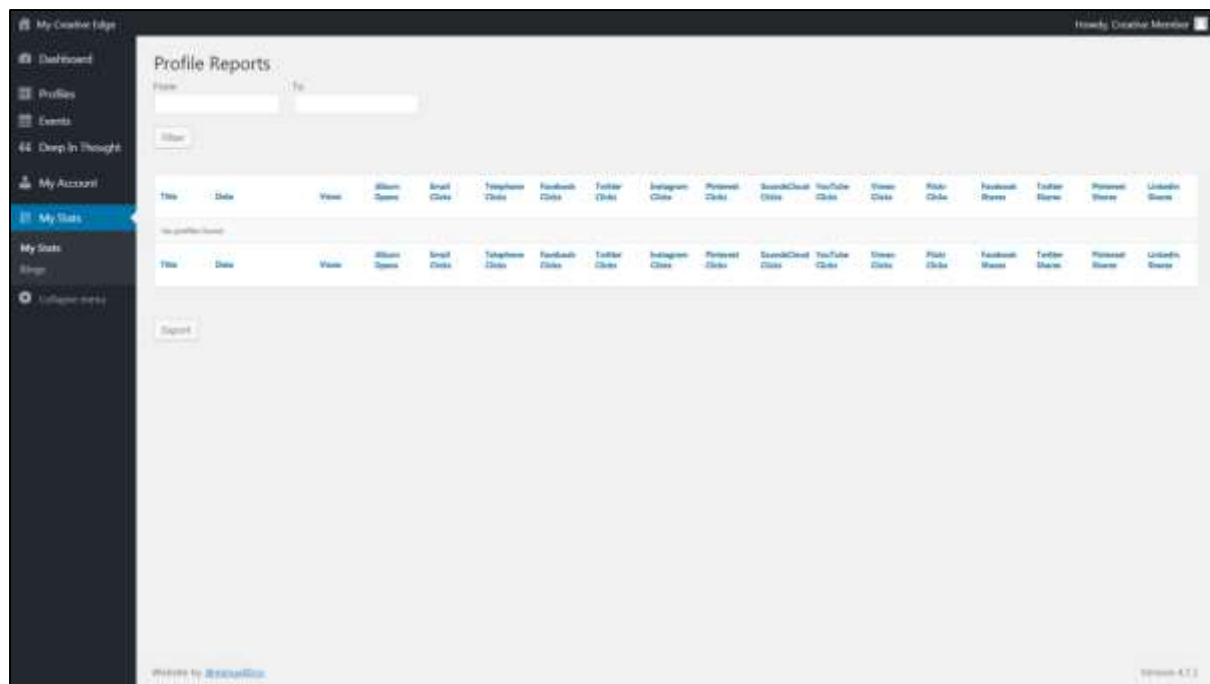
When approved, your Profile will be published on the site & you'll be notified

Step 12: Editing & Stats

When published you can update and edit your Profile at any time **Login > Profiles > All Profiles**



- To check the Statistics on your Profile **Login > My Stats**
- Details on **Profile Views, Album opens, Contact & social media clicks** for each Profile you have published
- Filter by date range
- Export to a spreadsheet



If you have any difficulties or queries, contact support@mycreativeedge.eu