



Quick Start Guide to Creating a MyCreativeEdge.eu Profile

1. **Register** on www.MyCreativeEdge.eu & **Login** with username or e-mail & password
2. Click **Create a Profile**. Type name of Profile in **Title** field at top of page

Important: Click Save Draft at top right regularly as you create Profile

3. Click **Key Info** tab
 - a. Type in **Short Description** for home page (max. 140 characters)
 - b. Click **Add Image** to upload 1 **Feature Image** (rec. 1920 x 1080 pixels, min. 800 pixels wide) as main image for home page. Select or Drag & Drop image from computer. Click blue **Select** button on lower right.
4. Click **Sectors** tab & choose up to 3 sectors from dropdown menus
5. Click **Main Content** tab (to upload main images & text for Profile)
 - a. Click **Create Layout** & choose 1 of 3 layout options
 - i. [Standard Profile](#) – all images & videos as small thumbnails on Profile, open in a gallery
 - ii. [Multi-Portfolio](#) – images & videos organised into Albums e.g. product lines, services
 - iii. [Text-Focussed](#) – no images or videos in main area of Profile
 - b. Insert text in **Introduction** field (max. 320 characters) & **About your Company** field to explain about yourself/your business (max. 1,000 words). For a **Text-Focussed Profile** this is the end of Main Content
 - c. **Standard Profile**
 - i. Click **Add Media Item**
 1. Image – choose **Image**, click grey box **Add Image** which brings you to Media Library. Select or Drag & Drop image from computer. Click blue **Select** button on bottom right. Add text to **Image Title** field. Option to add more detail in Image Description. Repeat for each image.

2. Video – choose **Video**. Upload **Fallback Image**, choose if video is on **YouTube or Vimeo**, insert **Video ID** (numbers after = in YouTube link or after / in Vimeo), add text to **Video Title** field. Option to add more detail in Video Description
3. Quote – choose **Quote**, insert text (max. 140 characters), option to add Author, Title, Description. Choose **Background Colour** – Red, Blue, Green or Orange

d. **Multi-Portfolio**

i. Click **Add Project/Album**

1. Insert **Album Title**. Option to add more detailed Album Description of the project / product line / exhibition / service contained in that Album
 2. Add image for **Album Featured Image** which is the ‘cover’ for the album that will appear on Profile page
 3. Click **Add Media Item** & add images, videos & quotes as above
 4. Click **Add Project/Album** to add another album & repeat
6. **Optional** – Click **Featured Items** tab, add up to 3 images/videos to a Slideshow at top of Profile page. Click **Add Media Item**, click **Image Slide** or **Video Slide**. Add image or video as above. Option to add Heading & Sub-Heading (this will make image darker so white text can be seen). If you skip this tab, **Feature Image** from Key Info tab will appear.
7. Click **Contacts** tab, insert **Name of Primary Contact** & any other contact information e.g. website, e-mail. Option to add a **square Logo/Avatar** (image of yourself) to appear with contact information
8. Click **Social** tab, option to add social media links used for business. For Twitter & Instagram just use the @ handle, for all others, use full web link.
9. Click **Preview** at top right to see how Profile will look on site. Return to any tabs to make changes
10. Click **Submit for Review**. MyCreativeEdge.eu administrators will review & then publish on site

Can Save Draft & leave process at any time, or edit Profile once published >

Login, go to **Profiles** on left hand menu & click name of Profile