



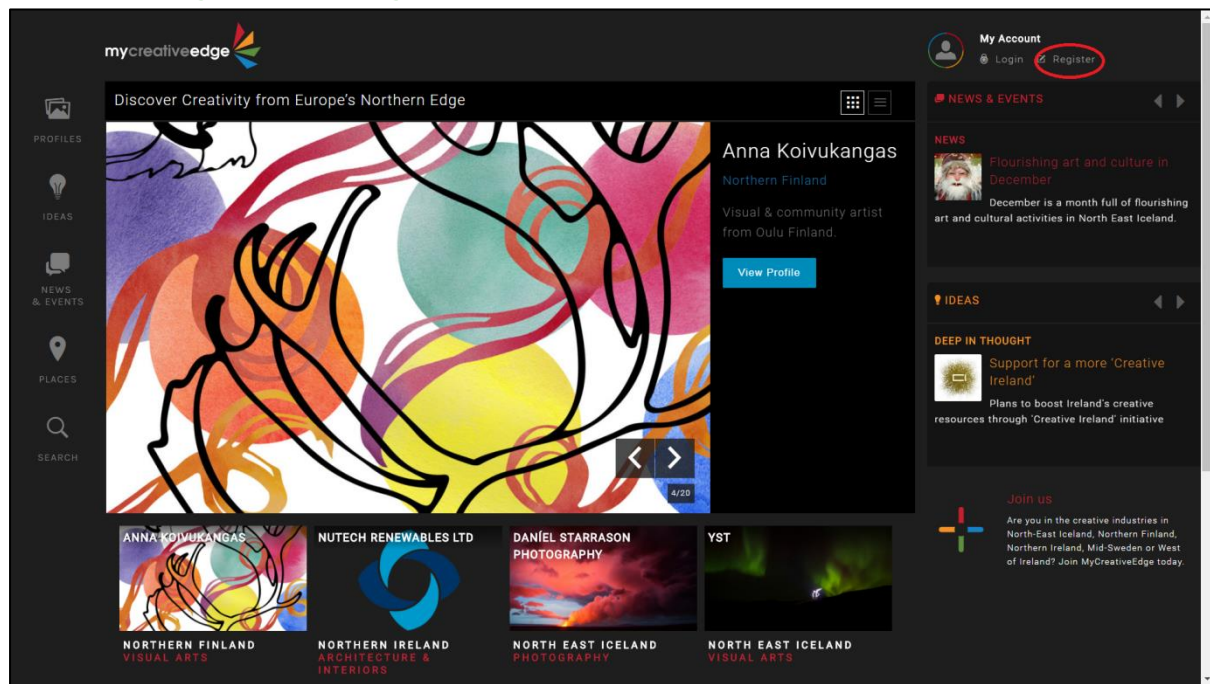
Showcase your Creative Co-Working Space

How to Create a MyCreativeEdge.eu Space Profile

Contents

Step 1: Register & Login*	2
Step 2: Add Space*	4
Step 3: Title*	5
Step 4: Key Info tab*	6
Step 5: Main Content tab*	11
Step 6: Related Profiles tab.....	15
Step 7: Contacts, Social tab*	17
Step 8: Featured Items tab (OPTIONAL)	20
Step 9: Preview & Submit for Review*	22

Step 1: Register & Login*



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

Register

Do you work in the Arts, Crafts, Design or Media & Technology sectors? Or operate a shared creative working space?

If you are based in:

- Mid-Sweden (Västernorrland)
- West of Ireland (counties Donegal, Sligo, Leitrim, Roscommon, Mayo, Galway and Clare)
- Northern Finland (Lapland, North Ostrobothnia)
- South East of Northern Ireland (Armagh City, Banbridge & Craigavon Borough Council, Ards & North Down Borough Council, and Newry, Mourne & Down District Council areas) or
- North East Iceland (Akureyri, Dalvíkurbýggð, Eyjafjarðarsveit, Fjallabyggð, Grýtubakkahreppur, Hörgársveit, Langanesbyggð, Norðurling, Skútustaðahreppur, Svalbarðahreppur, Svalbarðstrandahreppur, Tjórnesahreppur or Hingeyjarsveit)

You can **showcase** your creative work or space to international customers, clients and collaborators with a free online Profile. **Connect** with creatives and spaces across Europe's Northern Edge. **Discover** and apply for opportunities and supports through a creative momentum project.

When registering pick one of 3 options based on why you want to join:

1. **Creative** (work in the creative sector): create a Profile for your work & publish Events & Deep in Thought posts
2. **Space** (own/manage a Shared Creative Working Space): create a Space Profile & publish Events & Deep in Thought posts
3. **Contributor** (support agency, local authority, researcher): publish Events & Deep in Thought posts

Register now

Username

Your Name
 First name Surname

Email Address

Why you are registering
 Please tell us why you are registering:

Where you are from
 MyCreativeEdge and a creative momentum project are only available to certain regions.
 First, select a region:

Then, select an area:

Password
 6-20 characters Confirm your password

Do you agree to the Terms and Conditions? ☐

Registration fields:

Username

- Pick a memorable username; can use username OR email address to login
- Username will NOT be the name of your Space 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 for a creative workspace***

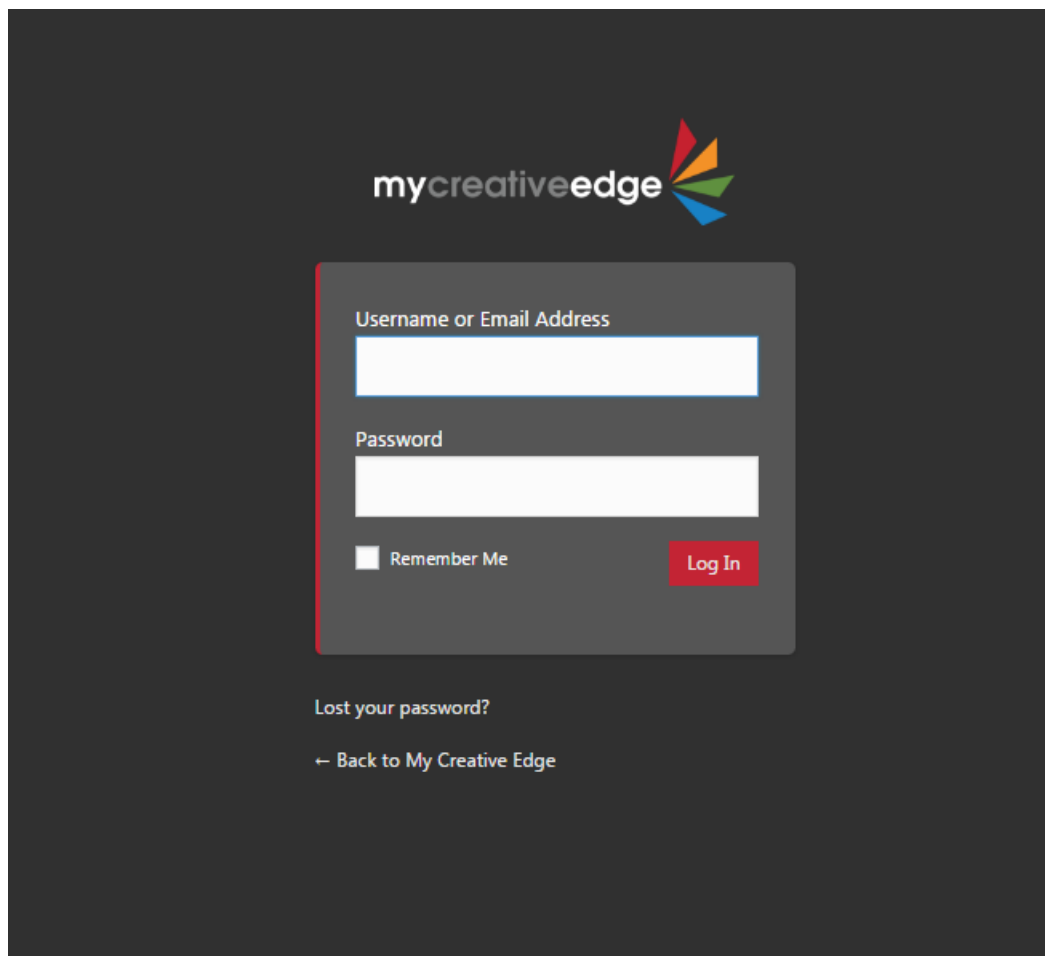
Where you are from

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

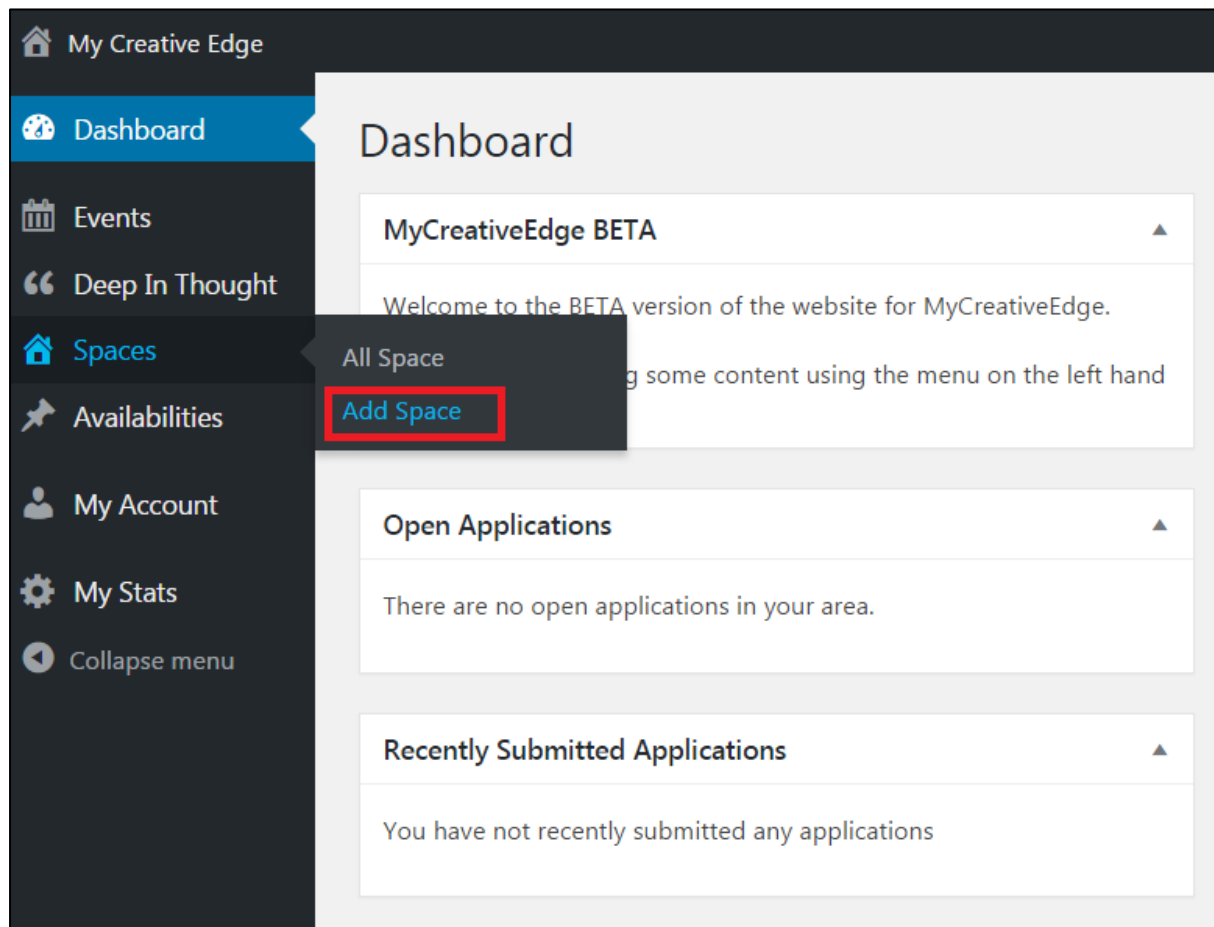
Password

- Password of 6-20 characters

When registered, **Login**

The image shows a login form for 'mycreativeedge' on a dark grey background. The logo, consisting of the text 'mycreativeedge' and a colorful fan-like icon, is at the top. Below it is a light grey rounded rectangle 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 form, the text 'Lost your password?' is displayed, followed by a link '← Back to My Creative Edge'.

Step 2: Add Space*



On Left Hand Menu:

Spaces > Add Space

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

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

To access again **Login>Spaces > All Space**

Step 3: Title*

Spaces

Enter title here

Spaces

First Time?

Key Info

Main Content

Related Profiles

Contacts, Social

Featured Items

Making the Most of your Space Page

Making the most of your MyCreativeEdge Space Page involves pulling together a description of your property along with contact information, social media links, and creating a few signposts 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 Space, and if this is your first time here, we recommend that you take a few minutes to plan your page:

1. Browse the website and take a note of the Spaces you enjoyed reading, and what you like about them.
2. Collate all your contact details and social media details into a document.
3. Compose a short story that introduces your Space, honing in on your services and facilities.
4. Gather a few photographs, images and videos that would add memorability to your Space page (including your company logo, if you have one).

Feature Image

On the Key Info tab, you must upload one main Featured Image which will be the key signpost for your Space on the site. This will also appear as the main image at the top of your Space page unless you choose to upload an image, slideshow or video on the Featured Items tab.

Compulsory Fields

Apart from the page Title, there are 5 compulsory fields that must be completed in order to create a Space page: Short Description, Featured image, Area and Town (in Key Info), at least one Content Block (in Main Content) and Name of Primary Contact (in Contacts).

Adding Videos

Videos must be hosted on either YouTube or Vimeo.

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=K6Af5dKWSZA>, it is K6Af5dKWSZA – the bit after the equals sign. When adding a video, you will need to upload a Fallback Image. This is a still image representing the video.

Social Links

On the Social tab you can add your social media accounts.

Submitting your Space

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

Multiple Spaces

If you have more than one Space, you can add a separate Space page for each.

Screen Options

Publish

Save Draft

Preview

Status: Draft

Visibility: Public

Submit for Review

Types

All Types

Most Used

Tags

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

mycreativeedge

PROFILES

IDEAS

NEWS & EVENTS

PLACES

SEARCH

Spaces

Creative Laboratory – Luova Laboratorio

Home / Creative Spaces

Creative Laboratory – Luova Laboratorio

View on Map

Luova Laboratory – Creative Laboratory is a creative co-working space in the city centre of Oulu, Finland

Working-space consist of 4 different types of rooms:

1. Indianwoods: relaxed space with flexible workstation
2. Silent workspace
3. Working space for 5-10 people
4. Mysteryroom: relaxed meeting room for 5-10 people

These spaces are open for rent. At the moment we have more than 20 people working regularly in the co-working space. There is also possibility to rent a space for a day or an hour.

Prices: 10€/hour, 229€/month

Open hours: 10.00-18.00

FACILITIES

The place is in total 300m2, including 4 different types of working rooms

My Account

Login Register

Contact Details

LABRA@LUOVALABORATORIO.COM

Saaristonkatu 9, Oulu, Suomi

<https://luovalaboratorio...>

Facebook

Twitter

Instagram

Other Posts by Northern Finland

Video Pitching Toolkit workshop in Torneo

The Bescons & Beyond workshop in Torneo was a success

2nd meeting of Finnish Industry Advisory Group

What does an elf from the Arctic Circle do in Genoa?

Creative2Creative Matching: Pasi Hakio and David Henderson

Join us

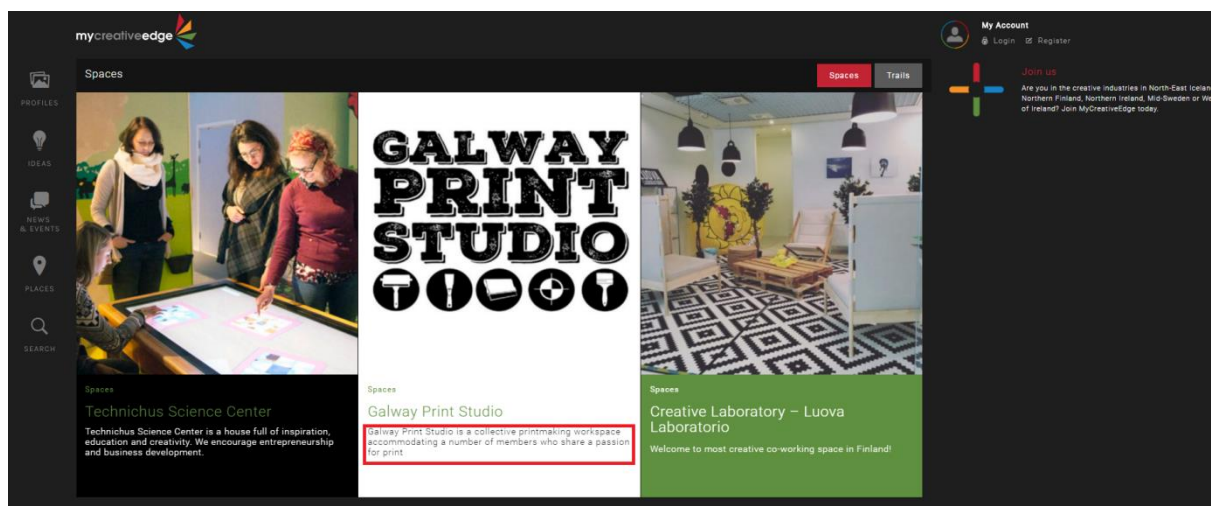
Are you in the creative industries in North-East Iceland, Northern Finland, Northern Ireland, Mid-Sweden or West of Ireland? Join MyCreativeEdge today

Step 4: Key Info tab*

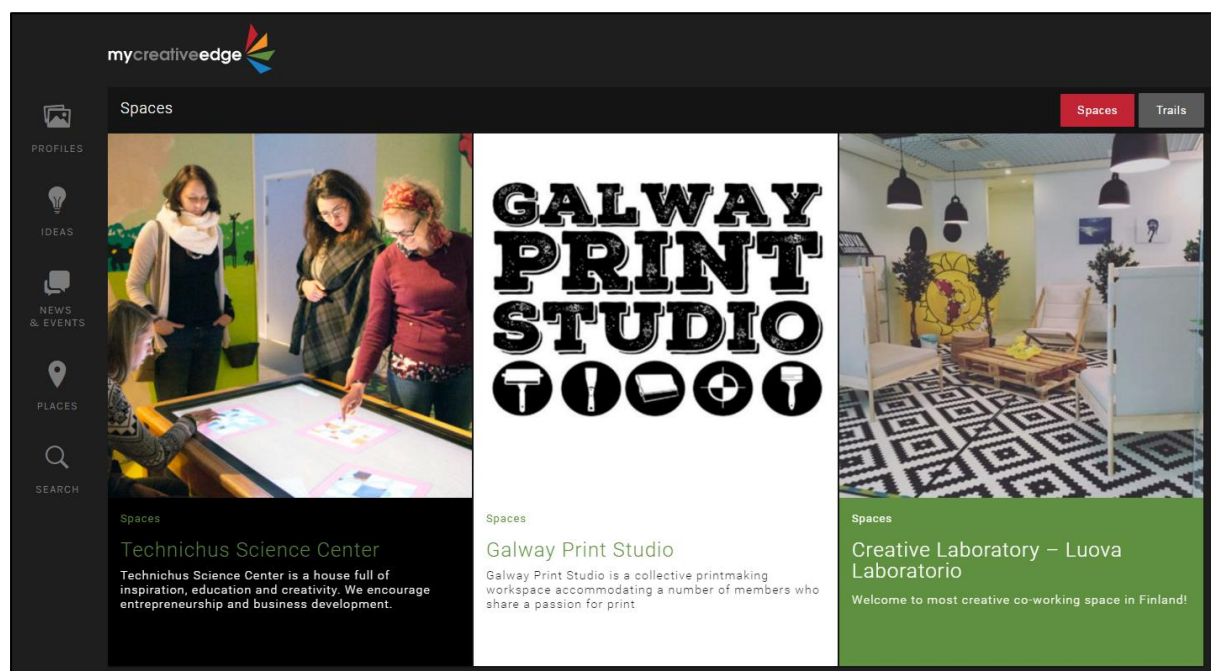
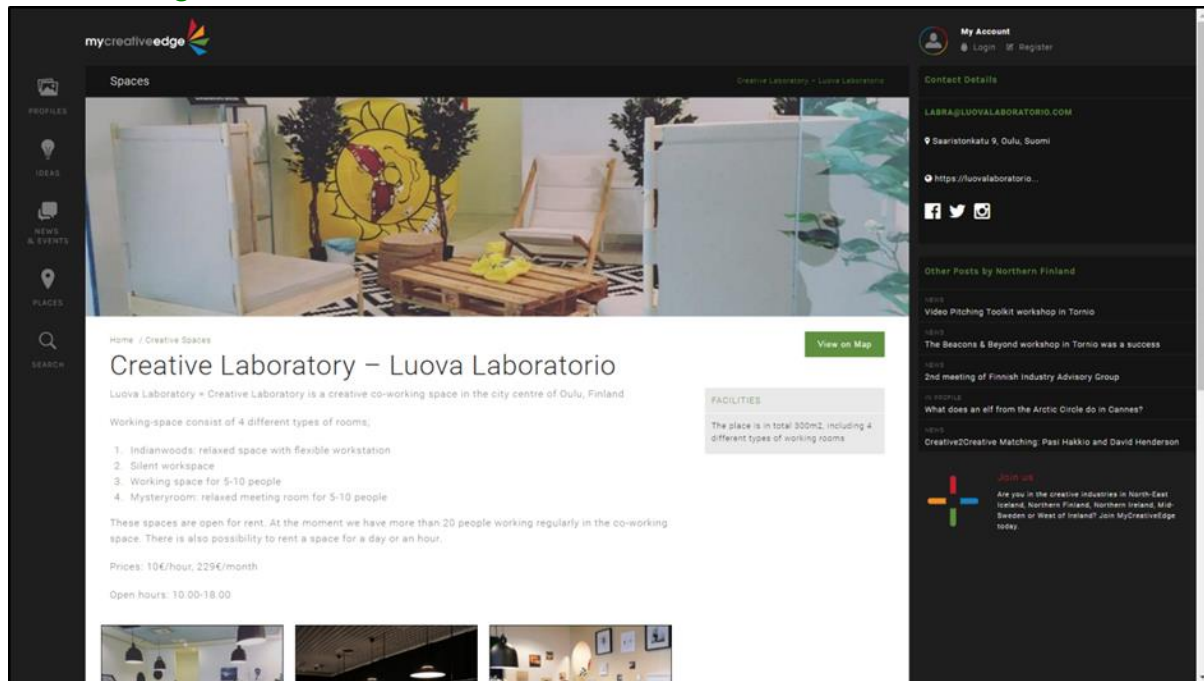
The screenshot shows the 'Spaces' creation interface with the 'Key Info' tab selected. The form includes fields for 'Enter title here', 'Space Name', 'Short Description' (with a 140-character limit), 'Feature Image' (with a 1920x1080px recommendation), 'Square Feature Image (Optional)' (with a 384x384px recommendation), 'Area' (a dropdown menu), and 'Your Address' (with a map integration). On the right, there is a 'Publish' section with 'Save Draft', 'Preview', and 'Publish' buttons, along with status and visibility options. Below the publish section are 'Types' and 'Tags' sections for categorization.

Short Description*

- Text of max. 140 characters to describe your Space
- Appears below the Title of your Space <http://beta.mycreativeedge.eu/places/spaces/>



Feature Image*



- **Feature Image** appears at the **top of your Space Profile page** and also on the **Spaces page** <http://beta.mycreativeedge.eu/places/spaces> (see Creative Laboratory above)
- Click **Add Image**

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

- **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 Files

Media Library

Drop files anywhere to upload

or

Select Files

Maximum upload file size: 35 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

Square Feature Image (Optional)

The area at the top of your Space Profile page is landscape. The area for the image on the Spaces listing page is square.

If the landscape Feature Image you uploaded for your Space Profile does not look well when cropped to a square shape, you have the **option to also upload a Square Feature Image** that will show on the Spaces listing page instead.

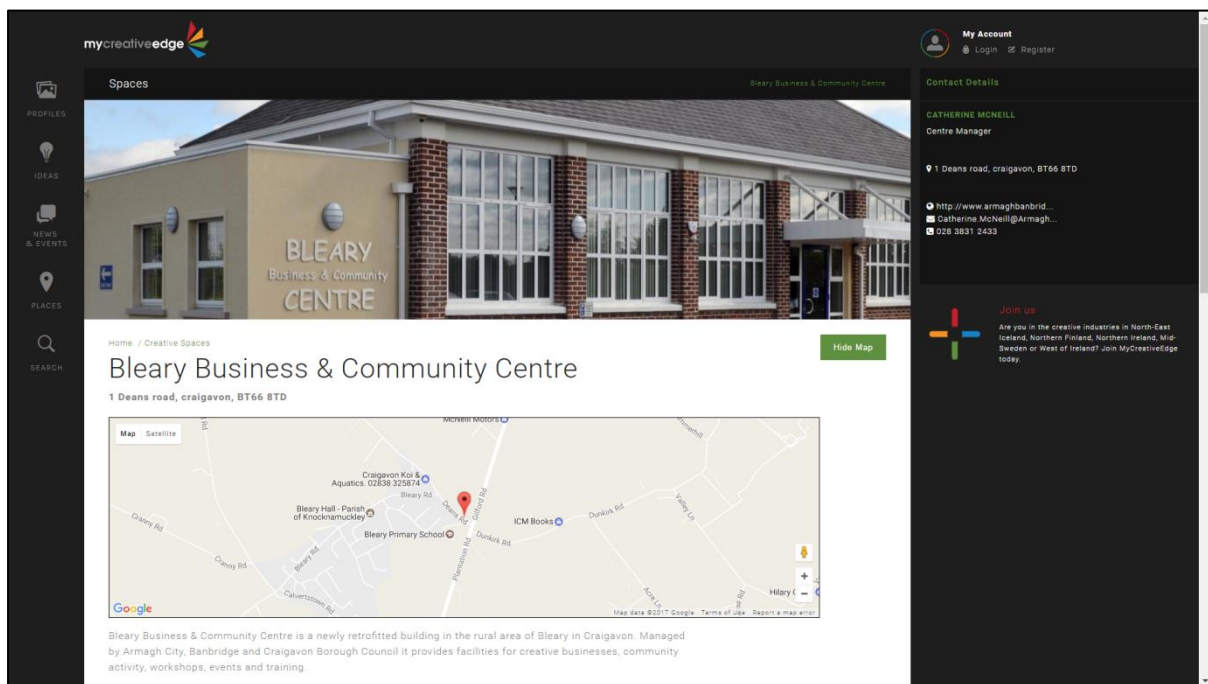
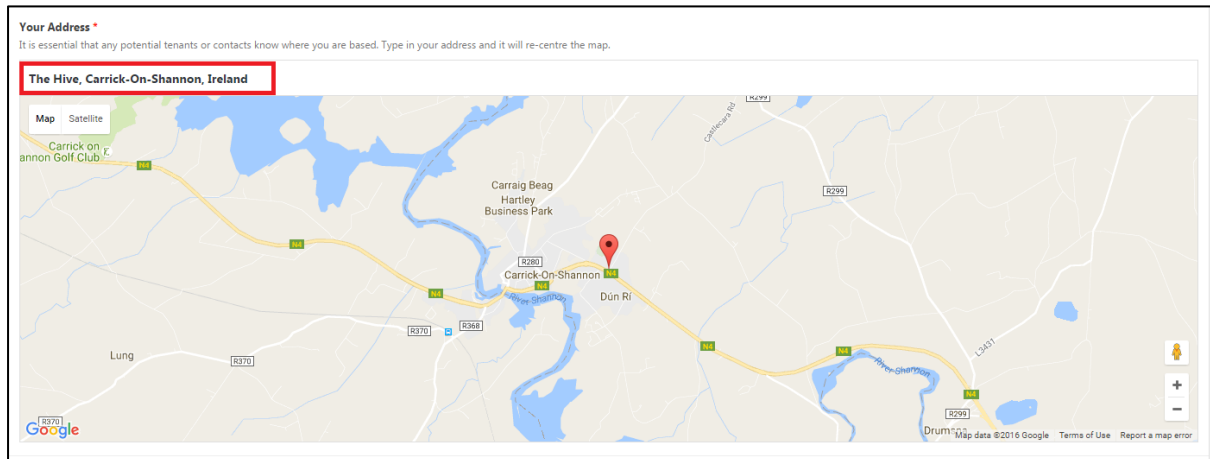
Add Image same as above

Area*

- Select which **Area** your Space is located in from dropdown menu

Your Address*

- Type your **Address** in this field, the Google Map will re-centre
- On your Space Profile, visitors have option to **View on Map** to bring up the map or **Hide Map**



Town/City*

- Add the **town or city** where you are located
- Option to add **Postcode**

Facilities

You can add a list of the **Facilities** your Space offers e.g. number of studios, number of hot-desks, capacity of auditorium, car parking etc.


- Click **Add Item** or the plus symbol **+** to add each Facility/Feature
- Click the minus symbol **–** to delete a Facility/Feature
- Each Facility/Feature description can be max. 140 characters
- Appear as a 'boxed' list on right hand side of main content area of your Space Profile page

Facilities
You can use this tool to add a bulleted list of key facilities to this page e.g. No. of rooms, or total floorspace, or car parking on site.

1	Facility/Feature	140 character limit	
2	Facility/Feature	140 character limit	
3	Facility/Feature	140 character limit	

[Add Item](#) [Remove row](#)

Spaces Creative Laboratory – Luova Laboratorio



Home / Creative Spaces [View on Map](#)

Creative Laboratory – Luova Laboratorio

Luova Laboratory = Creative Laboratory is a creative co-working space in the city centre of Oulu, Finland

Working-space consist of 4 different types of rooms;

1. Indianwoods: relaxed space with flexible workstation
2. Silent workspace
3. Working space for 5-10 people
4. Mysteryroom: relaxed meeting room for 5-10 people

These spaces are open for rent. At the moment we have more than 20 people working regularly in the co-working space. There is also possibility to rent a space for a day or an hour.

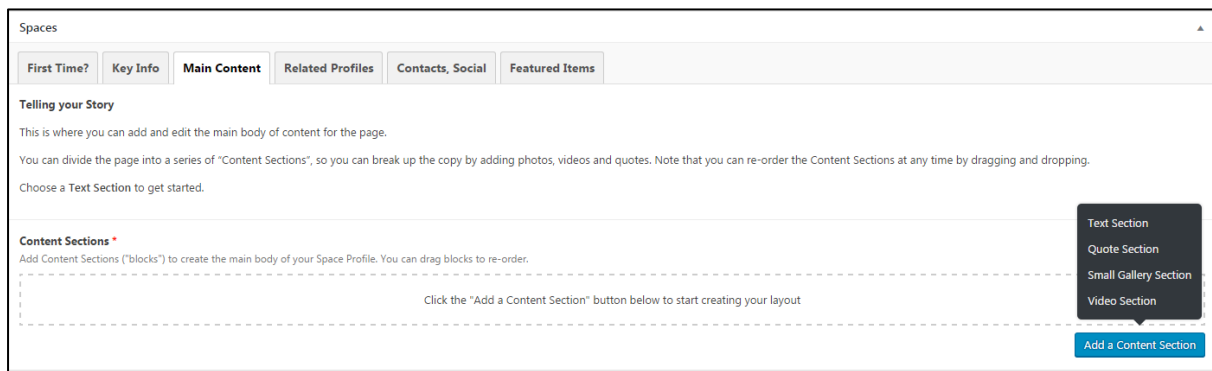
Prices: 10€/hour, 229€/month

Open hours: 10.00-18.00

FACILITIES

The place is in total 300m2, including 4 different types of working rooms

Step 5: Main Content tab*



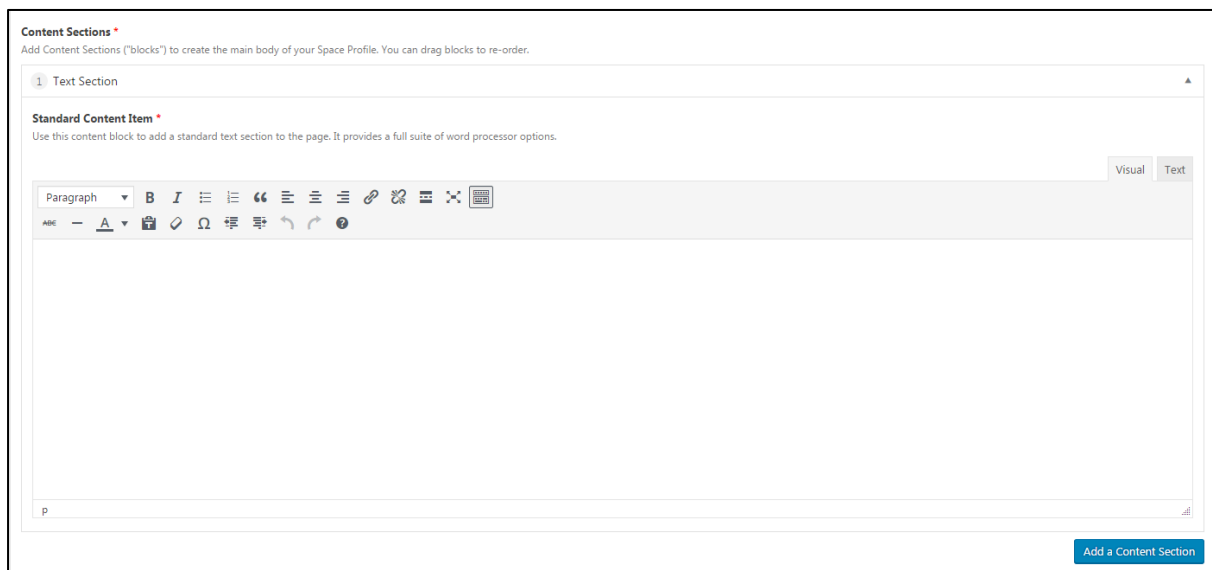
Main Content is the **main body of your Space Profile**. Add the description of your Space here with the option to add other types of content e.g. images, videos. Different types of content are uploaded in separate **content sections**.

Start by adding a Text Section

Text Section*

Add a Content Section > Text Section

- **Text** body of your Space Profile. Give information about your Space. Edit as if using Word
- Recommended to prepare text in advance and paste into this section

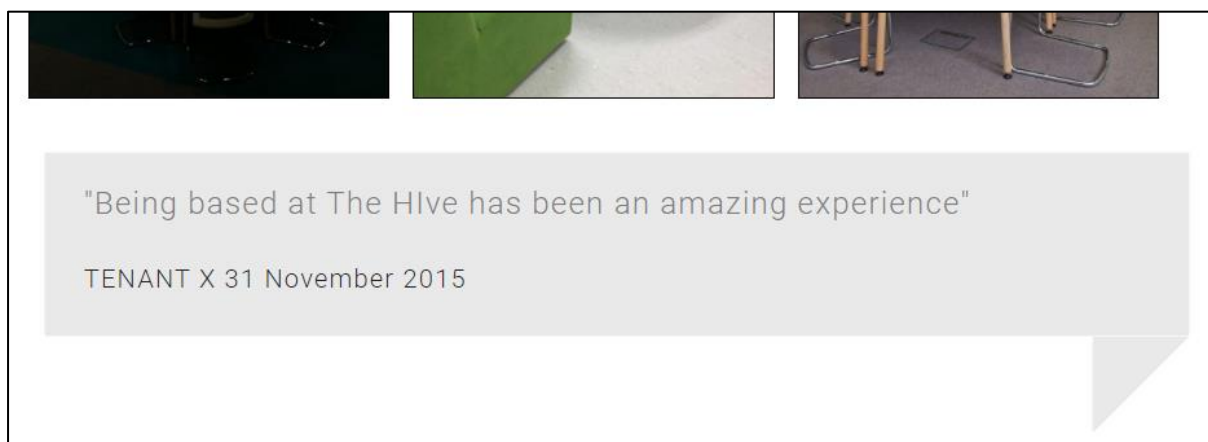


Quote Section

Add a Content Section > Quote Section

- Option to add a quote, perhaps from a current or former tenant
- Insert a quote (max. **420 characters**). Can include name of quoted person and date
- **Quote Section** is surrounded by 'speech bubble' effect on your Space Profile

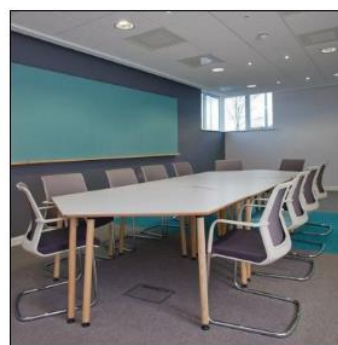
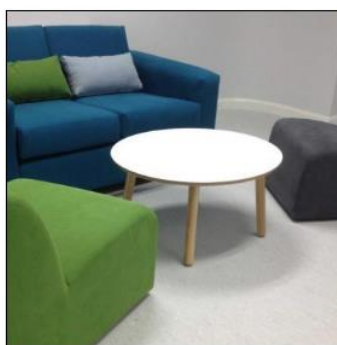
The screenshot shows the 'Add a Content Section' interface for a Quote Section. On the left is a dark sidebar with navigation options: All Articles, Add Article, In Profile, Spaces, Availabilities, Trails, Applications, MEDIA AND CONTENT, Media, Application Forms, REPORTING, Usage Statistics, Downloads, Google Analytics, and Activity Log. The main area is titled '4 Quote Section' and contains three input fields: 'Quotation' (with a 420 character limit warning), 'Quoted Person' (placeholder: 'who provided this quote?'), and 'Quoted Date' (placeholder: 'e.g. November 2015 or 31/12/2015'). A blue 'Add a Content Section' button is highlighted with a red box. Below the form is a section titled 'Supporting Content (Right Hand Side)' with a 'What Is This?' heading and explanatory text about how the content will appear on desktop and mobile devices.



Small Gallery Section

Add a Content Section > Small Gallery Section

- Small Gallery Section allows you to add a row of up to 3 images to your Space Profile
- Click **Add to Gallery** to upload maximum of 3 images
- Do not forget to add **Alt Text** (text seen by viewer, if viewer cannot/does not want to see image) for each image



"Being based at The Hlve has been an amazing experience"

TENANT X 31 November 2015

Video Section

Add a Content Section > Video Section

- You can add a video to your Space Profile
- 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. In Vimeo it is the number after the /

Content Sections *
You can add as many Content Sections ("blocks") as you need to your page, and note that you can re-order the blocks at any time.
If this is your first time adding a page, you are encouraged to experiment with the Content Section options, and use "preview" to help you find the right layout.

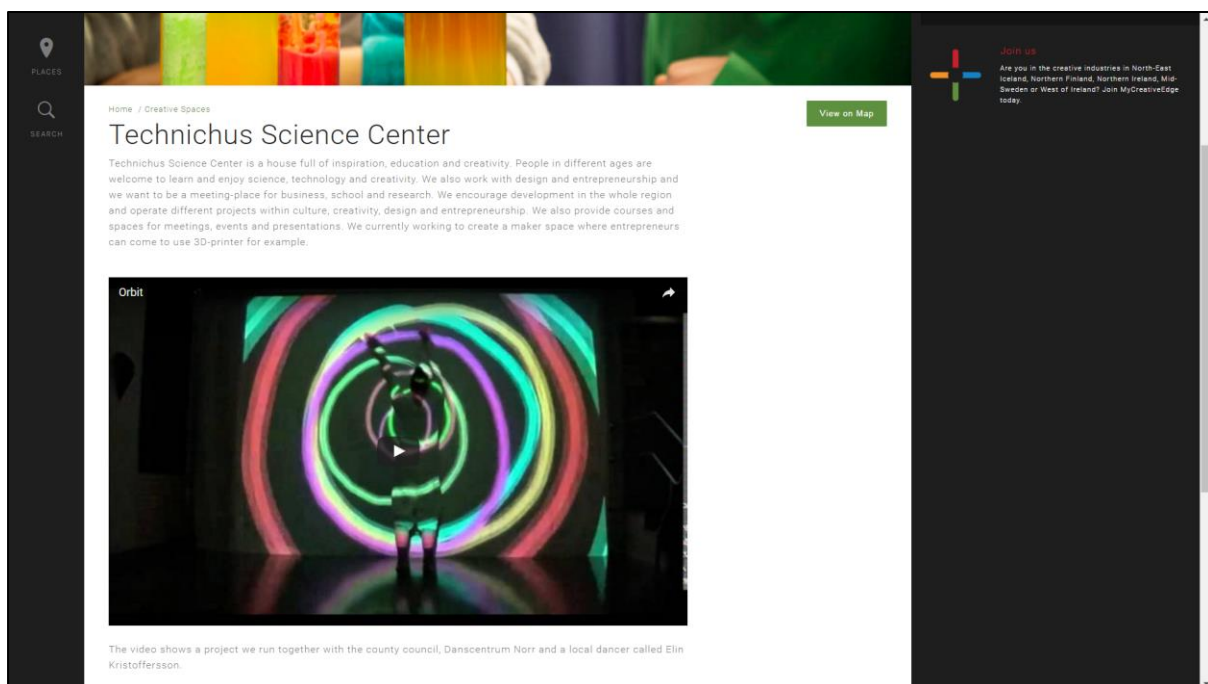
1 Video Section

Video Platform *
Your video must be hosted on either YouTube or Vimeo, or as a sound file on Sound Cloud.

YouTube

Video ID *
Every video has a unique ID. Look at the sharing tools on the video site to learn more.

Add a Content Section



Step 6: Related Profiles tab

The screenshot shows the 'Spaces' interface with the 'Related Profiles' tab selected. The interface is divided into two main sections: 'Tenants' and 'Connections'. Both sections have a search bar and a list of profiles. In the 'Tenants' section, 'Anna Koivukangas' is selected and highlighted in blue. The 'Connections' section is currently empty.

Tenants
Add Profiles of anyone who is currently resident in your Space.

Search...

- Adele Pound
- Aisling Ni Churraighin
- Anna Koivukangas
- Black Hole Studio
- Bob Johnston Baskets
- Bold Visual Narrative

Connections
Add Profiles of anyone connected with your Space e.g. former tenants, exhibitors.

Search...

- Adele Pound
- Aisling Ni Churraighin
- Anna Koivukangas
- Black Hole Studio
- Bob Johnston Baskets
- Bold Visual Narrative

Option to select other published Profiles on MyCreativeEdge. Links to these Profiles will appear on your Space Profile page. You can select 2 groups:

1. Tenants:

- Select Profiles of anyone who is currently located in your Space
- They appear as a list of 'Tenant Profiles' in a box on right side of the main area of your Space Profile

2. Connections:

- Select Profiles connected with your Space e.g. someone who previously exhibited in your Space, a former tenant, an artist who had a residency
- Appear as a list of 'Connections' on far right of your Space Profile page

On **Related Profiles tab**, select the **Profile** you want on Left Hand side. Selected Profile moves to Right Hand side.

To remove a selected Profile from your Space click the minus symbol –



[View on Map](#)

FACILITIES

5 hot desks
Meeting room
3 offices

TENANT PROFILES

[Davin Larkin](#)
[Gudrun Huld – designer](#)

Connections

[Bold Visual Narrative](#)
[Grimsey Design](#)
[HMS Grainger Textiles](#)
[Keith Heneghan](#)

Other Posts by West of Ireland

DEEP IN THOUGHT
[‘So much data. So little time.’](#)

NEWS
[2nd meeting of Irish Industry Advisory Group](#)

NEWS
[Professional photoshoot opportunity for West of Ireland creatives](#)

IN PROFILE
[Joanne Casey at So Much Data. So Little Time.](#)

IN PROFILE
[Ainslie Peters from Nádhúra @ So Much Data. So Little Time.](#)

Step 7: Contacts, Social tab*

Spaces ▲

[First Time?](#)
[Key Info](#)
[Main Content](#)
[Related Profiles](#)
[Contacts, Social](#)
[Featured Items](#)

Details will be publicly displayed on your Space Profile

Logo / Avatar
If your company has a logo, you can add it to your page here.
No image selected [Add Image](#)

Name of Primary Contact *

Job Title of Primary Contact
e.g. 'Owner' or 'Managing Director'

Website

Email

Telephone Number

Facebook URL

Twitter Handle

Instagram Handle

Contact details and social links appear on right-hand side of Space Profile

mycreativeedge

PROFILES

IDEAS

NEWS & EVENTS

PLACES

SEARCH

Spaces

Galway Print Studio

Home / Creative Spaces

View on Map

Galway Print Studio

Galway Print Studio is a collective of artists who share a passion for print. It aims to enhance, encourage and support a stronger printmaking community in the west of Ireland. The studio has a professional printmaking workshop in Galway city, which helps to make printmaking an accessible, unique, viable and innovative art form.

The Galway Print Studio workshop provides both emerging and established artists with the opportunity to make and exhibit their work and also to connect with other artists and community groups.

My Account

Login Register

Contact Details

VICTORIA SMITH
Manager

Ballybane Enterprise Centre, Galway City, Ireland

<http://galwayprintstudio...>
info@galwayprintstudio.i...
+353 91 773759

f t in p

Other Posts by West of Ireland

in profile
Anna Fossane, No Gadget Design
DEEP IN THOUGHT
Activating your digital DNA
DEEP IN THOUGHT
The importance of creative industries in regional development
in profile
Bringing nature into your home with Vorhus Living

Fields on Contacts, Social tab:

Logo/Avatar

- Business logo will appear on Space Profile page

Name of Primary Contact*

- Name of person likely to reply to enquiries or manager of the Space

Job Title of Primary Contact

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

Company Website

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

Email Address

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

Telephone Number

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

Social Media

- 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

The option to have your Twitter feed included in the [MyCreativeEdge Social Wall](#) is automatically selected. Untick if you prefer not to be included

Step 8: Featured Items tab (OPTIONAL)

First Time?

Key Info

Main Content

Related Profiles

Contacts, Social

Featured Items

Add a Visual Flourish to Your Page

Note that you do not have to add a slideshow to the top of your page; it will default to your Feature image if you do not choose one.

Main Header Image

We recommend using a landscape image of a 1920 x 1080 ratio. Minimum width of 1,200 pixels.

No image selected Add Image

Featured Media Slides

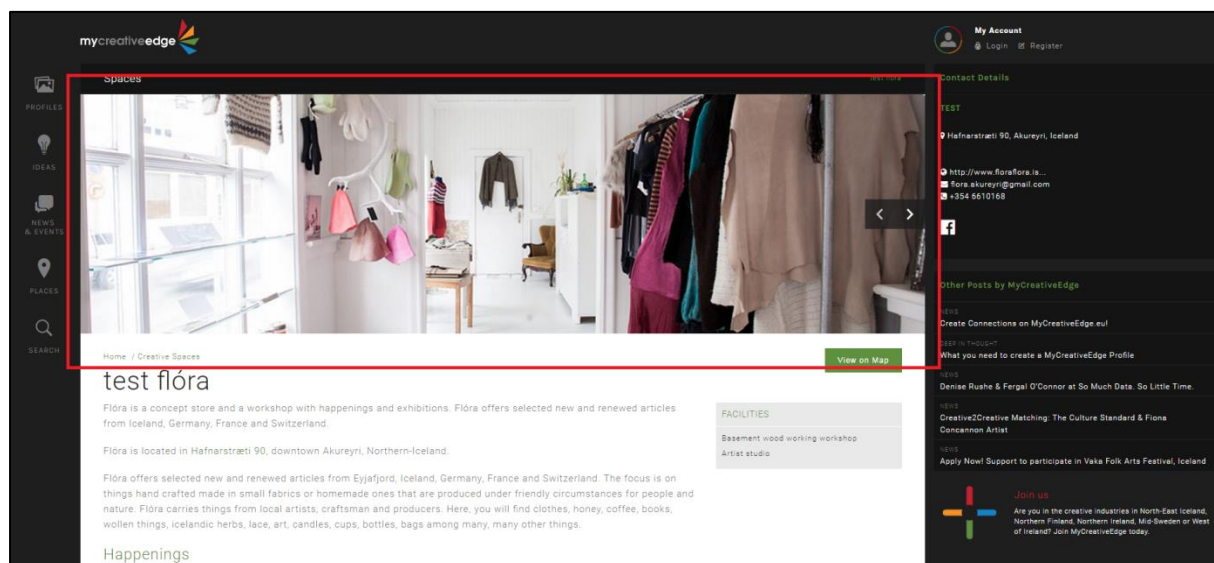
On your Space page, you can lead the page with up to 10 "features", which will automatically carousel. A feature can either be a video (stored on YouTube or Vimeo) or else a photo that you upload to the page.

Click the "Add Featured Image Slide" button below to start creating your layout

Add Featured Image Slide

- **Featured Items** form a **Slideshow** at the top of your Space Profile
- If you skip this tab, the Feature Item image you uploaded in Key Info will be used

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



Featured Media Slides

- Click **Add Featured Image Slide**
- Choose **Video** or **Image**

Video

- 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.

Featured Media Slides
On your Space page, you can lead the page with up to 10 "features", which will automatically carousel. A feature can either be a video (stored on YouTube or Vimeo) or else a photo that you upload to the page.

1 Video

Video Platform

YouTube

Video ID

Add Featured Image Slide

Image

- 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.**

2 Image

Image *
No image selected

Add Image

Heading

Sub Heading

Add Featured Image Slide

Step 9: Preview & Submit for Review*

The screenshot shows the 'Spaces' creation interface. At the top, there's a 'Spaces' header with a 'Screen Options' dropdown. Below it is a text input field labeled 'Enter title here'. The main content area has a 'Spaces' section with a 'First Time?' tab selected. The 'First Time?' tab contains instructions on 'Making the Most of your Space Page' and a list of steps to follow. On the right sidebar, the 'Publish' section includes buttons for 'Save Draft', 'Preview', and 'Submit for Review'. The 'Preview' button is highlighted with a red box. Below the 'Publish' section is the 'Types' section with 'All Types' and 'Most Used' options. At the bottom of the sidebar is the 'Tags' section with a plus icon.

- Click **Preview** on right hand side to preview how the Space Profile looks
- Check your text, images/videos & that your links are working
- 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.

On Main Content and Featured Items tabs, if you added an extra 'Content Section' or 'Featured Image Slide' but did not upload an image/video/quote, 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 Space Profile and contact you if there is any issue.

When approved, your Space Profile will be published on the site

Update and edit your Space Profile at any time **Login > Spaces > All Spaces**

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