ARTS
NETWORK
SUTTON

HOW TO JOIN 'ARTS NETWORK SUTTON'

As a Member

Top Tips

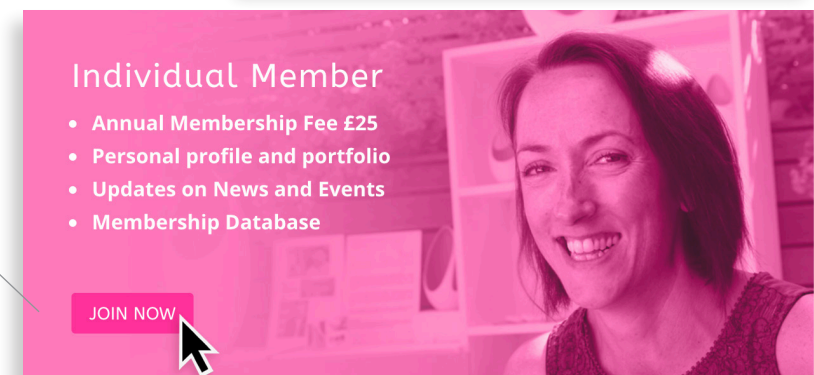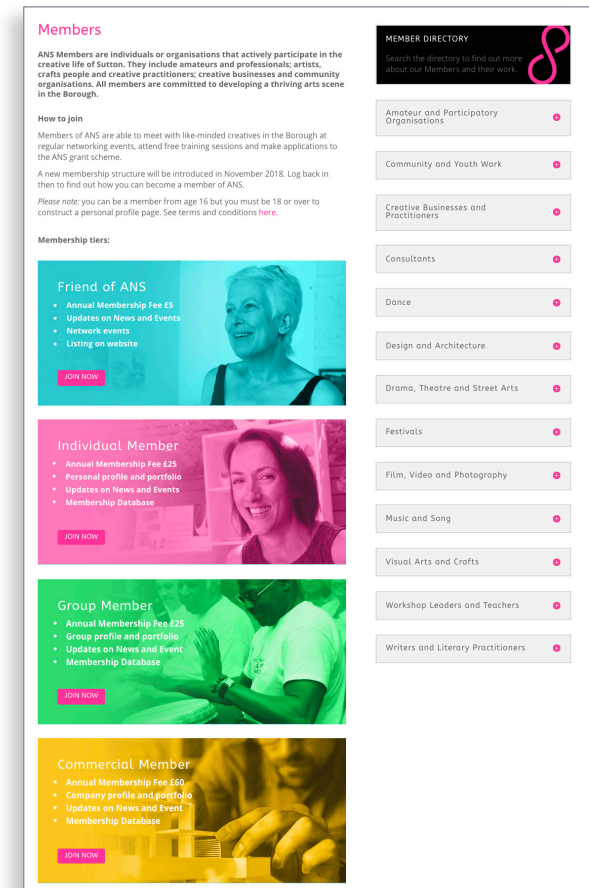# ARTS NETWORK SUTTON

To become an ANS Member

1. Go to the Members section of the website:
   www.ansutton.org/members/

2. Choose from the 4 membership options and click on the 'Join now' button.

The directory on the righthand side show the different groups you can be attributed to – this will help people connect to you*. You can browse the directory to find similar individuals or groups you may wish to join.
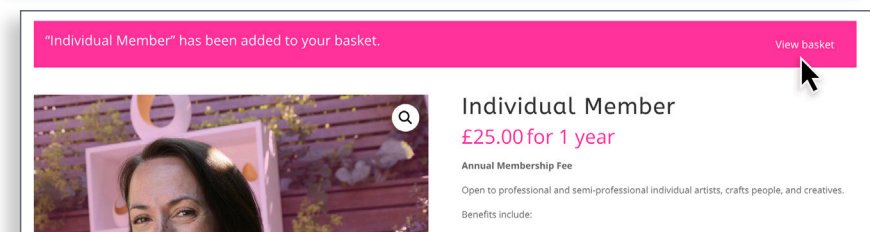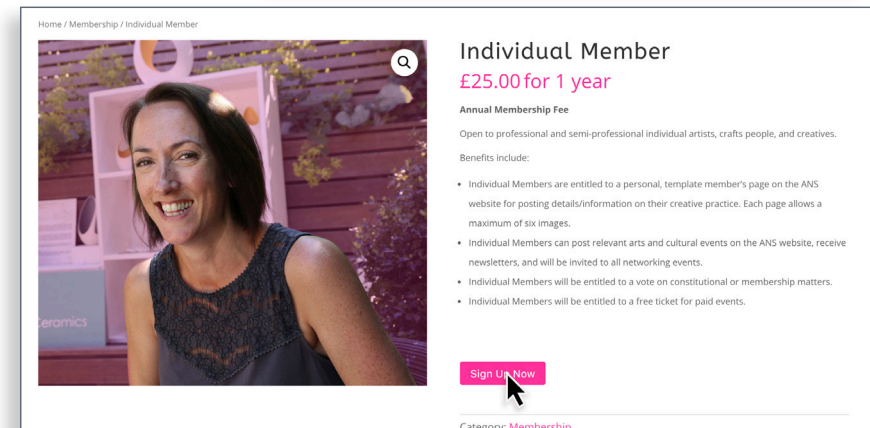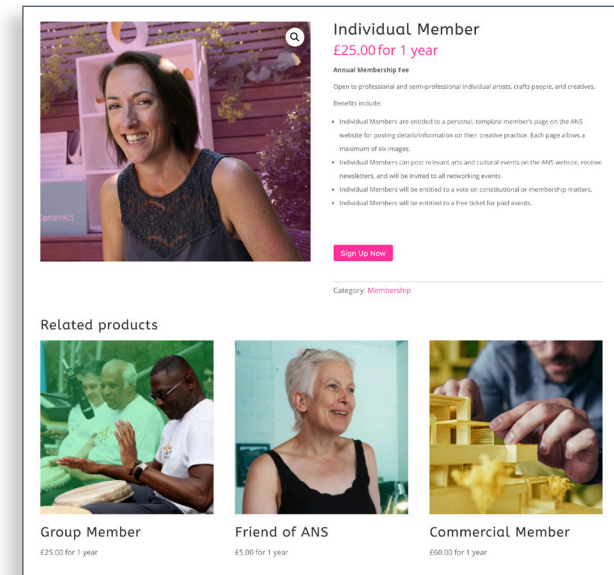
*See page 6

Members

ANS Members are individuals or organisations that actively participate in the creative life of Sutton. They include amateurs and professionals; artists, crafts people and creative practitioners; creative businesses and community organisations. All members are committed to developing a thriving arts scene in the Borough.

How to join

Members of ANS are able to meet with like-minded creatives in the Borough at regular networking events, attend free training sessions and make applications to the ANS grant scheme.

A new membership structure will be introduced in November 2018. Log back in then to find out how you can become a member of ANS.

Please note: you can be a member from age 16 but you must be 18 or over to construct a personal profile page. See terms and conditions here.

Membership tiers:

Friend of ANS
- Annual Membership Fee £5
- Updates on News and Events
- Network events
- Listing on website

JOIN NOW

Individual Member
- Annual Membership Fee £25
- Personal profile and portfolio
- Updates on News and Events
- Membership Database

JOIN NOW

Group Member
- Annual Membership Fee £25
- Group profile and portfolio
- Updates on News and Event
- Membership Database

JOIN NOW

Commercial Member
- Annual Membership Fee £60
- Company profile and portfolio
- Updates on News and Event
- Membership Database

JOIN NOW

MEMBER DIRECTORY
Search the directory to find out more about our Members and their work.

- Amateur and Participatory Organisations
- Community and Youth Work
- Creative Businesses and Practitioners
- Consultants
- Dance
- Design and Architecture
- Drama, Theatre and Street Arts
- Festivals
- Film, Video and Photography
- Music and Song
- Visual Arts and Crafts
- Workshop Leaders and Teachers
- Writers and Literary Practitioners

Individual Member
- Annual Membership Fee £25
- Personal profile and portfolio
- Updates on News and Events
- Membership Database

JOIN NOW

ARTS
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3. Make sure you are happy with the selection, the benefits of each group are listed per category.

4. Click the 'Sign up now' button. You will then see a banner saying the membership choice has been added to your basket.

5. Click on the 'view basket' text.

![ARTS NETWORK SUTTON]

6. You will then see a shopping basket window, click 'proceed to checkout' or 'buy now' if you have preset payment information in place.

7. In the next window, fill in your name, address and card details. Your purchase will be complete when you click the final 'sign up' now button. You will receive a payment confirmation from Stripe. Your subscription will automatically renew annually unless you choose to cancel.

Important: Remember to tick the box stating you are 16 years of age or older, otherwise your membership cannot be processed properly. *Please note:* You have to be 18 and over to upload a profile or your work*.

*See Terms and Conditions

	Product	Price	Quantity	Total
×	Individual Member	£25.00 for 1 year	1	£25.00 for 1 year

Update basket

Basket totals

Subtotal	£25.00
Total	£25.00

Buy now ❯

— OR —

Proceed to checkout

Your personal data will be used to proce in our privacy policy.

☑ I am over 16 and have read and agre

To upload a profile as an ANS Member

1. Login to your account with the details you set up when you joined as a member.

2. Go to the 'Account' section in the menu bar, click on 'Profile'. You will then see a profile page with your name visible. You can add text for your profile, upload a portfolio of images, check messages, upload events and manage your groups from this page.

Your personal account/ billing details are not visible to the public.
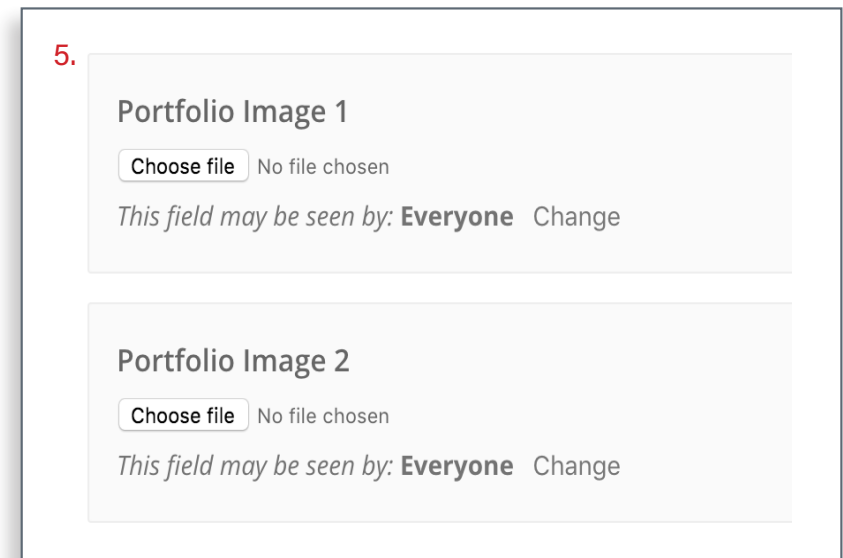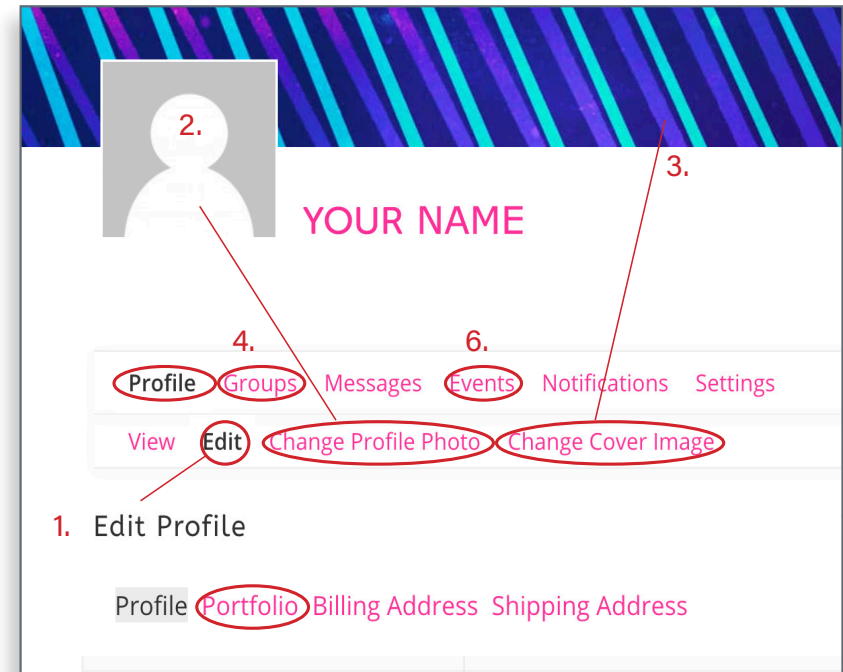
ARTS NETWORK SUTTON
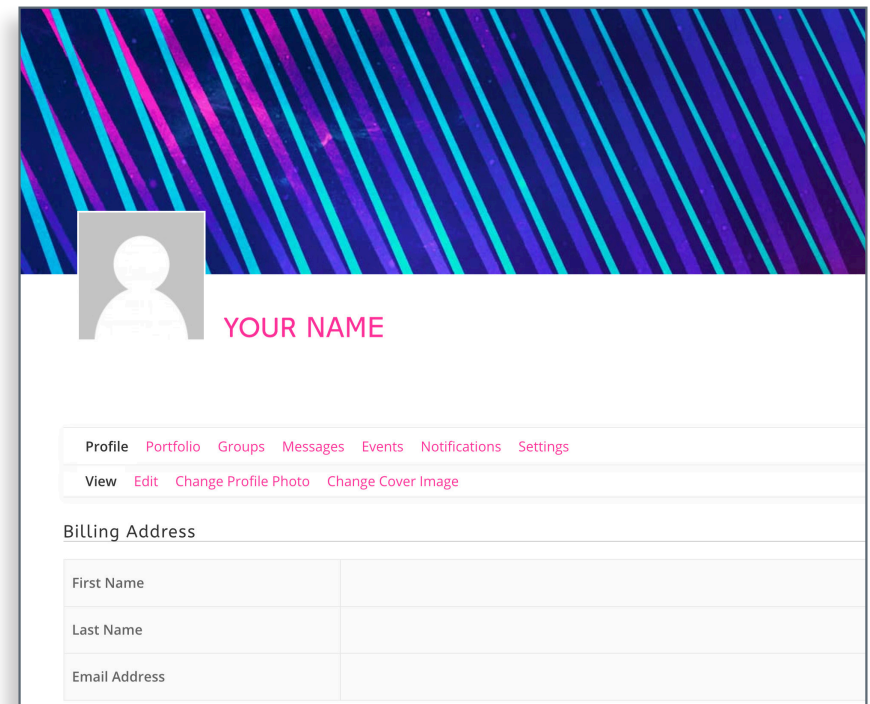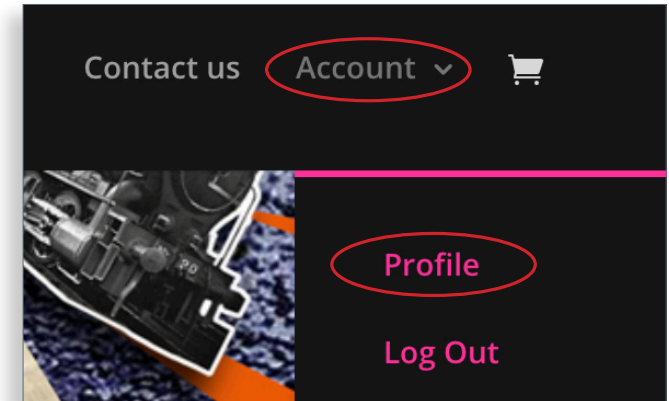
3. Edit your profile details (1), upload a profile photo (2) and change the background cover image (3) if you wish by using the buttons indicated and follow the simple instructions. Select Groups* (4) to see the groups you belong to. Add yourself to a group(s) by going to www.ansutton.org/groups/

4. You can upload up to six images of your work or photographs to the Portfolio* (5). Follow the step by step instructions to the end of the sequence. Please note the 2MB maximum file size for each section. Make sure you save changes.

Please note: Your profile will be viewable to the public so please do not publish anything that is not appropriate as we reserve the right to remove it from the site.** You must also tick the box to state you are 18 or over for your profile to be public.

*Individual members and above **See Terms and Conditions

2.
3.

YOUR NAME

4.   6.
Profile Groups Messages Events Notifications Settings
View Edit Change Profile Photo Change Cover Image

1. Edit Profile

Profile Portfolio Billing Address Shipping Address

5.

Portfolio Image 1

Choose file No file chosen

This field may be seen by: **Everyone** Change

Portfolio Image 2

Choose file No file chosen

This field may be seen by: **Everyone** Change

To upload an event as an ANS Member

1. Click on the 'Events' button (6) on your profile page.

2. Click on 'My Events' (7) in this section where you will have the option to 'Add Event' (8). Fill in the, name date, time and location of the event. A map will be automatically generated.

3. Fill in any 'Details' (9) describing the event and ticket information if applicable, links to websites etc.

5. Choose an event 'Category' (10) to tag the event. Add an 'Event Image' (11) to publicise the event if you have one.

6. Click 'Submit Event' (12) to finally send your event to our admin to check for final posting to the website.

Profile Portfolio Groups Messages Events Notifications Shop Settings

My Profile Events I'm Attending My Events My Locations 7.

Add Event 8.

Event Name

ANS Twelfth Night Event *

The event name. Example: Birthday party

Amateur and Participatory Organisations ◆

Select a group you admin to attach this event to it. Note that all other admins of that group can modify the booking.

As a site admin, you see all group events, users will only be able to choose groups they are admins of.

When

This is a recurring event. ☐

From 04/01/2018 to 04/12/2018

Event starts at 07:00 PM to 10:00 PM All day ☐

Timezone London ◆

Where

☐ This event does not have a physical location.

Location Name: Shinner and Sudtone *
Create a location or start typing to search a previously created location.

Address: 67 High Street *

City/Town: Sutton *

County: Sutton

Postcode: SM1 1DT

Shinner and Sudtone ×
67 High Street
Sutton

Sutton

Google Map data ©2018 Google Terms of Use Report a map

Details 9.

Add Media

Paragraph ▾ B I ☰ ☰ ❝ ☰ ☰ ☰ ✇ ☰ ✕ ☰
ABC — A ▾ ☰ ✂ Ω ☰ ☰ ↶ ↷ ❓

Twelfth Night traditionally marks the end of the Christmas season and is a final excuse for a bit of festive
there will be plenty of food and drinks and frivolity. We will also be launching out new website so come al
new look ANS!

P

Category: Amateur and Participatory Organisations
Community and Youth Work
Consultants
10. Craft
Creative Businesses and Practitioners
Dance
Design and Architecture
Drama, Theatre and Street Arts
Drama/theatre
Festivals

Event Image 11.

No image uploaded for this event yet
Upload/change picture Choose file Twelth-Night-2.jpg

Submit Event 12.