Resource Guide for the APS Website

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In this guide, you will learn how to:

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  o News
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Member Profile

Your member profile has four tabs:

1. **Personal Info** (Contact details, Address)
2. **Professional Info** (Education, Jobs, Current Research, Projects)
3. **Scholarship** (Articles, Books, Digital Humanities)
4. **Social Networking** (Links to social media platforms)

Create a membership profile:

Once logged in, please find the profile link in the upper right corner of the homepage.

Your membership profile will open, where you can add information and profile photo.

Click the edit link to add information to Personal Info, Professional Info and Social Networking. Please click the **SAVE CHANGES** button before moving onto the next tab.
Social Sharing

News and Opportunity posts can be shared via Facebook, Twitter and LinkedIn.

1. Click on the link in the title of any post in the News or Opportunity feed.

2. Links to available social media platforms appear at the bottom of the post’s main page.

3. APS members can also comment on the post below social media links.
Print Room Directory

A searchable directory of print rooms is available to all APS members. Please contact us at info@printscholars.org if you notice inaccurate information, a missing institution, or would like to update a record.
POSTING CONTENT

News
This category is designed so that members can stay current on events in the print world.

- Art Market (upcoming sales, works at auction, purchases by institution or private collector)
- Awards or Prizes (announcement of a prize’s winner)
- Collection (updates related to institutional or private collections)
- Conference or Symposium (announcement that an event is happening, so that people may attend)
- General Announcement (miscellaneous news)
- Lecture (announcement that an event is happening, so that people may attend)
- New Edition (new prints available for purchase)
- Professional (new hires related to the print community)

Opportunities
This category is designated for opportunities members can apply to be considered for.

- Artist Residency
- Call for Papers or Proposals
- Curatorial Opportunity
- Exhibition Participation
- Fellowship or Grant
- Internship
- Job
- Workshop

Scholarship
This category was initially for members to publicize their own publications, but we are hoping to expand posts featuring significant new scholarship. If the author/curator is an APS member, you can tag them in the post. To do so, select “yes” under the field “Is the Author an APS Member?” Next, search for the member’s name in the “Author” field.

- Article
- Blog Post
- Book or Exhibition Catalog
- Book Chapter
- Catalog Entry
- Conference Paper
- Digital Humanities
- Dissertation or MA Thesis
- Exhibition Curated
- Film
- Review
POSTING CONTENT

1. Log in to the APS website using your personal Username or E-Mail and Password.

2. Create News posts by clicking on the “News” tab located on the grey menu bar. On the left of the general News feed, you will find two buttons that control all News posts.

3. To create a brand new post, select “Create News Item”.

***If you would like to edit or delete a previous post, click “Manage News Posts” which will pull up a record of all of your previous News posts.

4. After clicking “Create News Item”, you will see a new menu appear. Select the type of News that you would like to add, and click “Continue”.

5. The following page will show you specific fields to be completed for the particular News category that you selected. Please be sure to complete all fields marked with an asterisk (*). Click “Submit” once you are done filling out the form.

6. Note that your post will not automatically appear after you submit it. All posts are reviewed and approved by the APS Web Coordinator before appearing on the website.

7. The process is identical for posting Opportunities and Scholarship. Simply begin by selecting the appropriate item in the upper menu bar, and click on the appropriate “Create” and/or “Manage” buttons located on the left hand side menu. Proceed in the same manner outlined above to complete the submission process.