

Once you are logged in you are automatically taken to the dashboard, from here please click 'Edit your profile' and make sure the information entered is up to date. The new site asks a number of questions, as well as giving you an opportunity to share examples of your brochures, enter specific links that might be useful to artists and upload photos from your events.

Below is a breakdown of the questions asked, once you've logged in, please make sure your profile is as up to date and as thorough as possible. Some questions will have default answers which we inputted and will need to be changed.

Registration Type/Group	This question may not appear if we have transferred information from your old profile over. This is the category you wish to be listed under on the member directory - you can be listed as either the venue you represent or as yourself.
Performing Company name	This is the name you wish to be listed as on the site - again you may wish to be listed as the venue you work with, or as yourself.
First name	This isn't public information, so you can either use your venue name separated into two or use the name of the main point of contact for NRTF.
Surname	
Position	Please let us know if you are a volunteer promoter, or if you have another official title with the venue you promote with.
Home address (private)	This information isn't public but occasionally the NRTF may need to contact you via post - so it may be more sensible to give us your personal address.
Office address (public)	This is an optional field. You could either give the full address of the venue you promote with or if you don't wish to make that information public you can simply use the first phrase of the venue postcode. This is also the address that decides where your marker will be on the map on the Member Directory page, so you may wish to use a central postcode. You can if you wish to leave this field blank.

Private email	This is the email address you used to login with and which the NRTF will contact you on.
Contact email	We are working to make this field none compulsory, however, for now, you need to enter an email address that is listed publicly. You may be happy to have your personal email listed, or have an email you use for venue enquiries. If you do not have an email you are ok with been listed publicly please put in admin@nrft.org.uk for now - and once we have made this a none compulsory field we can delete it from your profile altogether.
Contact number private	A number not displayed publicly, but that you are happy for NRTF to contact you on
Contact number public	A number displayed publicly that you are happy for anyone to contact you on. This is an optional field.
Date company was founded	How long have you been involved with rural touring?
Website	Where can we find out more about you? Currently, this is a compulsory field - we will be changing this to optional shortly. If your venue does not have a website you could include the website of the scheme you are involved with (maybe your latest event) or a Facebook page. If you have neither of those simply enter ruraltouring.org.uk
Facebook link	None compulsory fields. If you provide us with a twitter link, your feed will also appear on your profile
Twitter link	
Instagram	
Youtube	
Logo/Avatar - needs to be a text-based logo	This needs to be a text-based logo for your organisation. If you look at the Member Directory page you will see how the logos are displayed.
Types of art form produced/programmed	Let other members know which art forms you

	are interested in hosting.
Number of shows programmed a year	The number of individual performances you programme a year. Doesn't have to be scheme related work, but we do ask that you only include professional arts in this number.
Bio	Tell us a little bit about you, your venue, and the work you do.
Gallery	Here you can upload photos of your venue and past events, one of these photos will also be used behind your logo on the Member Directory page.
Useful links	Use this space to add in any links that might be useful to artists or other NRTF members eg. details of upcoming events or opportunities, FAQs about your venue etc.
Archive	You can upload previous copies of any brochures, or leaflets you have used here. This is a good way of giving artists an idea of the type of work you take and what you expect them to produce.

If you have any questions please do not hesitate to contact me admin@nrtf.org.uk and I will get back to you as soon as possible (my usual working days are Tuesday and Friday). Here are our most asked for links:

[Discussion boards](#) (found under resources):

[See all Rural Touring Schemes](#) (found under 'Our Members')