

Once you are logged in you are automatically taken to the dashboard of your account, from here please click 'Edit your profile' and make sure the information we have entered is up to date.

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.

Company name	This can be your company name or your individual name if you are an individual artist
First name	This information isn't public so you can either use your own name, or your company name split into two.
Surname	
Position	Fill in as relevant
Home address (private)	This needs to be your full office address, it isn't public but occasionally the NRTF may need to contact you via post
Office address	This address is public, if you are happy for your office address to be public you can use that, alternatively, you can just put in a postcode. This is also the address that decides where your marker will be on the map on the <a href="#">Member Directory</a> page, so you may wish to use a central postcode.
Private email	This is the email address you used to login with. If the email address you used to login with is also the email address of a member of staff who will also need their own NRTF profile then they will need to provide an alternative email address. Please speak to Stephie about this.
Contact email	This can be your general enquiries email, or the email you want artists to contact you with. This doesn't have to be the same email you used to login with.
Contact number	A number not displayed publicly, but that you are happy for NRTF to contact you on

Contact number	A number displayed publicly that you are happy for anyone to contact you on
Region	Which geographical region are you based in? In the <a href="#">Member Directory</a> , you can filter members by location, based on your answer to this question. It is up to you how specific you wish to be.
Date company was founded	
Website	Your company website
Facebook link	None compulsory fields. If you provide us with a twitter link, your feed will also appear on your profile. Schemes will often look through these links to get a feel for your work. Youtube clips of previous performances or trailers can be especially useful.
Twitter link	
Instagram	
Youtube	
Logo/Avatar - needs to be a text-based logo	
Have you rurally toured?	This needs to be a text-based logo, preferably of your full name. If you have a look on the <a href="#">Member Directory</a> page you will see how the logo appears over the top of an image from your 'Gallery.'
Have you been part of the RTDI?	Let schemes know your previous experience - it doesn't have to be via the rural touring schemes. If you answer 'no' to this question, it won't be held against you! Schemes are always looking for new companies and work for their audiences!
Have you toured with a Rural Touring Scheme?	This is the rural Touring Dance Initiative.
The genre of work produced	We know not all rural touring happens via schemes, so this might not e the same answer to 'Have you toured rurally'
Number of shows a year	You can select as many genres as relevant
Annual turnover	How many shows do you produce a year? (Not how many performances you do a year)
Bio	This is private information which is not displayed publicly and used by the NRTF to work out the cost of your membership.
	Let us know a little bit more about your company and the work you produce.

Gallery	Here you can upload photos of your work, one of these photos will also be used behind your logo on the <a href="#">Member Directory</a> page.
Useful links	Use these spaces to link to specific shows, trailers etc.
Archive	What have you done before? Here you can upload examples of your previous marketing materials, programmes etc. Again this helps Schemes get a feel for your work. Marketing materials are particularly important.
Staff	These aren't compulsory fields, but here you can include contact details for specific people within your company. Eg. your producer or tour booker.
Current Touring show and info	What are you working on now?