Updating personal and festival profiles on sciencefestivals.org

To get up to speed on sciencefestivals.org, there are only two things you must do: update your personal profile and update your festival profile. Most will find that this is a very fast process that does not need to be repeated frequently.

To log in:

From the [www.sciencefestivals.org](http://www.sciencefestivals.org), click "log in" in the top right hand corner:

You will be asked to login. Please do so by using the user name and password given to you by SFA staff. Type these in exactly as they appear in your email (it is case sensitive). The user name convention for the site is your first and last names, with no space, no apostrophes, and capital letters wherever you use them. For example, PA d’Arbeloff’s user name will be PAdArbeloff.

Step 1: Update your personal profile:

The personal profiles on sciencefestivals.org were designed to use a minimal amount of information to give visitors to the site a feeling of connection to the incredible people organizing member festivals. Because we are gathering very little personal information, it will not take long to complete a profile and should not need frequent updating. SFA staff will use all of your profile information, but the only places that it will appear publicly are on the author line for blog posts, and as an organizer highlighted on your festival’s page like so:
To begin updating your personal profile: log in, and choose “Profile” from the left hand menu.

Verify and complete as much as personal profile information as possible. The minimum required is:

- your first and last name;
- your title as you would it to appear;
  - It is preferred that this title explains your relationship to the festival you are connected to. Please keep this as short as possible.
- your email;
  - SFA staff will be using emails entered into this interface. Public visitors to sciencefestivals.org will be able to contact your festival via email from your festival page. The email used for this can be set on the festival profile (see next section). But if that is not set in the festival profile the site will default to the email address in your personal profile.
- your photo; and
- a new password for the first time you log in.
Save all changes by clicking “update” at the bottom of the page.

Note: Don’t forget to change your password the first time you log in.
Step 2: Update your festival profile

Log in, and click on the "Festivals" tab in the left hand menu. The festival you are connected with should display (if many show up, you can use the search function to quickly locate your festival). Click your festival’s name.
Your festival’s profile page will look similar to this:

Please verify or update your festival logo:
- Use the “Add Media” button (or simply drag and drop) to add your festival logo in front of any text that appears in the main text box (circled in red, above).
- Notice you will want a version of your logo that is visible on a white background. In the example above, we’ve shown a poor logo choice, which only renders the word “Science” from the Atlanta Science Festival (SFA staff did this as an example: Atlanta didn’t do it wrong!)

Take a moment to verify or update your festival description. Some tips:
- When writing your description, remember that sciencefestivals.org is oriented to professional audiences. (For example, the text to include here might be more akin to the description of your festival in the About section on your own site, rather than the kind of promotional text you might include in an email blast to potential attendees).
- The text you include here is up to you. It is OK to use general text that doesn’t need to be updated regularly.
- Use the field available for highlighting a video at the beginning of your description. If you have multiple videos, use “Add Media” to include them wherever you like in the text description.
Next, scroll down the page to verify and update additional festival information as seen below. Some tips:

- **Important:** Visitors to sciencefestivals.org will be able to email your festival via the site. Choose a “Contact email” that goes to the address you want receiving such inquiries (possibly a general account for your festival).
- A specific festival location is needed to plot your festival on the sciencefestivals.org map.
- Festival organizers are selected from a drop down menu of sciencefestivals.org users. Please let Ben or Julie know if you want to add an organizer that is not on the user list.

![Image of festival information form]

**Important last step:** Save your edits by clicking the “Update” button on the top right hand side of the page (circled in red below).

![Image of update button]

**Log out. You’re done updating your profiles!**

There is much more you can do on sciencefestivals.org. Please look for similar instructions that detail the conventions for adding resources, toolkits, blog posts, and professional announcements.