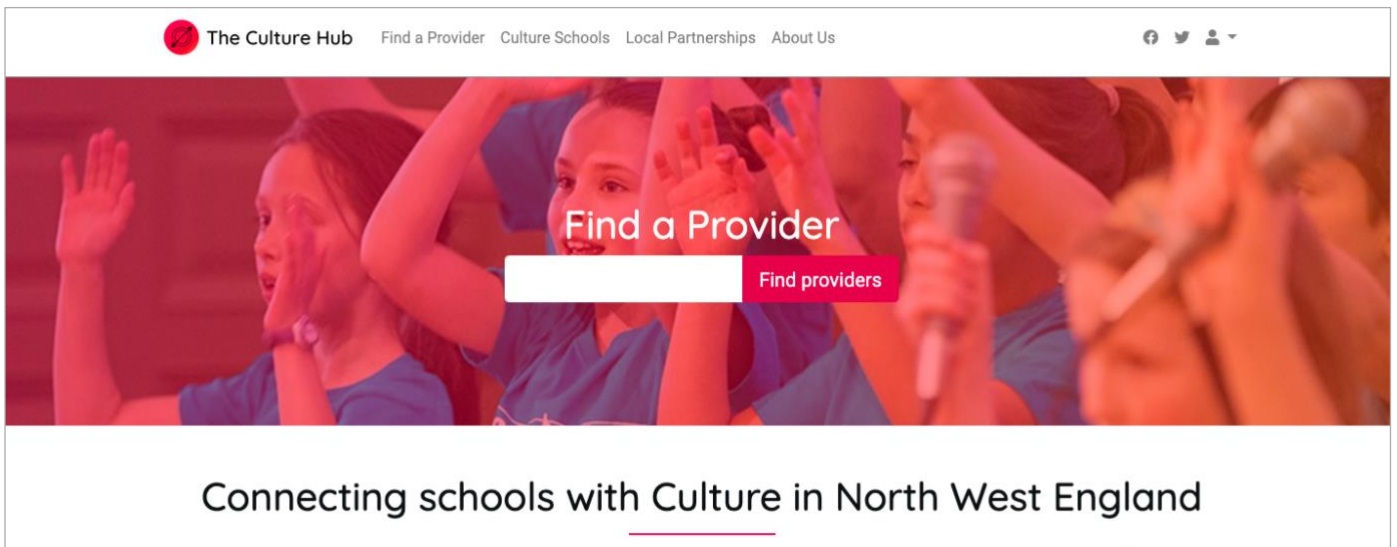


## Welcome to The Culture Hub

### What is it?

The Culture Hub is a free-to-use online portal, designed for teachers, creative practitioners and other professionals or organisations working with or supporting children and young people in North West England. It is brought to you by [Curious Minds](#).



It's primary purpose is to support schools (and other learning environments for young people) as they take on the [Cultural Education Challenge](#), helping them find out more about and connect with the expertise and variety on offer within our region's rich and vibrant arts, culture and heritage sectors.

The Culture Hub also offers a free public platform to North West-based cultural organisations and local cultural education partnerships, enabling them to share valuable information about their unique offer for high quality cultural learning.

### Local Partnership Profiles

User-controlled Cultural Provider profiles and localised searching have been a feature of The Culture Hub for some time. With the successful establishment of several Local Cultural Education Partnerships (LCEPs) in the region in the last few years, we have added new functionality that allows a nominated user to control and edit some elements of a geographical 'local area' profile on behalf of the Partnership. On The Culture Hub, we refer to LCEPs as Local Partnerships for simplicity.

The Culture Hub features available to Local Partnership profiles are evolving. For the time being, features available to these profiles are:

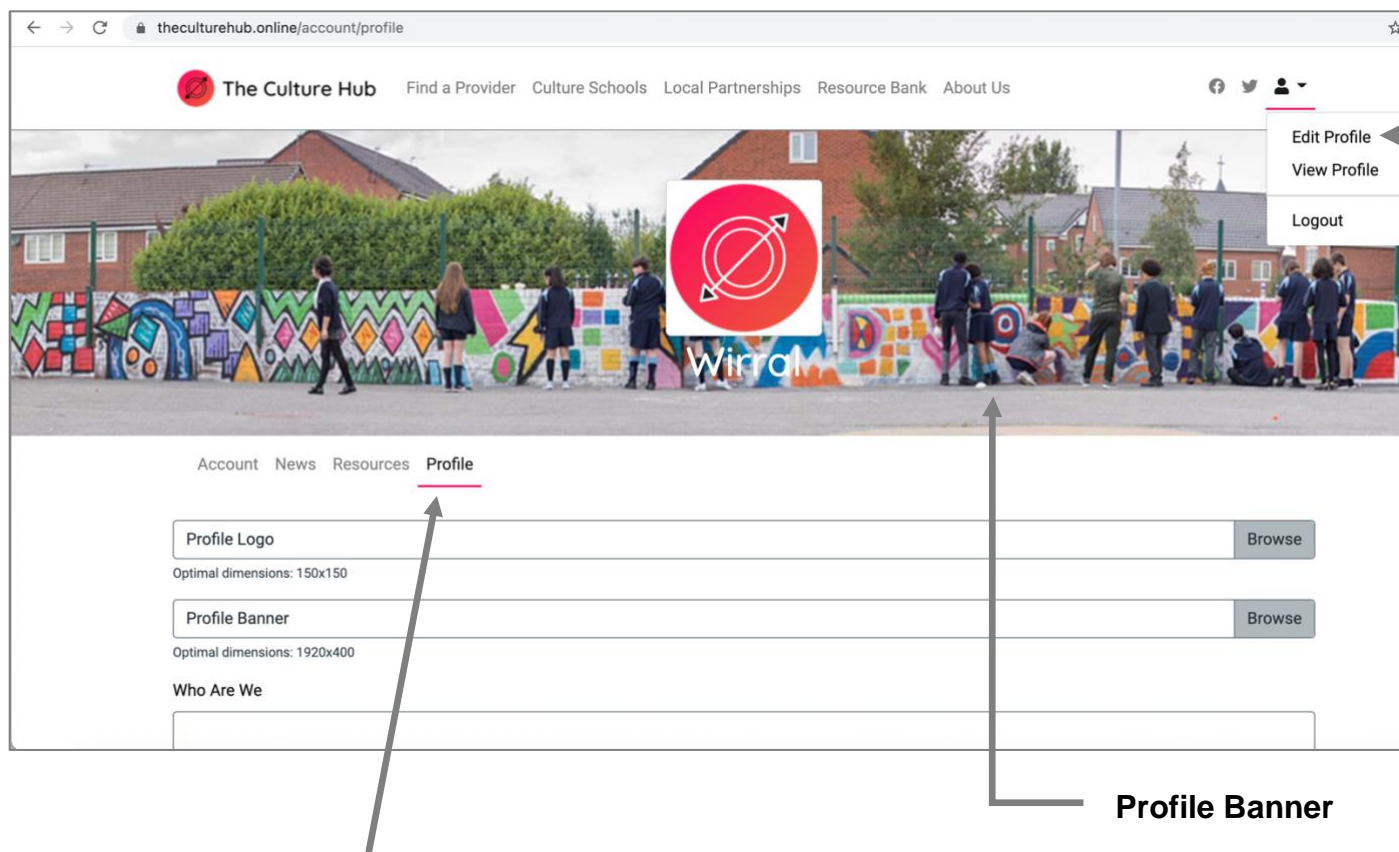
- Upload your own banner image (perhaps to match partnership branding or display an image relevant to the area)
- Add written information about the partnership and it's strategy/plan.
- Add links to Resources produced by the partnership.
- Add News Stories related to the work you and partners are doing.

# How to use The Culture Hub

## Accessing and administrating your profile

Once you have received confirmation of your registration and log-in details, you can [log-in](#) using the email address and password provided.

Once you have accessed your account you can switch between edit and view (public view) mode using the **drop-down menu at the top right hand side of the page.**



In edit mode, some **tabbed links** should appear beneath the banner image. Use these sections to manage the data displayed on your school's public profile, as follows:

### Profile

Here you can input or change the sections of your profile that give an introduction to your local partnership and its identity. Here are a few tips for making the most of it.

#### → **Banner Image**

Choose a landscape format image to upload. Optimal dimensions: 1920x400 pixels.

#### → **Who We Are and Strategy Plan**

Use these sections to explain the partnership, its objectives and targets. Be concise, as you only have 500 characters in each box.

There are also some fields visible under this tab that are legacy fields; used by Cultural Provider and Schools profiles on the system, but which do not display on Local Partnership public profiles at this time. You do not have to but you may choose to add this information in case we enable these features in the future. They are:

→ **Profile Logo**

Images within a square format work best. Optimal dimensions: 150x150 pixels.

→ **Profile Email, Address, Website and Telephone**

We would recommend that you include any web address within your 'Who We Are' text for now.

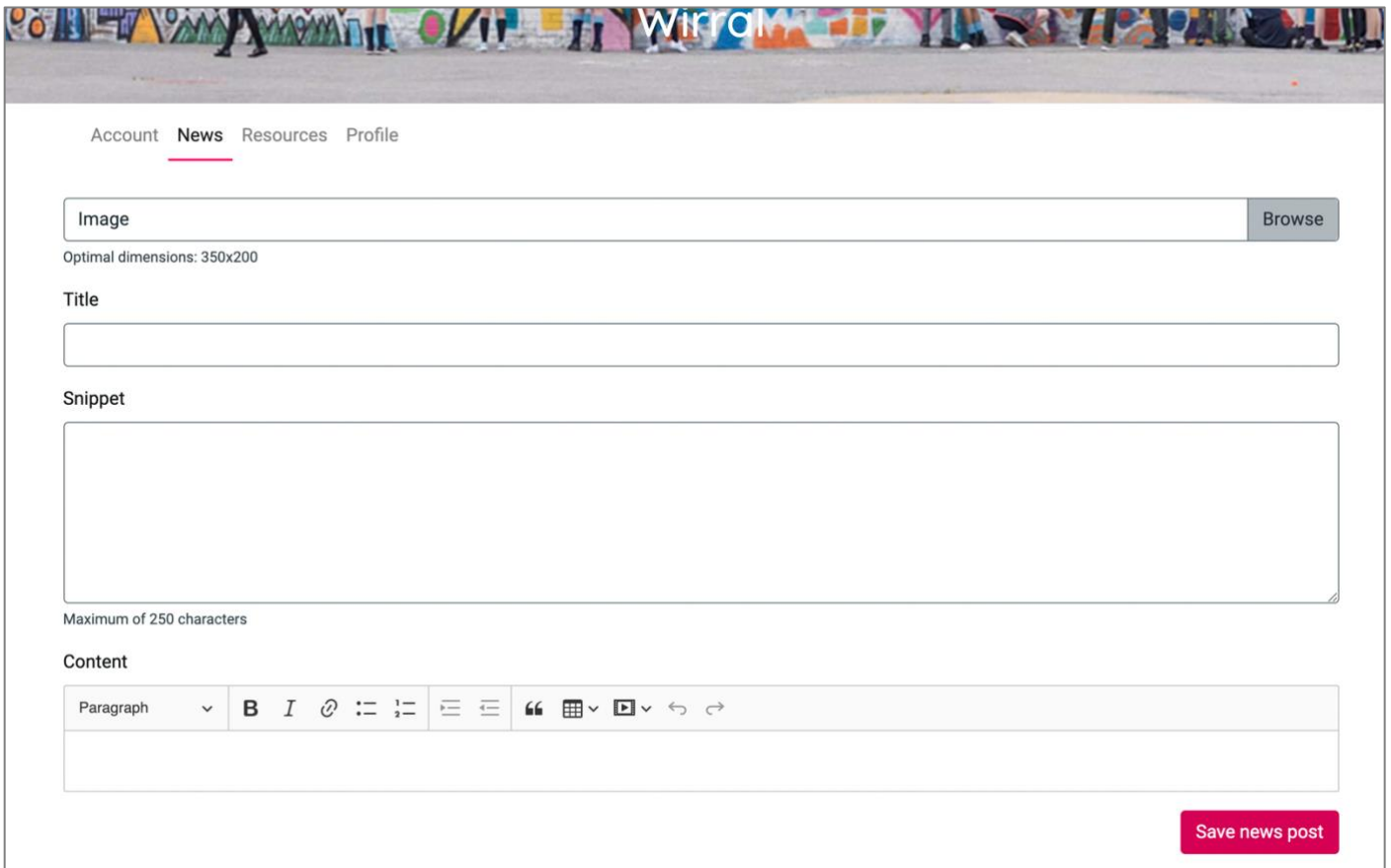
## News

Here you can add news items of relevance to your Partnership. They will be displayed on your public profile alongside other news stories posted by Cultural Providers and Schools that work in your local area.

To create a new item, first click on the **Create a news post** button. You will then be able to add your written and visual content.

Please note that:

- The Snippet section should be a short precis of the story only and has a character limit of 250. It is the teaser copy that will display around the website and on your public profile, with a link to the lengthier text of your story (the content section).
- In the Content section you can use formatting such as headers, bold and italics, bullets and add links to further information. You can also embed YouTube videos.
- Don't forget to add an image to accompany your snippet teaser and bring it to life. The optimal image dimensions are 350x200 pixels.



The screenshot shows a web interface for creating a news post. At the top, there is a navigation bar with 'Account', 'News' (highlighted), 'Resources', and 'Profile'. Below this is a form with several sections:

- Image:** A text input field with 'Image' and a 'Browse' button. Below it, it says 'Optimal dimensions: 350x200'.
- Title:** A text input field.
- Snippet:** A large text area for a short summary. Below it, it says 'Maximum of 250 characters'.
- Content:** A rich text editor with a toolbar containing options for Paragraph, Bold (B), Italic (I), Link, Bulleted list, Numbered list, Indent, Outdent, Quote, Table, Video, Undo, and Redo. Below the toolbar is a large text area for the main content.

A red 'Save news post' button is located at the bottom right of the form.

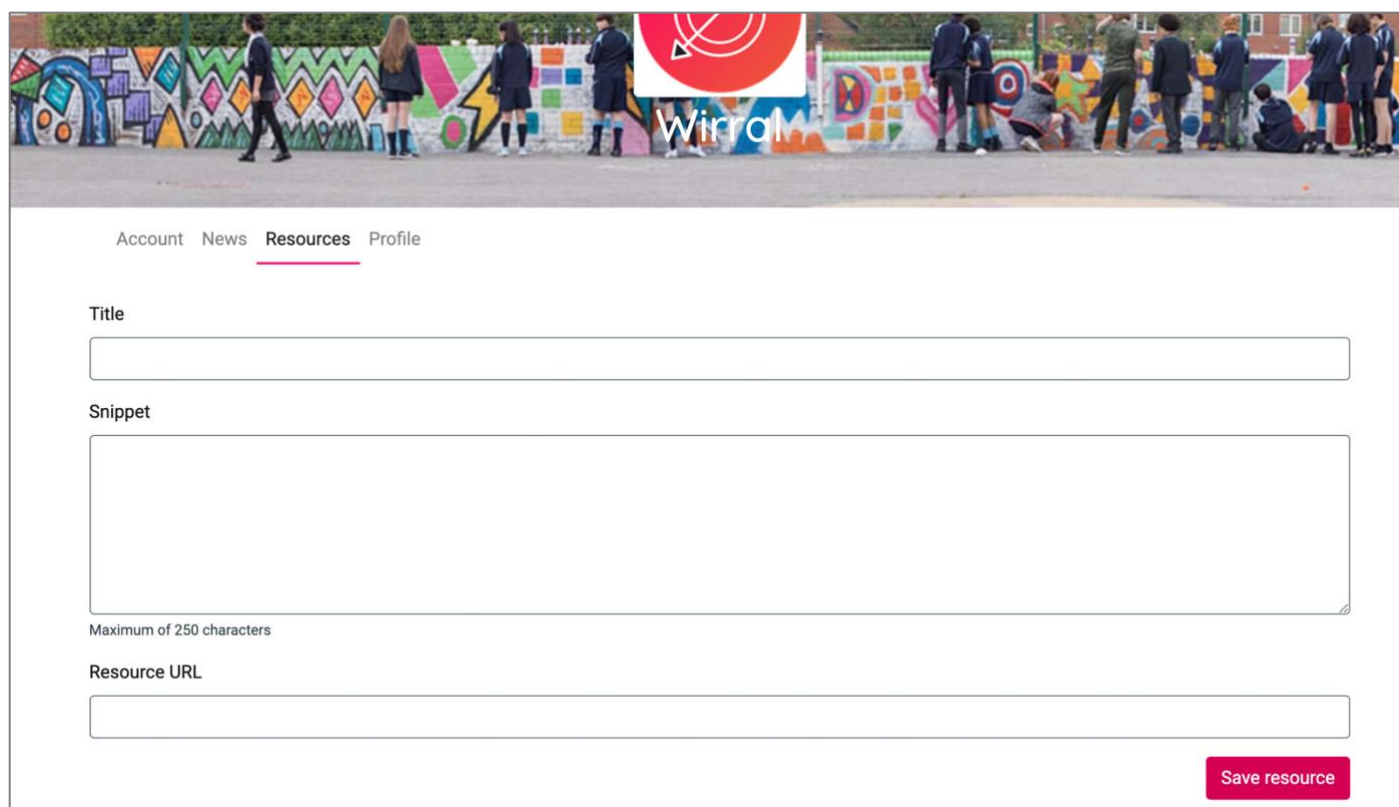
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## Resources

Here you can add links to documents or other resources relevant to the Partnership, with an explanation of what they are. They will be displayed on your public profile alongside resources posted by other Cultural Providers and Schools that work in your local area.

To create a new item, click on the **Create a resource** button.

When adding a resource please try to ensure give it a meaningful title and description (snippet). Your resource must already exist on a website elsewhere. Please also try to keep your resources up-to-date and to refresh/update and links, should the resource move to a different url (for example, if the host website is replaced).



Account News **Resources** Profile

Title

Snippet

Maximum of 250 characters

Resource URL

Save resource

## Account

In this section you can change the email address or password you use to access and manage your account.

## **Accessing support**

If you experience any difficulties whilst using The Culture Hub, please email [theculturehub@curiousminds.org.uk](mailto:theculturehub@curiousminds.org.uk) for assistance.