

How to submit your family events to Art Fund for The Wild Escape

Overview:

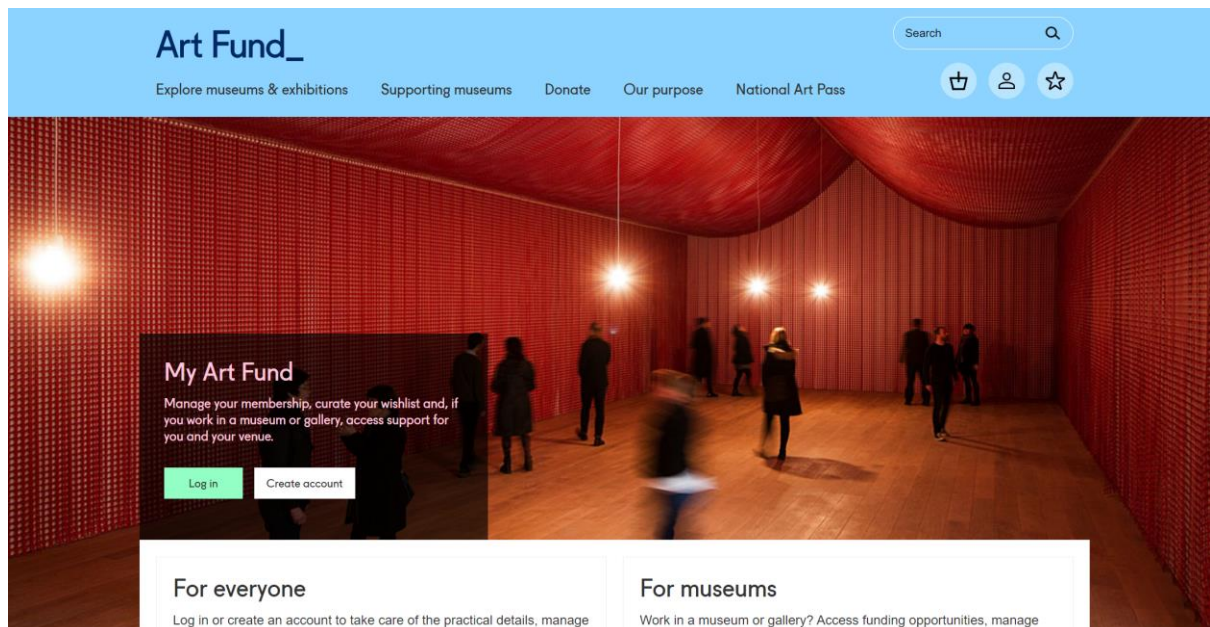
In this guide you'll learn how you can easily promote any special family events and activities you are running for The Wild Escape. All submissions will be moderated by Art Fund before being promoted for free on artfund.org as part of our wider campaign support. If you have any issues with your submissions, please contact museums@artfund.org

[Click here for a video version of this guide](#)

Log into My Art Fund

My Art Fund is our self – service platform for museums. From My Art Fund, you can update your venues details on our website, as well submit upcoming events and exhibitions to be promoted on artfund.org, as well as potential inclusion in some of our wider marketing material.

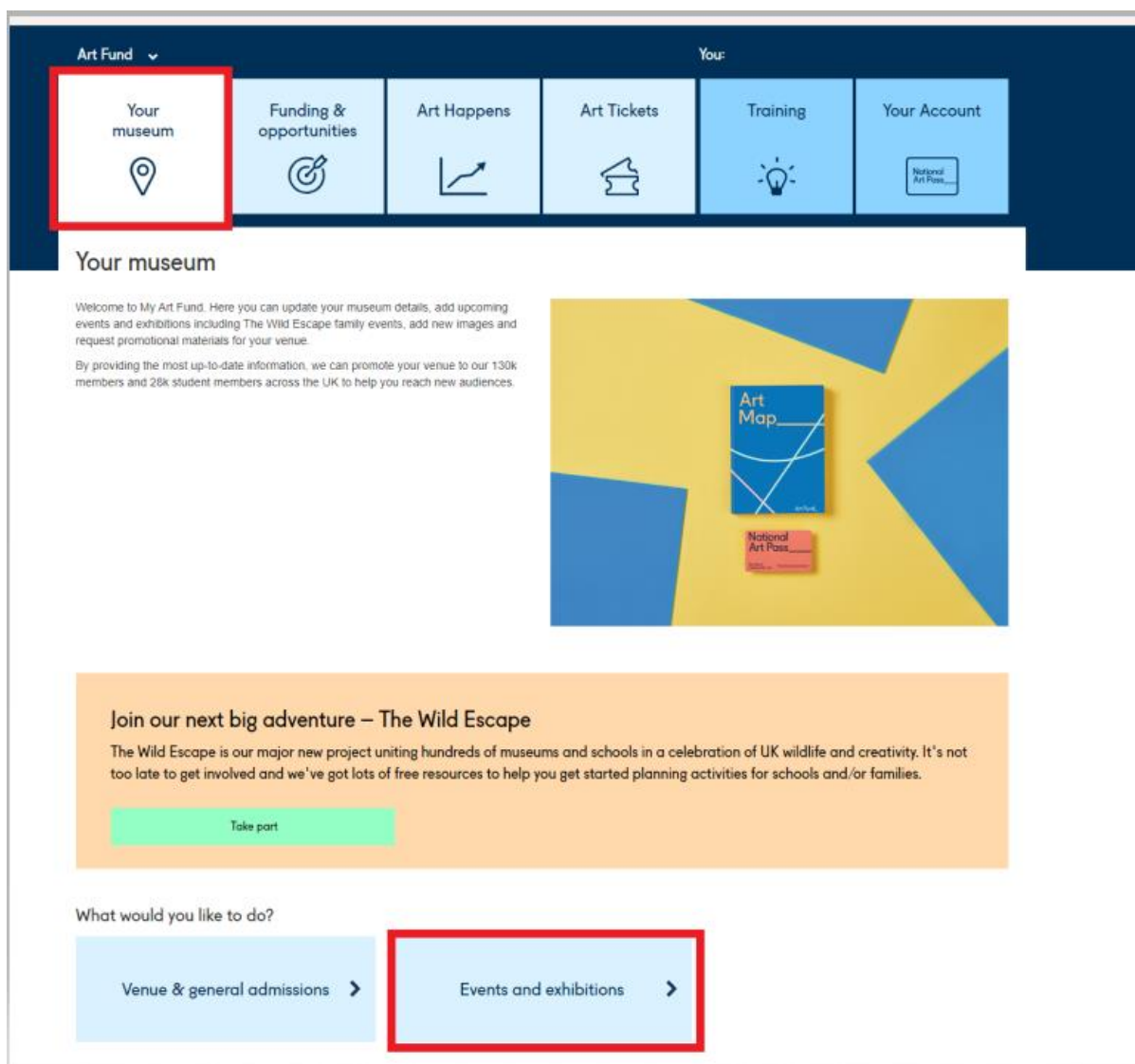
First, visit <https://artfund.org/my-art-fund>, and click "Log in" or "Create an Account". If you have not yet created an account, please ensure you use the same email address you used to sign up to the Wild Escape.



Accessing "Events and Exhibitions"

Upon logging in your account should look as follows:

You should access the tab marked "Your Museum" and then scroll down and click "Events and Exhibitions"



The screenshot shows the Art Fund user dashboard. At the top, there is a navigation bar with a dark blue background. On the left, it says "Art Fund" with a dropdown arrow. On the right, it says "You:". Below this, there is a row of six light blue tabs with icons: "Your museum" (location pin icon), "Funding & opportunities" (target icon), "Art Happens" (line graph icon), "Art Tickets" (ticket icon), "Training" (lightbulb icon), and "Your Account" (National Art Pass icon). The "Your museum" tab is highlighted with a red border. Below the tabs, the "Your museum" section is displayed. It includes a welcome message: "Welcome to My Art Fund. Here you can update your museum details, add upcoming events and exhibitions including The Wild Escape family events, add new images and request promotional materials for your venue." Below this, it says: "By providing the most up-to-date information, we can promote your venue to our 130k members and 28k student members across the UK to help you reach new audiences." To the right of the text is a graphic with a yellow background and blue geometric shapes, featuring an "Art Map" and a "National Art Pass" card. Below this, there is a light orange banner for "Join our next big adventure – The Wild Escape". It describes the project as a celebration of UK wildlife and creativity, offering free resources for schools and families. A green "Take part" button is at the bottom of the banner. Below the banner, there is a section titled "What would you like to do?". It contains two light blue buttons: "Venue & general admissions" with a right arrow, and "Events and exhibitions" with a right arrow. The "Events and exhibitions" button is highlighted with a red border.

Uploading an image

[< Back](#)

Events and exhibitions

Tell us about any forthcoming events and exhibitions, add your own images and descriptions and keep us up-to-date. We'll consider all submissions and notify you if your event or exhibition has been featured online.

Details

Add images

test

Upload event images

Here you can upload images for your events listing. Images are not required but we strongly recommended including at least one per listing. Images can only be up to 25 MB in size and must be in jpeg format (.jpg). Recommended image dimensions 1336 x 78 pixels.

Upload new asset

[< Cancel and go back](#)

Finish

After you have saved the details for your event, you will be able to upload an image. You must make sure that your image:

- Is no larger than 25mb
- Is in the .jpg format

It is recommended that your image is 1336 x 78 pixels.

Art Fund_

Explore museums & exhibitions Supporting museums Donate Our purpose National Art Pass

Your museum Funding & opportunities Art Happens Art Tickets Training Your Account Log out

Art Fund_ You

Your museum Funding & opportunities Art Happens Art Tickets Training Your Account

Image: 3c85beef00fe688ee8806ab633700156.jpg

* Mandatory field

Caption * The Box, Plymouth

Copyright and credit * Janie Airey/ Art Fund 2021

Usage & restrictions * No Restrictions for non-commercial usage |

Cancel Save

test

Upload event images

Upon uploading your image, you must complete the image caption and the Copyright and Credit and Usage and Restrictions field. You should then save.

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The Box, Plymouth

View

Upload new asset

Cancel and go back Finish

Once the image is uploaded, you must either add more images or click "Finish"

Check the details of your event

Details

Title	Family Workshops: The Wild Escape
Venue title	Art Fund
Address	Art Fund, 2 Granary Square, King's Cross, LONDON, N1C 4BH
Date	1 February – 7 July 2023
Time	10am - 12pm
Book / more info URL	
Opening times	Mirror venue opening times
Brief description	Explore wildlife with us! Join our exciting range of weekly crafty workshops for all ages and abilities to celebrate UK wildlife and creativity...
Full description	In these weekly drop-in workshops, we will be making and decorating animal shapes with paint and other materials, inspired by the nature and wildlife in our museum collections. These workshops at the museum will help you explore our collections in a new way, you'll get creative and spend some quality time together as a family. All of our workshops are led by our learning team in our creative learning centre. The activity is suitable for all artistic abilities and all ages. Children must be accompanied by an adult at all times.
Is this event / exhibition online?	No
Is your event part of The Wild Escape?	Yes
Online sales cut-off time (Art Tickets)	00:00:00
Include in Art Tickets?	No
Pricing	This is a charging event
Adult ticket price	£5.00


✕ Delete
✕ Cancel exhibition/event
Edit
Send to Art Fund

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✕

The Box, Plymouth



View

Upload new asset

The next step will allow you to check all the details of the event you have submitted so far. If you are happy with what you have, then click "Send to Art Fund"

Your event is now "In Review"

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Events and exhibitions

Tell us about any forthcoming events and exhibitions, add your own images and descriptions and keep us up-to-date. We'll consider all submissions and notify you if your event or exhibition has been featured online.


Current and upcoming events and exhibitions

[Current and upcoming](#) [Archive](#)

Add event or exhibition

Filter by:

Select




IN REVIEW

Event: Example Event

14 – 18 February 2023

© 10am - 5pm

Edit



IN REVIEW

Event: Family Workshop: The Wild Escape

1 February – 7 July 2023

© 10am - 12pm

Edit

Add event or exhibition

Congratulations! You have submitted your first event. You should now see your event is now "in review", alongside any other events your organisation has recently submitted. "In Review" means that your event isn't published on our website just yet, it will be reviewed by our in house editor before being published on our website. Once it has been published, you will see that it is marked as "published".

Once your event has passed, it won't be deleted from My Art Fund – it will instead move to the "archive" section of the Events and Exhibitions section.