



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.

The screenshot shows the Art Fund website's homepage. At the top, there's a navigation bar with links for "Explore museums & exhibitions", "Supporting museums", "Donate", "Our purpose", and "National Art Pass". To the right of the navigation are icons for a search bar, user profile, and a star. The main content area features a large image of a gallery with red walls and people looking at exhibits. Overlaid on this image is a dark box containing the "My Art Fund" logo and text: "Manage your membership, curate your wishlist and, if you work in a museum or gallery, access support for you and your venue." Below this text are two buttons: "Log in" (in green) and "Create account". At the bottom of the page, there are two sections: "For everyone" (with a sub-note about logging in or creating an account for practical details) and "For museums" (with a sub-note about working in a museum or gallery and accessing funding opportunities).



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"

Art Fund

Your museum

Funding & opportunities

Art Happens

Art Tickets

Training

Your Account

Your museum

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.

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.

Join our next big adventure – The Wild Escape

The Wild Escape is our major new project uniting hundreds of museums and schools in a celebration of UK wildlife and creativity. It's not too late to get involved and we've got lots of free resources to help you get started planning activities for schools and/or families.

[Take part](#)

What would you like to do?

Venue & general admissions >

Events and exhibitions >



Fill out the details of your event.

Fill out the details of your event. You should select the "Family event" and complete the other relevant fields. If you copy and paste the text into the description, make sure you click the "clear formatting" button (highlighted) to get rid of any formatting from your word processing software that can't be accepted by our website. You must also make sure you select "yes" when asked if your event is part of the Wild Escape

Your museum 

Funding & opportunities 

Art Happens 

Art Tickets 

Training 

Your Account 

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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.

Details

Type Event Exhibition

Event type * Family

Title * Family Workshops: The Wild Escape

Start date * 01 02 2023

End date * 07 07 2023

Time 10am - 12pm

Brief description * Explore wildlife with us! Join our exciting range of weekly crafty workshops for all ages and abilities to celebrate UK wildlife and...

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.

Words: 81/250

Is this event / exhibition online? Yes No

Is your event part of The Wild Escape? Yes No 

Include in Art Tickets? Yes No

Book / more info URL:

Pricing Entry is included in general admission ticket
 Entry is free
 There is a charge for entry

Standard adult price (without donation) * £ 5.00 

[Cancel](#) [Save](#)



Uploading an image

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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.

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 About Our purpose National Art Pass

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

Art Fund

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 |

Details Cancel Save

test

Upload event images

Upon uploading your image, make sure the image a caption and the Copyright and Credit and Usage and Restrictions field are completed. You should then save.

Upload event images

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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"



Art Fund_



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**ARTS COUNCIL
ENGLAND**

Check the details of your event

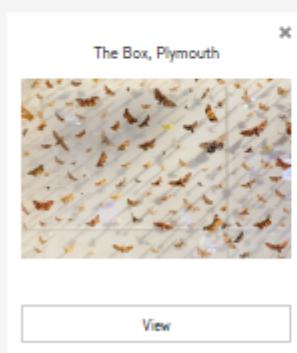
Details

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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[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

[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.