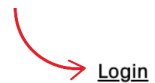


HOW TO CREATE AN IETM ACCOUNT

This is a guide on how to **set up an IETM account**. If you encounter any issues in creating your profile, please contact margherita.petti@ietm.org.

PAGE 1

On the homepage, click on **Login** and you'll be redirected to the page below. Click on **Create new account**.



🏠 News Events Advocacy Projects Resources Membership About 🔍

Log in **Create new account** Reset your password

Username/Email *

Password *

LOG IN

PAGE 2

Head to the bottom of the page and click on the **Create Your Account** button.

Create your account

To join our online community, you need to **create an IETM account**. Just click the button **below** to access our account creation form. Once our team approves your account, you will receive an email with your log in details.

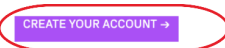
In order for your account to be approved, the IETM team **checks the information** you provided to search for evidence of your connection with the performing arts sector or culture at large.

Once you log in, you will be able to update your IETM profile at any time. Please keep your user ID and password for the future, as your IETM account will be amongst other essential to:

- Register for any future **IETM event** and get in touch with other participants;
- **Apply** for our open calls and IETM job opportunities;
- Set up and update your **personal meeting agenda** and **digital library**;
- **Connect** with your colleagues from all over the world;
- **Engage** in an online discussion on our website;
- **Apply for the IETM membership (if not a member yet)**;
- **Benefit from your organisation's membership rights (if it's already a member)** and therefore access all the website's functionalities available for IETM members only.

Please note that **creating an account does not make you an IETM member**, unless your organisation is already an IETM member. To become an IETM member, you first have to create an account through the button below, then follow the instructions on [this page](#).

If you have any questions, just drop us an email at ietm@ietm.org.



PAGE 3

- Type your name on to the line.
- If you don't have an account, select **No** below the question '**Did you find your account in the search box above?**'
- A box saying **Create a new account** will appear under your name. Click on it.
- Click on the **SUBMIT** button at the bottom of the page.

Create your account

Only the fields marked with an asterisk (*) are mandatory. Do feel free however to complete your IETM personal and organisation profiles with the other fields to invite other users to get in touch! You'll also be able to edit this information at a later stage.

Type your name to check
if you already have an IETM account: *

Marco Rossi

Create a new account

Membership online: you may already have an account. Creating double accounts may cause problems when using our website.

Did you find your account in the search box above? *

Yes
 No

Please select "Create a new account" in the search box above if you want to create a new account. *

SUBMIT

PAGE 4

- Fill all the sections on the **"Create your account"** page. You must complete all sections marked with an asterisk. The website automatically hides your email address from your profile. If you wish for other users to see your email address, untick 'Hide my email'

Create your account

Only the fields marked with an asterisk (*) are mandatory. Do feel free however to complete your IETM personal and organisation profiles with the other fields to invite other users to get in touch! You'll also be able to edit this information at a later stage.

Contact details

First Name * _____

Last Name * _____

Email * _____

Your email address is hidden from your IETM profile by default. If you would like to make it public to other users of our online community, un-check the box below.

Hide my email


- If you don't have an official job title, enter a description of your job that best represents what you do, eg. Performer. The information in the "About me" box will appear as your biography on your profile, available for other members to view.

About you

Job title *

City *

Country *

Birth Date 

Your birthdate will only be visible to the IETM Staff.

About me

Tell the network more about you! This short bio will appear on your IETM profile.

- After filling all information related to your 'professional art forms', 'topics of expertise', 'skills' and 'accessibility requirements', you'll be asked to provide information about your Organisation. **If you are a freelancer**, put your own website/social media accounts in the boxes for "Organisation email" and "Website" in the "About your organisation" section.

Your professional information

Check if your organisation already exists in our database *

Fill in your current employer. If you are a freelance or self-employed professional, please re-enter your full name. If the name does not appear in the dropdown list after you typed it, please make sure to correctly spell the full name of your organisation / your full freelancer name, then click on +create new+.

Organisation or freelancer name *

This field is automatically generated from the previous one.

About your organisation

You are representing: *

- Yourself (You're a Freelancer)
- An organisation

You can create an account as an individual professional only if you are a freelance / self-employed professional not committed to a particular employer on a regular basis.

Organisation email *

Your organisation email will appear publicly on your organisation profile.

Website *

Your website will appear on your organisation profile. **IMPORTANT: Please make sure to enter a valid URL (starting with https://www....).** This field is required because our team needs to check if your organisation exists. If you do not have a professional website, please enter the URL of a social media channel or online page where our team can check information about your organisation.

- Before submitting, you must tick the box to **confirm you accept the IETM Privacy Policy.**

Privacy policy

Privacy Policy consent *

I accept the IETM Privacy Policy

Please review and accept our [Privacy Policy](#) in order to create your account.

< PREVIOUS | SUBMIT

PAGE 5

Your account will now need to be approved by one of the IETM team. Once it is approved, **you will receive an email with your log-in details.**