



ArTVision+ “Enhancing touristic development and promotion through prism of culture”

Priority Axis: Environment and cultural heritage

3.1 - Make natural and cultural heritage a leverage for sustainable and more balanced territorial development

D.3.2.2. - IT Platform fully operational

WP3 - Destination promotion concept

A3.2. IT Platform

SEPTEMBER 2019

LP- PRIMORJE-GORSKI KOTAR COUNTY

Final Version
Public document



As stated in Application form deliverable D.3.2.2. - IT Platform fully operational should follow and include “the elaboration of the platform's design and having introduced all contents, the platform will be started and will be available in electronic version”.

This report includes full final report from external company hired to develop the IT platform. Also, the User Guide for administrators and users are included. Both followed with the screenshots of the IT platform.



ArTVision+ “Enhancing touristic development and promotion through prism of culture”

Priority Axis: Environment and cultural heritage

3.1 - Make natural and cultural heritage a leverage for sustainable and more
balanced territorial development

FINAL REPORT

IT Platform - Project ArTVision

PROJECT DELIVERY

INTRODUCTION

The main idea of the project ArTVision+ is based on a new, innovative promotion concept of a common touristic product. The tourist promotion is usually directed towards more popular / bigger destinations, thus the need arises for a quality promotion of less popular destinations, through the prism of culture. With this project, less popular destinations will be included, presenting their cultural heritage to tourists and realize a quality cooperation between artists and organizers of the touristic offer. A promotion campaign and a quality thought out common tourist product will stimulate the use of culture for tourist purposes and, at the same time, revive the culture of individual areas and preserve them from oblivion. Apart from the promotion campaign, promotion will include and motivate a large number of artists, whose work has not been recognized so far. The purpose of that, is to use their work, as well as cultural expressions in the improvement/development of the tourist offer/of additional tourist contents. The IT platform that will connect artists and organizers of tourist manifestations (tourist boards, museums, theatres, art cinemas, etc.) will be thought out in a way to present a kind of “stock exchange” of cultural interpreters and events. The platform represents the original mechanism / tool for the organization of touristic manifestations with cultural and artistic contents. The platform added value is the creation of a quality cooperation and communication between artists and organizers of the tourist manifestations. Also, the common tourist product will be presented through the contents available on the IT platform. The cooperation through the IT platform will greatly facilitate the organization of cross-border manifestations, ensuring in this way, a continuous cooperation between two countries in the creation of a tourist offer based on cultural heritage

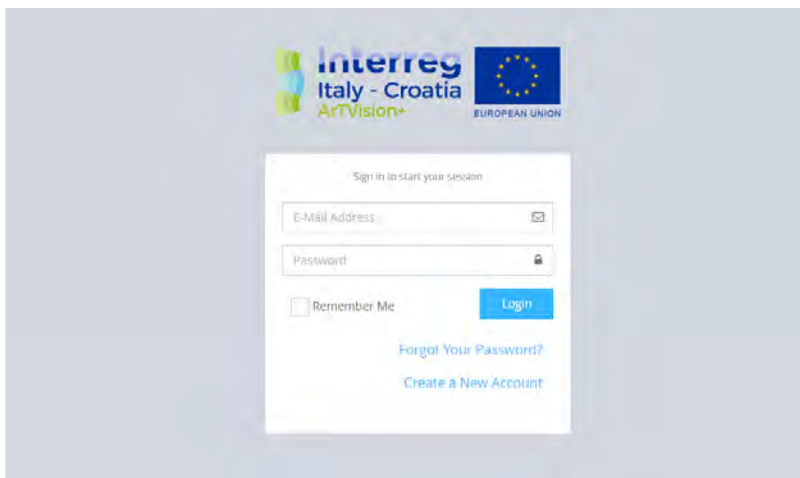
Table of Contents

1. User interface for visitors and registered users
2. Interface for cultural stakeholders
3. Administration interface for platform managers
4. General characteristics
5. Data aggregation

Completed Work

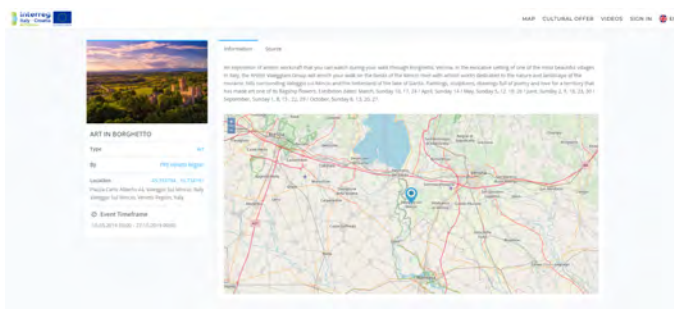
1. User interface for visitors and registered users

The user interface according to the project assignment and final functionalities including user registration and sign in with the option to initiate a password reset if password credentials are forgotten.



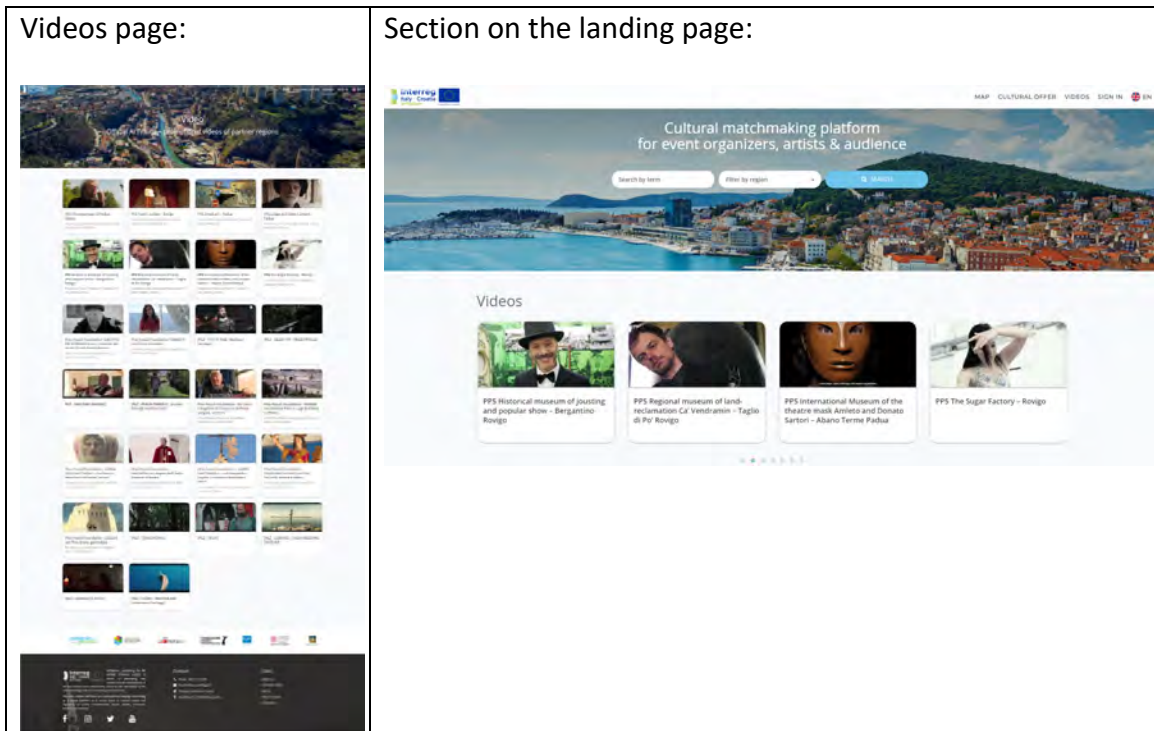
News and events through the section on the front page as well as on the interactive map show the latest events from all partner regions. Each news or event contains a detailed overview with more information and, if posted, a photo or video content.

Example below:

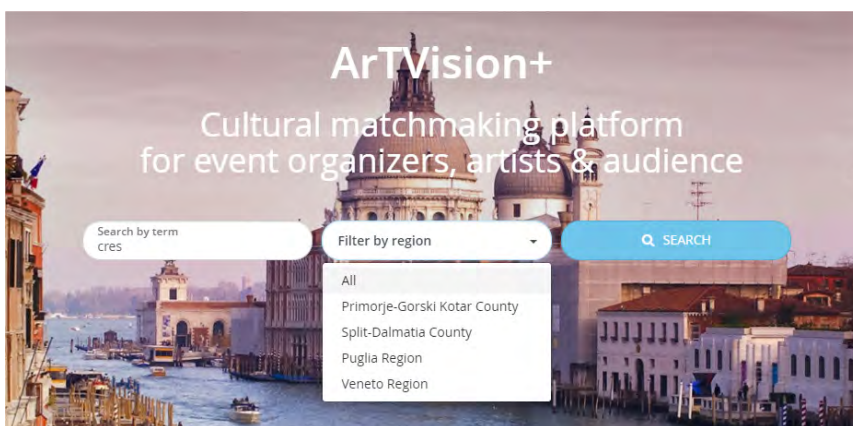


Video content is a big focus, so videos are located in several places, including: a section on the front page, a link in the menu that leads to a stand-alone page only with the

presentation of video material and within the details of any content that may contain video. Examples below:

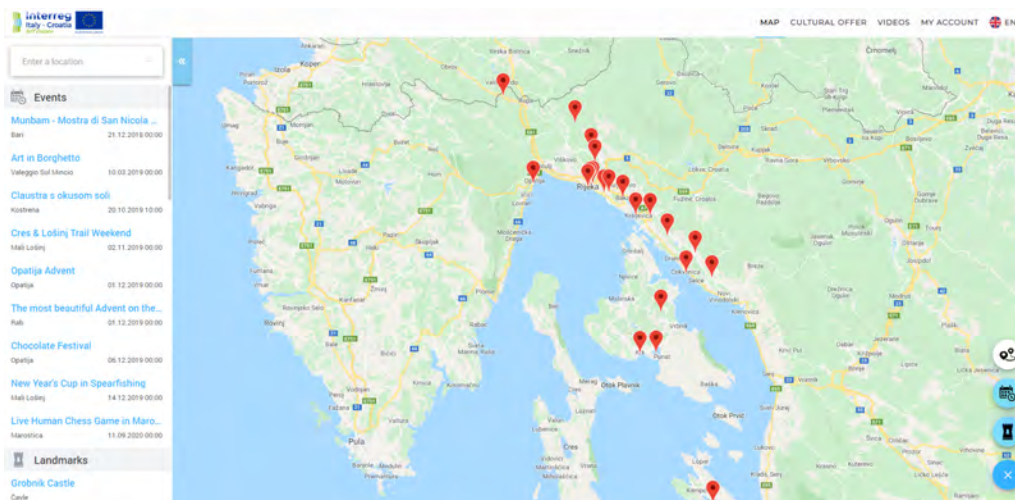


A search engine presented as a functionality through the header of the front page allows users to search for content by keywords & filter by partner region. Example:

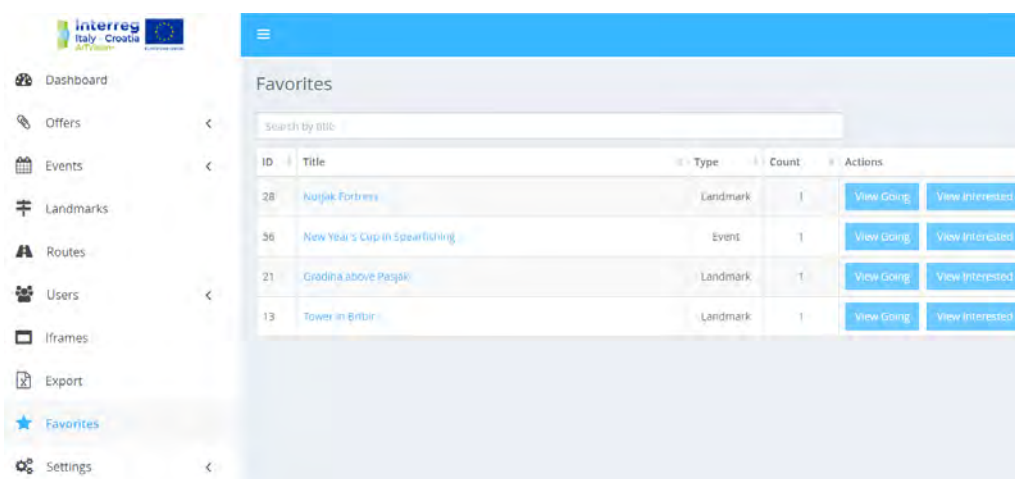


An interactive map is a map view of the world or all partner regions in the full size of a web browser. Displays the latest events, routes and cultural landmarks. The map has the functionality of filtering the displayed content by type and keyword search. The selected content shows more details, same as on the landing page.

Interactive map example:



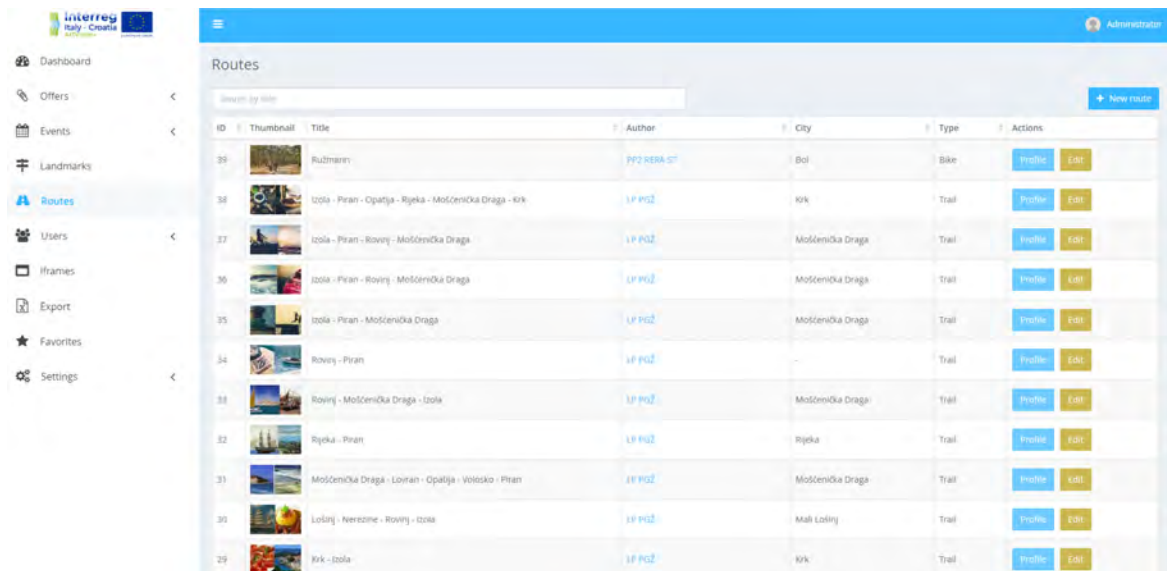
A list of cultural stakeholders and an overview of your favorite (previously selected) events and cultural landmarks are available through the user profile interface.



2. Interface for cultural stakeholders

After the user (cultural stakeholder) registers or signs in to the platform and when they open their Profile, the following functionalities are possible:

1. List of programs and events
2. List of cultural stakeholders
3. User created programs / events
4. Introducing new programs / events
5. Creation of the cultural offer and partnering with the organization of cultural programs / events
6. Announcement of demand for cultural and artistic contents and organization of cultural and tourist programs
7. Implementation of video materials into a website
8. Reporting (platform usage statistics)



ID	Thumbnail	Title	Author	City	Type	Actions
29		Ruzmarin	IPP NERA ST	Boj	Bike	Profile Edit
38		Izola - Piran - Opatja - Rijeka - Mošćenička Draga - Kirk	IP PG2	Kirk	Trail	Profile Edit
27		Izola - Piran - Rovinj - Mošćenička Draga	IP PG2	Mošćenička Draga	Trail	Profile Edit
30		Izola - Piran - Rovinj - Mošćenička Draga	IP PG2	Mošćenička Draga	Trail	Profile Edit
35		Izola - Piran - Mošćenička Draga	IP PG2	Mošćenička Draga	Trail	Profile Edit
34		Rovinj - Piran	IP PG2		Trail	Profile Edit
38		Rovinj - Mošćenička Draga - Izola	IP PG2	Mošćenička Draga	Trail	Profile Edit
32		Rijeka - Piran	IP PG2	Rijeka	Trail	Profile Edit
31		Mošćenička Draga - Loran - Opatija - Volosko - Piran	IP PG2	Mošćenička Draga	Trail	Profile Edit
30		Lošinj - Nerezine - Rovinj - Otava	IP PG2	Mali Lošinj	Trail	Profile Edit
29		Kirk - Izola	IP PG2	Kirk	Trail	Profile Edit

3. Administration interface for platform managers

A detailed view of all the platform's capabilities, user and content management.

1. Administrator access and roles
2. User management
3. News (events) management
4. User activity overview
5. Cultural offer and points of interest management
6. Content management
7. Reporting (platform usage statistics)



4. General characteristics

1. Multilingual system: Croatian, English, Italian
2. Responsive web design- optimized for work on desktop and mobile devices

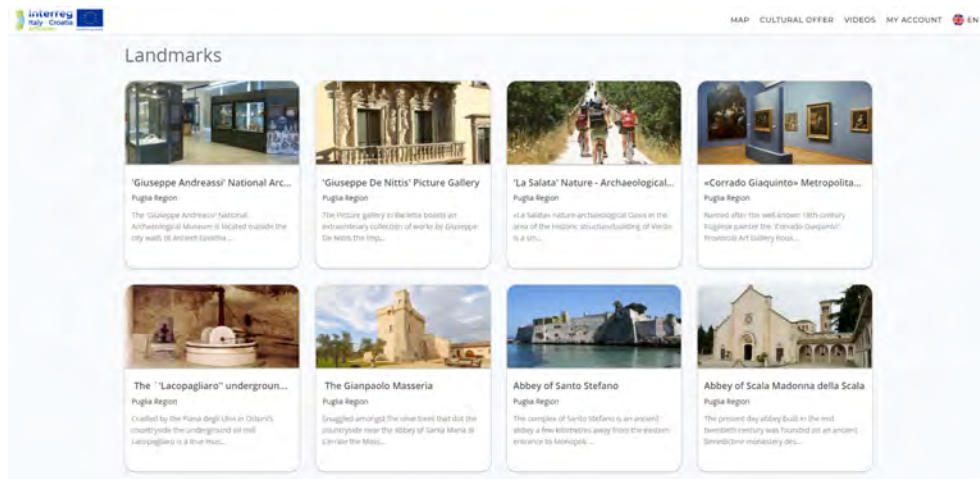
5. Data aggregation

Created data aggregation implementation for all partners who submitted the data sources:

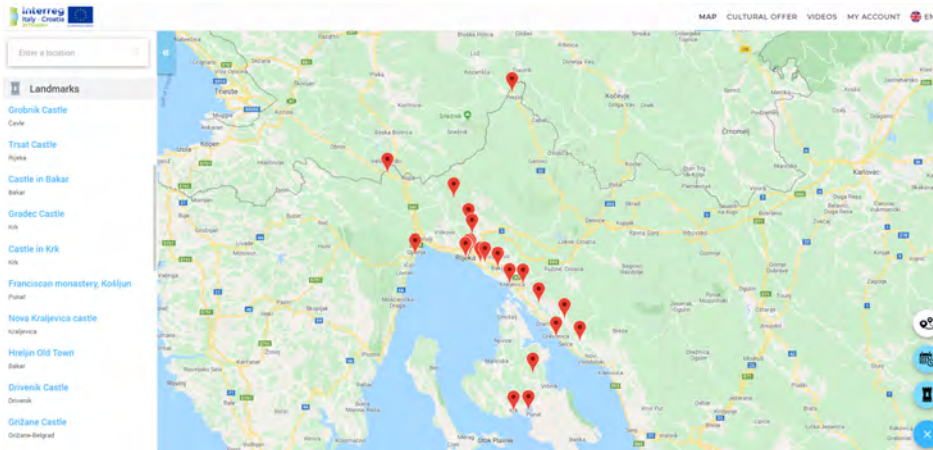
- Primorsko-goranska county
- Kvarner Tourist Board *
- Public institution RERA S.D. *
- Foundation Pino Pascali
- Museum of Modern Art
- Promotion agency Puglia
- University Ca Foscari *
- Veneto regione *

* Automatic aggregation via CSV / XLS files has been made.

Displays a portion of the aggregated data on the front page:



Map view of the aggregated data on an interactive map:





ArTVision+

User Guide: Admins

May 2019.



Table of contents

ADMINISTRATORS	2
Account creation / Signing in	2
View your profile details / Change your display language / Sign out	2
Add a new Landmark	2
Add a new Route	3
Publish an Event	4
Publish an ad for partnership / Manage the applications	5
Post an Offer	5
Apply for Partnership	6
Create Iframes	6
Add more Locations	6
Data Import	7
View or Edit User Profiles / Add a New Admin Account	7
Edit User Permissions	8

ADMINISTRATORS

(artvision.plus/profile)

1. Account creation / Signing in

To create a new user account on the ArTVision+ platform, first click on **“Sign in”** in the website header menu, or go straight to <https://artvision.plus/login>. Click on **“Create a New Account”** to open the registration form.

All the fields except **“Phone”**, **“City”** and **“Address”** are required to fill in prior to clicking on the **“Register” button**. Once done, user automatically enters the platform area for creating and adding a new content to the website. This includes adding *Events*, *Landmarks* and *Routes*, connecting with the *Event Partners* and creating the specific *HTML Iframe Codes*.

The admins have a specific access to more functionalities, such as modifying the list of *Locations*, editing all of the inputs made by other users, changing the *Permissions* for both user types, adding more *Admin accounts* and *Importing* a larger list of data (events, landmarks or routes) to the platform via a pre-made CSV document.

2. View your profile details / Change your display language / Sign out

Once you are successfully signed in the ArTVision+ admin account, you can find your profile name on the upper right corner of each screen. By clicking on it, a small window will open with options to **select a new language**, view your **Profile details** or **Sign out** from the admin area. All of your profile details can be edited at any time and saved by clicking on the **“Submit” button**.

3. Add a new Landmark

To add a Landmark to ArTVision+ website, click on **“Landmarks”** within the menu, then click on the **“+ New landmark” button**. The required fields to fill in are: Title and Description - in at least one of the optional languages (within the **Basic Info** tab) - and either the City or the Address Coordinates (within the **Location** tab).

The Landmark Type is set by default to *Historical Structure* and can be changed to another type if needed, while the Entry Fee can be marked as existing if this fits the requirements; both can be found within the **Basic Info** tab. The **Location** tab contains the following optional fields: Country, County and Full Address. These can be either filled in or left empty, depending on your preference and decision.

The last two tabs - **Media** and **Other** - offer adding a Header Image, Video URL, Contact info (Email, Phone), Official page URL and Source info (Name and URL). *All of the uploaded images should be in a PNG/JPEG format, with a resolution larger than 800x450.*

Upon completion, click on the **“Submit” button**. This will add the created Landmark to the platform database and it will also become visible within the list of Landmarks on the ArTVision+ website.

The data can be edited and updated at any time, by finding certain Landmark within the list and clicking on the **“Edit” button**. To conclude the update, all the added changes need to be saved by clicking on the **“Submit” button**.

The only four Counties that are currently included in the platform and available to add the elements to - are Primorje-Gorski Kotar County and Split-Dalmatia County (Croatian regions), and two Italian ones: Puglia and the Veneto Region.

4. Add a new Route

To add a Route to ArTVision+ website, click on **“Routes”** within the menu, then click on the **“+ New route” button**. The required fields to fill in are: Title and Description - in at least one of the optional languages (within the **Basic Info** tab) and either the City or the Address Coordinates (within the **Location** tab). *The coordinates here represent the starting point of the route.*

The Route Type is set by default to *Bike* and can be changed to another type if needed, while the Entry Fee can be marked as existing if this fits the requirements; both can be found within the **Basic Info** tab. The **Location** tab contains the following optional fields: Country, County, Full Address and Route Coordinates. These can be either filled in or left empty, depending on your preference and decision. *The coordinates that define the route path should be entered carefully, following the example shown within the input field. The other way to fill in this field is by drawing the route line directly on the provided map (by following the instructions written above the map).*

The last two tabs - **Media** and **Other** - offer adding a Header Image, Video URL, Contact info (Email, Phone), Official page URL and Source info (Name and URL). *All of the uploaded images should be in a PNG/JPEG format, with a resolution larger than 800x450.*

Upon completion, click on the **“Submit” button**. This will add the created Route to the platform database and it will also become visible within the list of Routes on the ArTVision+ website.

The data can be edited and updated at any time, by finding certain Route within the list and clicking on the **“Edit” button**. To conclude the update, all the added changes need to be saved by clicking on the **“Submit” button**.

The only four Counties that are currently included in the platform and optional to add the elements to - are Primorje-Gorski Kotar County and Split-Dalmatia County (Croatian regions), and two Italian ones: Puglia and the Veneto Region.

5. Publish an Event

To create and publish an Event, click on **“Events”** > **“My Events”** within the menu, then click on the **“+ New event”** button. Use the **“New event”** screen to enter all the relevant info.

Within the **Basic Info** tab, the required fields to fill in are Title and Description - in at least one of the optional languages. Also, it is required to select the Event Type from the drop-down menu and to set the Start and End Dates&Time of the event. Within the **Location** tab, it is required to enter either the City (select it from the drop-down menu) or the exact Address Coordinates of the event location. *You can edit the coordinates by setting the pin on the desired spot on the map or by searching the location by using the provided “Search” field.*

The Event Status is set by default to *Draft* and can be changed to another status in order to *Schedule* it for auto publishing at some point in the future or to *Publish* it right away. The Entry Fee can be marked as existing if this fits the requirements. Both can be found at the bottom of the **Basic Info** tab. The **Location** tab contains the following optional fields: Country, County and Full Address. These can be either filled in or left empty, depending on your preference and decision.

The tabs called **Media** and **Other** offer adding a Header Image, Video URL, Contact info (Email, Phone), Official page URL and Source info (Name and URL). *All of the uploaded images should be in a PNG/JPEG format, with a resolution larger than 800x450. The tab called **Partners** is optional and its function is more closely explained in the following section (5.1.).*

Upon completion, click on the **“Submit”** button. This will add the created Event to the platform database and it will also become visible within the list of Events on the ArTVision+ website.

The data can be edited and updated at any time, by finding certain Event within the list and clicking on the **“Edit”** button. To conclude the update, all the added changes need to be saved by clicking on the **“Submit”** button.

The only four Counties that are currently included in the platform and optional to add the elements to - are Primorje-Gorski Kotar County and Split-Dalmatia County (Croatian regions), and two Italian ones: Puglia and the Veneto Region.

5.1. Publish an ad for partnership / Manage the applications

To publish an ad for partnership, go to the **Partners** tab within either an existing or a new Event that you require some support for. Mark the option "**Looking for partners?**", then click on the "**+ Add partner**" **button**. Select the type of partnership offer you are looking for and write a short description in English to help all the potential partners understand your specific needs and requirements. Finish by clicking on the "**Submit**" **button**. This will make your "**Looking for partners**" ad visible to other users.

The **Partners** tab within the Profile of one your existing events is also where you can check if some potential partner has applied for the published position, and to accept or decline their applications. *The notification feature will be added here to facilitate the user experience.*

Once accepted, your Registered partners can also be removed if you change your mind about working with them. This part can be modified by clicking on the "**Review Partnership**" **button** within the Event profile (which will directly open the **Partners** tab of your editable Event details), and then clicking on the **bin icon** under the Registered partner you wish to remove. This action will re-activate your ad and allow other users to apply for partnership.

5.2. Post an Offer

In order to apply to some Partnership ad, you first need to present having an Offer that matches the type of partnership that is being required. To post an Offer, click on "**Offers**" > "**My Offers**" within the menu, then click on the "**+ New offer**" **button**.

Within the **Basic Info** tab of the "**New offer**" screen, the required fields to fill in are Title and Description - in at least one of the optional languages. Also, it is required to select the Offer Type and all the considered Counties from the provided drop-down menus, and to define the Available From-Until dates.

Providing the Web Link (within the **Basic Info** tab), as well as adding the related **Media** (Header Image, Video URL) and **Technical Data**, is all optional and up to your preference and decision. *All of the uploaded images should be in a PNG/JPEG format, with a resolution larger than 800x450.*

Upon completion, click on the "**Submit**" **button**. This will add your newly created Offer to the platform database and make it visible on the "**Cultural Offers**" screen of the ArTVision+ website.

Each of the created Offers will be listed on your profile under "**My Offers**", and can be further edited and viewed from there. Your data can be edited and updated at any time, by finding certain Offer within your list and clicking on the "**Edit**" **button**. To conclude the update, all the added changes need to be saved by clicking on the "**Submit**" **button**.

As an admin, you can also modify any of the inputs listed under "Offers" > "All Offers".

5.3. Apply for Partnership

Once you created an Offer, you can try applying for partnership. To apply, click on **“Events”** > **“Looking for partners”**. This will open the full list of active invites, created by the organizers of events who are in need of a certain type of outsourced partnership.

If you offer a required type of service or assistance and wish to participate in the event, start by clicking on the **“Apply for partnership”** button of the compatible ad and selecting the offer you want to apply with. *You can apply only to a partnership ad that corresponds to the type of your specific cultural offer (the Type needs to match on both sides).*

Once you have successfully applied for a certain partnership, you need to wait for the other side to react to your application, by either accepting or declining it. *The notification feature will be added here to facilitate the user experience.*

As an offeror, you can also withdraw your application at any time, by clicking on the **“Withdraw application”** button.

6. Create Iframes

The **Iframes** section helps with creating the full HTML code, ready for implementing into some other website.

Simply click on the **“+ New Iframe”** button, type in the word(s) you want to filter the ArTVision+ web content by (this goes in the Search field), Select County you wish to include the posted content from, and click on the **“Confirm”** button.

This will add the Iframe to your list, from where you can **“Edit”** or **“Delete”** the Iframes, or *Copy the Iframe Code* through clicking the **“Get Link”** button. You can paste this code where needed to show the reduced version of the ArTVision+ main page, containing only the data that was filtered through the Iframe settings upon creation of the certain code.

8. Add more Locations

To access the full list of imported locations, go to **“Settings”** > **“Locations”** within the menu. Under the tabs **“Counties”** and **“Cities”**, you can search for a certain name and edit it, if necessary.

Also, by clicking on the **“+ New county”** button or **“+ New city”** button, you can easily add the missing name, select the matching Country/County within the provided fields, and conclude by clicking on the **“Confirm”** button to add it to the list and make available for setting it as the location points of the elements like Events, Landmarks and Routes.

9. Data Import

For adding a larger list of elements at once (Events, Landmarks or Routes), go to **“Settings” > “Import”**. Start by clicking on the **“Download template” button** to download the Excel template. The template has 4 sheets - one for each type of data, plus the last one, called “Attributes described”, with concise instructions for how the input should be formed under each column.

These instructions are very important because any input written in some other way which doesn't fit the format will end up causing the error at the point of uploading the document to the platform. The same problem will happen if any of the mandatory fields are missing the input. In order to assure the system will recognize and understand your data and sort it in the right way, we advise you to enter all your data carefully and to double-check each row prior to uploading the file to make sure all the information fits the required format (the requirements described within the template).

When all the desired new elements are correctly entered into the template, save/download the data as distinct .CSV documents, one sheet at a time (e.g. the data entered for your landmarks, routes and events - all divided into separate .CSV files).

As a final step, import your .CSV documents to the platform, *one by one*, by adding it to provided frame on the **“Import .CSV” screen**. If everything was done according to the instructions, this step will automatically add your new data to the platform database and show your input on the ArTVision+ website. *All the imported elements will show your profile name under “Created by”.*

10. View or Edit User Profiles / Add a New Admin Account

Once you open the full list of active users by selecting the **“Users”** section within the menu, you can view their **Profile** details: all the Landmarks, Routes and Events posted by them, their activity statistics, the offers (when available), their location and all the provided contact details for reaching out to them.

As an admin, you can also modify other users' profile details at any time, when needed. You can also create a new admin account by clicking on **“Users” > “Administrators”** and then the **“+ New administrator” button**. Once you successfully submit the new account data, you can provide the added admin with the entered Email Address and Password in order for them to log into the platform's admin area and start using its functionalities.

11. Edit User Permissions

If you click on **“Settings”** > **“Access Control”** within the menu, you can view the full list of permission options and also activate/deactivate each of those permissions for the two available user types - administrators and end-users.

Simply go to the **Roles** tab, click on the **“Edit permissions” button** for the role you wish to update, toggle all the permissions you want to activate or deactivate for the selected role and finish by clicking on the **“Confirm” button** to update the permission settings. *This can be altered at any time, depending on the temporary wishes and needs.*



Interreg
Italy - Croatia
ArTVision+

European Regional Development Fund



EUROPEAN UNION

ArTVision+



User Guide: End-users

May 2019.



Table of contents

END-USERS	2
Account creation / Signing in	2
View your profile details / Change your display language / Sign out	2
Add a new Landmark	2
Add a new Route	3
Publish an Event	4
Publish an ad for partnership	5
Post an Offer	5
Apply for Partnership	6
Create Iframes	6
View the Stakeholders' details	6

END-USERS

(artvision.plus/profile)

1. Account creation / Signing in

To create a new user account on the ArTVision+ cultural matchmaking platform, first click on “**Sign in**” in the website header menu, or go straight to <https://artvision.plus/login>. Click on “**Create a New Account**” to open the registration form.

All the fields except “Phone”, “City” and “Address” are required to fill in prior to clicking on the “**Register**” button. Once done, user automatically enters the platform area for creating and adding a new content to the website. This includes adding *Events*, *Landmarks* and *Routes*, connecting with the *Event Partners* and creating the specific *HTML Iframe Codes*.

2. View your profile details / Change your display language / Sign out

Once you are successfully signed in the ArTVision+ user account, you can find your profile name on the upper right corner of each screen. By clicking on it, a small window will open with options to **select a new language**, view your **Profile details** or **Sign out** from the user area. All of your profile details can be edited at any time and saved by clicking on the “**Submit**” button.

3. Add a new Landmark

To add a Landmark to ArTVision+ website, click on “**Landmarks**” within the menu, then click on the “**+ New landmark**” button. The required fields to fill in are: Title and Description - in at least one of the optional languages (within the **Basic Info** tab) - and either the City or the Address Coordinates (within the **Location** tab).

The Landmark Type is set by default to *Historical Structure* and can be changed to another type if needed, while the Entry Fee can be marked as existing if this fits the requirements; both can be found within the **Basic Info** tab. The **Location** tab contains the following optional fields: Country, County and Full Address. These can be either filled in or left empty, depending on your preference and decision.

The last two tabs - **Media** and **Other** - offer adding a Header Image, Video URL, Contact info (Email, Phone), Official page URL and Source info (Name and URL). *All of the uploaded images should be in a PNG/JPEG format, with a resolution larger than 800x450.*

Upon completion, click on the **“Submit” button**. This will add the created Landmark to the platform database and it will also become visible within the list of Landmarks on the ArTVision+ website.

The data can be edited and updated at any time, by finding certain Landmark within the list and clicking on the **“Edit” button**. To conclude the update, all the added changes need to be saved by clicking on the **“Submit” button**.

The only four Counties that are currently included in the platform and available to add the elements to - are Primorje-Gorski Kotar County and Split-Dalmatia County (Croatian regions), and two Italian ones: Puglia and the Veneto Region.

4. Add a new Route

To add a Route to ArTVision+ website, click on **“Routes”** within the menu, then click on the **“+ New route” button**. The required fields to fill in are: Title and Description - in at least one of the optional languages (within the **Basic Info** tab) and either the City or the Address Coordinates (within the **Location** tab). *The coordinates here represent the starting point of the route.*

The Route Type is set by default to *Bike* and can be changed to another type if needed, while the Entry Fee can be marked as existing if this fits the requirements; both can be found within the **Basic Info** tab. The **Location** tab contains the following optional fields: Country, County, Full Address and Route Coordinates. These can be either filled in or left empty, depending on your preference and decision. *The coordinates that define the route path should be entered carefully, following the example shown within the input field. The other way to fill in this field is by drawing the route line directly on the provided map (by following the instructions written above the map).*

The last two tabs - **Media** and **Other** - offer adding a Header Image, Video URL, Contact info (Email, Phone), Official page URL and Source info (Name and URL). *All of the uploaded images should be in a PNG/JPEG format, with a resolution larger than 800x450.*

Upon completion, click on the **“Submit” button**. This will add the created Route to the platform database and it will also become visible within the list of Routes on the ArTVision+ website.

The data can be edited and updated at any time, by finding certain Route within the list and clicking on the **“Edit” button**. To conclude the update, all the added changes need to be saved by clicking on the **“Submit” button**.

The only four Counties that are currently included in the platform and optional to add the elements to - are Primorje-Gorski Kotar County and Split-Dalmatia County (Croatian regions), and two Italian ones: Puglia and the Veneto Region.

5. Publish an Event

To create and publish an Event, click on **“Events”** > **“My Events”** within the menu, then click on the **“+ New event”** button. Use the **“New event”** screen to enter all the relevant info.

Within the **Basic Info** tab, the required fields to fill in are Title and Description - in at least one of the optional languages. Also, it is required to select the Event Type from the drop-down menu and to set the Start and End Dates&Time of the event. Within the **Location** tab, it is required to enter either the City (select it from the drop-down menu) or the exact Address Coordinates of the event location. *You can edit the coordinates by setting the pin on the desired spot on the map or by searching the location by using the provided “Search” field.*

The Event Status is set by default to *Draft* and can be changed to another status in order to *Schedule* it for auto publishing at some point in the future or to *Publish* it right away. The Entry Fee can be marked as existing if this fits the requirements. Both can be found at the bottom of the **Basic Info** tab. The **Location** tab contains the following optional fields: Country, County and Full Address. These can be either filled in or left empty, depending on your preference and decision.

The tabs called **Media** and **Other** offer adding a Header Image, Video URL, Contact info (Email, Phone), Official page URL and Source info (Name and URL). *All of the uploaded images should be in a PNG/JPEG format, with a resolution larger than 800x450. The tab called **Partners** is optional and its function is more closely explained in the following section (5.1.).*

Upon completion, click on the **“Submit”** button. This will add the created Event to the platform database and it will also become visible within the list of Events on the ArTVision+ website.

Each of the created Events will be listed under **“Events”** > **“My Events”**, and can be further edited and viewed from there. Your data can be edited and updated at any time, by finding certain Event within the list and clicking on the **“Edit”** button. To conclude the update, all the added changes need to be saved by clicking on the **“Submit”** button.

The only four Counties that are currently included in the platform and optional to add the elements to - are Primorje-Gorski Kotar County and Split-Dalmatia County (Croatian regions), and two Italian ones: Puglia and the Veneto Region.

5.1. Publish an ad for partnership

To publish an ad for partnership, go to the **Partners** tab within either an existing or a new Event that you require some support for. Mark the option "**Looking for partners?**", then click on the "**+ Add partner**" **button**. Select the type of partnership offer you are looking for and write a short description in English to help all the potential partners understand your specific needs and requirements. Finish by clicking on the "**Submit**" **button**. This will make your "**Looking for partners**" ad visible to other users.

The **Partners** tab within the Profile of one your existing events is also where you can check if some potential partner has applied for the published position, and to accept or decline their applications. An email notification will also be sent to you when someone applies to your ad.

Once accepted, your Registered partners can also be removed if you change your mind about working with them. This part can be modified by clicking on the "**Review Partnership**" **button** within the Event profile (which will directly open the **Partners** tab of your editable Event details), and then clicking on the **bin icon** under the Registered partner you wish to remove. This action will re-activate your ad and allow other users to apply for partnership.

5.2. Post an Offer

In order to apply to some Partnership ad, you first need to present having an Offer that matches the type of partnership that is being required. To post an Offer, click on "**My Offers**" within the menu, then click on the "**+ New offer**" **button**.

Within the **Basic Info** tab of the "**New offer**" **screen**, the required fields to fill in are Title and Description - in at least one of the optional languages. Also, it is required to select the Offer Type and all the considered Counties from the provided drop-down menus, and to define the Available From-Until dates.

Providing the Web Link (within the **Basic Info** tab), as well as adding the related **Media** (Header Image, Video URL) and **Technical Data**, is all optional and up to your preference and decision. *All of the uploaded images should be in a PNG/JPEG format, with a resolution larger than 800x450.*

Upon completion, click on the "**Submit**" **button**. This will add your newly created Offer to the platform database and make it visible on the "**Cultural Offers**" **screen** of the ArTVision+ website.

Each of the created Offers will be listed on your profile under "**My Offers**", and can be further edited and viewed from there. Your data can be edited and updated at any time, by finding certain Offer within your list and clicking on the "**Edit**" **button**. To conclude the update, all the added changes need to be saved by clicking on the "**Submit**" **button**.

5.3. Apply for Partnership

Once you created an Offer, you can try applying for partnership. To apply, click on **“Events”** > **“Looking for partners”**. This will open the full list of active invites, created by the organizers of events who are in need of a certain type of outsourced partnership.

If you offer a required type of service or assistance and wish to participate in the event, start by clicking on the **“Apply for partnership”** button of the compatible ad and selecting the offer you want to apply with. *You can apply only to a partnership ad that corresponds to the type of your specific cultural offer (the Type needs to match on both sides).*

Once you have successfully applied for a certain partnership, you need to wait for the other side to react to your application, by either accepting or declining it. An email notification will be sent to you when the event organizer accepts or declines your application.

As an offeror, you can also withdraw your application at any time, by clicking on the **“Withdraw application”** button.

6. Create Iframes

The **Iframes** section helps with creating the full HTML code, ready for implementing into some other website.

Simply click on the **“+ New Iframe”** button, type in the word(s) you want to filter the ArTVision+ web content by (this goes in the Search field), Select County you wish to include the posted content from, and click on the **“Confirm”** button.

This will add the Iframe to your list, from where you can **“Edit”** or **“Delete”** the Iframes, or *Copy the Iframe Code* through clicking the **“Get Link”** button. You can paste this code where needed to show the reduced version of the ArTVision+ main page, containing only the data that was filtered through the Iframe settings upon creation of the certain code.

7. View the Stakeholders’ details

Once you open the full list of active users by selecting the **“Stakeholders”** section within your dashboard menu, you can view their **Profile** details: all the Landmarks, Routes and Events posted by them, their activity statistics, the offers (when available), their location and all the provided contact details for reaching out to them.