

User Guide

Member Registration Application

- Select New Artist Registration or New Supporter Register from the top page.
- Clicking the "Member Registration Application" button at the bottom right of the "Member Registration" page will display the registration form.
- Make sure that the type of membership (artist or supporter) is displayed correctly. If that is correct, then fill in the registration form.
 - * The name input for "Name to Display" will be displayed on the site. If you do not want your real name to be displayed, input a handle, nickname or something else.
 - * The name of supporter's facilities will be displayed on the site.
 - * If the contents of activities, web sites, blogs or other URLs are input in the Remarks section, then they will be used for screening.
- Please read the "Minato Art Navi Terms of Use" carefully, check the "Agree" box if you agree, and then click the "Confirmation Screen" button at the bottom right.
- The "Member Registration Application Confirmation Screen" will be displayed, so confirm the contents.
- If there are no mistakes, then click the "Submit" button at the bottom right.

This completes the member registration application process.

Member Registration Screening

Member registration requests will be reviewed. Once a review is completed, a member registration complete e-mail will be sent. Once member registration is completed, a My Page and event information page can be created and edited.

Creating and Editing My Pages

- My Pages will be published once our Foundation has reviewed the contents.
- Please note that if personal information is put on a My Page it will not be published.
- Please select the genre of your main activities from the list below.
 - Art
 - Music
 - Acting
 - Cinema/Video
 - Nature, science, history
 - Events
 - Other
- Please write about your own activities for the body of the page.
- The body of the page and the contents input into paragraphs 1 to 5 will be used as search terms within the site.
- Select "Display" or "Do Not Display" on the site for the link, and then input the title and URL.
- Links to My Pages created in "Minato Art Navi" can be added to the Events and Exhibits Information page.

To do so, copy the URL at the top right of your My Page, and then paste it into the link box in the related event information page. Links to your My Page can also be made from the Events and Exhibits Information page.
- Artist My Pages can have up to three main photos, and 50 sub-photos.

Only jpeg files can be posted.
Captions can be input for the main photos.

- Supporter My Pages can have up to three main photos, and 10 sub-photos.
Only jpeg files can be posted.
Captions can be input for the main photos.

Creating, Registering and Editing Events and Exhibits Information Pages

- Events and exhibits information will be published once our Foundation has reviewed the contents.
- Please note that if personal information is put on an Events and Exhibits Information page it will not be published.
- Artists should add the contents of the events and/or exhibits in which they will participate, and supporters should add the contents of the events and/or exhibits which they will hold.
- Select "Display" or "Do Not Display" on the site for the link, and then input the title and URL.
- Links to event information created in "Minato Art Navi" can be added to related My Pages.
To do so, copy the URL at the top right of the Events and Exhibits Information page, and then paste it into the link box in the related My Page.
- Up to three main photos can be posted on Events and Exhibits Information pages.
Only jpeg files can be posted.
Captions can be input for the main photos.

Modifying Registration Information and Cancelling Accounts

- The contents input when registering as an artist or supporter can be changed.
- The items that can be changed are passwords, telephone numbers, fax numbers.
- In order to change an e-mail address, name (organization name), displayed name, or address, please contact the following:
Minato City Sports, Culture, and Health Foundation (Minato-ku Sports Fureai Bunka Kenko Zaidan)
Jigyo-ka
2F Akasaka Community Plaza
4-18-13 Akasaka, Minato-ku, Tokyo 107-0052
Tel: 03-5770-6837
Fax: 03-5770-6884
- In order to cancel an account, click the "Cancel" button at the bottom left of the screen.
All information including created My Pages, and events and exhibits information input when registering as an artist or supporter will be deleted.