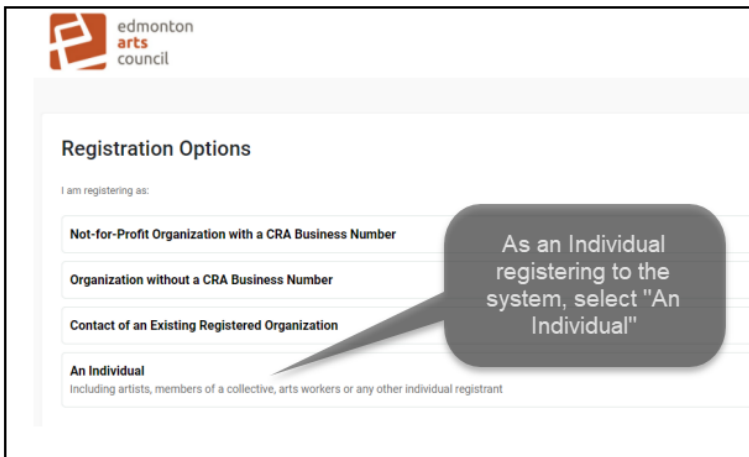


1

Register and access the Edmonton Arts Council Online Portal, in your preferred web browser, at eac.smartsimple.ca

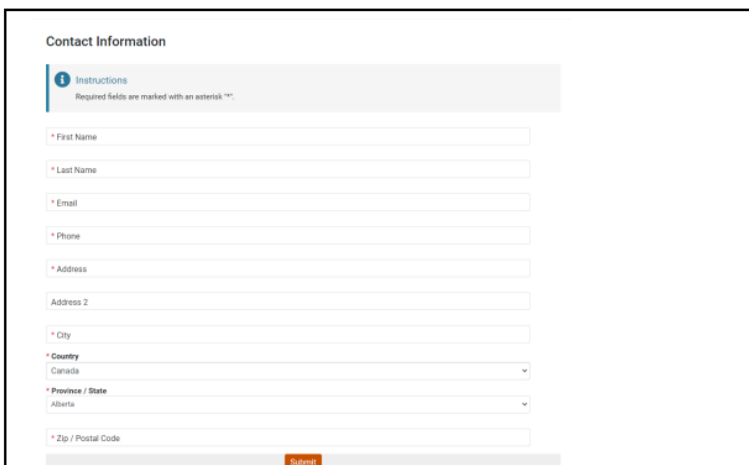


2

Select your registration type

If you are An Individual but also a representative for an Organization, you will have two separate accounts that will need to be linked to two separate email addresses.

These steps are for registering as An Individual only.



3

Complete the required fields and select "Submit"

support@edmontonarts.ca or call 780-424-2787.' At the bottom, there is a 'Log in here' link." data-bbox="87 678 545 850"/>

4

Your Registration is now complete. You will receive an email with instructions to log in to the portal for the first time.

Welcome to the Edmonton Arts Council Online Portal Inbox x

donotreply@smartsimple.ca
to me

Dear Bob Tester,

Thank you for registering with the Edmonton Arts Council Online Portal.

Please click the link below to confirm your account and set your password. Once your password has been created, you will be able to log in to complete your profile and view available opportunities.

eac-smartsimple.ca/ex/ex_activate.jsp?lang=1&token=%24QIOpY3Yc6fjrG5drY0rTbjTzPXL9OmaxJa%2BQvW7%2FdnZ2xkF2IE0CjVbCzQgo6IDmRsYefr4UNaF9Y%2BTISUg%3D%3D

This link will expire in 24 hours. Once expired a new link can be requested using the Forgot Password option on the main login page (eac-smartsimple.ca).

Have questions? Contact us at support@edmontonarts.ca or 780-424-2787.

Reply Forward

Creating a Profile is an important step after registering.

A Profile must be submitted before you apply for any available opportunities.

After registration, follow the link to access the EAC Online Portal and complete your personal profile.


Account Activation

New Password:

Confirm Password:


Policy:

- Password must have at least 8 characters
- Password must have at least one lowercase letter
- Password must have at least one uppercase letter
- Password must have at least one number
- Password must have at least one special character

I'm not a robot 

Submit

Create a password according to the directions, that you will use each time you log in to the EAC Online Portal. Select "Submit" when each requirement has been satisfied.



Privacy and Use of Information Agreements

Please read and accept the Privacy Policy and Use of Information Agreement below. These policies will need to be reviewed and accepted both prior to your first use and annually in order to access the Edmonton Arts Council Online Portal. If you have any questions prior to accepting these agreements please contact us at support@edmontonarts.ca or 780-424-2787.

Privacy Policy

Thank you for visiting the Edmonton Arts Council Online Portal.

The privacy policy tells you how we use personal information collected at this site. Please read this privacy policy before using the site or submitting any personal information. By using the site you are accepting the practices described in this privacy policy. These practices may be changed, but any changes will be posted and changes will only apply to activities and information on a going forward, not retroactive basis. You are encouraged to review the privacy policy whenever you visit the site to make sure that you understand how any personal information you provide will be used. Note: the privacy practices set forth in this privacy policy are for the web site only. If you visit other web sites, please review the privacy policies posted at those sites.

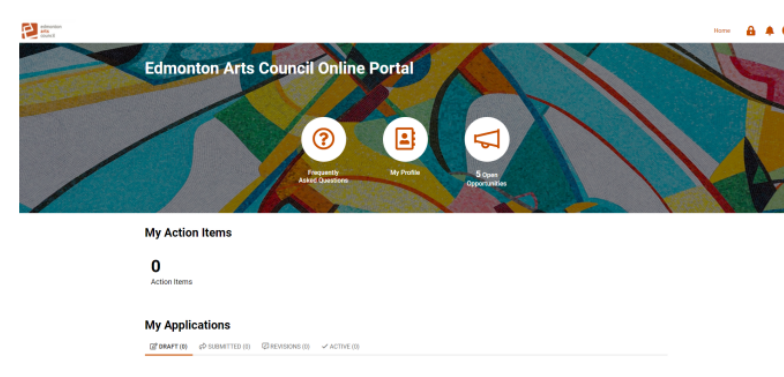
COLLECTION OF INFORMATION
We collect personally identifiable information, like names, project proposals, postal addresses, email addresses, etc., when voluntarily submitted to the Edmonton Arts Council Online Portal. The information you provide is used to fulfil your specific requests and for the purposes explained in the Use of Information Tab in your profile.

COOKIE TRACKING TECHNOLOGY
The site uses cookie and tracking technology. Cookie and tracking technology are useful for gathering information such as browser type and operating system, tracking the number of visitors to the site, and understanding how visitors use the site. Cookies can also help customize the site for visitors. Personal information cannot be collected via cookies and other tracking technology, however, if you previously provided personally identifiable information, cookies may be tied to such information. Aggregate cookie and tracking information may be shared with third parties.

DISTRIBUTION OF INFORMATION
We may share information with governmental agencies or other companies assisting us in fraud prevention or investigation. We may do so when: (1) permitted or required by law, or (2) using to prevent, detect or prevent actual or potential fraud or fraudulent transactions, or (3) investigating fraud which has already taken place. The information is not provided to these companies for marketing purposes.

Accept Decline

The first time you log in you will need to review the Privacy and Use of Information Agreement and select "Accept" These agreements will be reviewed on a annual basis.



Edmonton Arts Council Online Portal

Home Account Help Logout

Help My Profile Open Opportunities

My Action Items

0 Action Items

My Applications

0 DRAFT 0 SUBMITTED 0 REVISIONS 0 ACTIVE

This is your home screen, here you can find the icon for "My Profile", which can be accessed by clicking on the icon. The profile can be accessed and updated at any time from this screen. Here you will also be able to view any open opportunities that you can submit applications to as well as the status of any applications you have started or submitted.

Bob Tester

CENTRAL DETAILS **DEMOGRAPHIC SURVEY**

* First Name:

* Middle Name:

* Last Name:

* Date of Birth:

* Province: NS PE NB QC ON AB SK BC YT

* Primary Practice

Please select three, please provide your discipline in the text box provided. You can find the definitions [here](#).

Select One:

Secondary Practice

Please select three, please provide your discipline in the text box provided. You can find the definitions [here](#).

Dance Creative Art

Theatre Arts Music

Visual Arts Fashion

Indigenous Arts Craft and Studio Arts

Arts and Cultural Workers Multi-Disciplinary

Other

* Gender (if being considered as an applicant?)

Yes No Other

Artist Eligibility or CV

Please upload your document as a PDF

Save My Work Submit Profile

You will notice Tabs at the top of the screen. This indicates there is more than one section that is available to complete. In the profile the General Details must be completed. The Demographic Survey is voluntary, however your responses will make a significant contribution in helping the EAC understand the arts community and design and deliver effective programming.

Each area marked with a * is a mandatory field. If you must leave and return at a later time, select "Save My Work" and the completed details will be saved. When you are ready to submit the final profile select "Submit Profile." You will be able to update the information after it has been submitted.