XTRAX

The XTRAX Directory in numbers:

Over 2,000	Over 950	Over 1,500
Unique users	Different shows	Visits this year

The **XTRAX Directory** is a valuable platform for promoting your company or festival, with a view to getting your work noticed. With thousands of users based in the UK and internationally it is a great place to share your work, discover new artists and events and boost tour bookings!
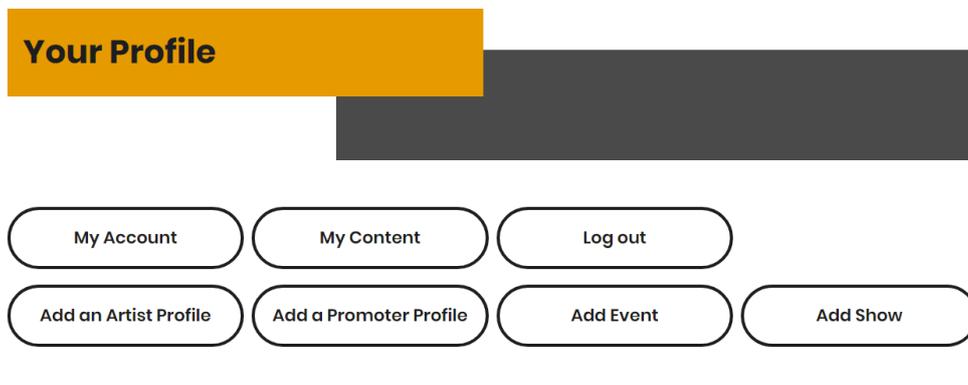
Share the Directory with colleagues, collaborators, contacts, on your social media and anyone you feel would benefit from using it - remember it's totally free to use!

To create a profile:

- Visit the XTRAX homepage and click on the 'XTRAX Directory'.
- Click register. You will then be prompted to enter your email and to create a username and password. Congratulations, you now have an account!

Adding content:

- You can manage multiple Artist and Promoter profiles, Shows and Events from one account, giving you the flexibility to manage multiple projects from one place.
- Below you can see the navigation page that greets you when you log in.

Your Profile

My Account	My Content	Log out
Add an Artist Profile	Add a Promoter Profile	Add Event	Add Show

- **MY ACCOUNT:** Here you can add your personal details, display name, website, biography etc.
- **MY CONTENT**: This page gives an overview of all your added shows, profiles and events. Here you can easily edit your content across the different sections.
- **ADD AN ARTIST PROFILE**: Complete the form with as much detail as you can. Don't forget your website and Social Media URL's!
- You can add videos (YouTube or Vimeo links) and images. For best results, images should be landscape and should be at least 1380px wide and 600px tall. You can also upload documents such as Artist Statements and Tech Riders.
- **ADD A PROMOTER PROFILE:** As above, but you can add 'Activities' to better describe what you do, such as if you are an agent, festival, venue, not-for-profit etc. You can check as many as are appropriate.
- **ADD EVENT**: Use this feature to add details of upcoming festivals and events. You can add the length of the event, amount of companies on show, average audience sizes and artforms that the event includes. Adding images, videos and documents are as above.
- **ADD SHOW**: Complete the form with as much detail as you can, this will help users find your show and give them the information they need to book. If you manage more than one artist, ensure you select the correct one using the drop-down box! Adding images, videos and documents are as above.

Features of the Directory:

- You can add Documents to your shows, which means you can upload your Tech Riders, Dossiers and any other documents you would like to share with promoters, festival organisers and artists. When you upload them, make sure the document titles are clear and descriptive.

- Videos are much more visible, and you can upload as many as you want! Just remember, you can only share them as Vimeo or YouTube links.

- Is your show still touring? If not, simply check the *No* box. It's still great to keep your shows' history all in one place.

- Image size: images should now be landscape and should be at least 1380px wide and 600px tall. They shouldn't contain any text or logos and should be in .jpg or .png format.

- You can add information on Audience type, Access facilities, Text in the show, Workshops, Number. of people on road, get-in / get out, Performance area, Languages, etc. All this information makes it easy for bookers to see if the work is right for their event, so please share what you can.

- The Directory is mobile-friendly and accessible.

Forgotten Password?

Fear not! Click here and you will be able to reset it using your email address you registered with.

Deleting your User:

If you would like to delete your user, simply email jack@xtrax.org.uk and we will process your request as soon as possible. If you require any additional assistance, please don't hesitate to get in touch.