



## HOW TO BECOME A NEW COMMON FIELD NETWORK MEMBER FOR \*FREE\*

As a network member, you benefit from accessing a wide range of resources and connecting to more than 700 arts organizations and organizers across the US. Explore the full network [here](#).

> > Check out our video tutorial on [how to create a profile](#).

### **PART 1: Become a NEW Network Member for \*FREE\* for One Year**

Follow these instructions if you are not a current or past member to claim a free one-year membership.

1. **Go to the [Join](#) page.** Choose the membership level right for you: **Organization** or **Organizer**

2. **Enter the KEYCODE: `commonconnect2020`** at the 'Checkout' page to redeem your FREE 12-month membership.

3. **Complete your account and billing information.**

Your card will ONLY be on file and will not be charged when you sign up for free. You can specify if you want your account to **auto-renew or not** once you've activated your account.

- a. If you choose to auto-renew, you'll receive email reminders 30 days and 10 days before it's set to renew - so you can still opt out.
- b. **If you do NOT want your account to auto-renew**, and you want to ensure you don't get charged in a year, please be sure to click **do not auto-renew** in the Membership and Payment drop down menu once you login to your new account

4. **Look for a confirmation email** with a password to **activate your new membership**.

**NOTE: In order to finish joining you must activate your account. Your membership is not active until you login and fill out your profile. You will not appear on the map and won't be able to access any resources.**

5. **Activate your account** at the [Login](#) page. Type in:

-Username: Your e-mail address

-Password: The password e-mailed to you

6. **Change your password** any time in the "New Password" section on the [Account](#) page.

7. **Fill out your public profile.** Once you're finished, save your information. And that's it! Need help? We have a great [video tutorial](#) to help guide you through the process.

8. **Auto-Renew or Not:** If you don't want your account to auto-renew in paid mode a year from now, Click on the "account" button in the profile menu, then the drop down called "Membership Subscription and Payment" and ensure the correct option is clicked (Auto-Renew or Do Not Auto-Renew).



Navigate to the [Network Map](#) to see your profile. And remember, if you need additional support, please look at the FAQs [here](#), watch our tutorial videos or get in touch at [hello@commonfield.org](mailto:hello@commonfield.org).

## **PART 2: Use your Membership to Connect with the Field**

1. **PROFILE:** Make sure your [public profile](#) is updated with current information. Watch our short video tutorial on how to fill out and update your profile [here](#).
2. **LISTINGS:** Post listings for Opportunities, Jobs, Services and Announcements to our online [national listings directory](#). Watch a short video tutorial on how to use it [here](#).
3. **FORUM:** The Forum is a place for Common Field members to discuss topics of interest and to connect to each other in a safe digital environment. To participate in the **Forum**, [login to your Common Field member profile](#). There, you may either participate in an existing discussion or create a new topic. We encourage you to read our community guidelines before participating in the forum.
4. **DOCUMENT SHARING HUB/Common Field Google Doc:** This is a collective archive of information, templates, and shared working docs. Open docs, PDFS, reference materials, and other digital artifacts.

### **Questions?**

First, [read our FAQs here](#)

If you need additional support, contact [hello@commonfield.org](mailto:hello@commonfield.org).

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