



PeakArtsEd “HOW-TO” Guide

Completing your Profile and Programming Pages

- Navigate to the main PeakRadar.com page. <https://www.peakradar.com/>
- In the upper right corner, hover over “Submit an event”
 - o Click on “Log-in” if you already have a Peak Radar account. If not, choose “Register.”
- Once you have logged into your dashboard, on the left menu, click on “Education.”
- Click on “Profile” to add your profile and follow the directions below to help guide you.
- Back under the Education drop down, click on “Program” to add programs that you offer. Follow the directions below to help guide you.
- After you submit a profile or program, they will come to COPPR to be viewed before being published. After that you can view and change published programs.

Here are some programs you can use as an example from other communities.

[Winter Park Playhouse REACH, The - Arts Education | United Arts of Central Florida \(unitedartscfl.org\)](#)
[Orlando Family Stage - Arts Education | United Arts of Central Florida \(unitedartscfl.org\)](#)

COMPLETING THE “PROFILE” PAGE

DESCRIPTION/BIO: Most importantly in this section, share what you do and who you do it for. You can also include your mission and vision. The above examples have a profile that is just a few sentences and one is more in-depth.

EDUCATOR TYPES: Check if you are an organization or an individual.

PRIMARY IMAGE: Choose an image that best represents what you do.

QUALIFICATIONS: If you do not have one of the qualifications, check “no.” Any “no’s” you select *will not* show up on the public site page. As an arts community, our goal is to have them all at “Yes” within one year.

COMPLETING THE “ADD PROGRAM” PAGE

PROGRAM DETAIL: Make this exciting and fun to read as this is the first thing that the viewers will see. Make sure it says what it is and who it is for.

ARTISTIC DISCIPLINE: What artistic discipline does this program cover? You may check multiple.

CULTURAL ORIGIN: If your program covers a specific cultural origin, you can highlight it here.

AGE RANGE/POPULATION SERVED: Check which ages or population this program is for.

PROGRAM TYPE: Check which type of program this is.

- ARTS CAMP – a camp for kids, such as theatre camps, dance camps, visual arts camp.
- COMMUNITY ARTS CLASS FOR ADULTS – a class for adults that takes place in the community.
- COMMUNITY ARTS CLASS FOR YOUTH – a class that takes place outside the schools classroom within the community such as after school programs.
- FIELD TRIP – This is for programs that need schools to bus their students to the event. It is a field trip for the school.
- IN-SCHOOL PERFORMANCE – this is for programs that will go to the school itself such as performances at the school.
- IN-SCHOOL RESIDENCY – this for programs that will bring classes and workshops into the school classroom during the day such as arts-integrated lessons.
- PROFESSIONAL DEVELOPMENT – this is for programs that are providing professional development for the teachers.
- STUDENT SHOWCASE OPPORTUNITIES – this is for programs that are creating an opportunity for students to showcase their work such as thespian festivals or visual art displays/contests.
- VIRTUAL EXPERIENCE – this is for programs that are offering online arts experiences.

SUBJECT: Check which subjects you will be covering with your program. This is a great way to showcase arts integrated programs. Check as many that apply.

MAX. NUM OF STUDENTS: What is the max number of students you can accommodate?

LENGTH OF PROGRAM: How long is your program?

START DAY: When can you start offering this program? If it's a flexible program, start with the earliest date you can begin offering the program.

END DAY: What is the ending date to your program? If it's a flexible program, select an end date that you want to end offering this program.

EXPIRATION DAY: Add an expiration day so that the program will delete itself when it is over.

BILINGUAL: Are you offering a bilingual program?

FREE: Is this program free?

AVAILABLE DATES: You can get more specific about the dates that the program is available here. If it is flexible or contingent upon coordinating with the school, for example, you can state that here as well.

TIMES: Add the times that the program is available during the day. If it is flexible, you can say that as well.

SPACE/TECH REQUIREMENTS: This is your opportunity to state what space and tech you need for a program at a school. If you do not require these because your program is not at a school, then leave blank.

LOCATIONS: Be specific about where your program will take place. If it will be in schools, you can add "School Locations." If it is at your arts organization's space, include your address.

FEE/TICKETING: How much is your program? You can also add if there are any reduced costs or scholarships here.

CONTACT INFO: Make sure this is all relevant for your program and that the URL will direct people to more information about the program and to register.

STANDARDS and BENCHMARKS: On the drop-down menu, choose the Colorado State Standards that your program fulfills. All arts disciplines are already included on the drop down. You just need to start typing and they will pop up. If you require standards outside of the arts, you add those yourself, just make sure to use the "Subject grade.standard.criteria". For example, "Science 3.1.2". Please refer to the

very user-friendly website to help you know which standards to choose from.

<https://www.cde.state.co.us/apps/standards/>

CANCELLATION POLICY: Add how you prefer cancellation notices. If you would prefer to reschedule, you can add that here as well.

REFERENCES: If possible, provide references for your organization or program. If you do not have any yet, please make it a goal to add references within the next year.

RELATED MATERIALS: This includes teacher guides, parent guides, and supplemental materials for your program.

IMAGES: You can add up to 15 images that showcase your program.

VIDEOS: Videos are a great way to highlight any key moment of your program. If you do not have a YouTube Channel, you can quickly make one and add videos. Upload the YouTube link here. You can also use Vimeo or BrightCove.

EDUCATION STANDARDS: If you are going to customize education standards for school programs, check this box. I would recommend also giving an overview of standards above.

If you need assistance, please reach out to Melissa O'Rear at melissa@culturaloffice.org or at 719-634-2204