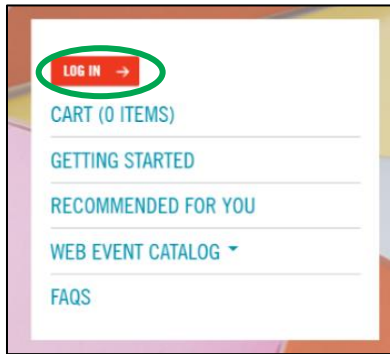


## How to View a Recorded Event

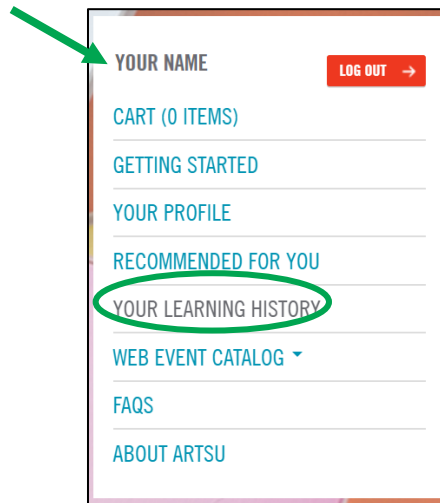
Welcome to ArtsU! ArtsU is the Americans for the Arts online education forum for arts professionals to gain new skills, knowledge, and connections to further their personal and organizational goals.

Today, we will be reviewing how to view a recorded event.

In order to access an archived event, you must be logged in to ArtsU. To log in, locate and press the red LOG IN button on the left side of the page. Enter your username and password when prompted.



Once logged in, your name will appear on the left-hand navigation bar. To access an event you've already registered for, you can click YOUR LEARNING HISTORY. To learn how to register for an event, please view the "How to Register" user guide.



On this page, you can see every event you have registered for on ArtsU, including both upcoming and on-demand webinars.

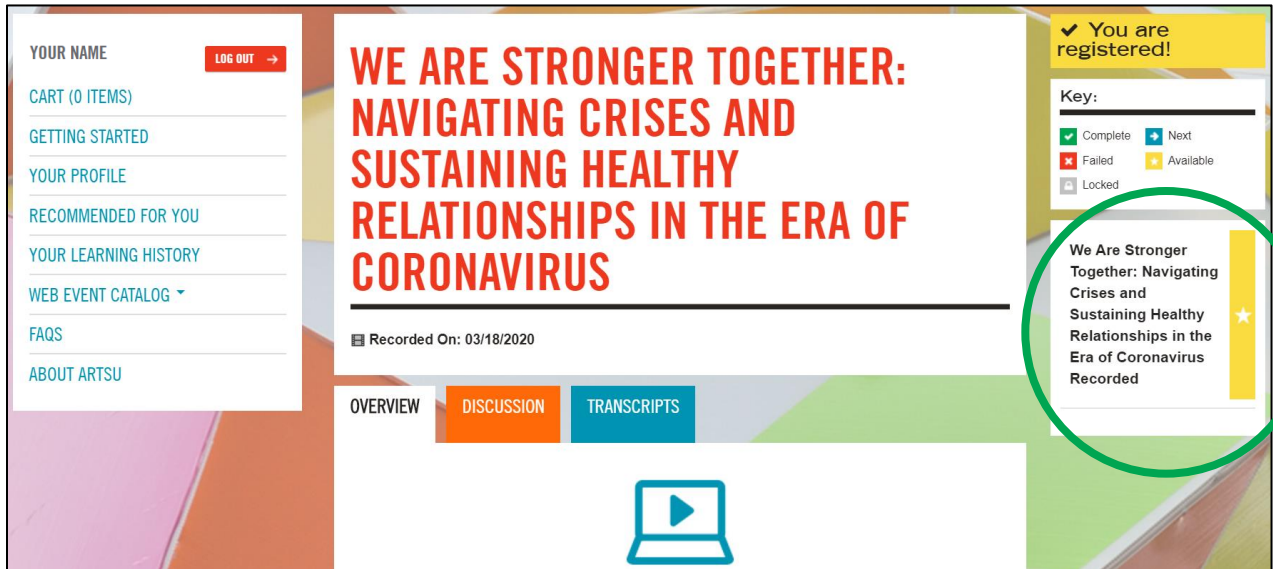
The screenshot shows a user's dashboard with a sidebar on the left containing navigation links like 'YOUR NAME', 'CART (0 ITEMS)', 'GETTING STARTED', 'YOUR PROFILE', 'RECOMMENDED FOR YOU', 'YOUR LEARNING HISTORY', 'WEB EVENT CATALOG', 'FAQS', and 'ABOUT ARTSU'. The main content area is titled 'My Dashboard' and includes a 'NOTIFICATIONS' section with search filters for format, status, and certificate/CE. Below this is a section for 'Upcoming Live Events' featuring the event 'The DIAL Labs: Contextualizing Power and Creating Change That Can Last'. The event details include 'Contains 2 Component(s)', a live web event on 04/16/2020 at 3:00 PM (EDT), and a note that it starts 4 hours from now. A description follows, mentioning Anthony Meyers and his work with Leading ChangeMakers.

The screenshot displays the 'On-Demand Products' section. A sidebar on the left lists various topics such as 'ARTS EDUCATION', 'ARTS IN THE MILITARY', 'ARTS MARKETING', 'ARTS MANAGEMENT', 'CREATIVE ECONOMY', 'CULTURAL DISTRICTS', 'LEADERSHIP', 'MEMBERS', 'PUBLIC ART', and 'SOCIAL CHANGE'. The main content area lists three on-demand products: 'We Are Stronger Together: Navigating Crises and Sustaining Healthy Relationships in the Era of Coronavirus', 'COVID-19 Relief Package Briefing: An Americans for the Arts Virtual Check-In', and 'Setting Up an Emergency Relief Fund'. Each product entry includes a play button icon, a 'Re-send Receipt' link, and a 'Required components before completion' indicator.

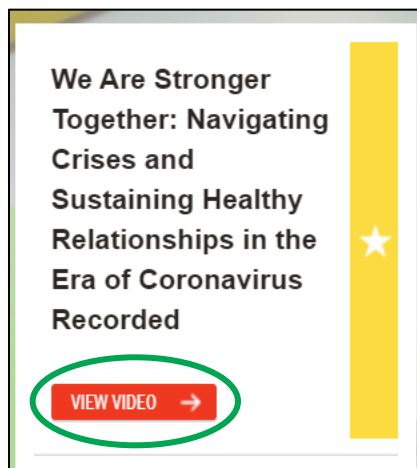
Once you locate the event you wish the view, click on the title to be brought to the event page.

This is a close-up view of the 'On-Demand Products' section, focusing on the first entry: 'We Are Stronger Together: Navigating Crises and Sustaining Healthy Relationships in the Era of Coronavirus'. The title and subtitle are circled in green. Below the title, it indicates 'Contains 1 Component(s)', 'Recorded On: 03/18/2020', and a 'Re-send Receipt' link. A play button icon is visible on the right. The main text describes the World Health Organization's classification of coronavirus as a pandemic and the resulting challenges for the performing arts industry, mentioning the Alliance for Performing Arts Conferences (APAC).

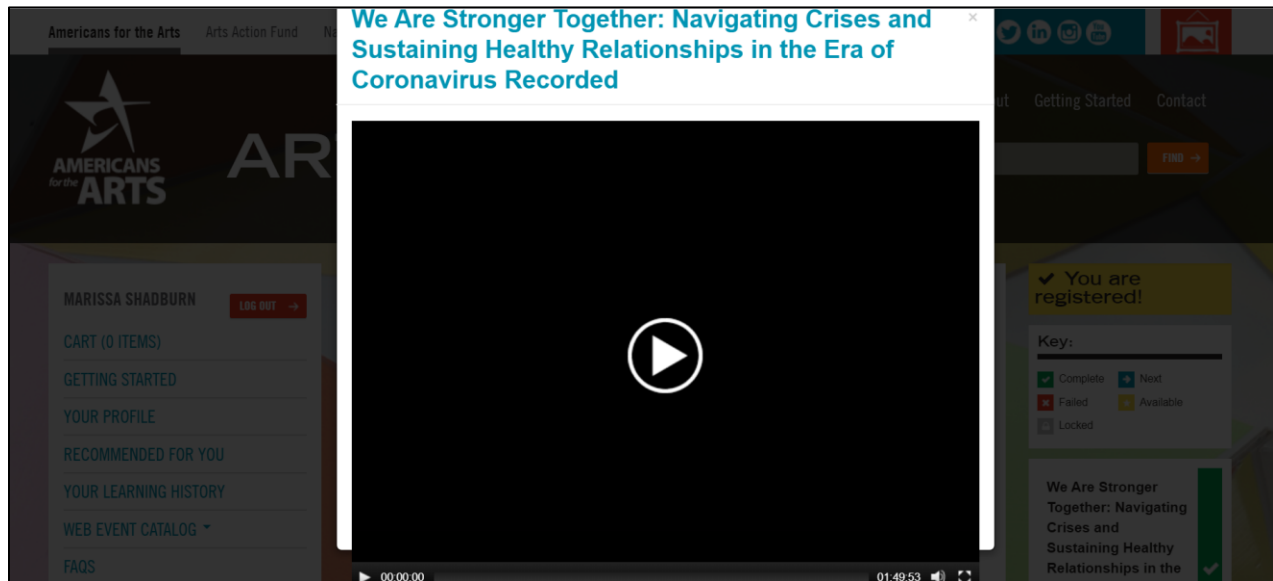
On the event page, locate the box on the right side with the title of the webinar.



Click on the box, and a red VIEW VIDEO button will appear.



Click on the VIEW VIDEO button, and the webinar video will open in a pop up window.



If the video is not opening, you may need to allow pop-ups on your browser.

For Google Chrome (our recommended viewing browser) please see this resource on how to allow-pop ups:

<https://support.google.com/chrome/answer/95472?co=GENIE.Platform%3DDesktop&hl=en>

If you need any assistance, please email us at [artsU@artsusa.org](mailto:artsU@artsusa.org). We hope to see you on ArtsU Soon!