Thank you for being a part of the Museums of the World community! Our user-friendly online editor will help you keep your museum listing up to date. This user manual gives you a quick overview of its features.

Do you need help?
Our support team will be happy to help you. E-mail us at support@museu.ms.
Museums of the World Online Editor
User manual

Welcome to Museums of the World! You’re part of a growing community, creating the world’s largest museum resource, intended to present and promote museums and cultural heritage across the world.

Museums of the World website is accompanied by a suite of mobile applications and a free online editor for museums to easily keep their listings up-to-date. For the latest updates and interesting stories you can also join us on Facebook and Twitter.

This user manual will give you an overview of our system and its features, with step-by-step instructions for all the functionalities in our online editor.

Are you here for the International Museum Day?
Starting with International Museum Day 2015, we’ve partnered with ICOM - the International Council of Museums, to provide museums with an easy-to-use platform for their promotion.

Museums who join Museums of the World community can use our user-friendly CMS to update their visitor information, add exhibitions, events, educational programs, articles, and even collections.

Activities marked with the “IMD2016” tag are also featured on the official International Museum Day website and map, accompanied by a comprehensive list of events, exhibitions and educational programs connected to International Museum Day.

Note: Museums of the World log in credentials are different from the existing ICOMMUNITY usernames and passwords. To sign in or register, please go to http://museu.ms/cms.

Do you need additional help?
If you need additional help, we’ll be happy to assist you. Please contact us at support@museu.ms.

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1. Is my museum listed on Museums of the World?

Museums of the World is an international museums platform intended to present and promote museums and cultural heritage across the world. Our website is accompanied with a suite of mobile applications, providing users with up-to-date information about museums and galleries worldwide in one place – including visitor information, exhibitions, events, educational programs, collections, trails, audio guides, and more.

Our database already contains tens of thousands of cultural heritage institutions and it’s growing every day – from a variety of different data sources, including Europeana, Culture24 and Culture Grid. This makes Museums of the World the most extensive listing of museums around the world ever assembled!

To find out if your museum is already listed on Museums of the World, go to http://museu.ms/ and search for it. You can also find it in one the mobile apps: http://museu.ms/about.

2. How do I update my museum? How do I add my museum?

We’re doing our best to keep our database up-to-date, but maintaining Museums of the World is no easy task and we need your help!

You can help us out by using our online editor and updating your museum listing by yourself. It’s very easy to do – adding an exhibition or event will only take you a minute or two.

To add your museum and/or get access to our online editor, please go to http://museu.ms/join and fill in the form. To ensure data quality, we manually check each application and provide you with your log in information as soon as possible (usually within one work-day).

We’ll send you your credentials in an automated e-mail with the subject “Welcome to Museums of the World”.
3. Where do I sign in? What to do if I forgot my username and/or password?

After you receive your credentials, go to https://museu.ms/cms and log in with your username and password.

If you don’t have your credentials yet, you can register by clicking “Sign up”.

If you forgot your credentials and need help, please let us know: click “Need help?” and send us an e-mail.

4. How do I update my museum/visitor information?

To update your museum and visitor information:

- Select the Museum section in the menu on the left.
- You can add and edit as many museum units as needed:
  - To edit an existing unit, select the unit from the list.
  - To add a new museum unit, click the Add new button on the right.
- Fill in or change the information.
  - Start with basic information on the Museum info tab, then add opening hours, admission and museum facilities under Visitor info.

  ![Museum info and Visitor info tabs]

  - To ensure your presentation reaches as many people as possible, we advise to always include information in English and in your native language. The default language is English, but you can manage translations on every page under the page title.

  ![Language selection]

  - The fields marked with an asterisk (*) are required. However, we do recommend filling-out as much information as you have available.

  ![Name field]

  - Also, don’t forget to add an image or two! You can do this at the bottom of the page:

  ![Image drop area]

  - Save your changes by clicking the Save button in the upper right corner or at the bottom of the page.
Please allow some time for changes to show online.

5. How do I add or edit an exhibition/event/educational program?

To add or edit an exhibition, an event or an educational program:

- Select the appropriate section in the menu on the left:
  - exhibitions
  - events
  - educational programs
- To edit an existing entry, select the entry from the list.
- To add a new exhibition/event/educational activity, click the Add new button.

- Fill in or change the information.
  - To ensure your presentation reaches as many people as possible, we advise you to always include information in English and in your native language. The default language is English, but you can manage translations on every page under the page title.
Some of the information is **required and marked with an asterisk (*)**, but the more complete your presentation is the better it will look and the more useful it will be.

Also, don’t forget to **add an image or two!** You can do this at the bottom of the page:

Save your changes by clicking the **Save button** in the upper right corner or at the bottom of the page.

Please allow some time for changes to show online.
6. How do I add or edit a collection?

You can enhance your museum listing by presenting your collections. Our online editor enables you to easily add a few collection highlights.

To add or edit a collection and its objects:

- Select the Collections section in the menu on the left.
- To edit an existing collection and add new objects to it, select the collection from the list.
- To add a new collection, click the Add new button.

- Fill in or change the information.
  - Describe your collection on the Collection info tab, then add Objects. You can add as many objects as you like to each collection. The first object in the collection will also serve as the thumbnail image.

  - Some of the information is required and marked with an asterisk (*), but the more complete your data is the better it will look.

  - Save your changes by clicking the Save button.
Please allow some time for changes to show online.

7. How do I add or edit a trail/tour?

Our online editor enables you to add special guided tours or trails that enable your visitors to explore the museum and its surroundings. Published trails are featured on your museum’s page and on the special Trails section of Museums of the World.
Our users can search the trail database and explore each trail in detail.

To add or edit a trail:

- Select the **Trails** section in the menu on the left.
- To edit an existing trail and add new steps to it, **select the trail from the list**.
- To add a new trail, **click the Add new button**.

- **Fill in or change the information.**
  - Start on the **Trail information** tab and add basic information about the trail.
  - Add trail steps on the **Trail steps** tab. You can add as many trail steps as needed in each trail.
  - Make sure the trail stops are in the right order and location on the **Map preview** tab.
Some of the information is **required and marked with an asterisk (*)**, but the more complete your data is the better it will look.

- Save your changes by clicking the **Save button**.

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8. **How do I add or edit an article?**

To add or edit an article:

- Select the **Article** section in the menu on the left.
- To edit an existing article, **select the article from the list**.
- To add a new article, **click the Add new button**.

- Fill in or change the information.
  - To ensure your information reaches as many people as possible, we advise to always include information in **English and in your native language**. You can manage translations on every page under the page title.
Some of the information is **required and marked with an asterisk** (*), but the more complete your data is the better it will look.

- Also, don’t forget to **add an image or two**!
- Save your changes by clicking the **Save button**.

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**9. In which language should I publish the data? Can I translate it?**

Museums of the World’s official language is **English**. We believe that in this way our information reaches the most people, which is why we recommend you to publish your data in English and in your native language. Our online editor enables you to easily create different language versions of each entry.

When you add a new record, the language will automatically be set to **English**. You can see this at the top of each page just under the page title:
To add a new translation:

- **Select a language** from the drop-down list.
- **Click the plus (+) sign.**

The new language version will appear next to **Existing translations**. You can switch between translations by clicking the

**CREATE NEW EXHIBITION**

**10. Where is my data visible?**

Museums of the World uses a “**Click once, publish everywhere**” system, which means that you only have to enter the information once and it will automatically be distributed to all appropriate places. We can even handle publishing to Europeana.

Here’s an example. Let’s say you manage a listing for a museum in **Ljubljana, Slovenia**, Europe. As soon as you publish an exhibition, the data will be automatically displayed:

- On **Museums of the World**, our global museums portal
- On **Museums.EU**, the European version of the same portal
- On **Museums.SI**, the Slovenian museums portal
- In all our mobile applications available:
  - **Global**
  - **Slovenian**

Exhibitions, events or educational programs, tagged with the "**IMD2016**" tag are also featured on the official **IMD website and map** (subject to approval by ICOM Paris).
11. How do I change my password? Do I have a user profile?

Your user profile lets you edit your user data and change your password. You can also log out and add a new user from your organization.

To access the User profile section:
- Click the **arrow next to your username** in the upper right corner of the screen.
- Click **Profile**.

To update user information:
- Under **User** change your information as needed.
  *Note: Your username cannot be changed.*
- Click the **Update profile** button to save the changes.

To change your password:
- Under **Change password** enter your old password, then enter the new password and confirm it.
- Click the **Change password** button to save the changes. Your new password is effective immediately.
12. Other people from my museum want to use the editor. Can I add a new user?

You can add as many new users from your organization as needed.

To add a new user:

- Click the arrow next to your username in the upper right corner of the screen.
- Click Add user.

- Fill in the required data.
- Click the Save button.