

Discover / Découvrez  musées Ontario museums

Français  **OMA Website**  **OMAAMO**
ONTARIO MUSEUM ASSOCIATION
ASSOCIATION DES MUSÉES DE L'ONTARIO

 search 

Discover Museums by: **Name** City Type Region Driving Distance Map





Petawawa Heritage Society/Village
SS#3 Black Bay School House quilting

What's On

- For Better or Worse: The Comic ...**
Until March 6 @ Thunder Bay Art Gallery
- IN THE SHADOW OF SONG**
Until January 30 @ Gallery Arcturus
- The Gift of Play: Toys of Yesterday**
Until April 1 @ Oshawa Community Museu...
- Drawn to Dance Exhibition**
Until March 24 @ Dance Collection Danse
- Ingersoll -- a town built on chee...**
Until December 21 @ Ingersoll Cheese & ...

[more](#)

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The Basics— Account View

Log Into your Account

1. Visit members.museumsontario.ca and click the  button in the top right corner
2. If it is your first time logging into your member account please use your Member ID as your username and password. (Institutional members - Member ID: O00123 - your Member ID begins with the capital letter 'O' as in Organization, followed by the number "0")
****Note:** If you enter the wrong password more than 4 times then you will be locked out of your account for 24 hours.
3. If you forgot your password—click the [Forgot your password?](#) button to gain temporary access to the website and reset your password. The OMA does not keep your new password on file, so please keep it in a safe place.
4. Once you have successfully logged in, you will see your name in the top right next to the logout button.

****Please call the OMA office toll-free in ON at 1-866-662-8672 for any assistance.**



The Basics— Account View (continued)

Member Dashboard

The screenshot displays the OMA member dashboard. At the top right, there are links for 'Français', 'My Account (Ontario Museum Association)', and a 'Logout' button. Below the logo is a 'Main OMA Menu' with six items: 'About Us', 'About Ontario Museums', 'Membership', 'Resources', 'Programs & Events', and 'Suppliers'. Below this is a 'Your Account Menu' with five items: 'My Museum Listings', 'My Account Info', 'My Events', 'My Payments', and 'Make a Donation'. The 'My Account' section is titled 'My Account' and includes a welcome message: 'Welcome to your "My Account" page!' and a note: 'For all OMA members: You can manage your account, courses, membership details and events using the green menu items above.'

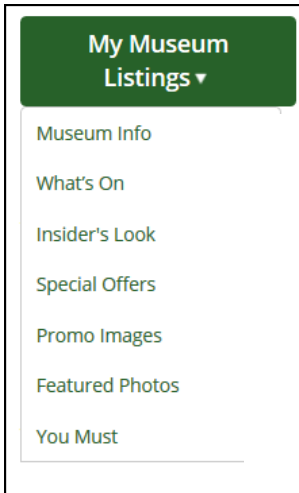
Once logged in, Your Account Menu is visible below the Main OMA Menu

There are 5 tabs in Your Account Menu:

1. **My Museum Listings:** Update and add to your museum listing that appears on the *Discover Ontario Museum* website (www.museumsontario.ca)
2. **My Account Info:** Update your membership record (contact information and renew your membership)
3. **My Events:** View a list of events (webinars, conferences, courses) that you are registered for
4. **My Payments:** View your receipts and past payment history. (Receipts can be downloaded as PDFs from this tab)
5. **Make a Donation:** Support the OMA's initiatives by making a donation

The Basics— Account View (continued)

Terminology



Museum Info: Access and Update your Listing's Basic Information—this includes contact information, site address, and an overview of your site.

What's On: Add current and upcoming exhibitions, programs and events to the *What's On* Calendar.

Insider's Look: Add multimedia content (images, audio clips and videos) that will appear in your museum listing and on the *Discover Ontario Museums* homepage.

Special Offers: Upload or create coupons and *Special Offers* for visitors to use (free admission, gift shop discounts, 2 for 1 deals)

Promo Images: Upload promo images to your listing to make it more dynamic.

Featured Photos: Upload featured photos to your listing that links to your programming. These photos are also featured on the *Discover Ontario Museums* homepage.

You Must: What makes your site unique? Show the world your special visitor experiences with You Must...! These are published on your listing and on the *Discover Ontario Museums* homepage.

The Basics— Account View (continued)

Breakdown of Your Museum Listing

The screenshot shows the website interface for the Ontario Museum Association. At the top, there is a navigation bar with links for Home, What's On, Insider's Look, Ontario 400, #MuseumsOntario, and Contact Us. Below this is a search bar and a filter section for 'Discover Museums by:' with options for Name, City, Type, Region, Driving Distance, and Map. The main content area features a large featured photo of the George Brown House, a smaller promo image for 'MURDERS' at the Art Gallery of Ontario, and a map of the location in Toronto. Below the photos, the museum's name, address (50 Baldwin Street, Toronto, ONTario, M5T1L4), telephone number (348-8672), and hours (Monday to Friday 9-5) are listed. There is also a 'What's On' calendar showing 'Family Day' on February 15. A 'You Must...' section is partially visible at the bottom left, showing a pink box labeled 'Experience'.

Featured Photo

Promo Image

You Must...

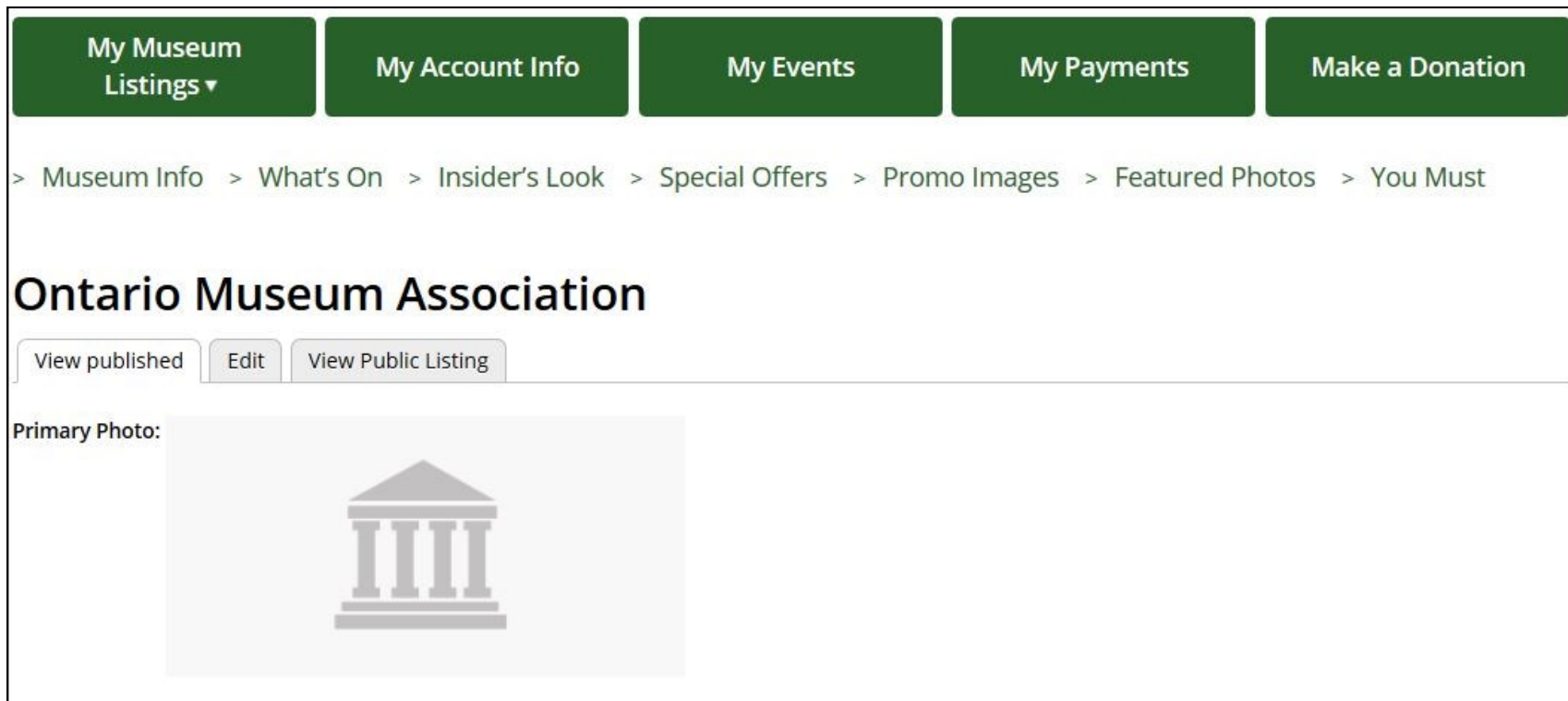
What's On Calendar

Adding Content to Your Museum Listing

Update your Information

On the **Museum Info** section of your **My Museum Listings** Tab you can review your listing's basic information currently displayed on the *Discover Ontario Museums* Website, edit the content, and view your public listing as visitors see your listing.

1. Click the second tab that says "Edit" to make any changes to the current information in your listing
2. Once you have made changes, select Submit at the bottom of the page. *Fields with red asterisks are mandatory
3. Your content will be updated on the website once an OMA Administrator has approved it.



The screenshot displays the user interface for managing museum listings. At the top, there are five green navigation tabs: "My Museum Listings" (with a dropdown arrow), "My Account Info", "My Events", "My Payments", and "Make a Donation". Below the tabs is a breadcrumb trail: "> Museum Info > What's On > Insider's Look > Special Offers > Promo Images > Featured Photos > You Must". The main heading is "Ontario Museum Association". Below the heading are three buttons: "View published", "Edit", and "View Public Listing". Underneath, there is a section labeled "Primary Photo:" followed by a placeholder image of a classical building with four columns.

Adding Content to Your Museum Listing (continued)

Add an Event, Exhibition, or Program to the *What's On* Calendar

In the *What's On* section you can add events/exhibitions/programs (on the right) and review all your published events (on the left)


1. To add an event, exhibition, or program select from the list of actions on the right
2. Fill out the form including all mandatory fields marked with a red asterisks
Title, Photo (files must be less than 40 MB, Allowed file types: png, gif, jpg, jpeg, must be larger than 660x440 pixels), Start and Finish Dates, and Description
3. Click submit at the bottom of the form (content will be published after OMA approval)

Home » My Museum Listings

My Museum Listings ▾ My Account Info My Events My Payments Make a Donation

> Museum Info > What's On > Insider's Look > Special Offers > Promo Images > Featured Photos > You Must

What's On



February 15 (8:00 AM - 9:00 PM)
Family Day
Family Day occurs on Monday February 15, 2016 Visit a museum!

* Draft

What's On

- Add Event
- Add Exhibition
- Add Program

Adding Content to Your Museum Listing (continued)

Add Multimedia Content (photos, audio clips, and videos to the *Insider's Look* feature)

In the *Insider's Look* section you can add audio/photo/video (on the right) and review all your published content (on the left)

1. To add multimedia content select from the list of actions on the right
2. Fill out the form including all mandatory fields marked with a red asterisks

Audio: Title, Media (files must be less than 40 MB, Allowed file types: mp3, wav), and Description

Photo: Title, Media (files must be less than 40 MB, Allowed file types: png, gif, jpg, jpeg, must be larger than 660x440 pixels), and Description

Video: Title, Media (YouTube or Vimeo URLs only), and Description

3. Click submit at the bottom of the form (content will be published after OMA approval)

Home » My Museum Listings

My Museum Listings ▾ My Account Info My Events My Payments Make a Donation

> Museum Info > What's On > Insider's Look > Special Offers > Promo Images > Featured Photos > You Must

Insider's Look

No Insider's Look content has been created yet.

Save Reset Order

Insider's Look

- Add Audio
- Add Photo
- Add Video

Adding Content to Your Museum Listing (continued)

Create a Coupon in the *Special Offers* feature

In the *Special Offers* section you can add a special offer (on the right) and review all your published content (on the left)

1. To add a special offer select *Add Special Offer* from the list of actions on the right
2. Fill out the form including all mandatory fields marked with a red asterisks
Title, Photo (files must be less than 40 MB, Allowed file types: png, gif, jpg, jpeg, must be larger than 300x148 pixels), Start and End Dates
3. Click submit at the bottom of the form (content will be published after OMA approval)

Home » My Museum Listings

My Museum Listings ▾ My Account Info My Events My Payments Make a Donation

> Museum Info > What's On > Insider's Look > Special Offers > Promo Images > Featured Photos > You Must

Special Offers

No Special Offer content has been created yet.

Save Reset Order

Special Offers

- Add Special Offer

Adding Content to Your Museum Listing (continued)

Promote your Museum Listing by adding a *Promo Image* or a *Featured Photo*

In the *Promo Image* section you can add a photo (on the right) and review all your published content (on the left)

1. To add an image select *Add a Promo Image* on the right
2. Fill out the form including all mandatory fields marked with a red asterisks
Title, Photo (files must be less than 40 MB, Allowed file types: png, gif, jpg, jpeg, must be larger than 286x180 pixels)
3. Click submit at the bottom of the form (content will be published after OMA approval)

Note:

The *Promo Image* can be linked to an external link (your professional website) or to a link on the *Discover Ontario Museums* website (your museum listing or an event)

> Museum Info > What's On > Insider's Look > Special Offers

Create Promo Image

Title *

Language

Default ▼

Museum *

Ontario Museum Association (TEST) ▼

Image *

Browse... No file selected. Upload

Files must be less than **40 MB**.
Allowed file types: **png gif jpg jpeg**.
Images must be larger than **286x180** pixels.

Link

External Link

Adding Content to Your Museum Listing (continued)

Promote your Museum Listing by adding a *Promo Image* or a *Featured Photo (continued)*

In the *Featured Photo* section you can add a photo (on the right) and review all your published content (on the left)

1. To add an image select *Add a Featured Photo* on the right
2. Fill out the form including all mandatory fields marked with a red asterisks
 Title, Photo (files must be less than 40 MB, Allowed file types: png, gif, jpg, jpeg, must be larger than 680x340 pixels)
3. Click submit at the bottom of the form (content will be published after OMA approval)

Notes:

- The *Featured Photo* can be linked to an external link (your professional website) or to a link on the *Discover Ontario Museums* website (your museum listing or an event)
- You can upload as many *Featured Photos* as you want and they will all be showed in a slideshow on your museum listing. These photos also are showcased on the homepage of *Discover Ontario Museums* website

Create Featured Photo

Title *

Language

Default ▼

Museum *

Ontario Museum Association (TEST) ▼

Photo *

No file selected.

Files must be less than **40 MB**.
 Allowed file types: **png gif jpg jpeg**.
 Images must be larger than **680x340** pixels.

Link

 ▼

Campaign

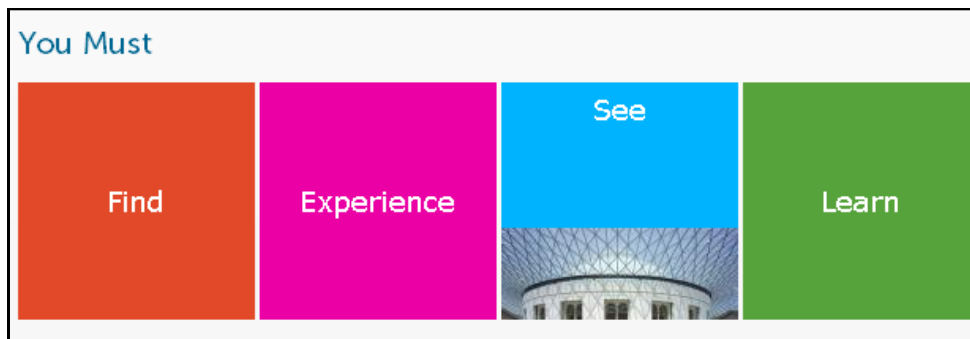
 ▼

Adding Content to Your Museum Listing (continued)

Encourage Visitors to attend your Museum with the *You Must...* feature

In the *You Must...* section you can add content (on the right) and review all your published content (on the left)

1. To add an interactive box to highlight your site's special and unique visitor experience select *Add You Must* on the right
2. Fill out the form including all mandatory fields marked with a red asterisks
 Title, Colour (choose from 13 colours), Image (files must be less than 40 MB, Allowed file types: png, gif, jpg, jpeg, must be larger than 150x150 pixels), Type, Link
3. Click submit at the bottom of the form (content will be published after OMA approval)



Create You Must

Title *

Language
 Default ▼

Museum *
 Ontario Museum Association (TEST) ▼

Colour *
 #00B3FE

Type *
 - Select a value - ▼

Image *
 Browse... No file selected. **Upload**

Files must be less than **40 MB**.
 Allowed file types: **png gif jpg jpeg**.
 Images must be larger than **150x150** pixels.

Link *
 ▼

Campaign
 ▼