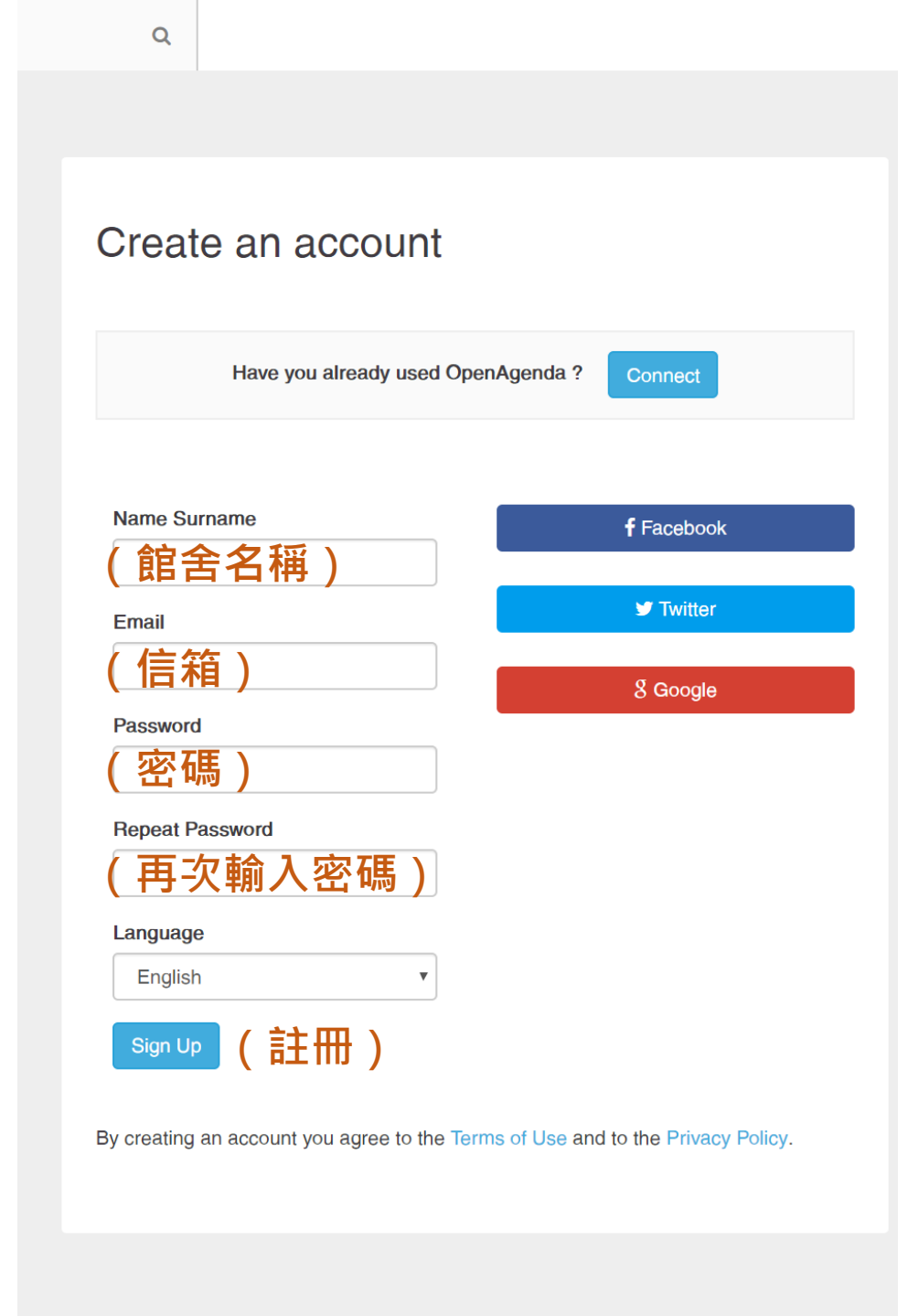


**響應ICOM 518 國際串聯  
文化版圖 特色標記  
館舍註冊說明**

# 館舍註冊流程

# 1.申請帳號密碼

- 進入連結：  
<https://openagenda.com/signin>
- 選擇註冊鈕：  
<https://openagenda.com/signup?language=en>
- 填妥館舍基本資料(填入英文)



The screenshot shows the 'Create an account' page on OpenAgenda. At the top, there is a search icon. Below it, the heading 'Create an account' is displayed. A light gray box contains the question 'Have you already used OpenAgenda?' with a blue 'Connect' button. The main form area includes several input fields: 'Name Surname' with a blue 'Facebook' button, 'Email' with a blue 'Twitter' button, 'Password' with a red 'Google' button, and 'Repeat Password'. Below these are a 'Language' dropdown menu set to 'English' and a blue 'Sign Up' button with the text '( 註冊 )' in orange. At the bottom, a small text line states: 'By creating an account you agree to the [Terms of Use](#) and to the [Privacy Policy](#).'

## 2. 註冊完成即可登入

- 填妥聯絡人基本資料後送出
- 將立即收到帳號認證信於註冊Email
- 請確認帳號密碼後，即可順利登入
- 連結入口：<https://openagenda.com/signin>

**館舍展覽訊息、活動刊登**

# 1. 登入編輯館舍資訊

- 1-1進入ICOM 國際博物館日Agenda頁面。連結入口：  
<https://openagenda.com/jim2019?lang=en>
- 點選Add an event加入活動內容



The screenshot shows the Openagenda website interface. At the top, there is a search bar and the Openagenda logo. The main content area features the ICOM logo on the left and the event title "International Museum Day | Journée Internationale des Musées | Día Internacional de los Museos" on the right. Below the title, there are three lines of text in different languages: "Museums as Cultural Hubs: The Future of Tradition", "Musées, plateformes culturelles: l'avenir de la tradition", and "Museos como ejes culturales: El futuro de la tradición". A URL is also provided: "http://imd.icom.museum/interactive\_map/". At the bottom of the main content area, there are three buttons: "Contact", "Export", and "Add an event". The "Add an event" button is highlighted with a red circle. Below this section, there is a summary of "64 upcoming events - Include passed events" and a preview of an event titled "Chinese Association of Museums" with a star icon.

# 1. 登入編輯館舍資訊

- 1-2 編輯Member form
- 點選新增活動，可編輯館舍基本資料

openagenda Search Help

 Journée Internationale des Musées  
2019 sera centré autour du thème : « Les musées, plateformes culturelles : l'avenir de la tradition »  
<http://imd.icom.museum/interactive-map/>

## Add an event

Member form — 2 My event — 3 Confirmation

Welcome !

**Present yourself before starting to type in your events**  
Your personal information will only be visible by the administration team of the agenda. Only your organisation name will be publicly displayed.

**Organisation** (Required field)  
( 館舍名稱 )

**Telephone** (Required field)  
( 電話 )  
Valid characters: digits, space, -, + ou ()

**Name Surname** (Required field)  
( 聯絡人姓氏 )

**Position in the organization** (Required field)  
( 聯絡人職務 )

**Email** (Required field)  
( 信箱 )

Submit

## 2.編輯活動資訊

- 2-1 編輯My event
- 選擇活動類型

### Add an event

1 Member form ———— **2 My event** ———— 3 Confirmation

Museums, promote your International Museum Day activities on a world map. For more information: [imd@icom.museum](mailto:imd@icom.museum)

**Type of activity** (Required field)

- Conference ( 會議 )
- Exposure ( 媒體曝光 )
- Guided tour ( 導覽 )
- Workshop ( 工作坊 )
- Ceremony ( 慶典 )
- Round table ( 圓桌論壇 )
- Free tour ( 自由行程 )



## 2.編輯活動資訊

### • 2-2 編輯My event

Type de musée (博物館類型)

- Art (藝術類)
- Histoire (歷史類)
- Sciences (科學類)

Tags

- No choice

Image of the event 活動圖片 (圖片大小至少300pixels)

Load an image of at least 300 pixels width



## 2. 編輯活動資訊

- 2-3 編輯My event

可輸入English、中文或其他語言

- 可在關鍵字中輸入 #IMD2019 參與標籤活動

Input languages

( 英文 )

( 中文 )

English ×

Chinese ×

Add a language ( 可再新增其他語言 )

Title (Required field)

IN

Title of your event ( 英文活動標題 )

140

ZH

Title of your event ( 中文活動標題 )

140

Short description (Required field)

IN

A short description of your event ( 英文簡述 )

200

ZH

A short description of your event ( 中文簡述 )

200

Keywords

IN

# IMD2019 × h keyword with tabs or commas ( 英文關鍵字 )

Keywords are useful for search features

255

ZH

# IMD2019 × h keyword with tabs or commas ( 中文關鍵字 )

## 2.編輯活動資訊

- 2-4 編輯My event

Long description ( 英文活動詳細描述 )

IN

Title

Sous-title

**B**

*I*



Type in a detailed description of your event.

10000

ZH

Title

Sous-title

**B**

*I*



( 中文活動詳細描述 )

Type in a detailed description of your event.

10000

## 2. 編輯活動資訊

- 2-5 編輯My event

### Attendance conditions, pricing

IN

Free access, registration required, other... ( 英文入場費、報名須知 )

255

ZH

Free access, registration required, other... ( 中文入場費、報名須知 )

255

### Targeted public age ( 目標族群 )



From

Select

to

Select

### Registration ( 活動報名連結、信箱、電話 )

Links, emails or phone numbers

Separate each item with tabs or commas

### Accessibility conditions ( 友善設施 )



This event has amenities to facilitate accessibility

### Location (Required field) ( 活動地點 )

Type the name of the location of the event




If no location matches the name, add a new location by clicking on 'Create a new location'

## 2.編輯活動資訊

- 2-6 編輯My event


活動地址新增，可先新增Taiwan字樣，點選  
Create a new location

Location (Required field)

National Taiwan Museum Nanmen Park  
Taipei City, Zhongzheng Dist. Nanchang Rd, Sec. 1, No. 1

TAIWAN  
Taipei City, Zhongzheng Dist. Guanqian Rd

Create a new location 

## 2.編輯活動資訊

- 2-7 編輯My event

輸入點選Create a new location後，設定新的地址資訊，點選Create。

### Create a location

Define the name, address and exact location of the place

Name of the location (地點名稱)

Chinese Association of Museums

Country (國家)

Taiwan

Address (地址，包含縣市、區、路)

Taipei City, Zongzheng Dist. Guanqian Rd, N...

Region: Taipei

City: Taipei



Cancel

Create

## 2.編輯活動資訊

- 2-8 編輯My event

設定活動時間，設定完成後點選Create the event

Timings (Required field) [Help](#)

Specify timings for your event

One timing is defined on the 08/05/2019 - clear all timings

The calendar interface shows the date range from Monday, May 6 to Sunday, May 12, 2019. A blue vertical bar is selected on Wednesday, May 8, spanning from 10:00 to 13:00. The text "(設定活動時間)" is overlaid on this bar. The time slots are listed on the left side of the calendar grid.

[Define a recurring event](#)

Delete the draft

Update draft

Create the event

# 3. 新增活動完成

- 活動輸入完成後，將由 ICOM 進行活動頁面審核（大約1-2天），審核通過，將發信通知。




International Museum Day | Journée  
Internationale des Musées | Día  
Internacional de los Museos

Museums as Cultural Hubs: The Future of Tradition Musées, plateformes  
culturelles: l'avenir de la tradition Museos como ejes culturales: El futuro de la  
tradición

<http://imd.icom.museum/interactive-map/>

The submission of your event is complete

1 Member form ———— 2 My event ————  Confirmation

Thank you for your contribution !

[View my event](#)

[Add another event](#)

[List all my events](#)

[Contact the agenda administrators](#)



# 4. 完成頁面

- 審核通過後，可於518國際博物館日平台露出，館舍活動、展覽或館舍地點相關訊息。
- 登入連結：  
<https://openagenda.com/jim2019?lang=en>



The screenshot shows the event page for International Museum Day. At the top left is the ICOM logo, a red location pin with a white globe icon. To its right, the event title is displayed in four languages: "International Museum Day | Journée Internationale des Musées | Día Internacional de los Museos". Below the title, there are three lines of text in different languages: "Museums as Cultural Hubs: The Future of Tradition", "Musées, plateformes culturelles: l'avenir de la tradition", and "Museos como ejes culturales: El futuro de la tradición". A URL "http://imd.icom.museum/interactive-map/" is provided. There are three buttons: "Contact" (with an envelope icon), "Export" (with a share icon), and "Add an event" (in blue). Below this is a section for "64 upcoming events - Include passed events". A specific event card for the "Chinese Association of Museums" is highlighted. It features a red decorative logo, the name in English and Chinese ("中華民國博物館學會"), and a brief description: "Our membership consists of supporters and enthusiasts who are concerned with the development of museums in Taiwan." To the right of the event card is a search bar "Search in this agenda" and a map of Taiwan with a red location pin on the island. The map includes a search bar and a checkbox for "Search when I move the map".