MAM

USER GUIDE

Miami Art Map

Find events, save favorites, follow artists and submit your own across South Florida.

map.miamiartmap.org

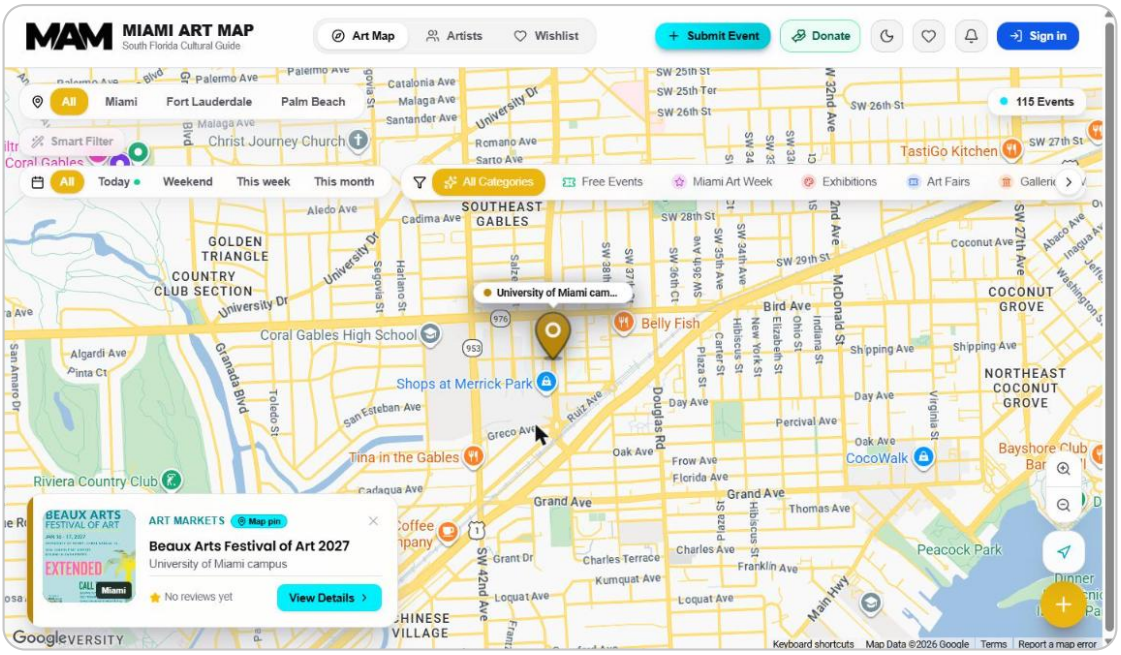
Introduction

Miami Art Map (map.miamiartmap.org) is a cultural guide that shows art events across South Florida — Miami, Fort Lauderdale and Palm Beach — on one interactive map. This guide explains, step by step, how to find events, save favorites, follow artists and submit your own event. No account is needed to browse; some features (Wishlist, notifications, submitting events) work best when you sign in.

Main screen at a glance

Area	What it does
Top bar: Art Map · Artists · Wishlist	Switch between the map, the artist directory and your saved items
Top right: Submit Event · Donate · moon · heart · bell · Sign in	Publish an event, support the project, dark mode, favorites, notifications, your account
Filter rows (left)	Filter by city, date and category
Map (center)	Shows events as pins and numbered clusters
Bottom right: + / − / arrow / yellow + button	Zoom, go to your location, quick actions
Bottom left: legend	Color of each category

1 | Getting around the map

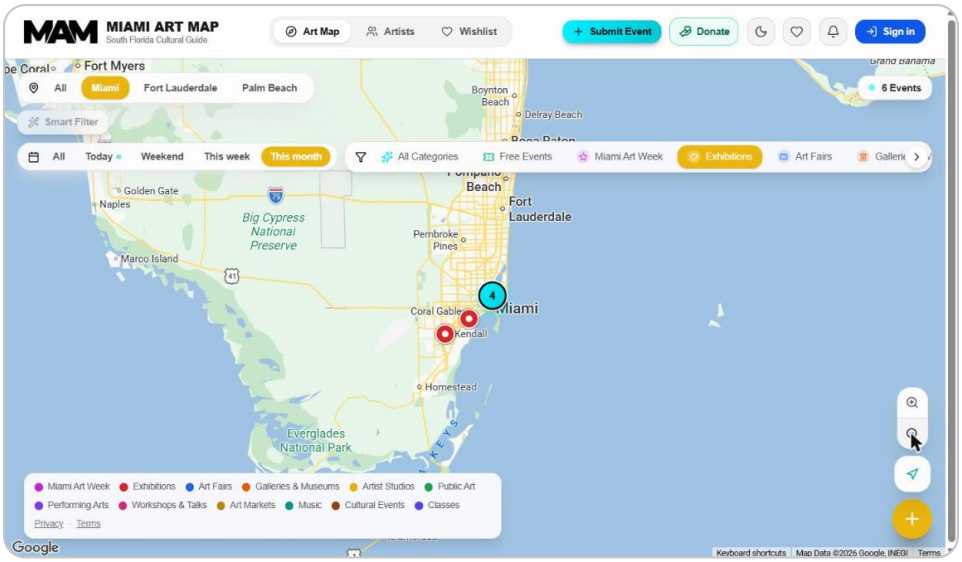


Find an event on the map

1. Open map.miamiartmap.org. The map loads showing all of South Florida; the counter at the top right shows how many events match your filters (e.g. "115 Events").
2. Turquoise circles with a number are **clusters**: several events close together. Click a cluster to zoom in; keep clicking until you see individual pins.
3. Each **pin** is one event. Its color matches the category legend at the bottom left (e.g. purple = Exhibitions, brown = Art Markets).
4. Click a pin. A **preview card** opens at the bottom left with the image, category, title, venue and rating.
5. Click **View Details** to open the full event page (see section 3), or the **×** to close the card.

Map controls (bottom right): + / **−** to zoom, the **arrow** to center the map on your current location (your browser will ask permission the first time), and the yellow **+** button to submit an event (see section 7). You can also drag the map with the mouse or your finger, and pinch or scroll to zoom.

2 | Filters

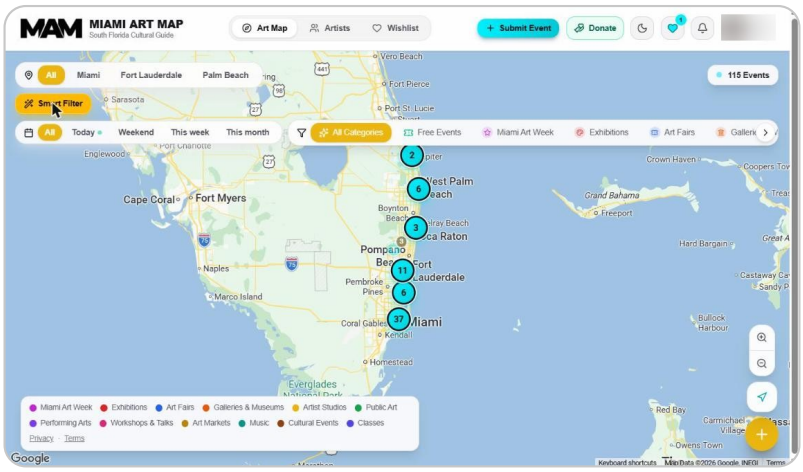


Three rows of filters at the top left narrow down what you see. They combine: choosing Miami + This month + Exhibitions shows only Miami exhibitions this month. The counter at the top right updates instantly.

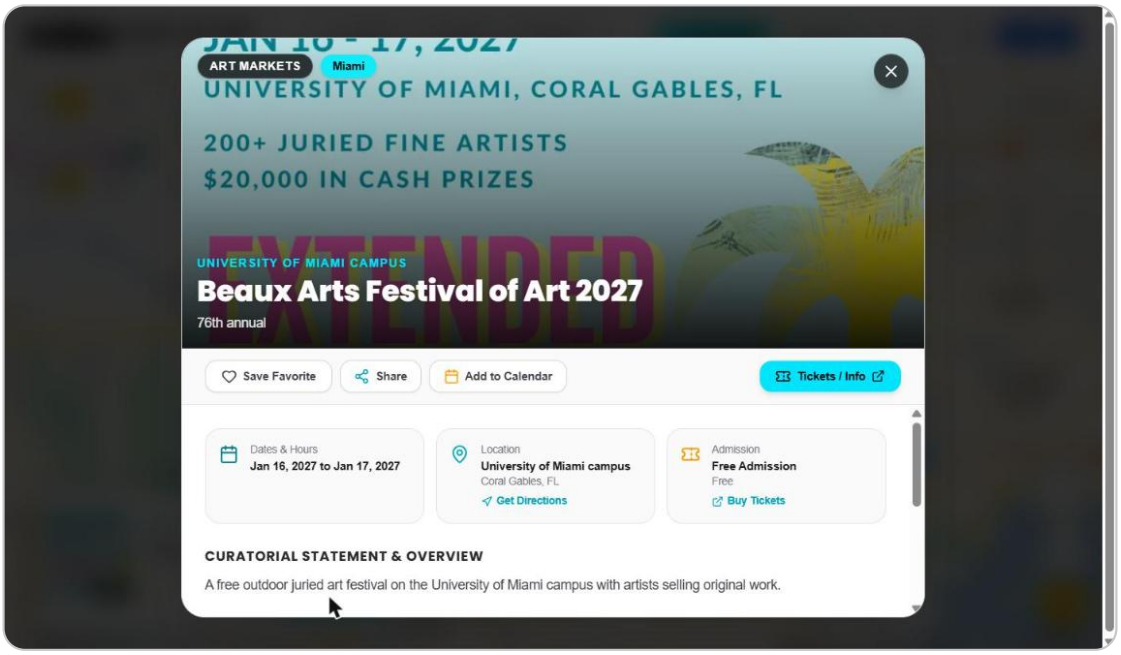
1. **City** (location pin row): tap All, Miami, Fort Lauderdale or Palm Beach. The selected option turns yellow.
2. **Date** (calendar row): All, Today, Weekend, This week or This month.
3. **Category** (funnel row): All Categories or one category at a time — Miami Art Week, Exhibitions, Art Fairs, Galleries & Museums, Artist Studios, Public Art, Performing Arts, Workshops & Talks, Art Markets, Music, Cultural Events, Classes. Use the **>** arrow at the end of the row to see more.
4. **Free Events** is an extra switch: turn it on to see only free events, together with any category.
5. To go back to everything, choose **All** in each row.

> **TIP**
> If the counter shows "0 Events", widen the date range (e.g. from Weekend to This month) or choose another category. The city filter does not move the map — zoom or drag to that area.

Smart Filter: available after you sign in. It highlights events based on your personal activity (what you save and view). Until you sign in, the button appears greyed out. Once signed in, click it to turn it on (it turns yellow) and click again to turn it off.



3 | Event details



The event page opens in a window over the map. Every event has its own web address, so you can bookmark it or send the link.

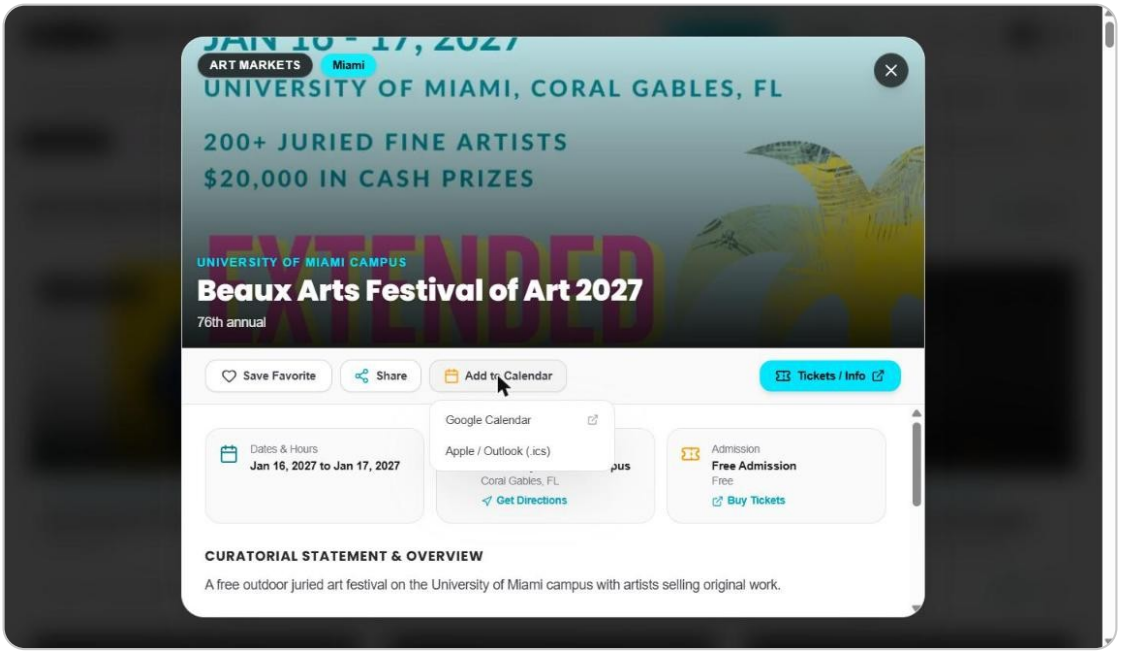
- **Header:** image, category, city, venue, title and subtitle.
- **Dates & Hours:** start and end date and opening times.
- **Location:** venue and city. **Get Directions** opens the route in your maps app.
- **Admission:** price or "Free Admission". **Buy Tickets / Tickets / Info** opens the organizer's official page in a new tab.
- **Curatorial Statement & Overview:** description of the event.

- **Community Reviews & Vibes:** star rating and comments from other visitors.

Button	What it does	Account needed?
Save Favorite (heart)	Adds the event to your Wishlist	Yes
Share	Shares the event link	No
Add to Calendar	Adds the event to your calendar	Yes
Tickets / Info	Opens the official event page	No
Write Review	Rate the event and add "vibe tags"	Yes

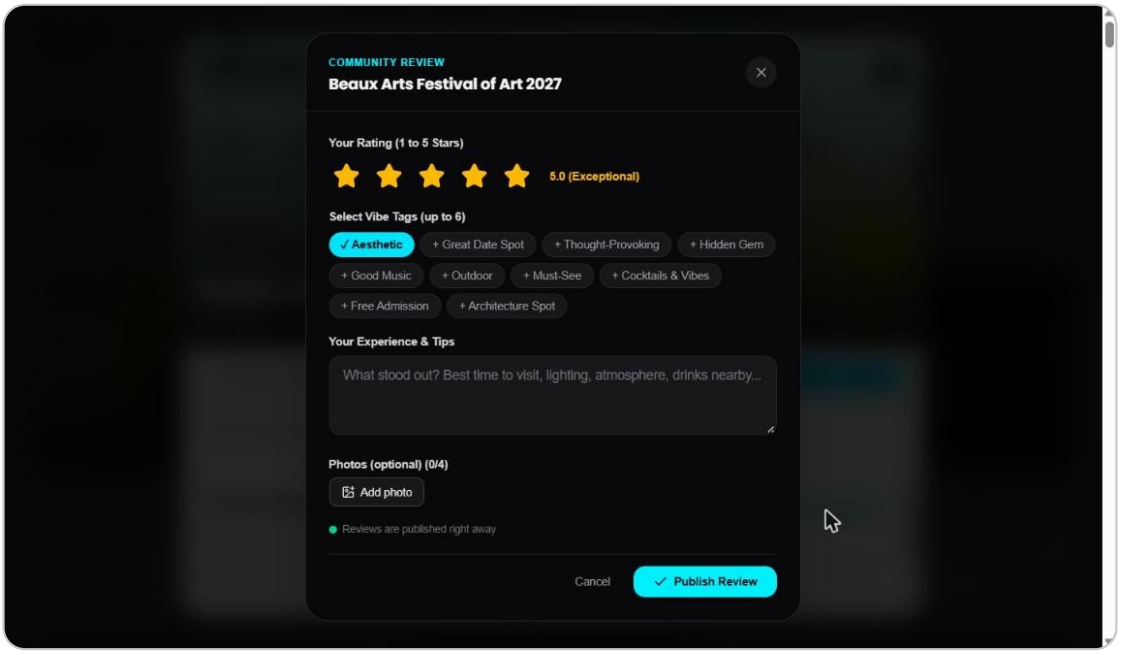
If you are not signed in, buttons that need an account open the sign-in window (section 5). Close the event with the × at the top right or the **Esc** key.

Add to Calendar



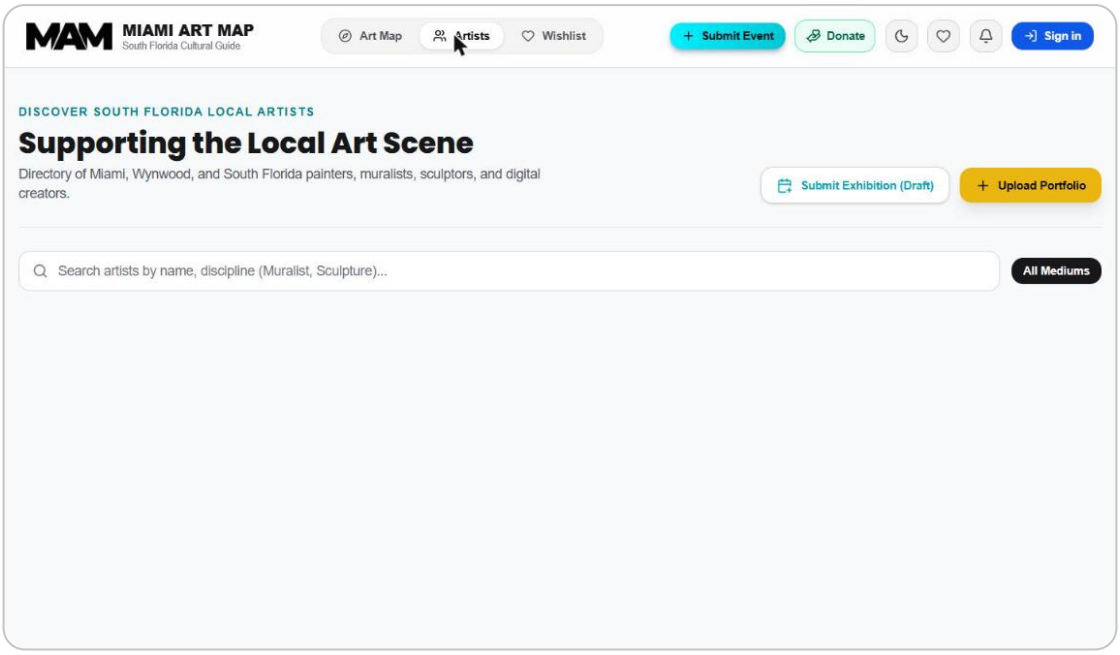
Signed in, click **Add to Calendar** and choose **Google Calendar** (opens Google Calendar with the event filled in) or **Apple / Outlook (.ics)** (downloads a file that opens in Apple Calendar or Outlook).

Write a review



1. Signed in, open the event and click **Write Review** (or **Write a quick review & vibe tags →**).
2. Choose **Your Rating** from 1 to 5 stars.
3. Pick up to 6 **Vibe Tags**: Aesthetic, Great Date Spot, Thought-Provoking, Hidden Gem, Good Music, Outdoor, Must-See, Cocktails & Vibes, Free Admission, Architecture Spot.
4. Write **Your Experience & Tips** and add up to 4 photos (optional).
5. Click **Publish Review**. Reviews are published right away and appear in **My Submissions** (section 6).

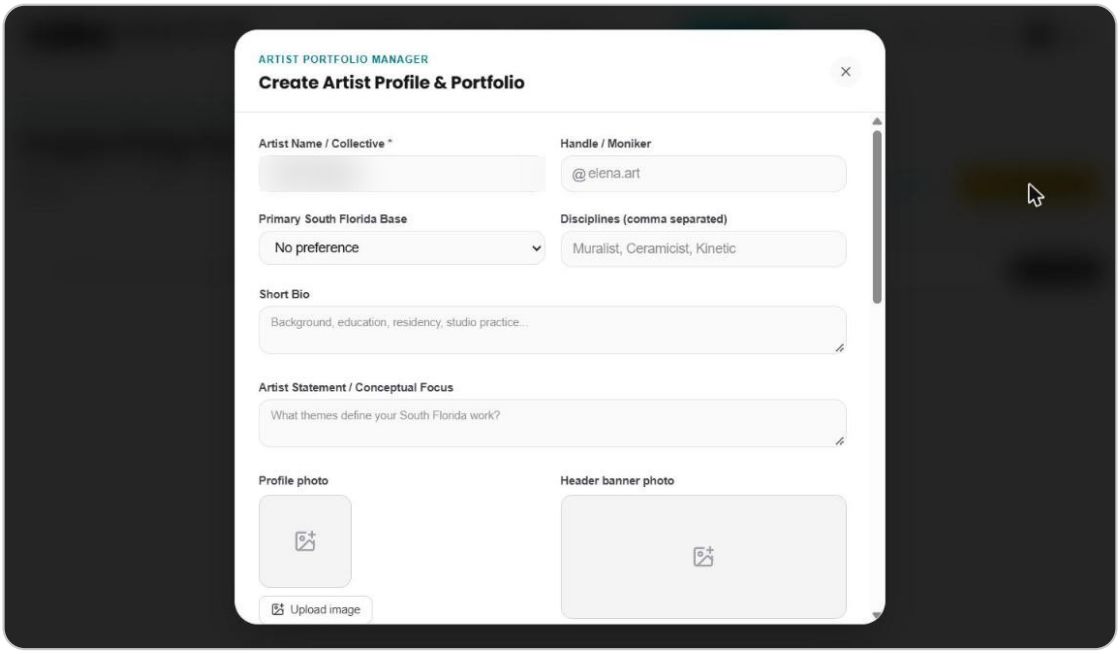
4 | Artists



Find an artist

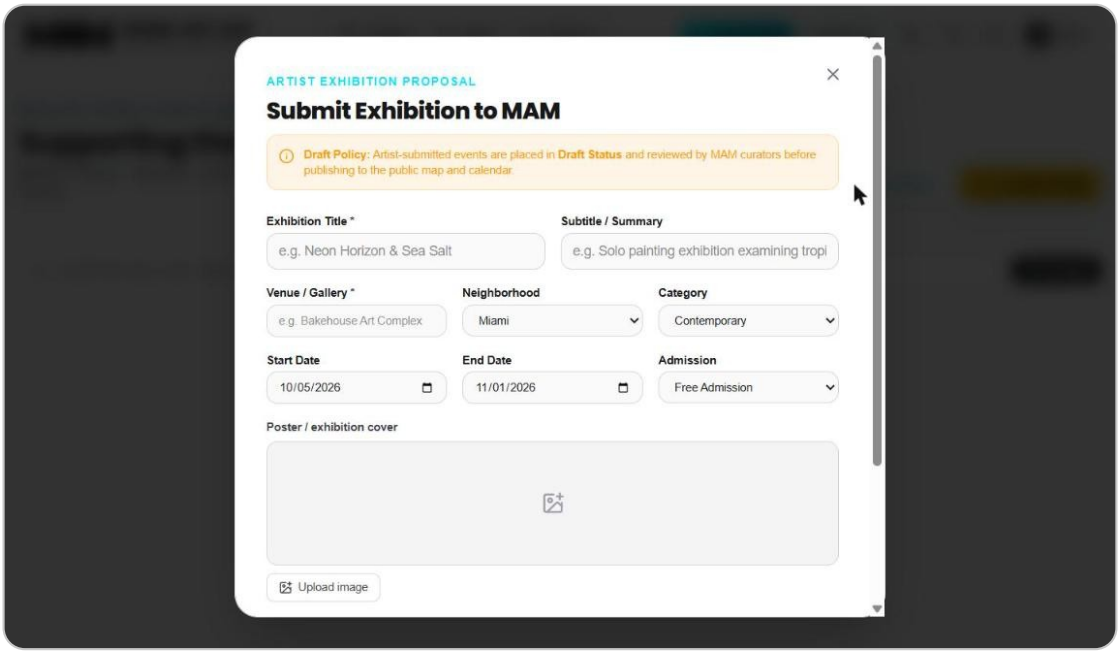
1. Click **Artists** in the top bar. It is a directory of South Florida painters, muralists, sculptors and digital creators.
2. Type a name or discipline (e.g. "Muralist", "Sculpture") in the search bar, or use **All Mediums** to filter by medium.
3. Click an artist to see their profile and portfolio. Follow them to get alerts when they publish new exhibitions; followed artists appear in **Favorite Artists** (section 6).

Create your artist profile (Upload Portfolio)



1. Sign in and click **Upload Portfolio**. The **Create Artist Profile & Portfolio** form opens.
2. **Profile:** Artist Name / Collective *, Handle / Moniker, Primary South Florida Base (Miami, Fort Lauderdale, Palm Beach, Other), Disciplines (comma separated), Short Bio, Artist Statement, Profile photo and Header banner photo.
3. **Contact & Social Channels:** Instagram, Studio Website and a public Inquiries Email.
4. **Portfolio Artworks:** click **+ Upload / Add Artwork Piece**, add the **Artwork image** * and **Artwork Title** *, plus Medium, Year and Dimensions. Tick **Available for acquisition / collectors** if it is for sale, then click **Add Piece**. Repeat for each work.
5. **Exhibitions:** click **+ Add exhibition**, fill in **Title** *, **Venue** *, **Year** * (e.g. 2024 or 2022–2024) and **Role** * (e.g. Solo show), then **Add to list**.
6. Click **Save Portfolio Profile**.

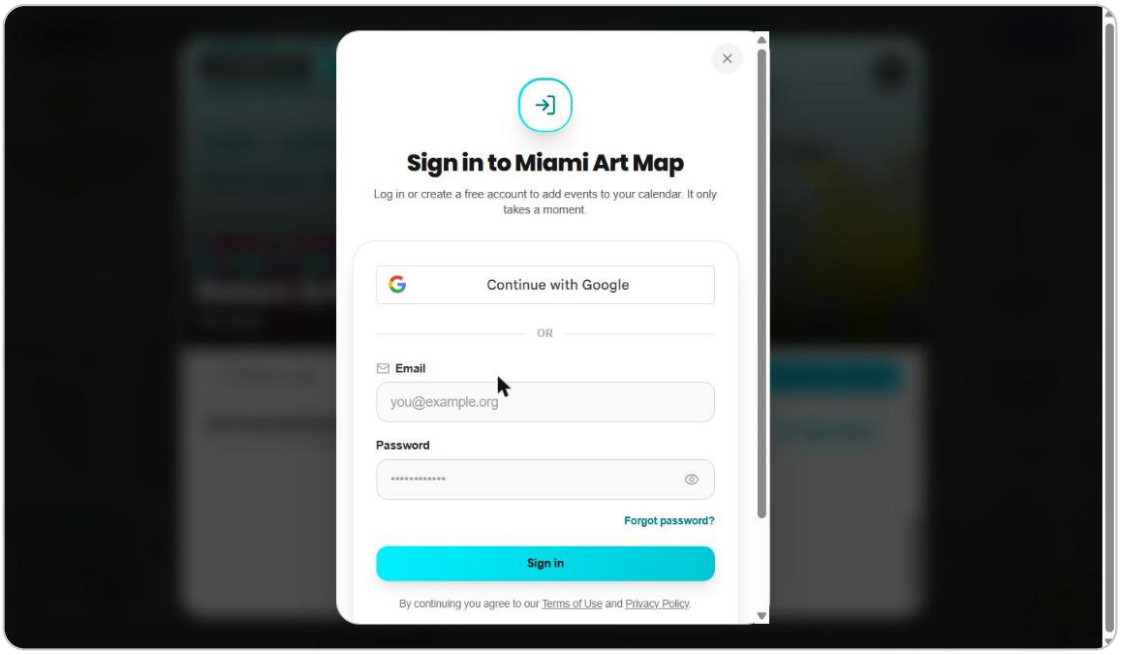
Propose an exhibition (Submit Exhibition (Draft))



1. Click **Submit Exhibition (Draft)**.
2. Fill in **Exhibition Title** * and **Venue / Gallery** *, plus Subtitle, Neighborhood, Category (Contemporary, Street Art & Murals, Photography, Sculpture, Digital & Immersive, Galleries & Museums, Live Performance, Talks & Pop-ups), Start and End Date, Admission, a poster or cover image and the Artist Statement & Exhibition Description.
3. Click **Submit for Curator Approval (Draft)**. The exhibition stays in Draft Status until MAM curators review and publish it.

> **TIP**
> If artist features are not available on your account, request them in **Wishlist → Account Settings → Request artist status** (section 6).

5 | Account & sign in



You need an account to save favorites, add events to your calendar, write reviews, use Smart Filter, follow artists, upload a portfolio and submit events.

Create an account

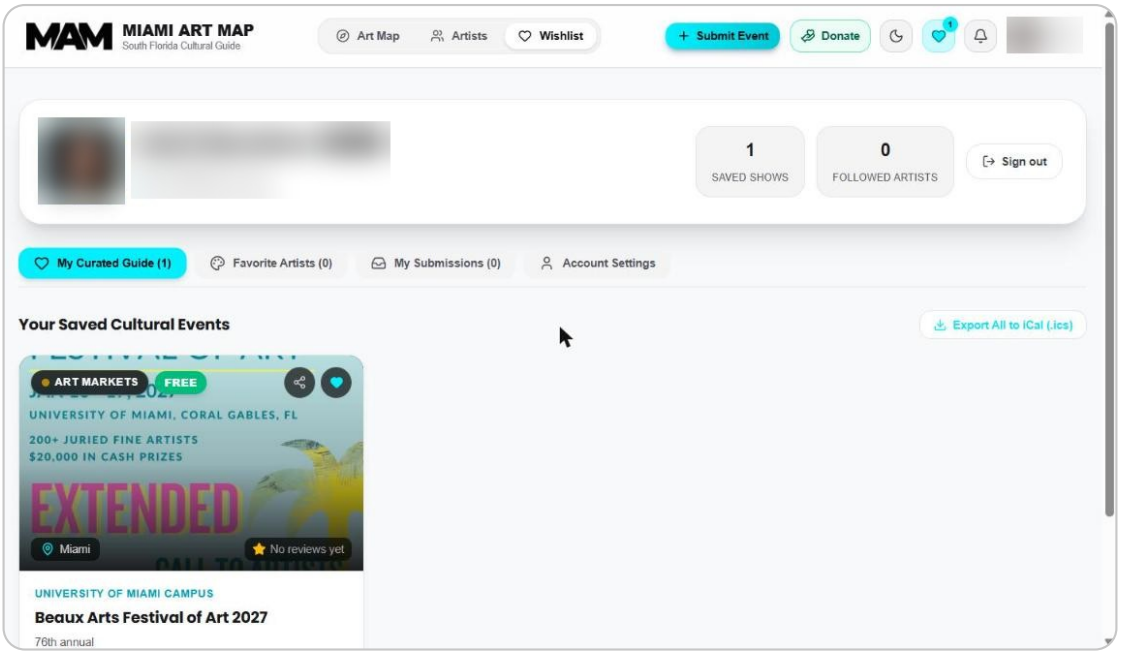
1. Click **Sign in** (top right), or any button that needs an account.
2. At the bottom of the window, click **New to Miami Art Map? Create an account**.
3. Either click **Continue with Google**, or fill in **Display name**, **Email** and **Password**.
4. Click **Create account**. By continuing you accept the Terms of Use and Privacy Policy.

Sign in

1. Click **Sign in**.
2. Click **Continue with Google**, or type your email and password and click **Sign in**. The eye icon shows or hides your password.

Forgot your password? Click **Forgot password?** under the password field and follow the instructions sent to your email.

6 | Your profile, Wishlist & notifications



Save events to your Wishlist

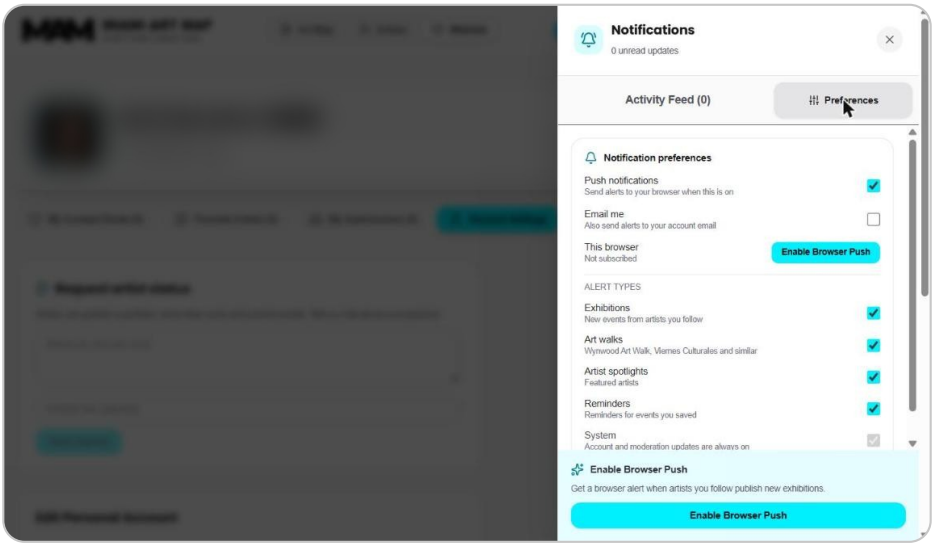
1. Sign in (section 5).
2. Open an event and click **Save Favorite** (heart). The button changes to **Saved to Guide** and the heart icon at the top right shows a counter.
3. To remove it, click **Saved to Guide** again; a "Removed from saved events" message confirms it.

Your profile page

Click **Wishlist**, the heart icon or your name at the top right. The top card shows your name, email, preferred area and two counters: **Saved Shows** and **Followed Artists**. **Sign out** is on the right. Below are four tabs:

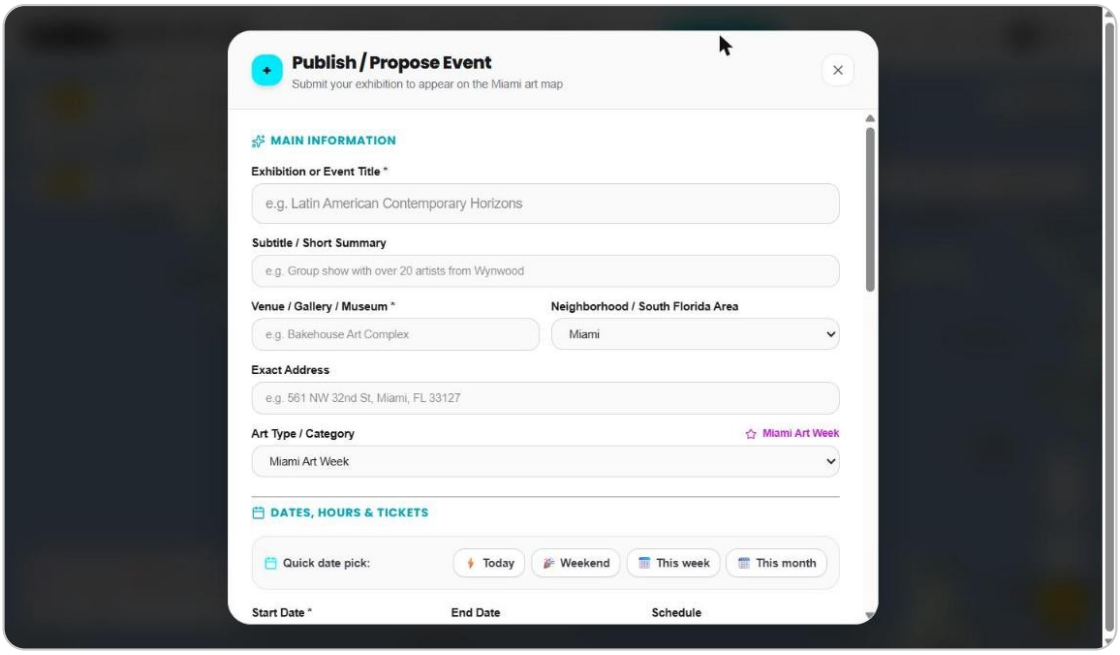
Tab	What you find
My Curated Guide	Your saved events as cards. Each card has a share icon and a heart to remove it. **Export All to iCal (.ics)** downloads all saved events to import into your calendar app.
Favorite Artists	Artists you follow.
My Submissions	Events you submitted (with their review status) and reviews you wrote. Use **Refresh** to update.
Account Settings	**Edit Personal Account:** change your profile photo, full name and Primary District (Miami, Fort Lauderdale, Palm Beach), then click **Save Account Changes**. Your email is managed by your sign-in provider. **Request artist status:** describe your practice, add a portfolio link (optional) and click **Send request** to unlock artist features.

Notifications



1. Click the **bell** icon at the top right. A panel opens on the right.
2. **Activity Feed** lists your recent alerts and the number of unread updates.
3. **Preferences** lets you choose how and what you receive:
   - **Push notifications** (browser alerts) and **Email me** (alerts to your account email).
   - **This browser:** click **Enable Browser Push** and allow notifications when your browser asks.
   - **Alert types:** Exhibitions (new events from artists you follow), Art walks (Wynwood Art Walk, Viernes Culturales and similar), Artist spotlights, Reminders (for events you saved). System alerts (account and moderation) are always on.
4. Changes apply as you tick or untick each box. Close the panel with the ×.

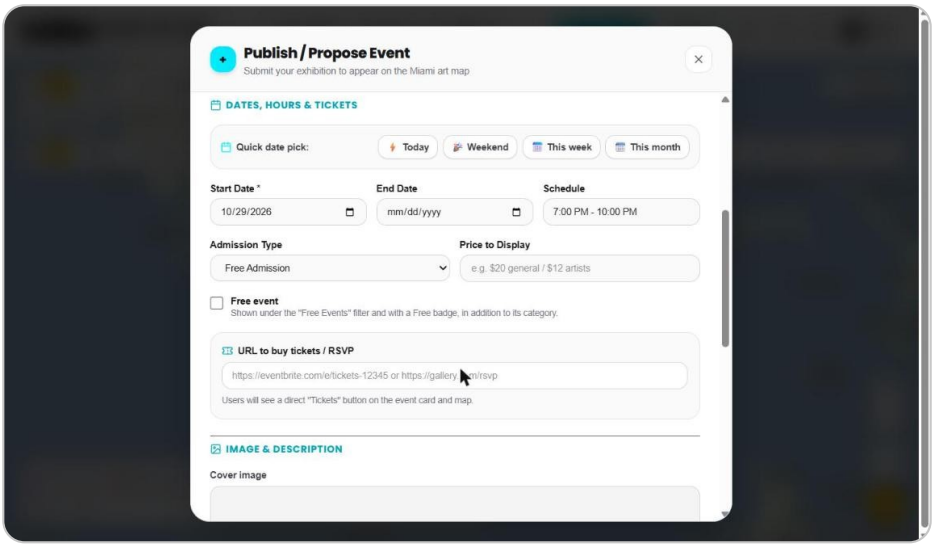
7 | Submit an event



Galleries, museums, artists and organizers can propose events. Every proposal is checked by the MAM curator team before it appears on the map.

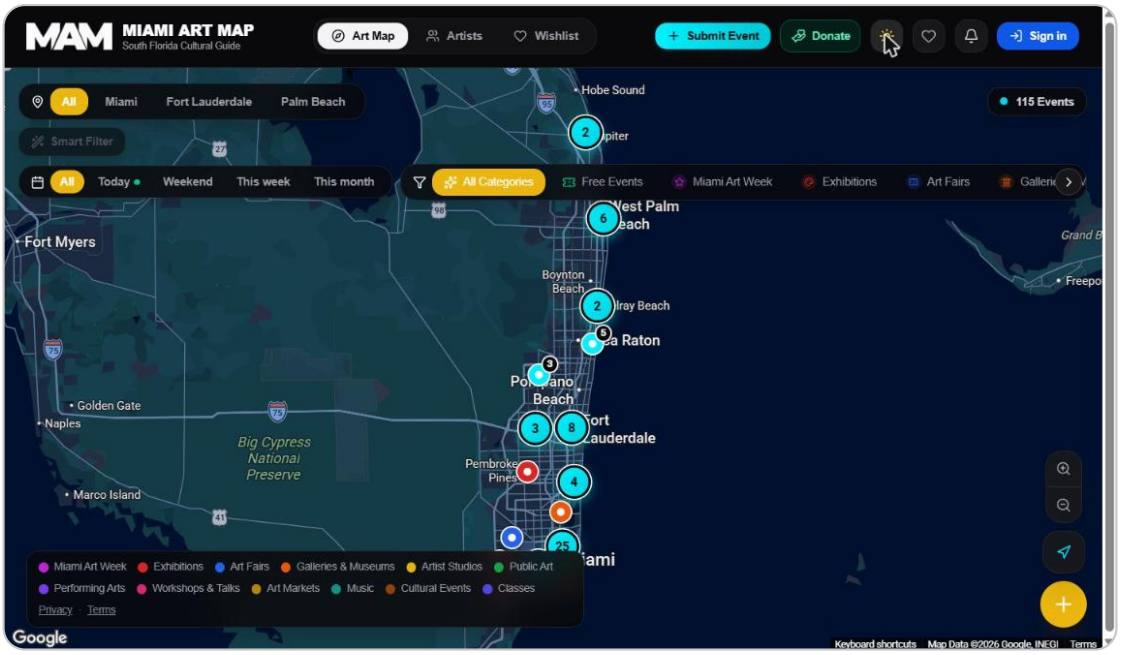
1. Sign in (section 5).
2. Click **Submit Event** (turquoise button, top right) or the yellow **+** button at the bottom right of the map. The **Publish / Propose Event** form opens.
3. **Main Information:** fill in **Exhibition or Event Title** * and **Venue / Gallery / Museum** *. Optionally add a **Subtitle / Short Summary**, choose the **Neighborhood / South Florida Area** (Miami, Fort Lauderdale, Palm Beach), the **Exact Address** and the **Art Type / Category**.
4. **Dates, Hours & Tickets:** set the **Start Date** * (or use the quick picks Today, Weekend, This week, This month), the **End Date** and the **Schedule** (e.g. 7:00 PM – 10:00 PM). Choose the **Admission Type** (Free Admission, Ticketed, Free with RSVP, Donation Suggested) and the **Price to Display**. Tick **Free event** to show it under the Free Events filter with a Free badge. Paste the **URL to buy tickets / RSVP**; visitors will see a direct Tickets button.
5. **Image & Description:** upload a **Cover image**, up to 12 **Gallery** photos (optional), and write the **Curatorial Description**. Check the **Artist / Collective Name** and **Contact email** (only curators see it); both are pre-filled from your account.
6. **Complimentary Tickets (optional):** tick it to offer free tickets to Miami Art Map for coverage or giveaways. Only curators see this.
7. Click **Submit Event Proposal**. The event goes to curator review and is published once approved. Track it in **Wishlist → My Submissions** (section 6).

Fields marked * are required.



NOTE
Curator review takes less than 7 business days.

8 | Donate, dark mode and other options



Option	What it does
Donate (green button)	Opens the project's Buy Me a Coffee page in a new tab, where you can support Miami Art Map with a contribution.
Dark mode (moon / sun icon)	Switches the whole site and map to dark colors, easier on the eyes at night. Click again to return to light mode.
Yellow + button (bottom right)	Shortcut to submit an event (section 7).
Legend (bottom left)	Shows the color of each category on the map.
Privacy · Terms (under the legend)	Privacy Policy and Terms of Use.

9 | FAQ & troubleshooting

Question	Answer
Can I support the project?	Yes. Click Donate to open the Buy Me a Coffee page. Donations are optional.
Do I need an account?	Only to save favorites, add to calendar, review, use Smart Filter, follow artists or submit content.
The map shows "0 Events".	Your filters are too narrow. Set city, date and category back to All.
I can't click Smart Filter.	It is only active when you are signed in.
"My location" doesn't work.	Allow location access in your browser settings for map.miamiartmap.org.
I don't get push alerts.	Click **Enable Browser Push** in the bell panel and allow notifications in your browser.
"Your session has expired".	Sign in again.
How do I share an event?	Open it and click **Share**, or copy the address from your browser: each event has its own link.
How do I buy tickets?	Click **Tickets / Info** or **Buy Tickets**. Sales happen on the organizer's site, not on Miami Art Map.
I submitted an event but it's not on the map.	Every event is reviewed by MAM curators first. Check its status in **Wishlist → My Submissions**.
How do I export my saved events?	**Wishlist → My Curated Guide → Export All to iCal (.ics)**.
How do I sign out?	Click your name at the top right, then **Sign out** on your profile card.

CONTACT
Support email: **team@miamiartmap.org**