

Art4Healing® Live Events Guide



TABLE OF CONTENTS

WHO WE ARE	3
WHAT IS ART4HEALING® LIVE	3
PREPARING FOR YOUR LIVE WORKSHOP	
Joining a test meeting	4
Supplies	5
Supply Set Up	6
Computer Set up	7
Icon References	8
Completion of workshop	9
CHECKLIST	10



Who We Are

Our Mission: To support emotional healing through art and creative expression for those living with pain, grief, fear, or stress. Art & Creativity for Healing Inc. (ACFH) supports emotional healing for children, families, individuals, and military personnel using our Art4Healing® method. We give pain a voice and meaning by providing 2-hour, expressive abstract art workshops to support emotional healing to over 4,000 Orange County and San Diego residents each year. With more than 42 non-profit partner agencies, we have created an effective methodology for reaching people in pain.

What is Art4Healing® Live?

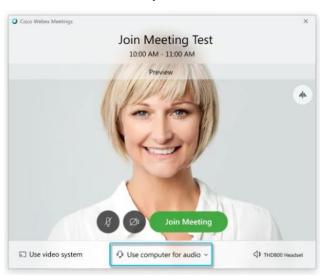
Art4Healing® Live is the virtual way of attending our Art4Healing® workshops using a computer, tablet, or wireless phone. Our workshops are designed for participants to complete a series of guided fine art exercises using acrylic painting on a canvas in order to process their feelings, experiences, frustrations, and struggles. We still provide a 2-hour expressive abstract art workshop with a certified facilitator, but now accessible in the comfort in your own home.



Join a Test Meeting

To familiarize yourself with the Webex platform, we highly encourage all registrants to attend a test meeting. The test will guide users to ensure their devices are installed with the appropriate software, speakers/headphones, and camera for technical success, as well as visually test out buttons that may be used during the workshop as well.

- 1. Go to https://www.webex.com/test-meeting.html.
- 2. Enter your name and your email, then click "Join".
- Click the installer file to install the Cisco Webex Meeting application. On Windows, click Webex.exe and on a Mac, click Webex.pkg. Cellular devices can search for the Webex application in their App Store or Google Play.
 - » Installing the desktop application allows registrants to get the full-featured Webex Meetings experience. If you're not using a Mac or Windows computer, or you cannot install applications on your device— don't worry! You can still join right from your web browser by clicking "Join from your browser".
- 4. The app will appear and a window of how you would like to hear everyone and be seen.



» Tip: Please join the meeting using computer for audio. When entering the Live workshop, you will not be able to see your camera and will be muted **until** the facilitator grants you the ability to join video and sound. Please ensure that your computer does have a **video camera** and **speakers/headphones**, so that the facilitator and others can see you.



Supplies List

You will need a few basic supplies for an Art4Healing® Live workshop. For your convenience, we have created an easy to use list at Amazon. Please click on <u>Amazon Supplies List</u> here to see recommendations for art supplies.

9 Tubes of Acrylic Paint (Any Brand)

- 1. Cadmium Red Medium (or primary color equivalent)
- 2. Cadmium Yellow Medium (or primary color equivalent)
- 3. Ultramarine Blue (or primary color equivalent)
- 4. Cadmium Orange (or primary color equivalent)
- 5. Pthalo Green (or primary color equivalent)
- 6. Dioxizine Violet (or primary color equivalent)
- 7. Mars Black
- 8. Titanium White
- 9. Brown

Canvas Panels or Canvas Paper

- 9" x 12" Canvas panels
- 11" x 14" Canvas panels
- 4" x 6" Canvas panels

Painting Tools- (*Please do not use brushes*)

- Q-Tips (12)
- Bag of wedge make-up sponges (12)
- Small (4") white foam plates (2)
- Large (10") white foam plate (1)
- Paper cup with water (1)

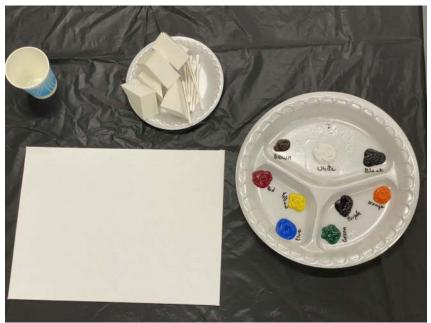
Miscellaneous

- Pen
- White Copy Paper
- Apron
- Plastic Table Cover



Joining the Art4Healing® Workshop

Please allow 15 minutes prior to your first workshop to make sure you have your supplies and registration information. Refer to the photo below on a template of setting up your supplies—we encourage participants to set up their computers, tablets, or phones propped up for optimal view.



In your confirmation and reminder emails, your registration is accompanied with an **event number**, **registration ID**, **and event password**. To ensure that you will be in the meeting on time, please have the appropriate credentials with you either printed from the reminder email or on a separate piece of paper. Please see the example of credentials below:

Your registration was approved for the following Webex event.

Host: Taylor Arias (office@art4healing.org)
Event number (access code): 129 198 9725

Registration ID: 822811

Event password: hpKsU2DxF54

Please note that the credentials above are an example; this will not be applicable to joining the Live that you are registered for. Please refer to your registration emails for this information.

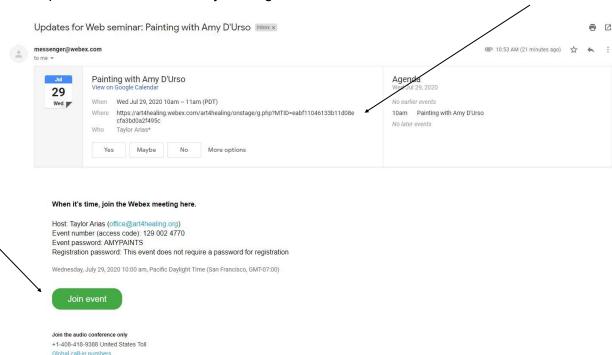


Joining the Art4Healing® Workshop

Computer Set Up

While there are different ways you can access the class, we recommend the following method to ensure you join on time without any issues:

- 1. Email Confirmation/Reminders
 - » When your registration is approved, you will receive a confirmation email from messenger@webex.com. Prior to your event, there will be reminder emails sent before the event as well. The email will contain the following:
 - Calendar invite to add onto your personal calendar
 - URL link that you can copy into your search bar to access the event
 - Event number (access code)
 - Event password
 - Registration ID
 - "Join event" button
 - » When it is time for your registered event, you may copy and paste the URL link provided in the email or by clicking the "Join event" button embedded in the email.





What to Expect in an Art4Healing® Workshop

When joining the meeting you will not have access to video. The facilitator will need to grant you permission before you are able to see yourself in the classroom. Please allow a few seconds for the facilitator to grant you this access: the facilitator may have more than one person entering the room and will get to your request in a timely manner.

After the facilitator notifies you that you have been accepted, turn on your video by moving your cursor until you see the control panel at the bottom of your screen. Click on the camera icon to turn on and off your video.

Please allow yourself to familiarize yourself with the following buttons:

1. The Video/Camera Button



2. Grid View Button



3. Microphone Button



The Video/Camera and Microphone Buttons are necessary to refer to when participating in our Live workshops. To prevent any feedback or loud echoing, the facilitator will mute all participants during specific times of the workshop. If you would like to be unmuted, please raise your hand in the video and the facilitator will unmute you for any questions.

Grid View is a way to see all participants at the time same time. This button is located at the upper right hand corner. We highly encourage all participants to participate in "Grid View" for the duration of the workshop.





The Completion of your Live Workshop

When the 2-hour event comes to a close, the facilitator will end the event and you will be guided to a brief survey. We kindly ask all participants to fill out this survey to let Art & Creativity for Healing know how the Live classes are running for our participants. This is important for the administrative team to see where we can improve in our growth to reaching more individuals.

To share your creations with Art & Creativity for Healing, please take a photo of your artwork and send via email to info@art4healing.org. You may include a brief description of the painting or any feelings you experienced during the workshop.

Art & Creativity for Healing has a Facebook page titled Art4Healing® Creations. This group is open to the public to view, however to join the group, you must have taken an online class, workshop, or certification to join. You can connect with other participants and share your paintings through our social media! This will allow you to also stay up to date with upcoming workshops as well.



Art4Healing® Live Participant



Art4Healing® Live Checklist

Tips/Tricks for Easy Set Up

Apron

Plastic Table Cover

Re	gistration Confirmation Email	
We	ebEx Application Download	
Joi	n Test Meeting	
Eve	ent Number	
Eve	ent Password	
Registration ID Number		
Computer/Tablet with a Video Camera		
Speakers or Headphones		
Art	Supplies	
•	9 Tubes of Acrylic Paint (Any Brand)	
•	9" x 12" canvas panels	
•	11" x 14" canvas panels	
•	4" x 6" canvas panels	
•	Q-Tips (12)	
•	Bag of wedge make-up sponges (12)	
•	Small 4" white foam plates (2)	
•	Large 10' white foam plate (1)	
•	Paper cup with water (1)	
•	Pen	
•	White Copy Paper	

If you have any questions about your partnership with Art & Creativity for Healing, please contact office@art4healing.org or (949) 367-1902.

Art & Creativity for Healing is a 501(c)3 Public Benefit Corporation EIN #33-0936136