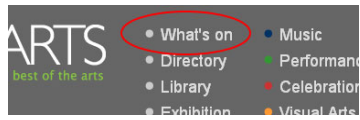


Adding an event:

1. Navigate to the What's on section from the header menu.




2. Click the “Add Your Event” button on the right hand side of the page.



3. You will be presented with a form to fill in that allows you to add details of your event. These details will include adding an image and Google map location details.

4. Entry Details:

- a. Enter the title of your event as you want it to appear in the listing on the site.
- b. Enter your description as you would want it to appear in the details of your entry.
- c. Enter ticket price or price range.
- d. Enter any external ticket booking website address.
- e. Enter your event Start Date by clicking the  calendar icon. Hit the 'One day event' button to make the end date the same as the start date.

Event details

Title

Description

Price

Booking website address

Start Date 

End Date 

5. Promotional Image:

- a. If you can prepare your image beforehand, make it no larger than 600 Pixels wide by 400 pixels high. If you don't understand this,

then,

Upload your image (good quality and NOT low resolution). You will be asked to crop your image to a landscape format once uploaded, our image cropping tool will allow you to select a portion of your image to use.


Only upload jpg image type.

Promotional Image

You will be asked to crop your image to a landscape format once uploaded.
Prepare your image beforehand, making a .jpg image no larger than **600 Pixels wide by 400 pixels high**. If you are unable to do this, our image cropping tool will allow you to select a portion of your image to use.

Image (.jpg)

6. Location:

- a. Enter your event location details. These details will appear on the listing and event details pages.
- b. Drag the  marker to your event location on the Google map. You can use the zoom in + and zoom out – buttons to accurately locate the marker.

Location

Street address


Town

Postcode

Map location

Drag and drop the pin in the center of the map onto your location with your mouse.

Then zoom in for a perfect position once you have the marker in the right general area!



Map data ©2009 Tele Atlas - [Terms of Use](#)

7. Categories:
 - a. Select at least one relevant category for your entry. Each main Category will allow you to add further sub-categories.

Categories (please choose at least one)

Please choose a relevant category (**at least one!**) that best describes this entry.

Should you wish, you can then assign sub categories to your entry.

Music Performance Celebration Visual Arts Literature Film Family Activities
 Support organisation

Music sub-categories

Rhythm and blues, Soul and Reggae
 Classical/Choirs/Orchestras/Opera
 Modern Pop/Chart
 Indie/Rock/Metal/Punk
 Easy Listening/Chill out
 Experimental/Urban
 Folk/Modern folk/Country
 Jazz/Brass Bands
 World and Latin
 Electronic/Dance/Hip hop/Rap

Save

8. When you have completed the form, HIT THE SAVE BUTTON to store the entry.
9. **Before the event is listed, it will need to be approved and activated by the site administrator.**
somersetarts@somerset.gov.uk
10. To edit your entry in the future you will need to contact the site administrator.

- End -