

# South Hams Events



Your guide to what's on in Dartmouth, Kingsbridge, Salcombe, Totnes, Ivybridge, Newton Abbot, Plymouth and the South Hams

Home About Where to Go Where to Find What's On Where to Stay Listings

## Attractions



Woodlands

## Beaches



Blackpool Sands

## Towns



Ashburton

## Pubs & Restaurants



White Hart, Modbury

Start date	End date	Type	Town	
16/01/2018	16/01/2018	- Any -		Apply
<small>E.g., 16/01/2018</small>	<small>E.g., 16/01/2018</small>	<small>Leave "ANY" for all</small>	<small>Enter name</small>	

No Events have yet been entered matching your specified criteria

## Contents

### Page 2

**Creating your Account**

### Page 3

**Creating your Page**

### Page 4

**Entering Overview, Address & Location**

### Page 5

**Description & Contact Details**

### Page 6

**Adding Photos**

### Page 7

**Adding Menus**

### Page 8

**Phone Numbers & Adding Events**

### Page 9

**Repeating Events**

### Page 10

**Event Details & Timings**

### Page 11

**Admission Charges & Cancellations**

## Holiday Cottages



Little Norris

## Hotels and B&Bs



Royal Seven Stars, Totnes

## Camping + Caravanning



Higher Rew

## Houses for Sale & Rent



Higher Norris Farm, £1.2m

## How to get Listed

# Establishment

## Please read before Registering

If you are using a computer or large tablet, start by going to the **Listings** tab on the far right side of the screen, immediately above Holiday Cottages. Then select the **Log In** option.

If you are using a phone or small tablet, select **Menu**, then **Listings**, then **Log In**.

The screen to the left will appear.

Click on **I want to create an account**.

The screen to your left now appears.

Enter the information requested.

Then choose which of **Pubs, Clubs & Restaurants, Theatres & Cinemas** or **Other Venues** best describes your Establishment as **Your Role**

When you have done so click the **Create new account** button.

Shortly afterwards you will receive an email thanking you for registering and informing you your application for an account is now pending and that, within 24 hours, you should receive another email containing information about how to log in, set your password and other details.

What happens next can be found on the next page.

Where to Go Where to Find What's On Where to Stay

**E-mail address \***  
 youremail@youremailaddress.co.uk  
 A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

**Password \***  
 Password strength: \_\_\_\_\_

**Confirm password \***  
 To change the current user password, enter the new password in both fields.

This is a one-time login for username and will expire on *Thu, 18/01/2018 - 16:27*.

This login can be used only once.

On the email you receive confirming your account is now active you will find a link.

Click on the link or paste it in to your browser and you will be taken to a page where you can set your **Password**.

Your **Password** should be at least six characters in length ideally include both upper and lowercase letters as well as both numbers and punctuation.

When you have done so, click **Log In**.

**Your guide to what's on in Dartmouth, Kingsbridge, Salcombe, Totnes, Ivybridge**

Home About Where to Go Where to Find What's On

✔ • Thank you for setting your password, the registration process is now complete.  
 • Your page has been created! Now **CLICK ON THE LINK** to add some content !

**Attractions**

Start date	End date	Type	Town
17/01/2018	17/01/2018	- Any -	
<small>E.g., 17/01/2018</small>	<small>E.g., 17/01/2018</small>	<small>Leave "ANY" for all</small>	<small>Enter name</small>

No Events have yet been entered matching your specified criteria.

As you will see, the registration process is now complete.

You have also created your Page!

It's time to **CLICK ON THE LINK** to add some content, and the screen below will appear.

We'll walk you through it on the next page.

**Your guide to what's on in Dartmouth, Kingsbridge, Salcombe, Totnes, Ivybridge, Newton Abbot, Plymouth and the South H**

Home About Where to Go Where to Find What's On Where to Stay Listings

**Establishment type \***  
 Pub  
 Please select the category that comes closest to describing this establishment

**Overview \***

Provide a brief introduction to your establishment. This will appear in some search results and listings, but not on your page itself

**Address and location \***

Address

**Address 1 \***

**Address 2**

**Town/City \***

**County**

**Postcode \***

**Location map \***

Enter an address / location / Google map URL in the textfield or you can also click on the map to set a marker, or use your browser geolocation system by clicking this link:

View Edit

**Establishment type \***

Pub

Please select the category that comes closest to your establishment

**Overview \***

Provide a brief introduction to your establishment

Begin by specifying what **Establishment type** this is, whether pub, club, restaurant, village hall or whatever, by selecting the most appropriate category from the drop-down list.

Now write a brief **Overview** - to appear only in the Listings and not on your page itself, of no more than 40 or 50 words, to give people a good idea of what to expect should they visit your establishment.

Now enter the full postal address of this establishment.

If the town is not amongst those to be found amongst the towns in the dropdown search options on the listings pages, make sure you enter its Postal Town in **Town/City** - for example the correct Postal Town for South Pool is Kingsbridge, so "South Pool" should be entered in **Address 2** and "Kingsbridge" in **Town/City**.

**Address and location \***

Description

Contact details

Photos

Menus

Address

**Address 1 \***

**Address 2**

**Town/City \***

**County**

**Postcode \***

**IMPORTANT**

Only enter the Postal Town in the **Town/City** field if the Town you want is not to be found in the Towns search field on your establishment's listings page.

Unfortunately, unless you know the Google map URL that identifies the location of this establishment, you now have to enter its full postal address again in the **Location map** field and click on the **Get location**

button.

When you have done so, if the map marker is not located quite correctly, you can drag it to where it should be.

**Postcode \***

**Location map \***

Get location

Enter an address / location / Google map URL in the textfield or you can also click on the map to set a marker, or use your browser geolocation system by clicking this link: [My Location](#)

<b>Address and location *</b>	<b>Main text</b>
<b>Description</b>	No further detail
<b>Contact details</b>	
<b>Photos</b>	
<b>Menu</b>	

Here you enter the main body of text that appears on your page.

Delete the words *No further details have yet been entered about this establishment* and replace them with others giving a detailed **Description**.

You should use a double carriage return at the end of each paragraph.

Should you wish to format a bold heading to a paragraph type `<strong>xxx</strong>` to either side of the heading, replacing `xxx` with the actual heading.

Next, click on the **Contact details** tab.

If you want people to be able to contact you by email, enter an **Email address**.

You can also enter links to your own **Website** and **Facebook Page** should you wish.

If you want to tell people your **Opening hours** you can do so.

Unfortunately, and we apologise, but you have to enter times for each day of the week (Monday through to Sunday) that you are open, even if the times for some or all days are the same.

Fortunately, it doesn't take too long.

<b>Address and location *</b>	<b>Email address</b>
<b>Description</b>	If you have a contact email
<b>Contact details</b>	<b>Website</b>
<b>Photos</b>	If you wish to link to your
<b>Menu</b>	<b>Facebook Page</b>
	If you have a Facebook page
	<b>Opening hours:</b>
	<b>Monday</b>
	<input type="text"/> <input type="text"/>
	am <input type="text"/>
	to
	<input type="text"/> <input type="text"/>
	am <input type="text"/>
	Remove
	Add new Time
	<b>Tuesday</b>
	<input type="text"/> <input type="text"/>
	am <input type="text"/>
	to
	<input type="text"/> <input type="text"/>

Address and location \*

Description

Contact details

Photos

Menus

Save Preview

Photos

You can enter up to 10 photographs to appear in your gallery. They are reduced to appear next to the name of your establishment in search results.

Attach media

Browse

Now click on the **Photos** tab, then the **Browse** button, and begin entering your photographs.

The first photograph you upload will appear as both the first photograph people see when they come to your page and also in the listings.

You can enter up to 10 photographs. Files cannot exceed 4MB in size with maximum dimensions of 3888 by 2592 pixels and not less than 640 by 480 pixels.

To upload a photograph first click on **Choose File** to find the photograph you wish to upload, and then click **Upload**.

Once the photograph is uploaded, click **Next**.

A new screen will appear.

Here you enter the **Alt Text** to help search engines and **Title Text** to provide a caption for the photograph.

When you have done so, click **Save**.

The photo is uploaded, the **Browse** button will reappear and the process can be repeated.

Media browser

Upload a new file \*

Choose File no file selected Upload

Files must be less than 4 MB.  
Allowed file types: png gif jpg jpeg.  
Images must be between 640x480 and 3888x2592 pixels.

Next

Media browser

Name \*

Alt Text

Alternative text is used by screen readers, search engines, and when the image cannot be displayed. Alternative text is used by screen readers, search engines, and when the image cannot be displayed. Alternative text is used by screen readers, search engines, and when the image cannot be displayed.

Title Text

Title text is used in the tool tip when a user hovers their mouse over the image. Adding title text improves usability.

Previous Save

if you have yet to do so, now would be a very good time to click on the **Save** button and save your page.

You can, of course, **Save** your work as you input each of the **Address and location**, **Description**, **Contact details** and **Photos** tabs, and then continue by clicking on the **Edit** button at the top left of the page.

Address and location \*

Description

Contact details

Photos

Menus

Save Preview

Photos

You can enter up to 10 photographs to appear in your gallery. They are reduced to appear next to the name of your establishment in search results.

Attach media

Browse

Address and location \*

Description

Contact details

Photos

Menu

Attach media

Browse

Save Preview

Media browser

Upload a new file \*

Choose File no file selected Upload

Files must be less than 1 MB.  
Allowed file types: pdf.

Next

If you offer food at this establishment and you want to include up to three single page A4 Menus, click first on the **Menu** tab and then the **Browse** button.

The **Media Browser** window will then appear, click on **Choose File**, find and select your menu, and click **Upload**.

That done, click on **Next**, then say which menu this is in the **Description** field, for example *A La Carte* or *Bar Menu*.

Then finally click on the **Save** button next to the **Preview** button below the **Menu** tab.

To enter a second menu, click on the **Edit** tab at the top of your page and repeat.

Menu

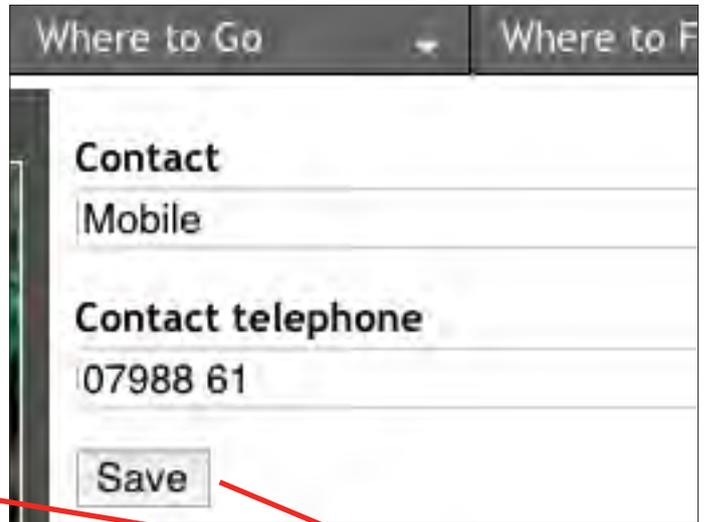
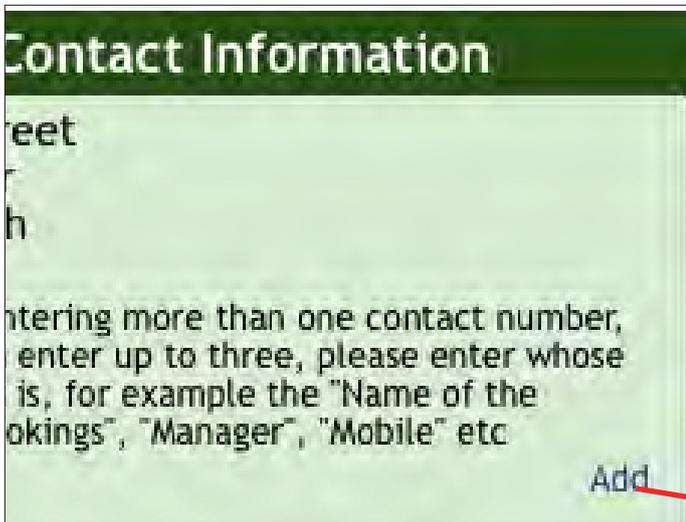
You can enter up to three single page A4 menus. Each must be less than 1MB. You can specify the name of the menu in the *Description* field.

File information

Menu.pdf

Description

The description may be used as the label of the link to the file.



With your page now before you can, if you wish, enter up to three telephone numbers by which you can be contacted.

Simply click on the **Add** link and enter the phone number, specifying what number this is, for example *Restaurant* or *Bar*, then **Save**.



## Adding Events

Once you have finished setting up your page you can start telling people what events will be taking place at this establishment.

To do so, click on the **Add Event** button that can be found immediately below either the **Contact Information**, **Opening Hours** or **Forthcoming Events** box on the right hand side of your page.

This button enables you to add details of your own events, but nobody elses.

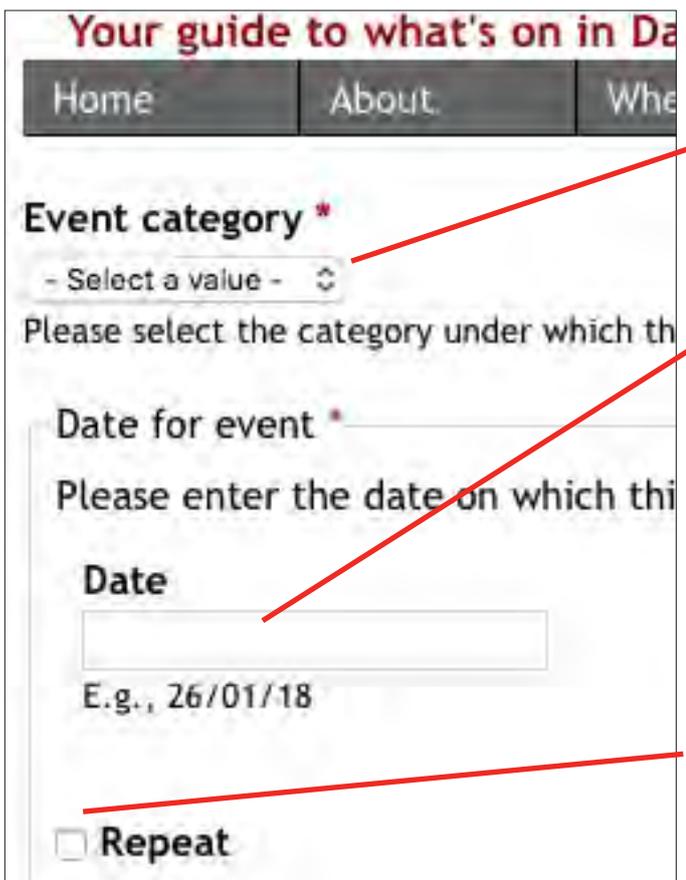
Having clicked on the **Add Event** button a new screen will appear.

Begin by clicking on the **Event category** drop-down list and choosing whichever option best describes what kind of event this is. For example, if a musician is due to appear, select **Music**, or a poet **Poetry**.

Then enter the **Date** on which this event is to take place, either by selecting the day from the calendar that will appear when you enter the field, or else by typing the relevant date in the format dd/mm/yy.

If this event is to take place regularly on a daily, weekly or monthly basis, and this is the first of those events, and provided other details such as performance times and admission costs will be remaining the same, you can click on the **Repeat** box and then, as we explain overleaf, specify when.

Otherwise go next to **Select Performer** (to be found on page 10).



# Repeating Events

The screenshot shows a form for setting up repeating events. It includes a 'Date' field with an example 'E.g., 26/01/18'. A 'Repeat' checkbox is checked. The 'Repeats' dropdown is set to 'Weekly'. Below it, 'Repeats' is set to 'Every 1 weeks'. The 'Repeat on' section has radio buttons for 'Mon', 'Tue', 'Wed', 'Thu', and 'Fri', with 'Wed' selected. The 'Stop repeating' section has a radio button for 'After' followed by a field for 'occurrences'. There is also an 'On' radio button with a date field. At the bottom, there are checkboxes for 'Exclude dates' and 'Include dates'.

First select whether your repeating event will be happening **Daily**, **Weekly** or **Monthly**.

For example, were it to be every Wednesday for six weeks, enter **1** in the **Every \_ weeks** field, then click on the **Repeat on** box next to **Wed** and then enter **5** in the **Stop repeating** field **After # occurrences**.

Should there be more than the one occurrence of the event each week, you can add those extra occurrences by clicking on the appropriate **Repeat on** days.

Similarly, if the same event takes place more than the once, but to different audiences on each of those days, you can enter the times when each performance will begin in the **Performance starts** fields described later.

This close-up shows the 'Exclude dates' section. The 'Exclude dates' checkbox is checked. Below it is a 'Date' field containing '26/01/18' with an example 'E.g., 26/01/18'. An 'Add exception' button is visible below the date field. At the bottom, the 'Include dates' checkbox is unchecked.

You can also exclude one or more dates in a series of dates by clicking on the **Exclude dates** box and then entering the **Date** you wish to exclude in the field and clicking on the **Add exception** button, repeating for each date you wish to exclude.

Conversely you can also include one or more additional dates, for example were the event to take place twice in one week but only once in the others, by first clicking on the **Include dates** box to add each additional date.

**Select performer**

Select the name of the group, musician, comedian or other performer choosing from the options shown. Should the performer not be listed in the event field.

**Event name**

Leave this field blank if you have already selected a performer

**About this event**

Information about any **Performer** you have selected as appearing at this event. You may also enter any information you wish to provide, such as whether the event is for a specific audience.

**Event Image**

If you have selected a performer, leave this field empty. Otherwise, you may upload an image of the performer.

**Doors open**

Please enter the time the public will first be admitted to the event.

Format: 15:08

If this event features a Performer, begin by typing their name in to the **Select Performer** field.

Keep typing until their name appears in the list and then click on it to select it.

Should their name not appear, or if this event does not feature a performer, enter either their name or the name of this event, for example *Quiz Night*, in the **Event name** field.

If you have chosen a performer in **Select performer** there is no need to enter anything in the **About this event** field unless you wish to add some further detail specific to this appearance. Otherwise, please say something about this event.

Again, only add an **Event image** if you have **not** chosen a performer from **Select performer**. Information as to how to add an image can be found on page 6.

Next, if you know it, please enter the time at which **Doors open** to the public, using the 24-hour clock.

**Performance starts**

Format: 13:55

**Performance starts 2**

Format: 13:55

Then, enter the time at which this event or **Performance Starts**, again using the 24-hour clock format.

Should the event be taking place more than once to different audiences on the same day, enter the time or times at which the second and any subsequent performances are scheduled to start in the appropriate fields.

If this event takes place before two or more separate audiences on the same day, please leave both the **Doors open** and **Performance ends** fields blank.

**Performance ends**

Please enter the time your performance is scheduled to end.

Format: 13:55

That done, and provided this event only takes place before the one audience each day, please enter the time the event is scheduled to end.

**Free**  
Please tick this box if there is no charge for admission to this event.

**Adult (on the door) £**  
[Text Input Field]  
If an admission charge is being made, please enter the price here.

**Concession (on the door) £**  
[Text Input Field]  
If there is a separate cost of admission for such as concessions, please enter the price here.

**Student/child (on the door) £**  
[Text Input Field]  
If there is a separate admission cost for students and children, please enter the price here.

**Buy tickets**  
[Text Input Field]  
If tickets can be purchased online, please enter the website address (URL) here.

**Cancelled**  
Should this event no longer be taking place, please tick this box.

Finally, if there is no charge for admission to this event, please click in the box next to **Free**.

Otherwise, if you know them, please enter the on-the-door ticket prices in the relevant fields.

If there is no difference in price for Concessions and/or Students or Children, leave those fields blank.

If tickets can be purchased online, please enter the website address (URL) here.

If, after you have posted this event, should it subsequently be cancelled, **Edit** the event and click on the box next to **Cancelled**.

Finally, don't forget to click on the **Save** button to post the event.

After doing so, be sure to check all the details are correct. You can make changes at any time by clicking on the **Edit** button at the top of the page.



## Pubs or Restaurants

Up to 20 Pubs or Restaurants can be featured, appearing at random in the **Pubs & Restaurants** box on the Home and other listings pages of this site.

And, with visitors typically going to more than just the one page, your box will be seen by more than merely one in every 20 visitors!

When your name or picture are clicked on, visitors will be taken straight to your page.

The cost is just £50 for the year, or less than £1 per week. Email [sales@southhamsevents.com](mailto:sales@southhamsevents.com) if you are interested.