

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 & Entering Overview

Page 4

Location, Contact Details & Photos

Page 5

Nearest Places

Page 6

Facilities

Page 7

Phone Numbers & Room Details

Page 8

Food & Drink and Tariff Details

Page 9

Hotels: Adding Events

Page 10

Repeating Events

Page 11

Event Details & Timings

Page 12

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

Hotels and B&Bs

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 **Hotels** or **Bed & Breakfasts** as **Your Role**, whichever is appropriate

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 !

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.

Begin by providing a description of your establishment. Be sure to give prospective guests as good an idea as possible as to what they can expect should they come to stay.

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**.

Home About Where to Go Where to Find

View Edit

Overview *

Provide a brief description as to what's on offer and why guests might want to stay with you

Address

Address 1 *

Address 2

Town/City *

County

Postcode *

Location map *

Enter an address

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 the Hotels & B&Bs listings page.

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 the Hotels & B&Bs listings page.

Unfortunately, unless you know the Google map URL that identifies the location of your 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.

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

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

Enter **Check in** and **Check out** times if relevant.

Now would be a good time to click on 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**.

The screen shown on the next page will appear.

Media browser

Name *

Alt Text

Alternative text is used by screen readers, search engines, and when the image cannot accessibility and search engine optimization.

Title Text

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

Previous Save

Red lines indicate annotations: one points to the Alt Text field, another to the Title Text field, and a third to the Save button.

On this screen 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.

The last section on this screen is **Nearest Places**.

Such information is of course useful to prospective guests although, if you are a Hotel and you have your own, you might prefer to not enter details of any other bars or restaurants!

Suggestion: If you're not quite sure how far away you are from, say, your **Nearest airport** (which is likely to be Exeter) you can always go to **Google Maps**, click on the *Directions* icon to the right of *Search Google Maps*, enter your post code in the *Choose starting point* field and the post code or name of the **Nearest place** in the *Choose destination* field and, voila, you have the distance!

Nearest places

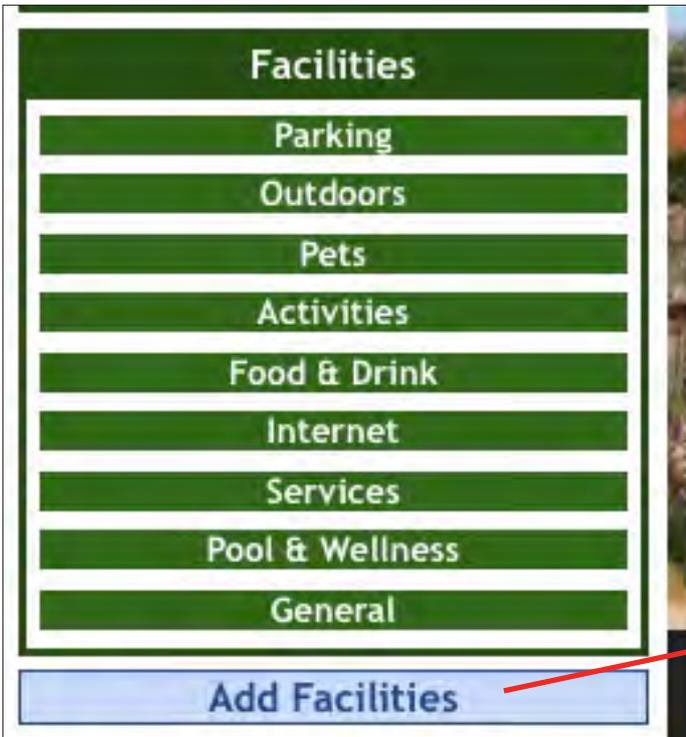
Nearest airport	Website URL	Distance	Miles/Km
<input type="text"/>	<input type="text"/>	<input type="text"/>	- None -
Nearest ferry	Website URL	Distance	Miles/Km
<input type="text"/>	<input type="text"/>	<input type="text"/>	- None -
Nearest train station		Distance	Miles/Km
<input type="text"/>		<input type="text"/>	- None -
Nearest motorway		Distance	Miles/Km
<input type="text"/>		<input type="text"/>	- None -
Nearest beach		Distance	Miles/Km
<input type="text"/>		<input type="text"/>	- None -
Nearest golf course	Website URL	Distance	Miles/Km
<input type="text"/>	<input type="text"/>	<input type="text"/>	- None -
Nearest pub or bar	Website URL	Distance	Miles/Km
<input type="text"/>	<input type="text"/>	<input type="text"/>	- None -
Nearest restaurant	Website URL	Distance	Miles/Km
<input type="text"/>	<input type="text"/>	<input type="text"/>	- None -

Save Preview

Red arrow points to the Save button.

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 **Overview**, **Address and location**, **Contact details**, **Photos** and **Nearest Places** sections, and then continue by clicking on the **Edit** button at the top left of the page.



When you save your page for the first time you will be prompted to list the facilities you offer to your guests.

Please do so by clicking on the **Add Facilities** button you will find in the bottom left hand corner of your page.

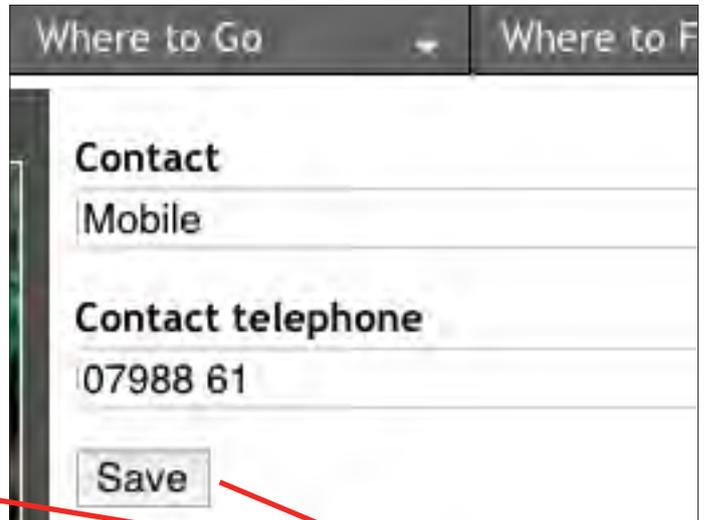
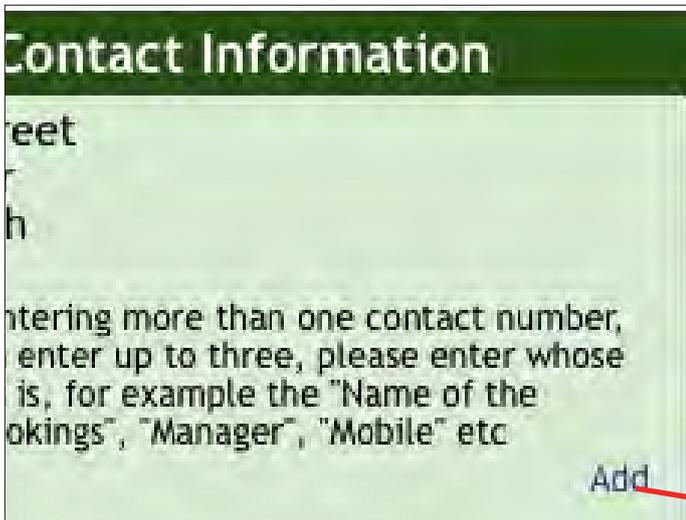
The screen below will now appear.



Click on each of the headings such as **Parking**, **Outdoors** and **Pets** in turn to see the options available and then click next to each relevant facility.

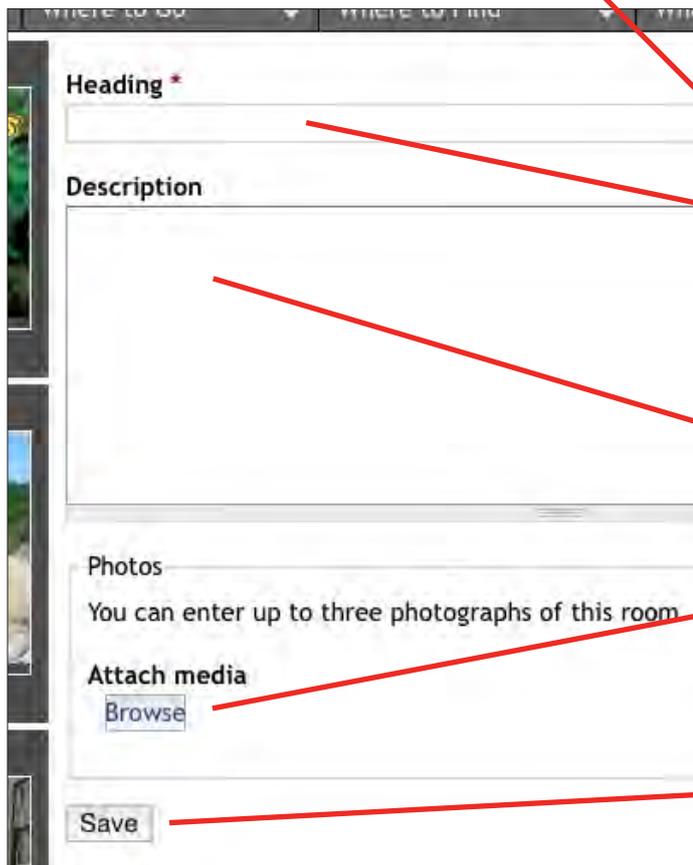


Having done so, don't forget to click on the **Save** button!



With your page before you once again 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 *Reception* or *Bar*, then **Save**.



Next enter some details about your Bedrooms. Begin by clicking on the **Add** link under the **Rooms** tab.

In the **Heading** field, say whether this is *Bedroom One*, a *Standard Room*, a *Deluxe Room* or whatever best describes the bedroom or type of bedroom you are about to enter.

Then enter a **Description** of the bedroom and what guests will find there.

Add up to three photographs of the room by clicking on the **Browse** button (and repeating the procedure described earlier on pages 4 and 5).

Finally, click on the **Save** button.



Back on your page you can then **Edit** or **Delete** the details you just entered.

Or you can click the **Add** link to add details of more bedrooms.

(Nb: only you can see these links on your page!)



To add details about any bars, restaurants or the dining room at this establishment, first click on the **Food & Drink** tab and then the **Add** link.

The process is the same as that detailed for the **Rooms** tab detailed on the previous page.

Similarly to add details of your room rates, click on the **Tariff** tab and then the **Add** link, at which point the screen shown below will appear.

A form for entering a tariff entry. It has several sections: 'Period *' with a 'Show End Date' checkbox and two 'Date' fields (start and end); 'Price from *' and 'Price to' fields with a pound sign (£); a 'Duration *' dropdown menu; and a 'Notes' text area. At the bottom, there is a 'Save' button and a prompt 'Add a note to this rate if you wish'. Red lines connect various fields in the form to the explanatory text on the right.

You can enter up to 50 different **Tariff** entries, so you can if you wish, for example, enter different rates for different rooms at different times of the year.

Don't worry about the order in which you enter different rates. **Tariff** entries will automatically be sorted in ascending order by the start **Date**.

Begin by entering the start **Date** from when this rate applies.

Then enter the end **Date** or, if there are currently no plans for the rate to change, leave this field blank and untick the **Show End Date** box.

Next enter the lowest rate charged for this room or rooms during this period in the **Price from** field.

And, if the price can vary, enter the maximum price charged in the **Price to** field. Otherwise, if only the one rate applies throughout this period, leave this field blank.

Now specify whether this is a Nightly or a Weekly rate from the **Duration** drop down list.

If you want to add a **Note** to this rate, such as *Children half price* or *Special rates for stays of three nights or more*, do so in this field.

Then be sure to click on the **Save** button!

You can now add the next **Tariff** entry by clicking on the **Add** link again.

Hotels and B&Bs



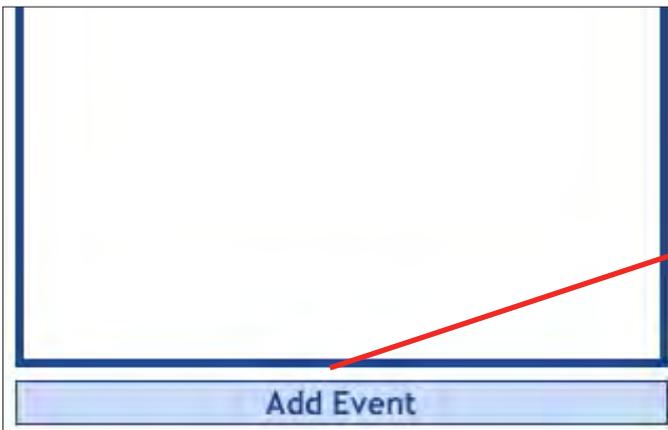
Up to 20 Hotels or Bed and Breakfast establishments can be featured, appearing at random in the **Hotels and B&Bs** box on the Home and other listings pages of this site.

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 if you are interested.

Hotels: Adding Events

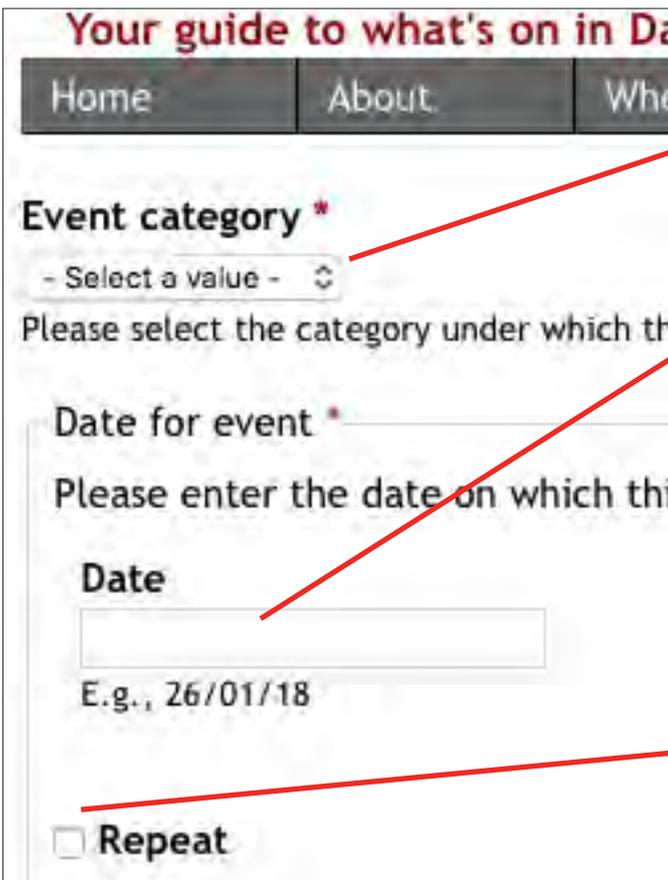


As events open to the public seldom (if ever) take place in B&Bs, only hotels can add events.

Once you have finished setting up your page you can start telling people what events, open to the public, will be taking place at this hotel.

To do so, click on the **Add Event** button that can be found immediately below the **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 11).

Repeating Events

The screenshot shows a form for creating repeating events. It includes a 'Date' field with an example '26/01/18'. A 'Repeat' checkbox is checked. The 'Repeats' dropdown is set to 'Weekly'. Below it, 'Repeat on' is set to 'Wed' and 'Every 1 weeks' is entered. The 'Stop repeating' section has 'After' selected with a field for 'occurrences'. At the bottom, 'Exclude dates' and 'Include dates' are both unchecked.

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 section shows the 'Exclude dates' option selected. A 'Date' field contains '26/01/18' with an example '26/01/18' below it. An 'Add exception' button is visible. The 'Include dates' option 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.

Repeating Events

The screenshot shows a form for creating repeating events. It includes a 'Date' field with an example '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 a radio button for 'On' followed by a 'Date' field with an example '26/01/18'. At the bottom, there are checkboxes for 'Exclude dates' and 'Include dates'. Red arrows point from the text on the right to the 'Repeat' dropdown, the 'Every 1 weeks' field, the 'Wed' radio button, and the 'After' radio button.

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 screenshot shows the 'Exclude dates' section of the form. The 'Exclude dates' checkbox is checked. Below it is a 'Date' field with '26/01/18' entered and an example '26/01/18'. There is an 'Add exception' button. At the bottom, the 'Include dates' checkbox is unchecked. Red arrows point from the text on the right to the 'Exclude dates' checkbox, the 'Date' field, the 'Add exception' button, and the 'Include dates' checkbox.

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.

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

Adult (on the door) £

If an admission charge is being made, please enter the price here.

Concession (on the door) £

If there is a separate cost of admission for such as students or children, please enter the price here.

Student/child (on the door) £

If there is a separate admission cost for students and children, please enter the price here.

Buy tickets

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.