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

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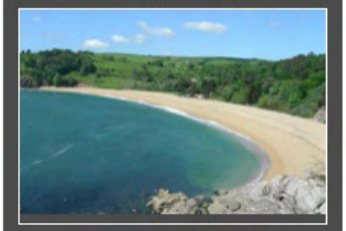
Attractions

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
E.g., 16/01/2018	E.g., 16/01/2018	Leave "ANY" for all	Enter name	

No Events have yet been entered matching your specified criteria

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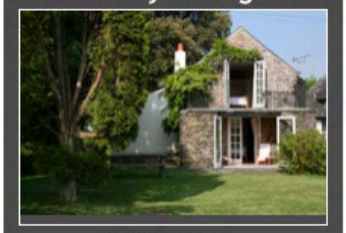
Holiday Cottages



Little Norris

Hotels and B&Bs

Royal Seven Stars, Totnes

Camping + Caravanning

Higher Rew

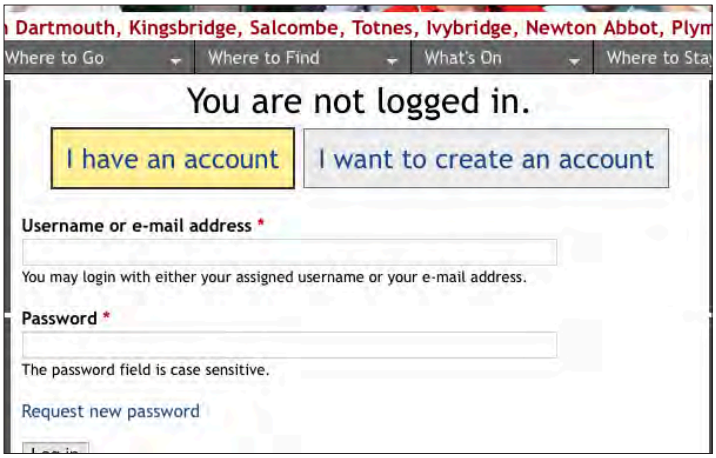
Houses for Sale & Rent

Higher Norris Farm, £1.2m

How to get Listed

Attractions

Please read before Registering

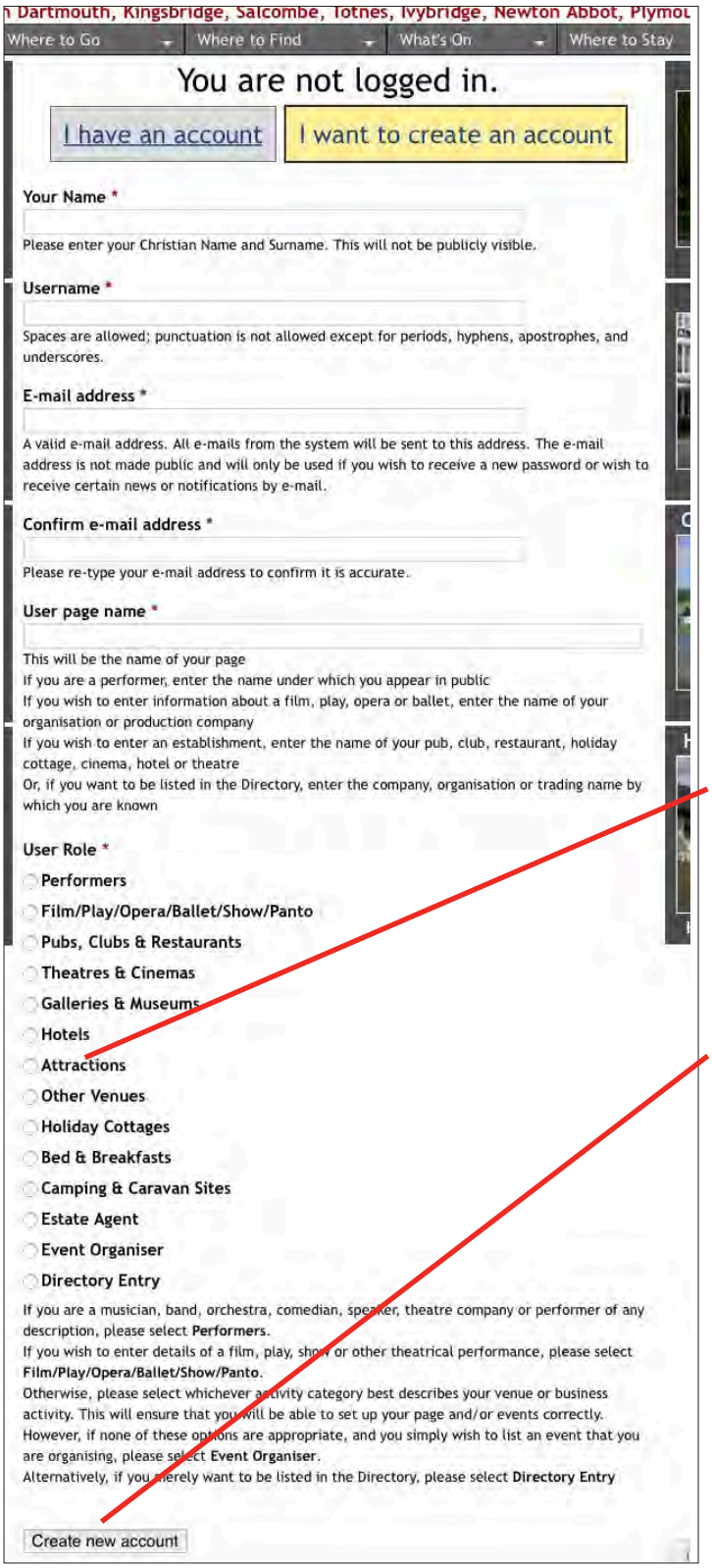


If you are using a computer or large tablet, start by going to the **Listings** tab on the far right side of the screen, immediately above Holiday Cottages. Then select the **Log In** option.

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.

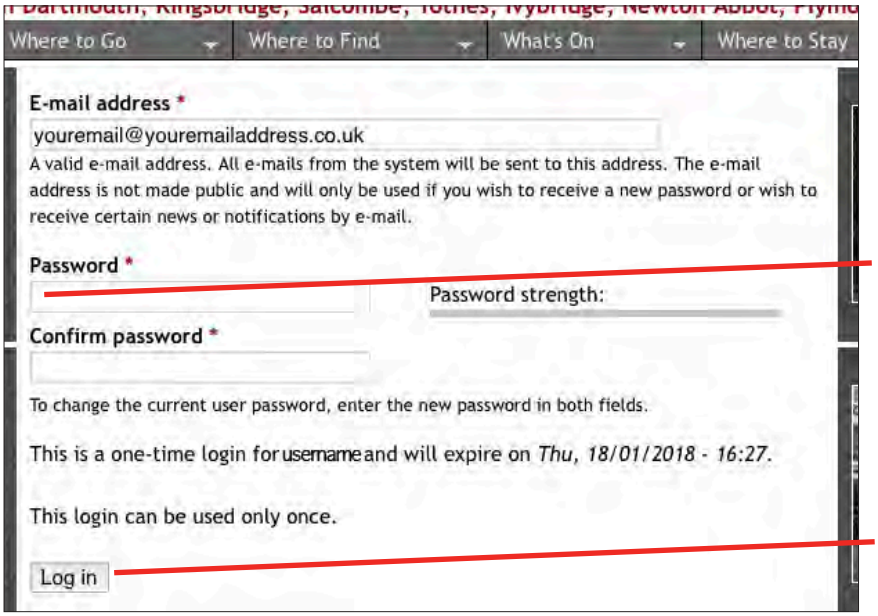
Enter the information requested.

Then choose **Attractions** 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.

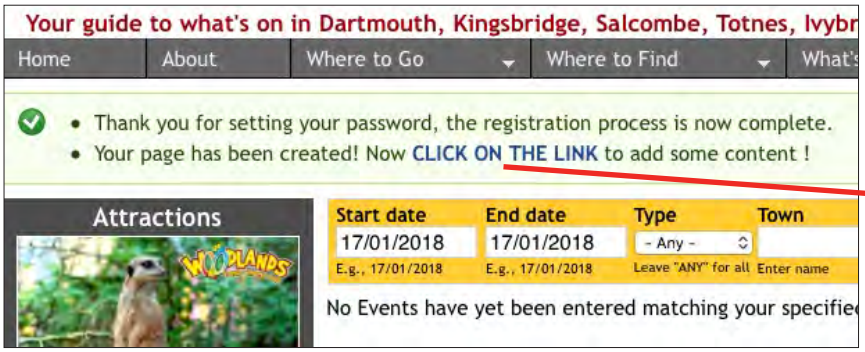


On the email you receive confirming your account is now active you will find a link.

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 and ideally include both upper and lowercase letters as well as both numbers and punctuation.

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



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

You have also created your Page!

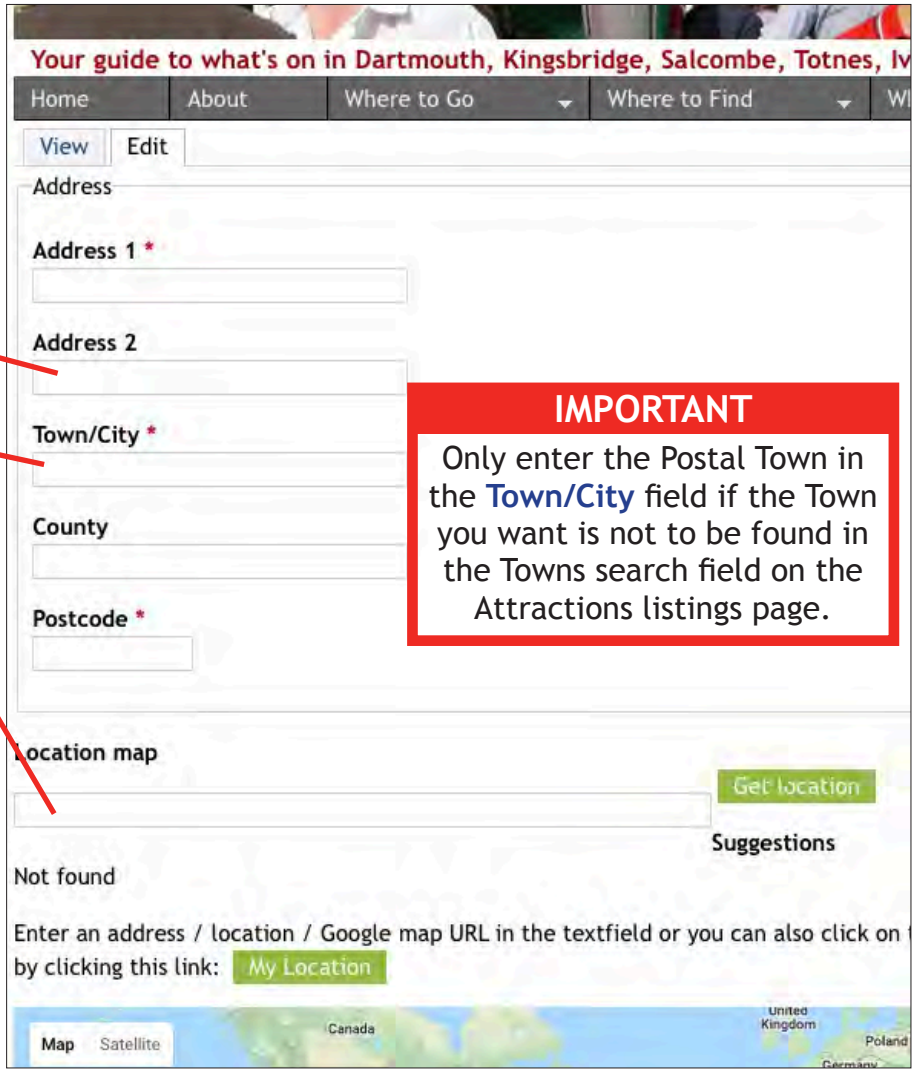
It's time to **CLICK ON THE LINK** to add some content, and the screen below will appear.

We'll now walk you through it.

Begin by entering the full postal address of this attraction, making sure that the **Town/City** is its Postal Town - 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**.

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.

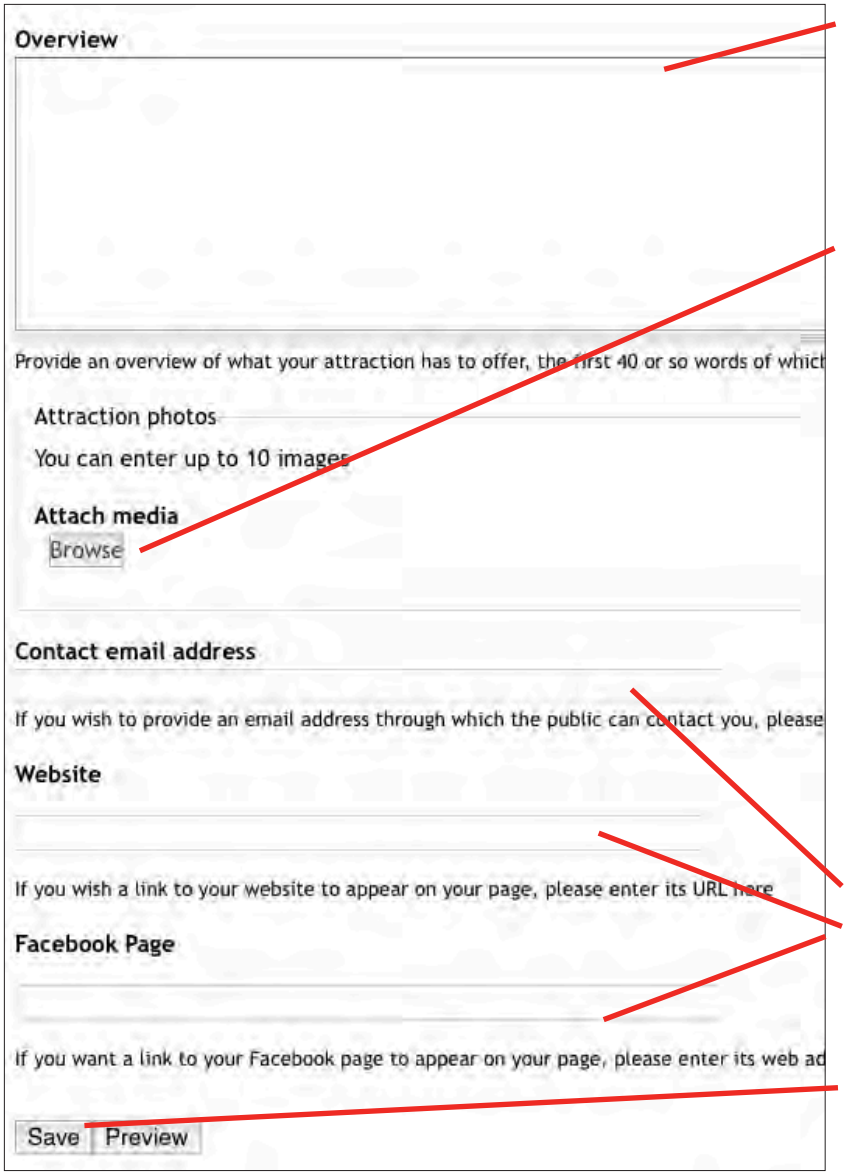
When you have done so, if the map marker is not located quite correctly, you can drag it to where it should be.



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 Attractions listings page.

Continue on the next page...



In **Overview** say something about what your attraction has to offer and why people should want to come.

Now enter your **Attraction photos** by clicking 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.

See below for what happens when you click the **Browse** button.

You can also enter a **Contact email address**, along with links to your own **Website** and **Facebook Page** if you wish.

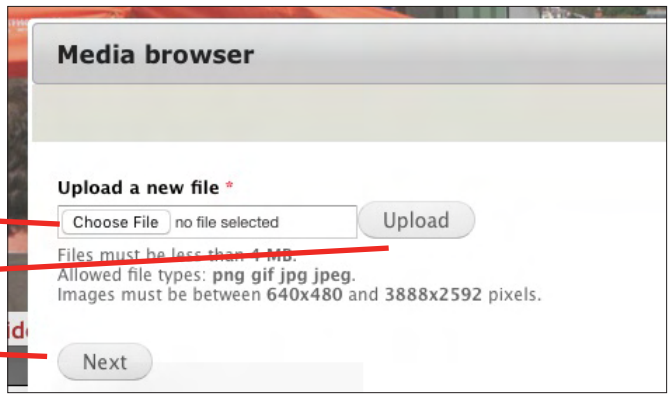
And don't forget to click on the **Save** button when you're done!

Having clicked on the **Browse** button, the screen to your right appears.

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**.

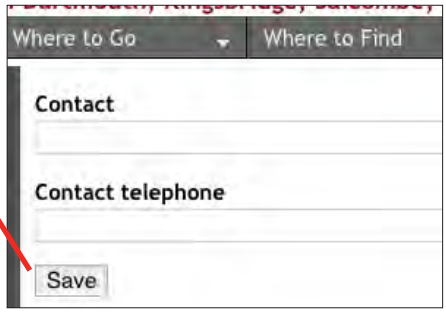
The photo is uploaded, the **Browse** button will reappear and the process can be repeated.

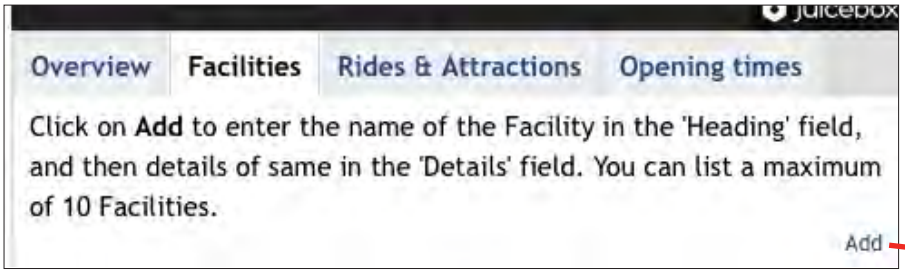
Telephone Numbers

You can enter up to three telephone numbers for prospective visitors to use to contact you. Just click on the **Add** button and the screen below appears.

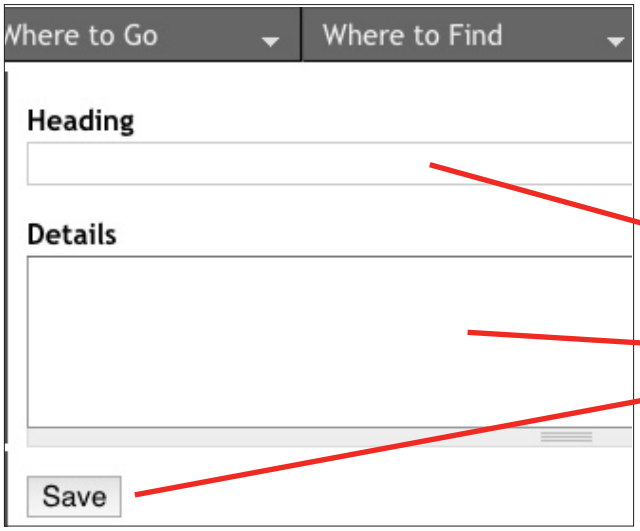
Specify to whom or what the number refers (for example *Tickets*) in the **Contact** field and the number itself in the **Contact Telephone** field.

Click **Save** and repeat for each of the other two numbers.





Facilities



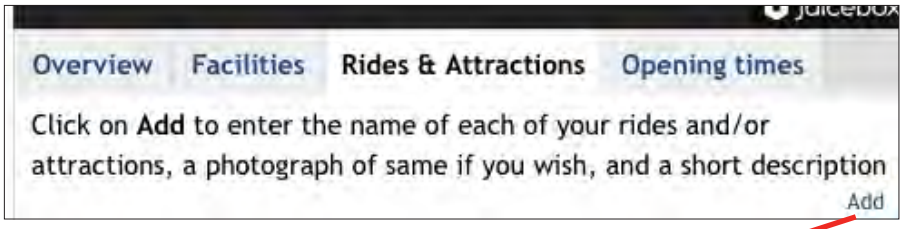
To enter details of your Facilities click on the **Add** link under the **Facilities** tab on your page beneath your photo gallery.

The screen to the left appears.

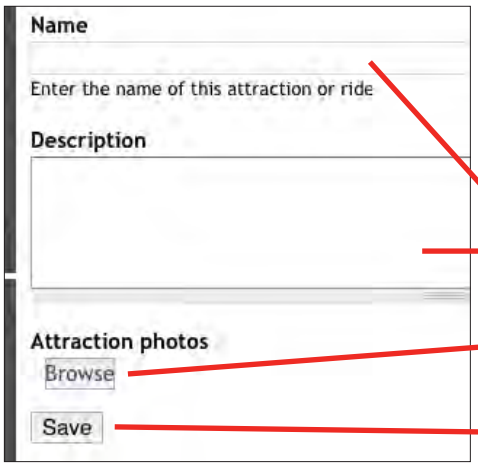
Enter the name of the Facility, for example *First Aid*, *Baby Changing* or *Lockers* in the **Heading** field, and then enter details of the facility in the **Details** Field.

Click on **Save**, then click again on the **Add** link to enter details of the next facility.

You can enter details of up to 10 facilities.



Rides & Attractions



Click on the **Add** link to enter details of the rides and attractions you have to offer.

The screen to the left appears.

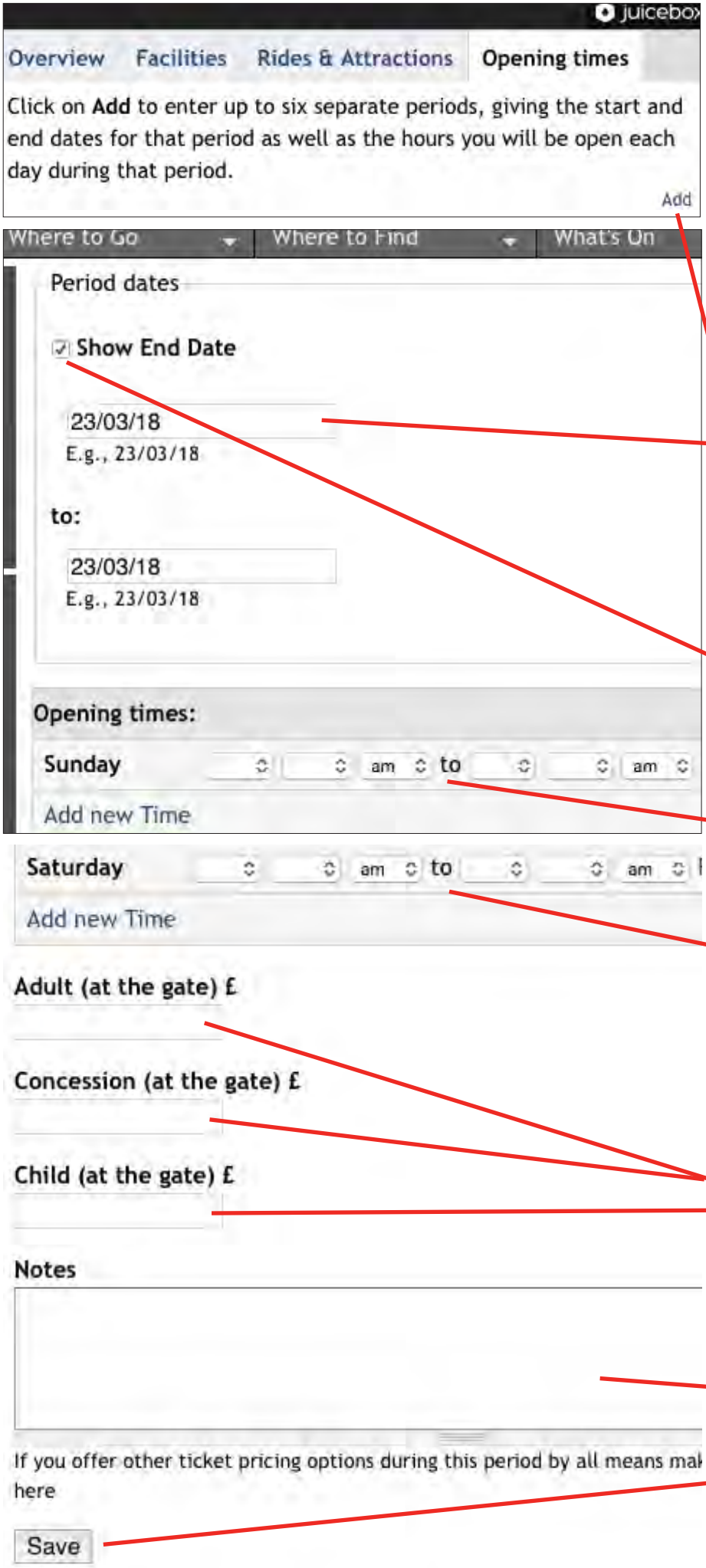
First enter the **Name** of the ride or attraction.

Next, say something about it in the **Description** field.

And, if you wish, upload a photograph of it by clicking on the **Browse** button (then follow the instructions at the bottom of page 4).

Finally Save, then click on the **Add** link again to add another.

Opening Times



If you are going to be open at different times in the coming months, for example you may be open for longer during the summer as opposed to the winter, you can add up to six separate periods, each with different opening hours and admission prices.

Begin by clicking on the **Add** link under the **Opening times** tab.

Then enter the Start date for this period, either using the pop-up calandar or entering the date in the format dd/mm/yy.

If your opening hours and admission charges remain the same throughout the year, untick the **Show End Date** box, otherwise enter the date on which this period ends.

Now enter your **Opening times**, beginning with when you open on a **Sunday** and then when you close on a **Sunday**.

Repeat for each day of the week, concluding on the **Saturday**.

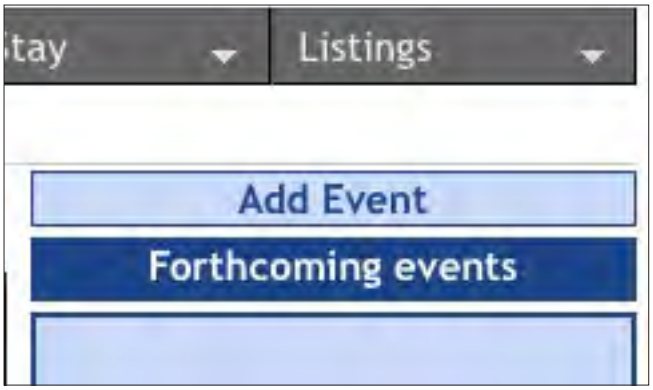
(*Apologies if your opening times are the same on some or all of the days in the week, you still have to enter the times for each day. Only leave blank those days you remain closed*)

Enter your **Adult**, **Concession** and **Child** on the day admission charges during this period. If lower prices are available for advance booking, or if family tickets or other options are also available, please say so briefly in the **Notes** field.

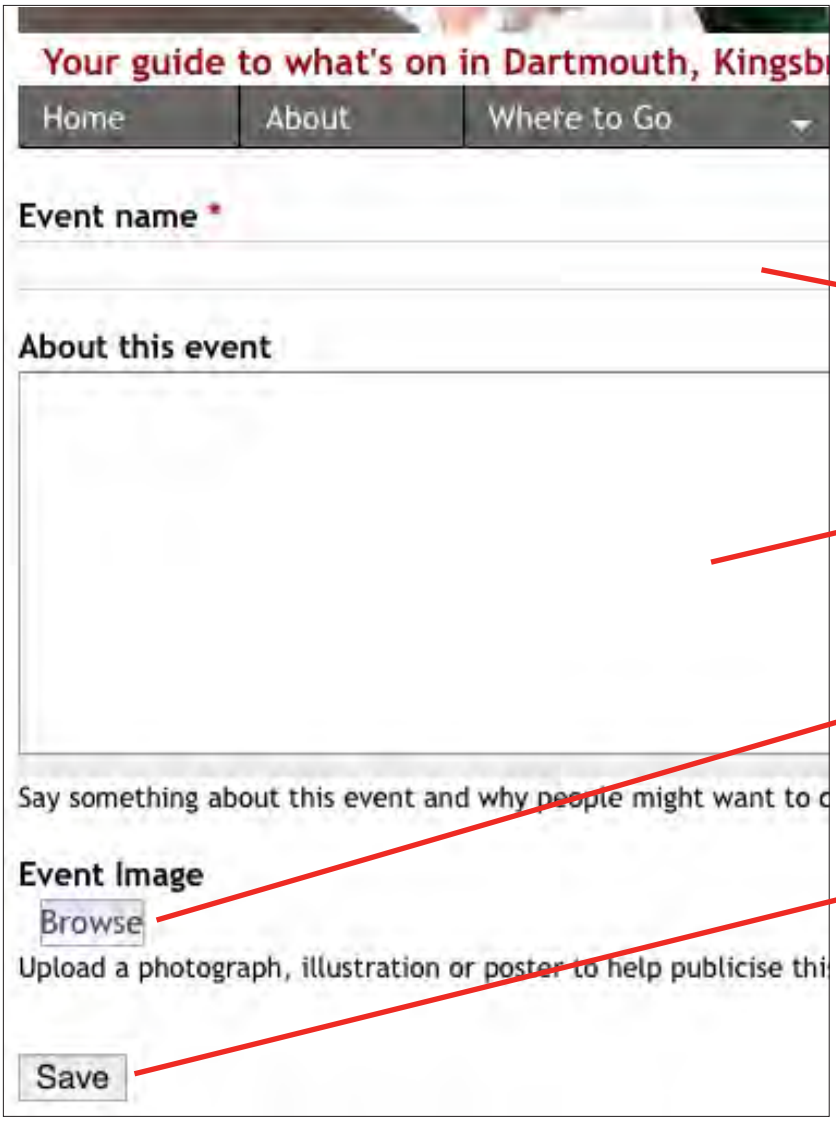
Finally, don't forget to click **Save**.

Then, to enter another period, click on the **Add** link again.

Adding Events



Start by clicking on the **Add Event** button on your page below **Listings** and above **Forthcoming events**.



The screen to your left appears.

Enter the **Event name**, for example *Titan the Robot* or *Peppa Pig*, and then say something **About this event**.

You can include a photograph, illustration or poster by clicking on the **Browse** button and then following the instructions to be found at the bottom of page 4.

When done, click on **Save**.

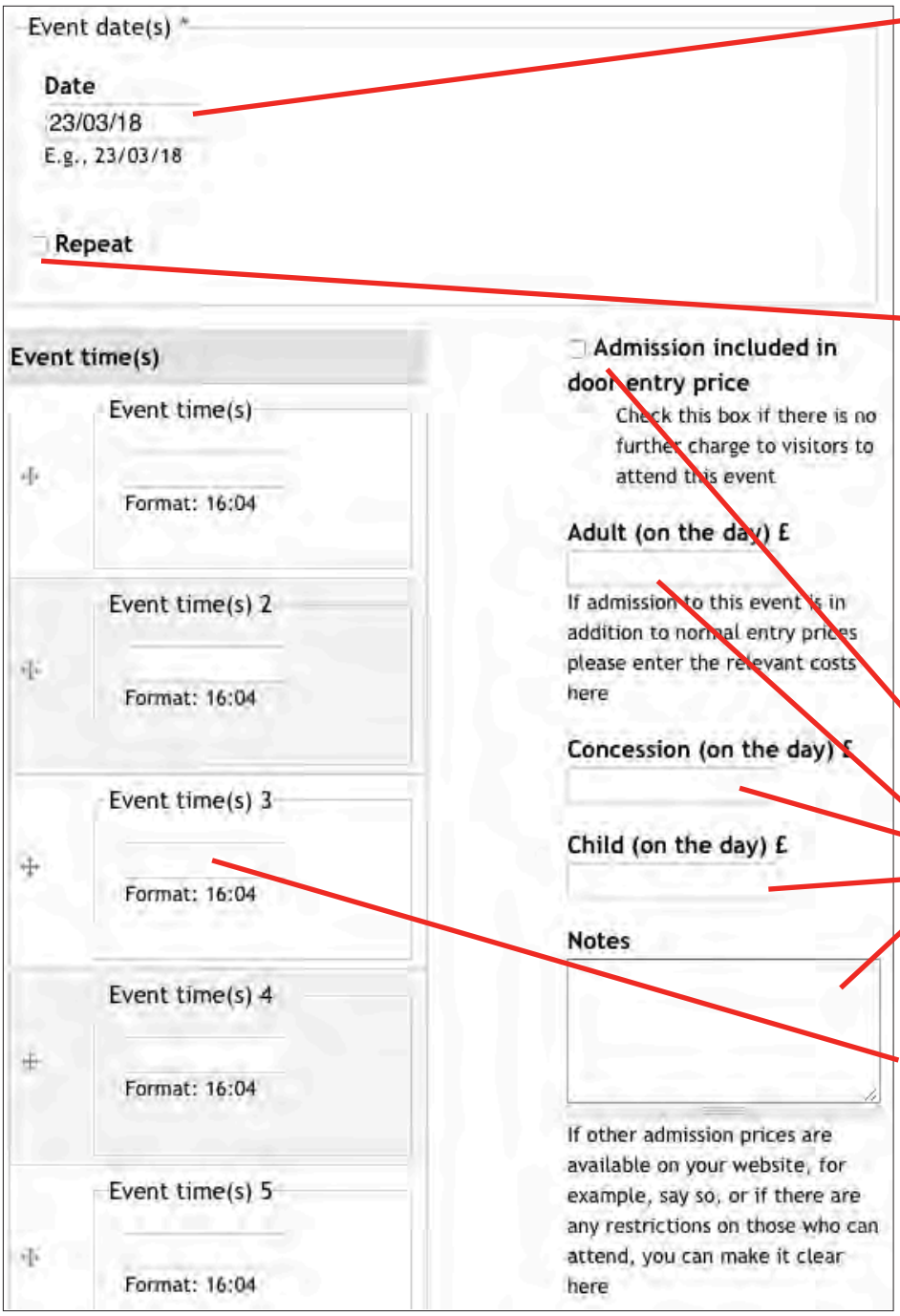
Your **Event** should look something like the screen shot below. On the next page we'll walk you through adding the **Event details**.

Adding Event details

When you first add an event you will find you have yet to enter any dates or times on which the event is to take place.

To add those **Event details**, click on the **Add** link.

The screen below appears.



First enter the **Date** of the event.

If the event is taking place on more than the one day, but only if the **Event time(s)**, admission prices and all other details are identical, click the **Repeat** box and follow the instructions on the next page.

Otherwise, if the details change, you will need to click on the **Add** *link to enter each separate combination. Sorry.*

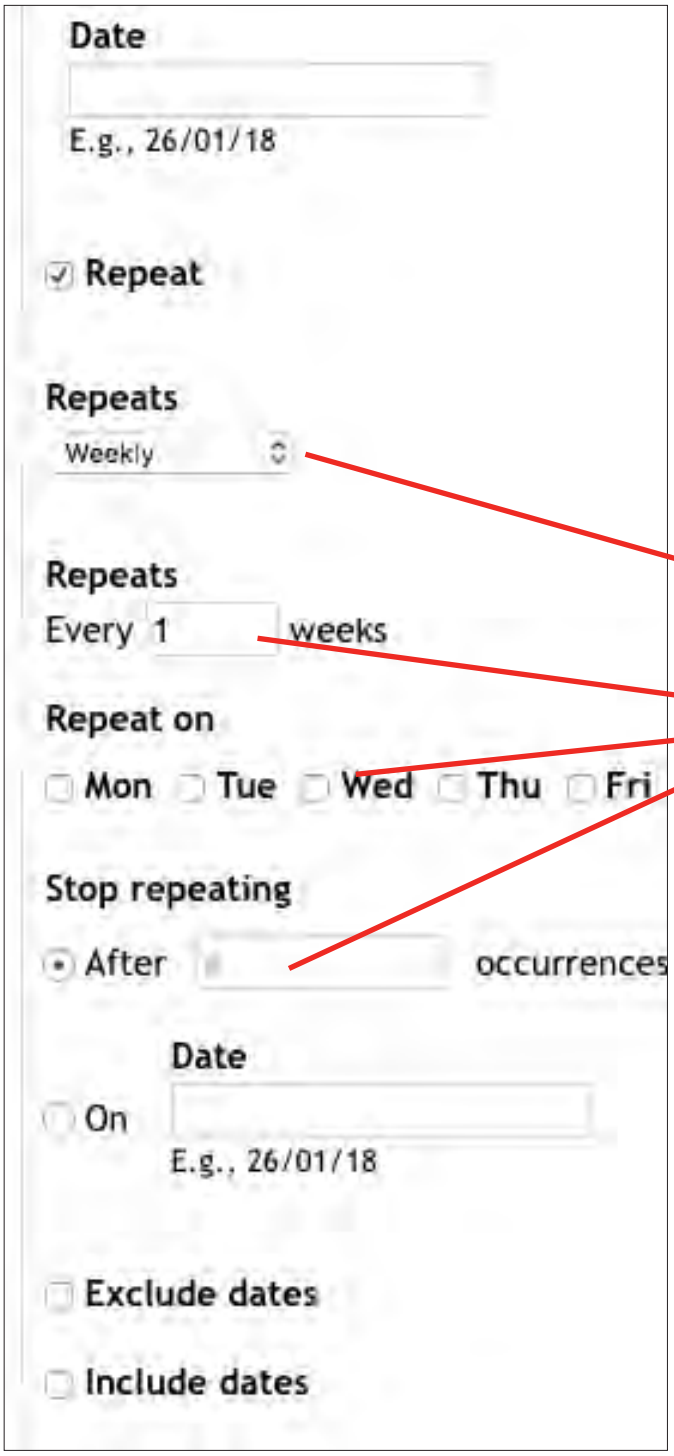
If there is no further cost for visitors to attend this event, click in the **Admission included in door entry price** box, otherwise enter the on the day prices for **Adult**, **Concession** and **Child**.

Use the **Notes** field to add any further information.

Enter the **Time(s)** at which this Event is scheduled to take place, using the 24 hour clock.

Finally, don't forget to click on the **Save** button!

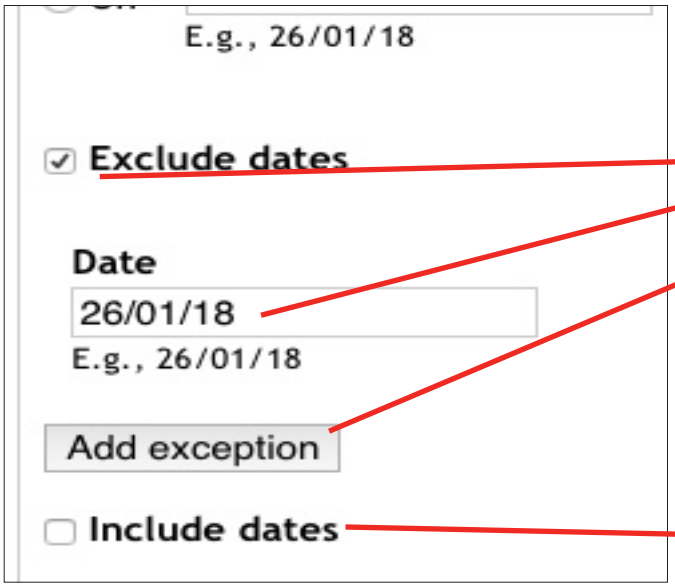
Repeating Events



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

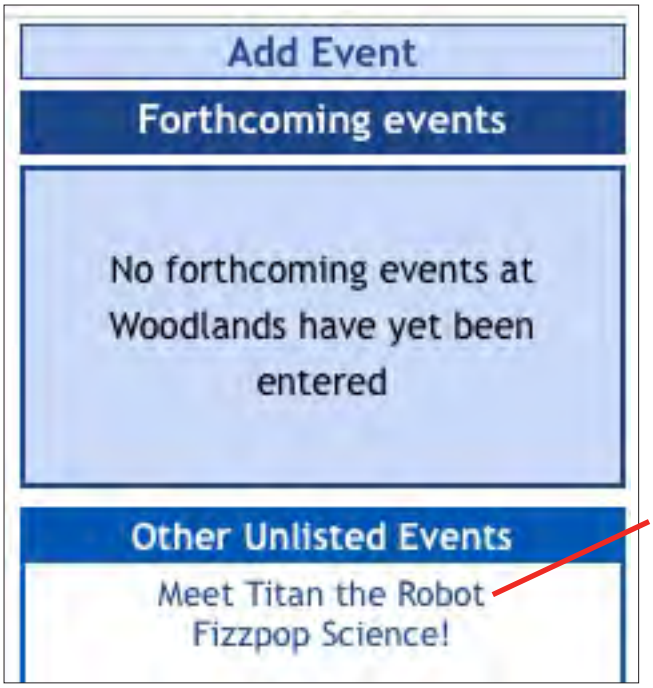
For example, were it to be every Wednesday for six weeks, enter **1** in the **Every _ weeks** field, then click on the **Repeat on** box next to **Wed** and then enter **5** in the **Stop repeating** field **After # occurrences**.

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



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.

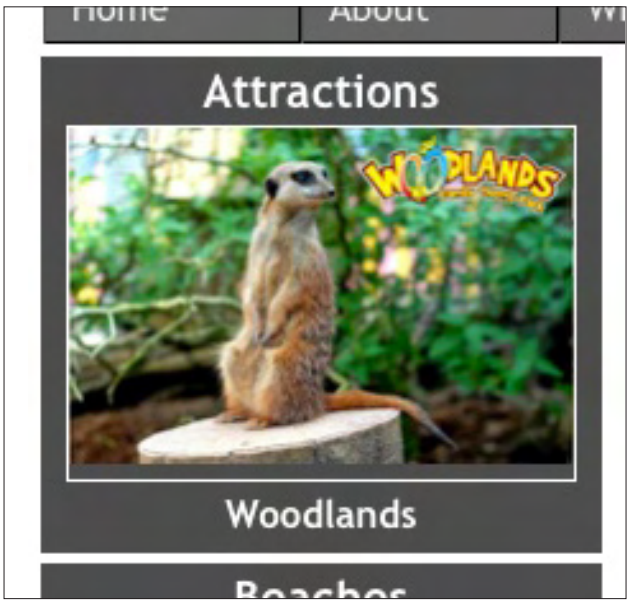


Unlisted Events

It is entirely possible that some of your events may repeat from one year to the next. Equally you may have entered details for an event, but have yet to enter the date(s) and time(s) on which it will be taking place.

You will be able to find links to all such events in the **Other Unlisted Events** box (only visible to you) found under the **Forthcoming events** box on your page.

To add date(s) and time(s) for any event listed here, click on its **link** and follow the instructions given previously on pages 8 and 9.



Attractions

Up to 20 Attractions can be featured, appearing at random in the **Attractions** 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.