

South Hams Events



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
<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

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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
Event Organiser
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.

Under **User page name** you can just enter your own name. It won't appear anywhere!

Then choose **Event Organiser** 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 and ideally include both upper and lowercase letters as well as both numbers and punctuation.

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

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

Your Name: Mike Jones
Username: mjones

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

It's time to click on the **Add New Event** link to enter your event.

The page below appears. We'll now walk you through it.

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**.

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

Now specify the venue where this event is to be held by typing its name in to the **Select Establishment** field. Keep typing until its name appears in the list and then click on it to select it.

*(If the venue does not appear click on the email the **site administrator** link, and we will rectify the omission and let you know, hopefully within 24 hours).*

Your guide to what's on in Dartmouth, Kingsbridge, Salcomb

Home About Where to Go Where to Find

Event category *
 - Select a value -
 Please select the category under which this event should be listed

Select performer
 Select the name of the group, musician, comedian or other performer appearing at then choosing from the options shown. Should the performer not be listed, type th
 this event field.

Event name
 Leave this field blank if you have already selected a performer

Select Establishment *
 Please specify the establishment at which this event will be taking place. To do so, If you cannot find the establishment you are looking for please email the site admi

Date for event *
 Please enter the date on which this event is to take place

Date

 E.g., 09/04/18

Repeat

About this event

Next, enter the **Date** on which this event is to take place.

If the event is taking place on more than the one day, but only if all timings, admission prices and 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 Event** button to enter each separate combination. Sorry.*

Provided 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.

Select Establishment

Please specify the establishment at which this event will take place. If you cannot find the establishment you are looking for, please contact the organiser.

Date for event

Please enter the date on which this event is to take place.

Date

E.g., 09/04/18

Repeat

About this event

About this event

Details of the performer will be those entered in the *Summary Text* field of the performer you have selected. You can add further details specific to this event, such as whether it is for charity or if there are any other special circumstances.

Event Image

If you have selected a performer, leave this field empty. Otherwise you can add an image of the event.

Doors open

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

Format: 15:31

Performance starts

Performance starts

Format: 15:31

Performance starts 2

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 at the bottom of page 7.

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

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.

Important: *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.*

Now go to page 6.

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. Under 'Repeats', 'Weekly' is selected. Below that, '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 radio buttons for 'After' and 'On', with 'After' selected. The 'After' field is empty. Below this is another 'Date' field with an example '26/01/18'. At the bottom, there are checkboxes for 'Exclude dates' and 'Include dates', with 'Exclude dates' checked. Red arrows point from the text on the right to the 'Repeat' checkbox, the 'Weekly' dropdown, the 'Every 1 weeks' field, the 'Wed' radio button, the 'After' radio button, and the 'Exclude dates' checkbox.

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'. An 'Add exception' button is visible. 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.

The form contains the following sections:

- Performance starts 6**: A text input field with a plus icon on the left and a "Format: 15:53" label below it.
- Please enter the time the performance is scheduled to begin**: A text input field.
- Performance ends**: A text input field with a "Format: 15:53" label below it.
- Please enter the time the event is scheduled to end**: A text input field.
- Free**: A checkbox with the text "Please tick this box if there is no charge for admission to this event, other" below it.
- Adult (on the door) £**: A text input field with the text "If an admission charge is being made, please enter the cost for an adult here" below it.
- Concession (on the door) £**: A text input field with the text "If there is a separate cost of admission for such as old age pensioners, please e" below it.
- Student/child (on the door) £**: A text input field with the text "If there is a separate admission cost for students and/or children, please enter" below it.
- Buy tickets**: A text input field with the text "If tickets can be purchased online, please enter the relevant link here" below it.
- Cancelled**: A checkbox with the text "Should this event no longer be taking place, please tick this box" below it.
- Save** and **Preview** buttons at the bottom.

Red arrows point from the text on the right to the "Performance starts 6" field, the "Performance ends" field, the "Free" checkbox, the "Adult (on the door) £" field, the "Buy tickets" field, and the "Cancelled" checkbox.

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.

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**.

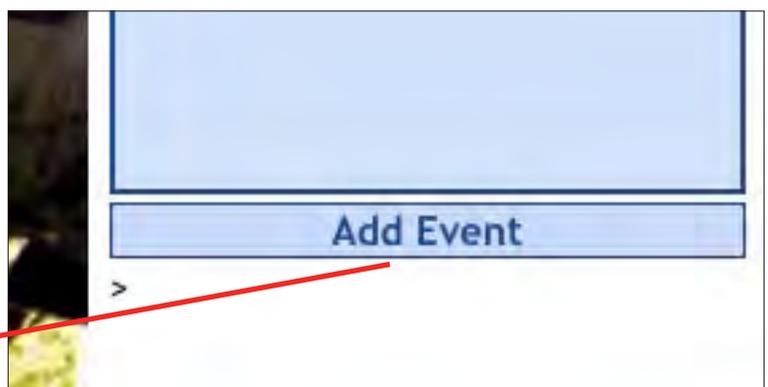
Now, whatever you do, don't forget to click on the **Save** button to post the event.

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.

Having clicked on the **Save** button the event you have just entered will be displayed.

At this point you can, if you wish, click on the **Edit** tab on the top left hand side of the page to make any changes you think necessary.

Alternatively, should you wish to add another event, or else if you have just entered a Repeating event where all the details were not identical, you can click on the **Add Event** button at the bottom of the right hand column.



Add Event Image

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

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

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

A new screen will appear.

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

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

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