

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

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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

Galleries & Museums

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 **Galleries & Museums** 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**.

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.

We'll now walk you through it.

Start by specifying whether you are about to enter details for a **Museum or Gallery** by selecting the relevant option from the dropdown list.

Next, say something **About** your museum or gallery, so visitors have a good idea what to expect when they get there.

Now enter the full postal address of the gallery or museum, 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. Sorry.

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

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

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

Museum or Gallery *
- Select a value -
Please specify whether you are entering details of a museum or gallery

About

Say something about this establishment so visitors have some idea as to what to expect

Address 1 *

Address 2

Town/City *

County

Postcode *

Location map

Suggestions

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 Museums & Galleries listings page.

Photo

Attach media

Browse

Website

If you would like a link to your website to appear on your page, please enter the URL below.

Facebook Page

If you have a Facebook page and you would like to link to it, please enter the URL below.

Email address

Should you wish people to be able to contact you via email, please enter your email address below.

Opening hours:

Monday

am

to

am

Remove

Include a **Photo** of your gallery or museum to appear both on your page and in the listings by first clicking on the **Browse** button and then following the instructions at the top of page 5.

You can also include links to your **Website** and **Facebook Page** if you wish, as well as an **Email address** through which you can be contacted.

Next enter your Opening hours, beginning with when you open on a **Monday** and then when you close on a **Monday**.

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

(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)

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

Sunday

am

to

am

Remove

Add new Time

Please enter the hours you are open

Save Preview

Adding Photos

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

Name *

Alt Text

Alternative text is used by screen readers, search engines, and when the image cannot be displayed. Adding alt text to an image improves 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 title text to an image improves usability.

Previous Save

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

View Edit

Contact Information

529 Babbacombe Road, Torquay, TQ1 1HG

Enter up to three separate telephone numbers, specifying to which each number refers, for example **Tickets**, **Enquiries**, etc.

Add

Where to Go Where to Find

Contact

Contact telephone

Save

Telephone Numbers

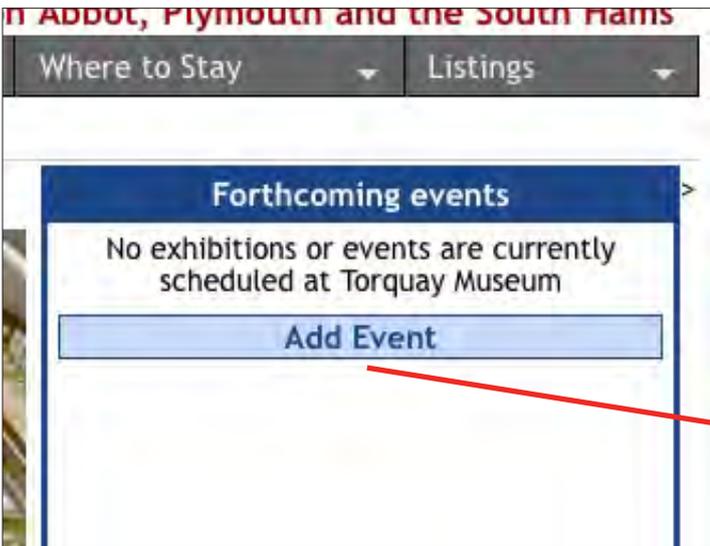
To include a telephone number (or numbers) by which you can be contacted, and you can enter up to three separate numbers, click on the **Add** link in the **Contact Information** box on your page.

The screen to your left will appear.

Enter the phone number, specifying whose or what number this is, for example *Gallery* or *Restaurant*, in the **Contact** field and the number itself in the **Contact telephone** field.

Having done so, click on the **Save** button.

To add another number, click on the **Add** link again.



Adding Events

To add details of forthcoming events and exhibitions, click on the **Add Event** button and follow the instructions below and on the next page.

A screenshot of an event registration form. The title is 'Your guide to what's on in Dartmouth, Kingsbridge, Salco'. The navigation bar includes 'Home', 'About', 'Where to Go', and 'Where to Fi'. The form has several sections: 'Event category *' with a dropdown menu; 'Exhibition/Event date(s) *' with a 'Date' input field (example: '30/03/18') and a 'Repeat' checkbox; 'Exhibition/Event name *' with a text input field; 'About this exhibition/event' with a large text area; and 'Please provide some details about this event or exhibition' with 'Doors open *' and 'Doors close' input fields (both with 'Format: 16:11' instructions). Red arrows point from the form fields to the corresponding instructions on the right.

Start by selecting the **Event category**, specifying whether this is an exhibition, conference, talk or workshop, using the dropdown list.

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.*

Enter the **Exhibition/Event name**, then say something **About this exhibition/event**.

Now say what time this Exhibition/Event opens and at what time it closes.

Performance starts 6

Format: 16:11

Leave this field empty if you are entering, say, an **Exhibition**, but should you be the time it begins here

Photo(s)
You can upload up to 10 images. All must be landscape format, ideal image will be that which appears whenever this event or exhibition

Attach media

Free
Please tick this box if there is no charge for admission to this exhibition or

Adult (on the day) £
If an admission charge is being made, please enter the cost for an adult here

Concession (on the day) £
If there is a separate cost of admission for such as old age pensioners, please enter

Student/Child (on the day) £
If there is a separate admission cost for students and/or children, please enter it

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

If you are entering details of an exhibition leave all six **Performance starts** fields blank, but should you be entering, say, a Talk that starts after your doors open, please enter the time or times it begins here .

Now you can enter up to 10 **Photo(s)** or other images. Click on the **Browse** button and follow the instructions given at the top of page 5. *You will need to click on the **Browse** button each time you want to add another image.*

If there is no charge for admission to this exhibition or event, click in the box next to **Free**, otherwise please enter the on-the-door charges for admission here.

Finally, be sure to click on the **Save** button!

Repeating Events

Date
[Text input field]
E.g., 26/01/18

Repeat

Repeats
Weekly [Dropdown menu]

Repeats
Every 1 [Text input field] weeks

Repeat on
 Mon Tue Wed Thu Fri

Stop repeating
 After [Text input field] occurrences

Date
 On [Text input field]
E.g., 26/01/18

Exclude dates

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.

E.g., 26/01/18

Exclude dates

Date
26/01/18 [Text input field]
E.g., 26/01/18

Add exception [Button]

Include dates

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.