

## Somerset West and Taunton Events Portal

### User Guide – December '21

#### Portal Homepage

Click on the below URL to take you to the new Somerset West and Taunton Events Portal:

<https://www.visit-exmoor.co.uk/west-somerset-and-taunton-events/>



#### To Add an Event

Click on the 'SUMMIT YOUR EVENT' tile in the bottom right hand of the screen.

#### What is the name of your event? \*

This field must be completed. Give your event an eye-catching title. Include if it is a seasonal event i.e. CHRISTMAS, HALF TERM, EASTER etc. also if it is a FREE event – include this.

#### When does your event start? \*

This field must be completed. Please put the date and start time in.

### **When does your event end? \***

Put in the end time if you know it. If you don't there is the option to select the button underneath that says, 'If your event does not have an end time please tick here' and this will hide an end time.

### **If your event runs regularly i.e. every Friday, please tick here**

This is really helpful if you have a reoccurring event i.e. a weekly/monthly farmers market that runs on the same day at the same time each week.

### **Give us a brief description of your event (max 50 words)**

This is the information to catch the visitor's eye. Clearly summarise the event and why someone should attend.

### **Give us all the information you'd like to appear about your event**

In here include information such as ticket prices, how to buy tickets, how to get there, where to park, what to bring etc. all the specifics for the event.

### **What area is your event going to be in?**

Please select your town from the dropdown box. This then connects your event to your specific town page.

### **If you have a website address, please tick here**

If you have a website link or Facebook page set up for the event, please include it here and tick the box to allow us to link to your page.

### **Let us know any Covid information about your event**

If you tick the box to say there is covid specific information, a dropdown box with the below options will appear, please tick those that apply. There is also a empty field for any additional notes you'd like to include.

Face masks required  
Temperature will be checked at entrance  
Physical distance-maintained event  
Event area sanitised before event  
Event is held outside

### **What type of event is it?**

In this section you can categorise your event i.e., arts & culture, community, family friendly, seasonal, sporting etc. please tick all that apply.

### **Let us have a nice image to promote your event**

Please upload one really good quality photo to support your event listing. It is really important it is the best image you have available and ideally in a 300-dpi high-res format. When you click 'select an image' it will allow you to upload from your desktop files.

### Let us have your contact Name \*

This will not be shown, this is for Visit Exmoor to know who has submitted the information.

### Let us have a contact email address \*

This will not be shown, this is for Visit Exmoor to get in touch if they have any queries about the information submitted.

### Please fill this field in to confirm you're a real human!

There is a simple maths question just to verify the information submitted is being made by a person.

## FAQ's

**Can I edit my information after it has been submitted?** Yes, this can only be done by the administrator, this is Cally Elston at Visit Exmoor, please see contact details below.

**I don't have all the full details for my event, should I still submit the details?** Yes, if you have the date and a link for more information, we suggest you enter this information and point people towards any links for more information. When you have more details, these can either be added in by contacting Cally or you can submit a more detailed event form and we'll delete the old one.

**My form won't submit, what could be the problem?** There are a number of fields with a \* which means they must be completed otherwise the form will not submit. Please ensure all the \* fields have been completed.

**My event runs on more than one day, how do I add this in?** If you event runs on consecutive or reoccurring days/dates, you can enter this into the form under the heading '*If your event runs regularly i.e. every Friday, please tick here*' and the below box will come up, you can select from the options shown here:

Event Repeat Type **Daily Weekly Monthly Yearly Custom**  
Gap Between Repeats (*Days*)  
Number of Repeats

**I'm really stuck! Who can I get in touch with if I need some help?** If you have any questions, need any help submitting your event information or need to make any edits to your event information, please get in touch with Cally Elston at Visit Exmoor on [marketing@visit-exmoor.co.uk](mailto:marketing@visit-exmoor.co.uk)