

# BIG WEEKEND™

## Saturday 24th & Sunday 25th March 2018

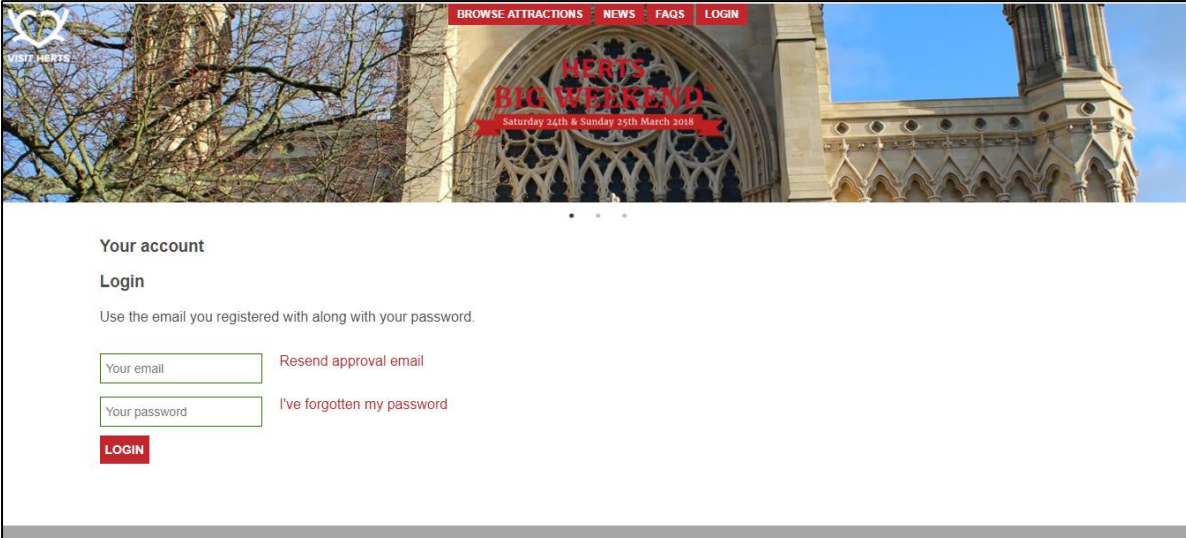
### How to add your details & tickets to the Big Weekend website.

These notes will guide you through the process for entering your details for the Big Weekend. If you have any problems, please get in touch with us.

### **Logging in – if you participated in last year's Big Weekend**

If you participated in last year's Big Weekend your account is still active and all information about your attraction and ticket offers will be available.

You can login at <https://www.hertsbigweekend.co.uk/attraction-account/> using your email address and password. If you have forgotten your password, select the forgotten password option and you will be sent an email to reset it.



**YOUR ACCOUNT**

**LOGIN**

Use the email you registered with along with your password.

Your email [Resend approval email](#)

Your password [I've forgotten my password](#)

**LOGIN**

After logging in you will be presented with the administration screens.

You can access the details for the attraction(s) and tickets associated with your account. Click the relevant options to view and amend these details. Before your submission is featured in the listings all details must be confirmed by clicking the confirmation checkbox on the approvals tab.

# Amend an attraction

Select **The attraction name** to make changes.

Administration area for attractions and tickets

Welcome

To participate in the Big Weekend you must complete the following steps:

✓ Create an attraction

- My Attraction

ADD ANOTHER ATTRACTION

2 Approve your attraction details for inclusion

ADD AN ATTRACTION

✓ Add your ticket information

ADD A TICKET

! Approve your ticket details for inclusion

VIEW AND APPROVE NOW (1 TICKETS)

! The ticket 39188 - My Attraction - Saturday 24th March 2018 has not been approved

If you would like to delete your account entirely, please [contact us](#).

It will list the attractions you have listed. Select the relevant attraction if you are a venue with more than one.

You will now be taken back to the attraction editing screen:

Edit an attraction

Attraction Description Contact details Images Approval

Attraction details

Attraction name !  
My attraction

Categories !  
▼

Address !  
The address

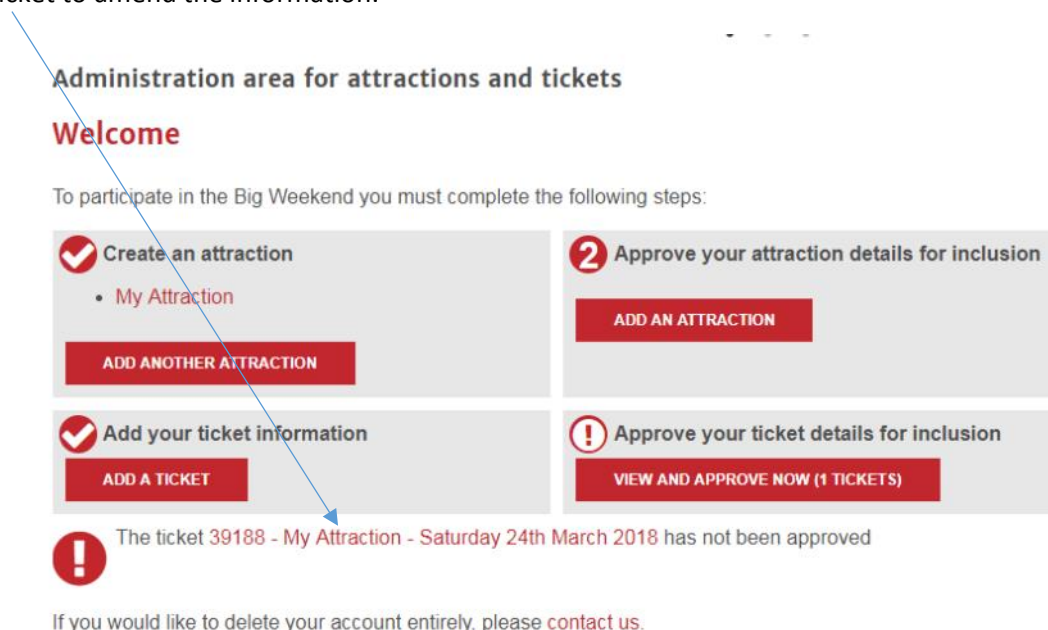
Postcode ! Website !

Select the required tabs: **Attraction**, **Description**, **Contact Details**, **Images**, **Approval**.

Once your changes have been made make sure to **Save** your amends.

# Amend a ticket

Click a ticket to amend the information.



Or click “View and approve now” to view all tickets associated with your account



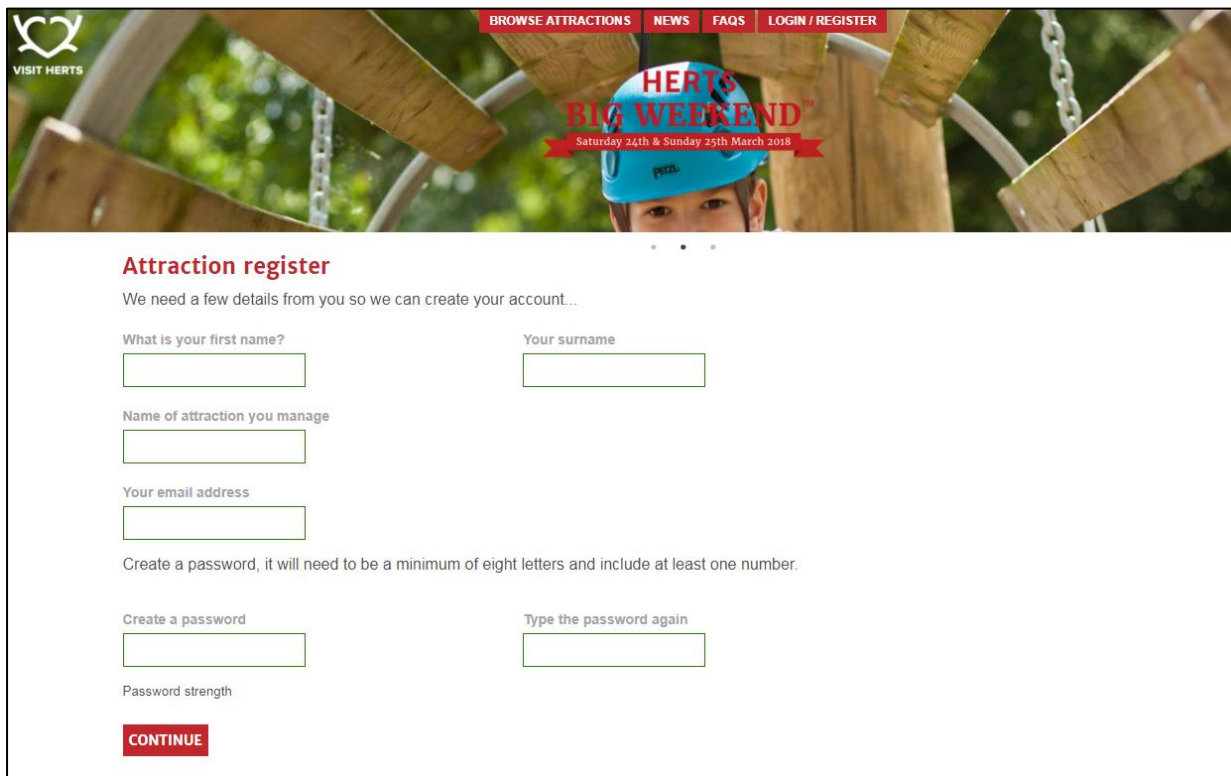
See below for a full description of the attraction and ticket information edit screens.

## Registering – if your business is new to the Big Weekend

If your business is new to the Big Weekend, you must first register an account to access the online system.

Go to <http://www.hertsbigweekend.co.uk/attraction-register> and complete the details.

You will need to supply an email address, create a password which has 8 characters or more with a combination of letters and numbers and enter the name of your attraction/business.



**Attraction register**

We need a few details from you so we can create your account...

What is your first name?

Your surname

Name of attraction you manage

Your email address

Create a password, it will need to be a minimum of eight letters and include at least one number.

Create a password

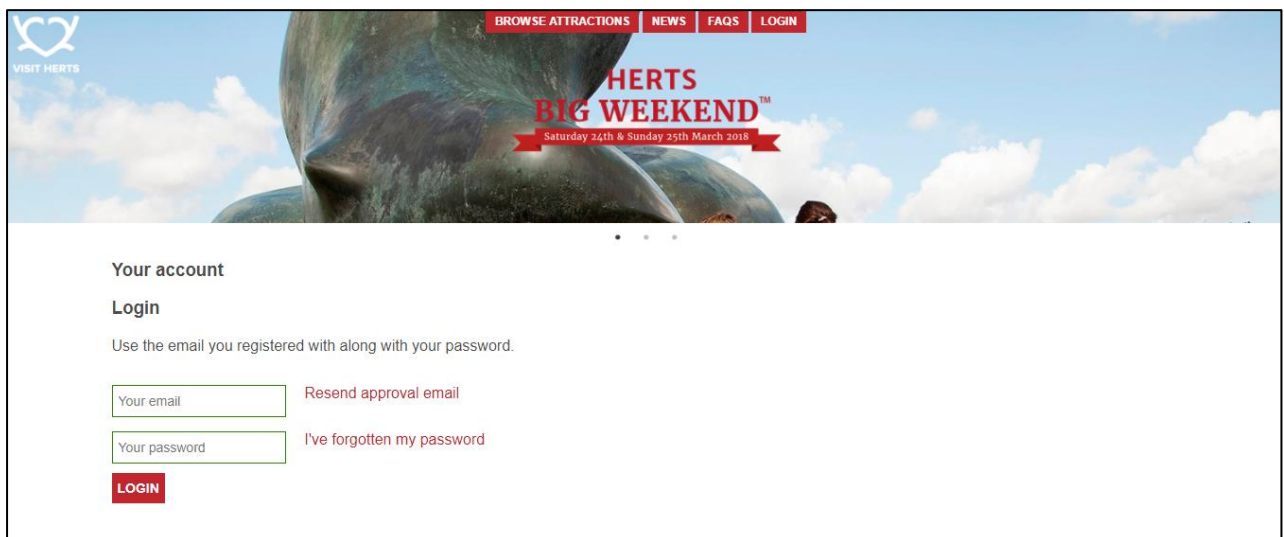
Type the password again

Password strength

**CONTINUE**

Email confirmation will be sent straight away, please click on the validation link to activate your account.

You can then log in to <https://www.hertsbigweekend.co.uk/attraction-account/> This is the registration screen you will see:



**Your account**

**Login**

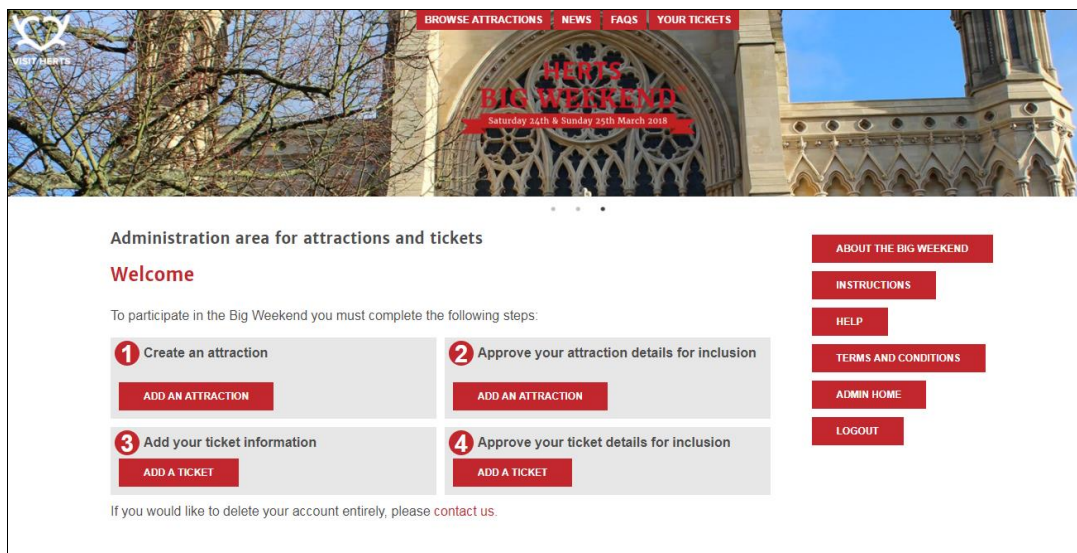
Use the email you registered with along with your password.

Your email  [Resend approval email](#)

Your password  [I've forgotten my password](#)

**LOGIN**

Once you've logged on, you will obtain this Admin Home screen:



To complete your Big Weekend entry there are four steps that must be fulfilled:

1. Add an attraction
2. Approve the attraction details
3. Add tickets
4. Approve tickets

You can add tickets before you have approved your attraction.

When you log back in at a later stage, the Admin Home screen will tell you which steps you have completed and what else needs to be done.

## Add an attraction

You need to create new details for your attraction, select the **ADD AN ATTRACTION**.

The Add Attraction form has three tabs: **Attraction**, **Description** and **Contact Details**.

### Add an attraction

By completing this form you are confirming that you consent to the terms and conditions, please read these before continuing.

Attraction
Description
Contact details

**Attraction details**

Attraction name <sup>i</sup>

Categories <sup>i</sup>

Address <sup>i</sup>

↶
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🔗

- **Attraction tab.**

Please enter the details for your attraction as you wish them to be displayed on the website:

- The name of your attraction/venue
- Categories
  - You can add up to 3 categories appropriate to your attraction from the drop-down menu
- The address and postcode of your attraction

Categories ⓘ

Address ⓘ

Postcode ⓘ

Website ⓘ

Contact email ⓘ

Contact Phone ⓘ

Opening times ⓘ

Opening times Link ⓘ

Prices ⓘ

Prices link ⓘ

To encourage visitors to come by public transport, please can you confirm your nearest train station?

Closest train station ⓘ

Distance to closest station (miles) ⓘ

SAVE

NEXT PAGE

- The name of the nearest train station and how far it is from you in miles
  - We try to encourage people to use public transport, so please supply this information if possible
- Your website address
- An email address for enquiries
- A telephone number for enquiries
- Your standard opening times (e.g. 10am to 4pm using the 12hr clock) and a link to the page on your website that provides details of your opening times if you have one.
- Your standard entry prices and a link to the page on your website that provides details about prices if you have one.

Once these details have been entered click **NEXT PAGE**.

At any point you can save your details and return later to complete by clicking **SAVE**

- **Description tab**

The screenshot shows a web form with three tabs: 'Attraction', 'Description', and 'Contact details'. The 'Description' tab is selected. Under the heading 'Attraction description', there are two sections: 'Introduction' and 'Full description'. Each section has a red information icon and a rich text editor toolbar with icons for undo, redo, bold, italic, bulleted list, numbered list, and link. The text areas are currently empty.

Please provide an introduction (a short description) which will be displayed on the listings pages of all the Big Weekend offers. It should be around 200 characters (30-40 words).

Then enter a full description of your attraction, this text will be displayed on your full attraction page.

Once these details have been entered click **NEXT PAGE**.

- **Contact details tab**

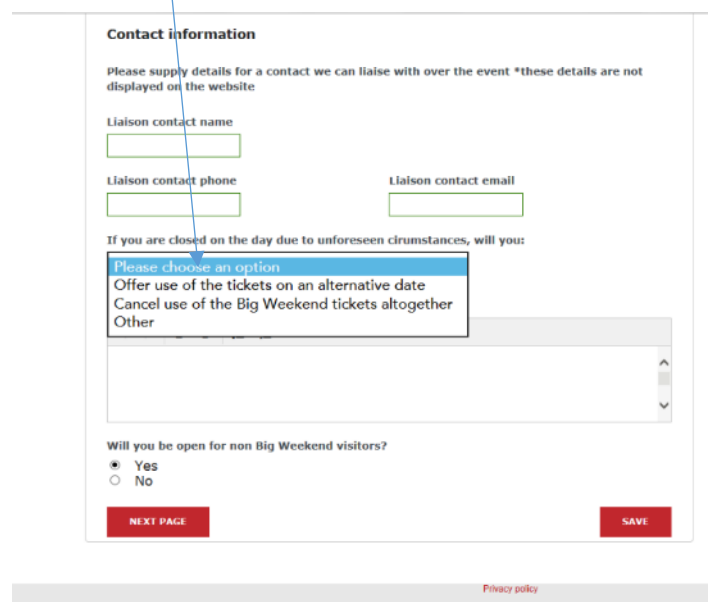
The screenshot shows the 'Contact details' tab selected. Under 'Contact information', a note states: 'Please supply details for a contact we can liaise with over the event \*these details are not displayed on the website'. There are three input fields: 'Liaison contact name', 'Liaison contact phone', and 'Liaison contact email'. Below these is a dropdown menu with the text 'Please choose an option'. A text area is labeled 'If other, please state:'. At the bottom, there is a question 'Will you be open for non Big Weekend visitors?' with 'Yes' and 'No' radio button options. Two red buttons, 'SAVE' and 'NEXT PAGE', are at the bottom right.



We MUST have an up to date contact to liaise with in regards to your listing, and the event. This information is **not** displayed on the website, and will only be used by the internal team. Please ensure this information is accurate and up to date.

- Name
- Telephone
- Email

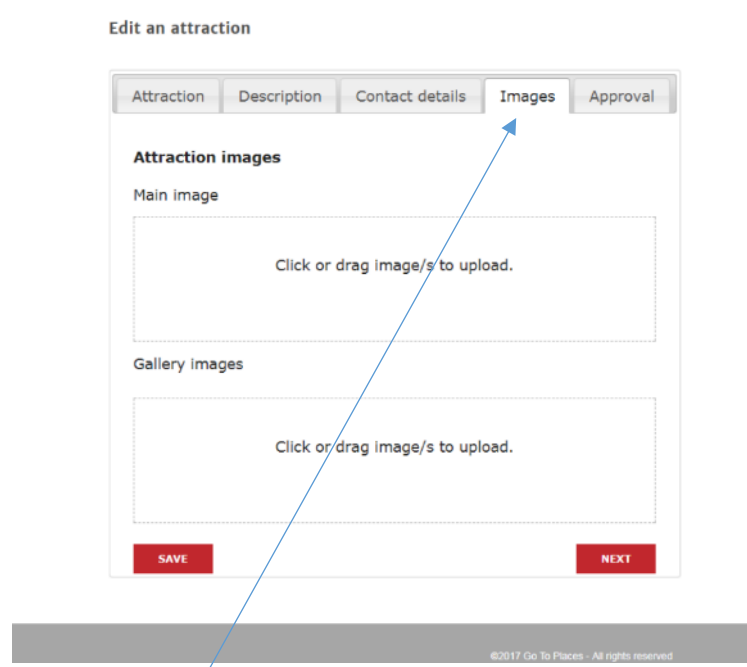
We also need to know what you will do if, for example, you cannot open for The Big Weekend due to bad weather or an emergency. Please select an option from the drop down menu here.



The screenshot shows a web form titled "Contact information". It includes fields for "Liaison contact name", "Liaison contact phone", and "Liaison contact email". Below these is a question: "If you are closed on the day due to unforeseen circumstances, will you:". A dropdown menu is open, showing options: "Please choose an option", "Offer use of the tickets on an alternative date", "Cancel use of the Big Weekend tickets altogether", and "Other". At the bottom, there is a question: "Will you be open for non Big Weekend visitors?" with radio buttons for "Yes" (selected) and "No". There are "NEXT PAGE" and "SAVE" buttons at the bottom. A "Privacy policy" link is visible in the footer.

We also need to know if you will be open to the public as usual that weekend, or if you are opening just for Big Weekend ticket winners.

## Adding images



The screenshot shows a web form titled "Edit an attraction". It has tabs for "Attraction", "Description", "Contact details", "Images", and "Approval". The "Images" tab is selected. Under "Attraction images", there is a "Main image" section with a large dashed box containing the text "Click or drag image/s to upload." Below this is a "Gallery images" section with a similar dashed box. At the bottom, there are "SAVE" and "NEXT" buttons. A copyright notice "©2017 Go To Places - All rights reserved" is in the footer.



An images tab becomes available once your attraction has been saved. You can add as many images as you like, and these should represent your attraction and its exciting offer.

Remember to add a main image, as this is used as the main image on the detail page and the thumbnail image for listings. Add additional images to feature in the gallery for your attraction.

Images can be uploaded by dragging them onto the upload box, or by clicking the field and selecting an image from a folder on your computer.

**Once these have been added click SAVE. You will be taken back to this screen:**


- **Approval Tab**

Once you are happy that all of the details you have entered for your attraction are correct tick the Approvals box to confirm. Your attraction will then be included in the Big Weekend

Edit an attraction

Attraction	Description	Contact details	Images	Approval
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**Approve this attraction**

I confirm that the details I have entered are correct and can now be published as part of the Big Weekend. 

☐

**SAVE**

## **Adding tickets**

Once details of your attraction have been created you can add the tickets/offers you are making available for the Big Weekend.

**You will need to create separate entries for tickets on Saturday and Sunday (if you intend to give tickets on both days), but can add as many tickets as you wish on each day.**

**Also, each ticket offered will be valid for TWO people (unless you specify it is a family ticket). We will not be uploading single tickets valid for one person.**

Start by clicking the **ADD TICKET** button on the admin home screen:

### Add ticket

You must add an attraction before adding a ticket to it, if you haven't done that already [add one now](#)

Attraction <sup>1</sup>

Please choose an attraction

Date <sup>1</sup>  Opening times <sup>1</sup>

Description <sup>1</sup>

Other date if NOT during the Big Weekend <sup>1</sup>

Number of tickets <sup>1</sup>

I confirm the details above are correct and can be used in the 2018 Big Weekend <sup>1</sup> ☐

- Select the attraction the ticket offer is for (there is probably only one in the list)
- Select the date this ticket offer is for
  - Some attractions want to participate in the Big Weekend but cannot provide tickets for that weekend. If your offer is for another date, select Other date from the list and enter it in the box further down.
  - Please note, to offer tickets for Saturday and Sunday, you must create 1 ticket for Saturday and 1 ticket for Sunday.
- Provide a description of your ticket offer
  - If your ticket covers entry please make the offer for a minimum of 2 people.
  - In order to simplify the system and draw process, registrants won't have the ability to choose how many tickets they'd like.
  - You can still specify that your offer covers family tickets or free gifts etc.
- Enter the number of tickets that you are making available for the draw. (**Note:** every ticket should be valid for two people). We recommend you offer about twice as many tickers as you wish to see coming through the doors to cover for no shows on the day.
- Once you are happy that your ticket details are correct click the approval box. Once approved your tickets will be available in the Big Weekend ballot.

You will need to add ticket details for each day across the Big Weekend. If your tickets are for events or workshops, you'll need to add one for each of these.

Once the tickets are added the process is complete and you can log out.

You can return to edit the details for your attraction or the details of your tickets up until the cut off point for going live.

We will send you updates to let you know when this will be.

Once the draw has taken place, you will be able to log back in to access and download the ticket allocations. Full instructions on how to do this will be sent to you nearer the time.

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Select **The attraction name** to make changes.

Administration area for attractions and tickets

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✓ Add your ticket information

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You will now be taken back to the attraction editing screen:

Edit an attraction

Attraction Description Contact details Images Approval

**Attraction details**

Attraction name !

My attraction

Categories !

Address !

The address

Postcode ! Website !

Select the required tabs: **Attraction**, **Description**, **Contact Details**, **Images**, **Approval**.

Once your changes have been made make sure to **Save** your amends.

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Or click “View and approve now” to view all tickets associated with your account

View tickets

39188 - My Attraction - Saturday 24th March 2018

This ticket has not been approved for use in Big Weekend 2018, please check and approve it now.

ABOUT THE BIG WEEKEND

INSTRUCTIONS

HELP

TERMS AND CONDITIONS

ADMIN HOME

LOGOUT

## Contact details:

Should you have queries about using the CMS, please email [enquiries@gotoplaces.co.uk](mailto:enquiries@gotoplaces.co.uk) or call Jim on 01227 812900.