

BIG WEEKEND

Saturday 1st & Sunday 2nd April 2017

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.

Registering

You must first register an account to access the online system.

Go to <http://www.hertsbigweekend/attraction-register> and click **REGISTER NOW**.

You will need to supply an email address and create a password. Email confirmation will be sent, please click on the validation link to activate your account.

You can then log in.

Add an attraction

Using existing attraction information

If you participated in the Big Weekend last year, you can select your attraction from the list presented and the details used on last year's listing will automatically upload on to the new system. Old ticket offers will NOT be carried across, as these must be entered from scratch to ensure they are accurate,

If you need to create new details for your attraction, select the **ADD AN ATTRACTION** button on the right hand menu.

Alternatively select **VIEW/EDIT YOUR ATTRACTIONS** to make changes.

The Add Attraction form has four tabs: **Attraction, Description, Contact Details and FHA Tickets** (existing attractions will have the images tab visible).

- **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
- 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**.

- **Description tab**

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.

- **Contact details tab**

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.

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.

- **Family Holidays Association tab**

We are working with the Family Holiday Association (FHA) to help disadvantaged families get much needed breaks.

If you are able to offer additional tickets to the FHA please check the relevant box and supply a brief description your offer in the box provided.

These details will be sent to the FHA and they will contact you in due course to arrange the ticket distribution.

Once these details have been entered click SAVE.

Adding images

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.

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.

Add additional images to feature in the gallery for your attraction.

Once these have been added click 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 this year.

Start by clicking the **ADD TICKET** button on the right.

- 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 below
- Provide a description of your ticket offer
 - If your ticket covers entry please make the offer for a minimum of 2 people.
 - In previous years applicants were able to apply for up to 2 tickets. 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.
- Finally enter the number of tickets that you are making available for the draw. (**Note:** every ticket should be valid for two people.)

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.