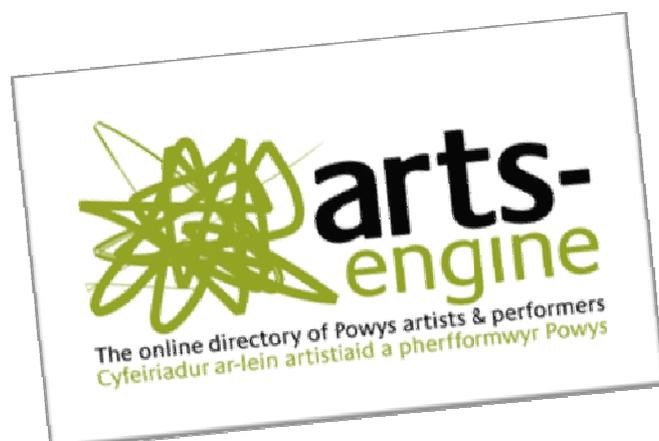A Guide to …

Managing your events on
arts-engine.org.uk

Overview

As of August 2011, the way in which arts-engine handles the events of its members has changed. We are no longer looking to list events that you've been involved with in the past, but we will now actively be promoting your upcoming events, on both your own personal artists' page, via a dedicated events page and a small summary of events on the main arts-engine.org.uk homepage.

As a consequence of this upgrade, the events form (still accessible in the same way) will require additional data. As such we've prepared this document to help make the transition to the new system as simple as possible and would urge all arts-engine members to read the instructions below before creating a new event record.

The new form

The required fields:

Event:

The name of the event.

Start Date:

The date on which the event starts, click on the box and use the calendar to select the start date.

End Date:

The date on which the event finishes, click on the calendar to select the end date (can be left blank if a one day event).

Email:

Email address for more details (one email address only, or link will not work).

Website:

Website url for any website detailing the event. (one url only else the link will not work).

Tel:

Phone number for more details (one phone number only please).

Additional Information:

Upload a PDF containing full details, this could be a simple text document or a full PDF flyer. If you don't have a PDF, the take a look at our recently published "Guide to Creating PDF's" for ideas.
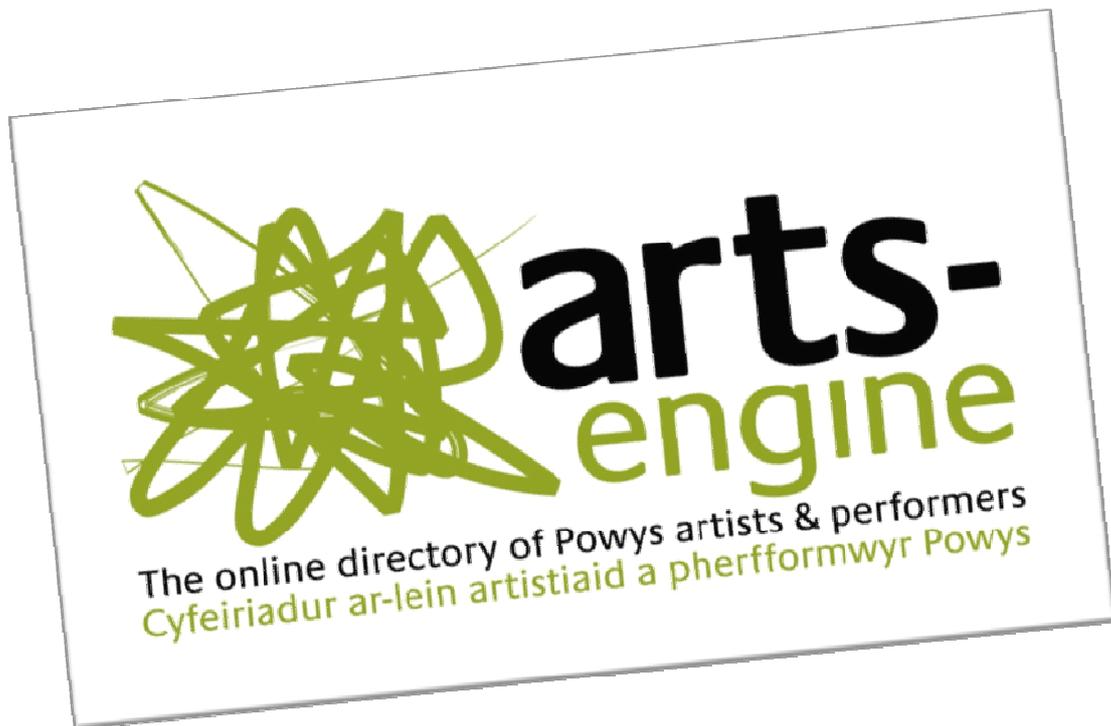
Nearest Town:

Choose the town nearest to the venue for the event.

Venue:

The venue where the event will take place, do not enter a town location, as this is selected from the "nearest town" field below.

Once created / edited, simply save the content and add / edit additional events.

The online directory of Powys artists & performers
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