

Creating a free event listing on the Visit Northumberland website

1. Existing advertiser on visitnorthumberland.com

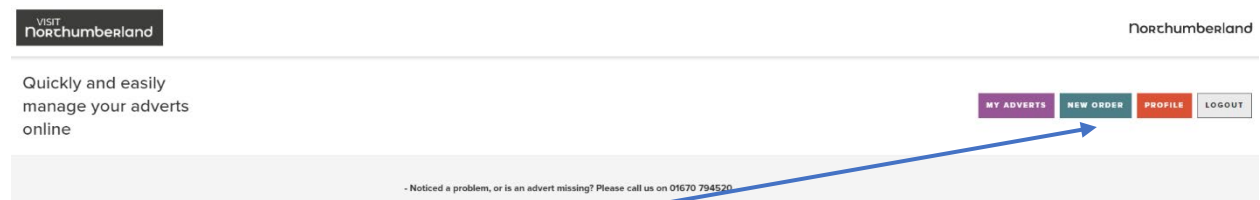
If you already have a listing on www.visitnorthumberland.com, log into your account on www.ntads.co.uk then proceed to [point 2](#) in this guide.

Not yet advertising on visitnorthumberland.com

Go to www.ntads.co.uk and register. Click on Fill in your contact details under 'About you', then select a username and password. Click on SIGN ME UP.

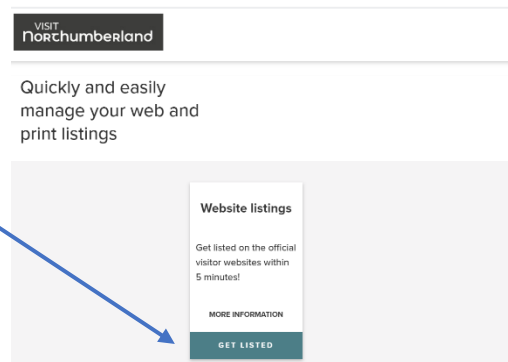
LOGIN

You will then be taken to the login screen, under 'Manage your account' enter your username and password that you have just created.



Click on NEW ORDER

Then click on GET LISTED



Adding your business

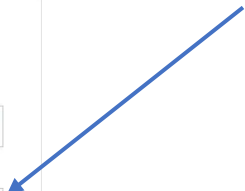
Fill in your business name, town and postcode.

Your Business

Please provide us with some basic details about your business.

BUSINESS NAME:	TOWN:
<input type="text" value="ENTER BUSINESS NAME"/>	<input type="text"/>
POSTCODE:	TYPE:
<input type="text" value="ENTER YOUR POST CODE"/>	<input type="text"/>

For type, **select EVENT**



Partnership Packages

Please choose your partnership level.

PACKAGE	SELECT
Partnership Level 2 (FREE for 2021)	<input type="radio"/>
Partnership Level 3	<input type="radio"/>
Partnership Level 4	<input checked="" type="radio"/>
Partnership Level 5	<input type="radio"/>

SEND ENQUIRY

Partnership Packages

Select partnership level 4 to create your web listing. There is no charge for an event listing

Click on **SEND ENQUIRY**

On the next screen click on **CONTINUE AND ADD MORE DETAILS**

Entering your contact details

Select CONTACTS on the left-hand side and enter the address of where your event(s) will be held, plus the contact details. If you have multiple venues where you will be holding events then select one at this stage.

Contact details		EDIT
Name	cRIS	
Address 1		
Address 2		
Address 3		
Town	Ashington	
County		
Postcode	NE63 8QZ	
Phone		
Mobile		
Email		
Website		
Twitter		

Once you have entered your details click on the green UPDATE button.

Category

Please select a primary category

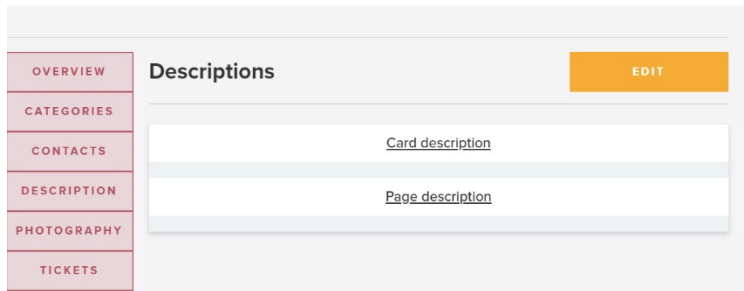
Category

- ARTS AND CRAFTS
- BOOKS
- CEREMONY
- COMEDY
- CYCLING EVENT
- EXHIBITION
- FAIRS AND FETES
- FAMILY EVENT
- FESTIVAL
- FILM
- FOOD EVENT
- GUIDED WALK/TOURS
- HERITAGE
- MUSIC & DANCE
- OUTDOOR EVENT
- SHOWS & DISPLAYS
- SPORTING EVENT
- STAR GAZING EVENTS
- TALK/LECTURE

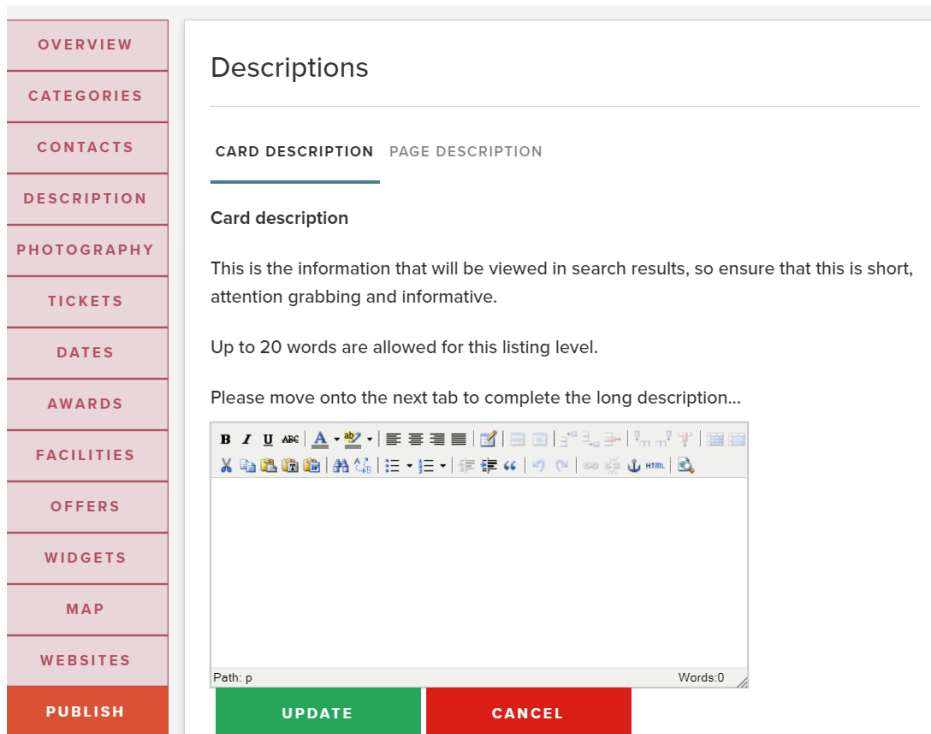
Click on categories on the left hand side, then click EDIT.

From the drop down menu select the appropriate event type and then click on UPDATE.

Description



Click on the orange EDIT button



Card description

This is a 20 word short description introducing your event. Fill this in then, click on the page description tab

Page description

This is the full information on your event listing. Ensure it is inspiring and informative.

Maximum of 300 words

Once you have entered your details click on the green UPDATE button.

Photography

Click on the button on the left hand side, then click the green 'Add photo' button

Photography

Image size
Please upload high resolution images to ensure they are clear on the website.
Recommended minimum image size: 1920 (width) x 1080 (height) pixels.
Please do not upload images with text overlay i.e. Event posters

Name

Image
Choose file No file chosen
 Make default

ADD **CANCEL**

Please Note: any images that have writing over the top of them will not be uploaded to the website.

Photo size: optimal size is 1920 pixels wide by 1090 pixels high

- Enter a name for your image that describes your event.
- Click choose file to select the image to upload.
- Check the make default button if you would like that to be your main picture

Click ADD

Tickets

Click on the Tickets button on the left hand side, then click ADD TICKET

New Ticket

Name

Type

Capacity

Qty

Guide

Price type

ADD **CANCEL**

Select the Name of the ticket, e.g. adult, child

Select type from the drop down box

Capacity – enter number of people the ticket is for

Quantity – enter 1

Guide – enter the price

Price type – select from the drop down box

Click ADD

Repeat to add further ticket types

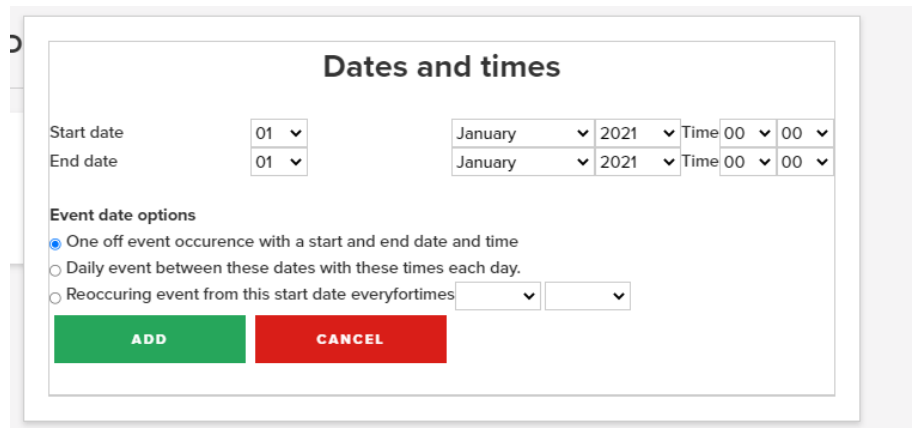
Dates

Click on the Dates button on the left hand side, then click ADD EVENT DATE.

Select the start and end date and times. Then select the event date option.

Click ADD.

Repeat to add further dates



The screenshot shows a form titled "Dates and times" with the following fields and options:

- Start date: 01 (dropdown), January (dropdown), 2021 (dropdown), Time 00 (dropdown), 00 (dropdown)
- End date: 01 (dropdown), January (dropdown), 2021 (dropdown), Time 00 (dropdown), 00 (dropdown)
- Event date options:
 - One off event occurrence with a start and end date and time
 - Daily event between these dates with these times each day.
 - Reoccurring event from this start date everyfortimes: [dropdown] [dropdown]
- Buttons: ADD (green), CANCEL (red)

Publish

When you have entered your contact details, description, photography, tickets and dates, click on PUBLISH (button at the bottom on the left).

We will then moderate your event before making it live on the website

2. Creating your event listing

Click 'ADD NEW EVENT' (Purple button) to begin to create your event

OR if the event is taking place at the same address as your business listing/the details you have just entered if you don't have a business listing, then select 'ADD VENUE EVENT' (Orange button) and the system will fill in the address for you.

Quickly and easily
manage your adverts
online

MY ADVERTS NEW ORDER PROFILE LOGOUT

WEBSITE LISTINGS

ADD NEW EVENT

BUSINESS	WEBSITE(S)	ACTIONS
Cris cottage TEST, Ashington (Accommodation)	Visit Northumberland (Level 2) - expires 21/06/2022	<p>EDIT</p> <p>LATE AVAILABILITY ADD VENUE EVENT</p>

- Noticed a problem, or is an advert missing? Please call us on 01670 794520.

Event name and address

Fill in all the boxes:

Event name – this is how it will be displayed on the website

If you selected 'Add Venue event' in the previous stage your address details will already be populated.

Add a new event

Event name and contact details

Please provide us with your event details.
Required fields are in bold

Event name:	Address 1:
<input type="text"/>	<input type="text"/>
Address 2:	Address 3:
<input type="text"/>	<input type="text"/>
Town:	County:
<input type="text"/>	<input type="text"/>
Postcode:	Phone:
<input type="text"/>	<input type="text"/>
E-Mail:	Website:
<input type="text"/>	<input type="text"/>

Category and description

Pick your category from the drop down list:

About the event

Please provide us with a description of your event. **Required fields are in bold**

Category: **Description:**

Because this is a new blank record please remember to continue to the editor after this screen to set:

- Facilities
- Map pin for Google Maps

ARTS AND CRAFTS
CEREMONY
CYCLING EVENT
EXHIBITION
FAMILY EVENT
FOOD EVENT
GUIDED WALK/TOURS
MUSIC & DANCE
OUTDOOR EVENT
SHOWS & DISPLAYS
SPORTING EVENT
STAR GAZING EVENTS
TALK/LECTURE
WILDLIFE EVENTS

Description – this is your opportunity to tell people about your event.

No more than 300 words. Ensure your description is inspiring and informative.

Dates/times and tickets/prices

Dates and times

Please specify a start date/time and end date/time. More details and options are available later on. **Required fields are in bold**

Start date **Time**

End date **Time**

Once you have created your event listing you can add additional dates and times if it is a recurring event.

Tickets and prices

Please provide us with the price and type of one of your tickets. More tickets and details and options are available later on. **Required fields are in bold**

Type	Description	Cost (number only)	Price type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

You can add more tickets once you have created the listing, e.g. adult, child

Photo

Photo

Please provide us with an event photo. You can add more later on.

Please do not use images with text overlay i.e. Event posters

Photo:

Choose file No file chosen

Choose a website

Please choose the website where you'd like the event to be displayed.

Website:

Please Note: any images that have writing over the top of them will not be uploaded to the website.

Photo size: optimal size is 1920 pixels wide by 1090 pixels high

Click 'ADD EVENT'

We will then moderate your event before making it live on the website