How to add venues and events to nwleics.gov.uk

Venues

Adding venues is quick, easy and saves time when adding events. You only need to add a venue once and it can be used by as many events as you like. By setting up venues we ensure consistency throughout events listings, and if details about the venue change in future we have a single place to update them (rather than having to go into every event!).

1. Log in to the website and click "Admin".

2. Click "Diary".

3. Click "Venues".

4. Click "Add new".

5. Fill in the venue's details using the form provided.

6. Click "Save" to complete the process.

Events

1. Log in to the website and click "Admin".

2. Click "Diary".

3. Click "All events".

4. Click "Add new".

5. Fill in the event's details using the form provided.

    If the venue for your event is not already in the system (i.e. does not show up in the list when you start to type its name in the "Venue" text box) please add it by following the "Venues" process above.

    Events given a "Community Events" category will be displayed in the "Diary", those with "What's on" categories will appear in "What's On".

6. Click "Save" to complete the process.

    Depending on your website user privileges your event will either be forwarded to an administrator for approval or published directly on to the Diary or What's On page.