

# BIG WEEKEND™

## 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.

## How to register 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

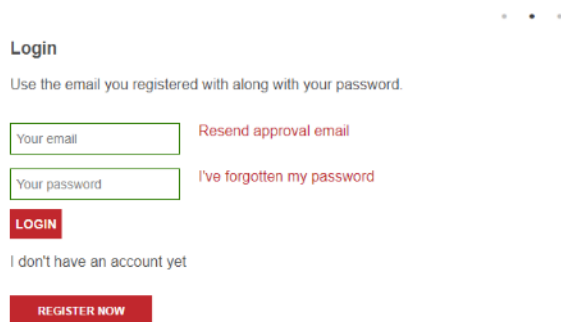
Email confirmation will be sent straight away, please click on the validation link to activate your account. If you do not validate within 1 hour you will need to register again.

You will be taken to a screen confirming the verification:

### Attraction register

Thank you for verifying this account, you can now [login](#).

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



Login

Use the email you registered with along with your password.

Your email [Resend approval email](#)

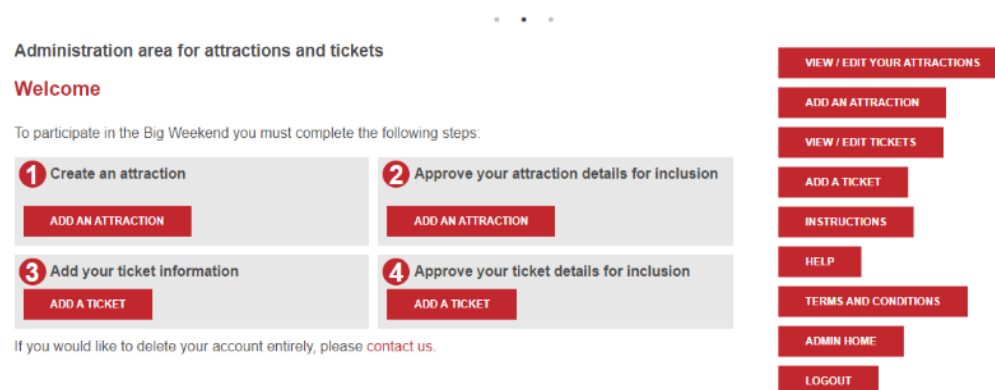
Your password [I've forgotten my password](#)

**LOGIN**

[I don't have an account yet](#)

**REGISTER NOW**

Once you have logged on, you will be taken to the Admin Home screen:



Administration area for attractions and tickets

**Welcome**

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

- 1 Create an attraction**  
**ADD AN ATTRACTION**
- 2 Approve your attraction details for inclusion**  
**ADD AN ATTRACTION**
- 3 Add your ticket information**  
**ADD A TICKET**
- 4 Approve your ticket details for inclusion**  
**ADD A TICKET**

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

- VIEW / EDIT YOUR ATTRACTIONS**
- ADD AN ATTRACTION**
- VIEW / EDIT TICKETS**
- ADD A TICKET**
- INSTRUCTIONS**
- HELP**
- TERMS AND CONDITIONS**
- ADMIN HOME**
- LOGOUT**

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**

*Note: 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.

## 1. Add an attraction

You need to create new details for your attraction, select **ADD AN ATTRACTION** from the red menu on the right.

The Add Attraction form has five tabs: **Attraction, Description, Contact Details, Images and Approval.**

Attraction
Description
Contact details
Images
Approval

### Attraction details

Attraction name ⓘ

Categories ⓘ

x Museums and galleries
▼

Address ⓘ

↶ ↷ B I ☰ ☷ 🔗

## • 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

### Attraction details

Attraction name ⓘ

Categories ⓘ

x Museums and galleries
▼

Address ⓘ

↶ ↷ B I ☰ ☷ 🔗

Amazing Road,  
Saint Helier  
Jersey

Postcode ⓘ

Website ⓘ

Contact email ⓘ

Contact Phone ⓘ

Opening times ⓘ

Opening times Link ⓘ

Prices ⓘ

Prices link ⓘ

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

Closest train station <sup>i</sup> Distance to closest station (miles) <sup>i</sup>

Canterbury West 0.5

**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**.

You can save your details at any point and return later to complete by clicking **SAVE**.

## • Description tab

Edit an attraction

Attraction Description Contact details Images Approval

**Attraction description**

Introduction <sup>i</sup>

↶ ↷ **B** *I* ☰ ☷ 🔗

Full description <sup>i</sup>

↶ ↷ **B** *I* ☰ ☷ 🔗

**VIEW / EDIT YOUR ATTRACTIONS**

**ADD AN ATTRACTION**

**VIEW / EDIT TICKETS**

**ADD A TICKET**

**INSTRUCTIONS**

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Please provide an introduction (a short description) which will be displayed on the listings pages of all the Big Weekend offers. It should be no more than 200 characters (approx. 30 words).

Then enter a full description of your attraction, this text will be displayed on your full attraction page. This area is **not** for describing what Big Weekend winners will receive but for describing your business.

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

- **Contact details tab**

Attraction
Description
**Contact details**
Images
Approval

**Contact information**

Please supply details for a contact we can liaise with over the event \*these details are not displayed on the website

Liaison contact name ⓘ

Liaison contact phone ⓘ

Liaison contact email ⓘ

If you are closed on the day due to unforeseen circumstances, will you:

Please choose an option ▼

If other, please state:

Will you be open for non Big Weekend visitors?

☒ Yes
☐ No

SAVE NEXT PAGE

- ADD AN ATTRACTION
- VIEW / EDIT TICKETS
- ADD A TICKET
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- HELP
- TERMS AND CONDITIONS
- ADMIN HOME
- LOGOUT

We MUST have an up-to-date contact to liaise with regarding 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 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

Attraction
Description
**Contact details**
Images
Approval

**Contact information**

Please supply details for a contact we can liaise with over the event \*these details are not displayed on the website

Liaison contact name ⓘ

Liaison contact phone ⓘ

Liaison contact email ⓘ

If you are closed on the day due to unforeseen circumstances, will you:

Please choose an option ▼

Please choose an option

Offer use of the tickets on an alternative date

Cancel use of the Big Weekend tickets altogether

Other

Will you be open for non Big Weekend visitors?

☒ Yes
☐ No

SAVE NEXT PAGE

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

Edit an attraction

Attraction

Description

Contact details

Images

Approval

**Attraction images**

Main image

Click or drag image/s to upload.

Gallery Images

Click or drag image/s to upload.

SAVE


NEXT

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 banner 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.

There is no restriction in terms of image sizes. We recommend images measuring between 1500px and 2500px wide.



Click or drag image/s to upload.

Gallery images



Click or drag image/s to upload.

SAVE

NEXT

Once these have been added click **SAVE**.

- **Approval Tab**

Once you are happy that all the details you have entered for your attraction are correct tick the Approvals box to confirm.

Attraction


Description

Contact details

Images

Approval

**Approve this attraction**

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

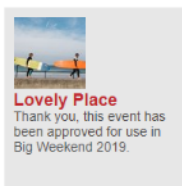
☒

SAVE

Attractions must all be approved, your business will then, and only then, be included in the Big Weekend.

You will be taken to this screen showing you all your attractions. Multiple owners/managers can register more than one business with the same account details.

View all your attractions



VIEW / EDIT YOUR ATTRACTIONS

ADD AN ATTRACTION

VIEW / EDIT TICKETS

ADD A TICKET

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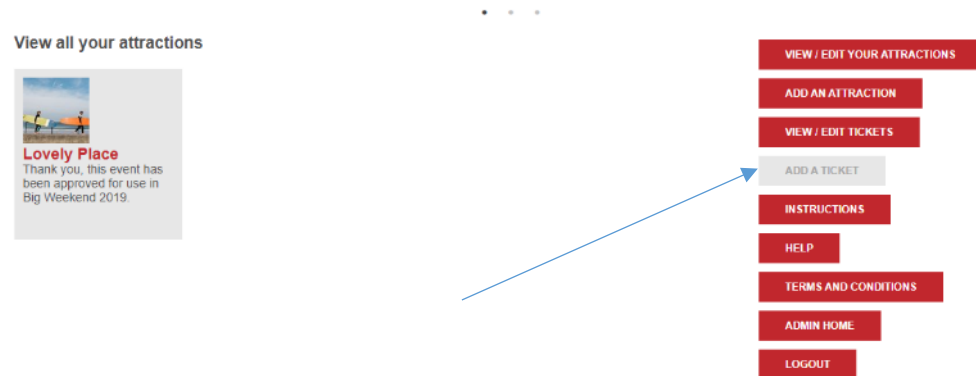
## 2. Adding tickets

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 minimum (unless you specify it is a family or group ticket). We will not be uploading single tickets valid for one person.**

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

A screenshot of the 'Add ticket' form. At the top, it says 'Add ticket' and 'You must add an attraction before adding a ticket to it, if you haven't done that already add one now'. The form has several fields: 'Attraction' (a dropdown menu with 'Please choose an attraction'), 'Ticket title' (a text input field), 'Date' (a dropdown menu with 'Please choose a date'), and 'Opening times' (a text input field). Below these is a 'Description' field with a rich text editor toolbar (undo, redo, bold, italic, list, link, unlink). To the right is the same sidebar as in the previous image, with 'ADD A TICKET' highlighted.

- Select the attraction the ticket offer is for (there is probably only one in the list)
- Add a Ticket Title (this will help you and the public identify your different tickets)
- Enter the date this ticket offer is for
  - If your ticket is restricted to a particular date you may specify it here
- Provide a description of your ticket offer. Explain what the winner will get.
  - If your ticket covers entry please make the offer for a minimum of 2 people.
  - You can tick that your offer covers family or group tickets.
- If you need people to pre book either by phone, email or online provide the necessary instructions in the Redemption Information field



## 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>i</sup>

Lovely Place

Ticket title <sup>i</sup>

Behind the scenes tour

Date <sup>i</sup>

Saturday 28th March 2020

Opening times <sup>i</sup>

11am

Description <sup>i</sup>

Enjoy a behind the scenes tour of the museum.

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

MUST BE AFTER BIG WEEKEND

Number of tickets <sup>i</sup>

50

Each ticket is valid for

Please choose a group size

Please choose a group size

2 people

4 People

5 or more People

I confirm the details above are correct and can be used in the



SAVE TICKET

[VIEW / EDIT YOUR ATTRACTIONS](#)

[ADD AN ATTRACTION](#)

[VIEW / EDIT TICKETS](#)

[ADD A TICKET](#)

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- Enter the number of tickets that you are making available for the draw. (**Note:** every ticket should be valid for two people minimum). We recommend you offer about twice as many tickets 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.

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, you see a ticket ID number and you can log out or add more tickets.

## Edit ticket

Ticket id - 92600

Attraction <sup>i</sup>

Lovely Place

Ticket title <sup>i</sup>

[VIEW / EDIT YOUR ATTRACTIONS](#)

[ADD AN ATTRACTION](#)

[VIEW / EDIT TICKETS](#)

[ADD A TICKET](#)

[INSTRUCTIONS](#)

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.

### 3. 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.

## 4. Amend a ticket

Click a ticket to amend the information.

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**

**Add your ticket information**

**ADD A TICKET**

**2** **Approve your attraction details for inclusion**

**ADD AN ATTRACTION**

**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](#).

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.

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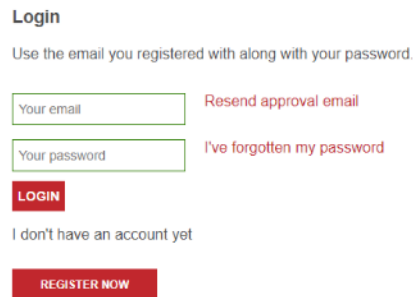
ADMIN HOME

LOGOUT

## 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.



The screenshot shows a login form with the following elements:

- Login** header
- Instruction: "Use the email you registered with along with your password."
- Input field for "Your email" with a "Resend approval email" link to its right.
- Input field for "Your password" with an "I've forgotten my password" link to its right.
- A red "LOGIN" button.
- A link: "I don't have an account yet".
- A red "REGISTER NOW" button.

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.



# 1. 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:

<div> <b>Create an attraction</b></div> <div><ul style="list-style-type: none"><li>• <a href="#">My Attraction</a></li></ul></div> <div><a href="#">ADD ANOTHER ATTRACTION</a></div>	<div><div>2</div> <b>Approve your attraction details for inclusion</b></div> <div><a href="#">ADD AN ATTRACTION</a></div>
<div> <b>Add your ticket information</b></div> <div><a href="#">ADD A TICKET</a></div>	<div><div>!</div> <b>Approve your ticket details for inclusion</b></div> <div><a href="#">VIEW AND APPROVE NOW (1 TICKETS)</a></div>

 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 


Categories 

Address 

  **B** *I*   

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.

## 2. Amend a ticket

Click a ticket to amend the information.

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](#).

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.

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

## Contact details:

Should you have queries about using the CMS, please email [bigweekend@visitherts.co.uk](mailto:bigweekend@visitherts.co.uk)