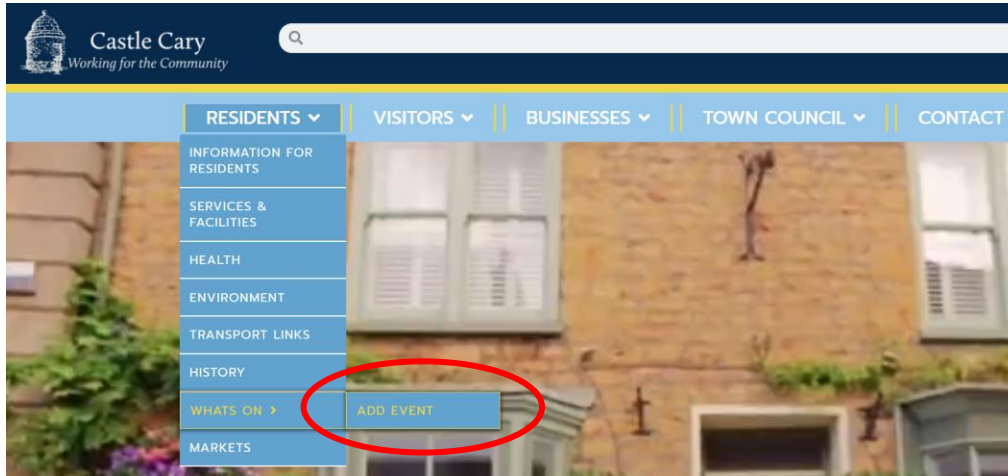




Castle Cary
Working for the Community

Adding an event



On the menu go to Residents -> What's On -> Add Event

Enter Listing Details

Recurring Event? * Yes No
Tick "Yes" for recurring event.

Event start date *
Choose a start date of the event.

Event end date
Choose an end date of the event.

All day
Tick to set event for all day.

Start time

End time

Event Title *
Enter the title.

Event Description *
Enter a description

Enter the information about the event (all fields marked with a red * must be filled out).

Be sure to enter the start and end times if applicable.

Give as much detail about the event as possible in the event description section.

Cost

Is the event FOC or is there a charge?

Email

Phone

Category *

Select Category

- Council Meetings
- Markets
- Whats on**

Default Category *

Markets

Whats on

Enter the cost and contact details if necessary.

Select the What's On category for all events other than markets.

Address *

Please enter the listing street address. e.g. : 230 Vine Street

Country *

Click on above field and type to filter list.

Region *

Enter listing region.

City *

Enter listing city.

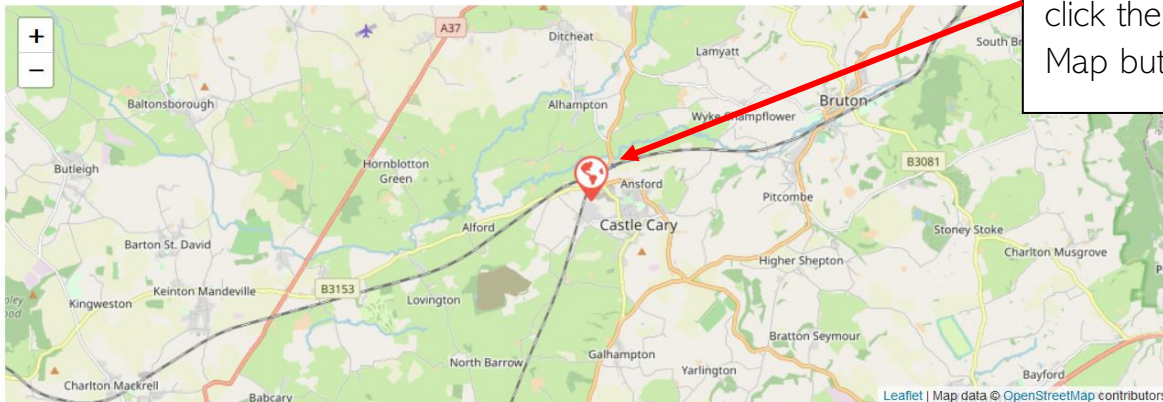
Postcode

Please enter listing Postcode

Set Address On Map

Click on "Set Address on Map" and then you can also drag map marker to locate the correct address

Enter the event address, then drag the map marker icon to the correct location on the map. Once correct click the Set Address on Map button.



Images

You can upload more than one image to create a image gallery on the details page.

Drop files here
OR
[Select Files](#)

Allowed file types: .jpg, .jpe, .jpeg, .gif, .png, .bmp, .ico, .webp
You can upload unlimited files with this package

Please drag & drop the files to rearrange the order

Business Owner/Associate?

Mark listing as a claimed.

[Submit Listing](#) [Preview Listing](#)

At the bottom of the page you have the option to upload images relevant to the event. Drag and drop the images into the box and rearrange them to your preferred order.

When you have entered all necessary information, you can click Preview Listing, this will open a preview of the event in a new tab, here you can see how the event will be displayed on the website once it is submitted.

If you are happy this the event listing, click Submit Listing and you are done.