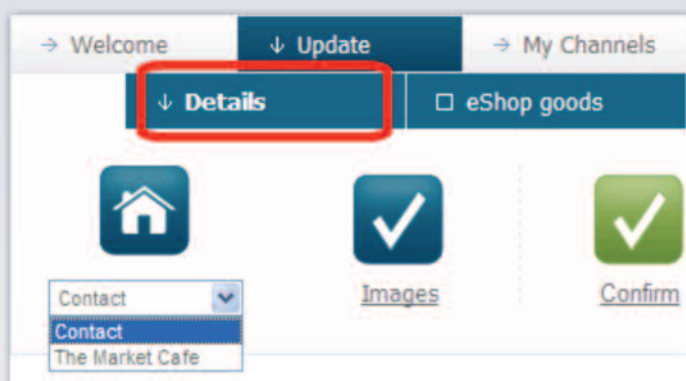


How do I update my venue and event details?

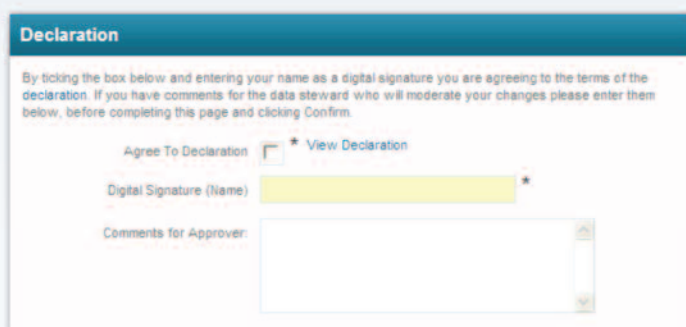
Overview: Guestlink enables you to update your contact, venue and event details. Some details can be changed instantly, while other changes are sent to your data steward for approval.

Step 1: Once you have logged into Guestlink click **Update** on the main menu and then click Details from the sub-menu below:



Step 2: By default the details page will display your contact details. Note your contact details are used by your Data Steward and Guestlink Helpdesk. These contact details are not published to websites. To view to your **venue** details click on the pull-down list below the house icon and select your **venue**.

Step 3: At the top of the details section is the **Declaration**. You should view the declaration, tick the **Agree to Declaration** box, enter your name as a **Digital Signature** and add any **Comments For Approver** if appropriate. Agreeing to the declaration is necessary before making changes on the page and clicking Confirm:

A screenshot of the 'Declaration' form in the Guestlink user interface. The form has a title 'Declaration' and a blue header. Below the header, there is a paragraph of text: 'By ticking the box below and entering your name as a digital signature you are agreeing to the terms of the declaration. If you have comments for the data steward who will moderate your changes please enter them below, before completing this page and clicking Confirm.' Below this text, there are three input fields: 'Agree To Declaration' with a checkbox, 'Digital Signature (Name)' with a text input field, and 'Comments for Approver:' with a text area. There is also a link '* View Declaration' next to the checkbox.

Step 4: Fields with a **U** symbol by them mean they are un-moderated and will be changed as soon as you click Confirm. Fields with an **A** symbol by them mean they need to be approved by your Data Steward before going live. Your Data Steward is listed on your Guestlink welcome page.

While changes are waiting for approval a **C** symbol is added. Once the changes have been approved a message will be displayed on your logon page and at the top of the details page.

Most fields are self explanatory. However please note:

- **National Grid References** should be in 6 digit format and are generated from your postcode by default.
- We recommend splitting Directions into **By Road:** and **By Public Transport:** to give a constant look and feel across the websites.

Here is an example of some of the available fields and approval symbols:

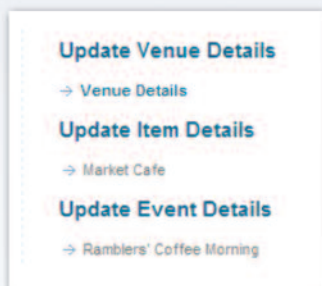


The screenshot shows a form with the following fields and symbols:

- National Grid Reference (E-W): 297100 (U)
- National Grid Reference (N-S): 517900 (U)
- Directions: By Road: We are located at the edge of the main car park. (A)
- By Public Transport:

Note: The information on the Venue form is used on public websites to identify the geographical location of your business. A venue can contain one or more items; these may be reasons to visit (for example a shop, gardens, cafe) or events taking place at the venue. See below information on editing item and event information.

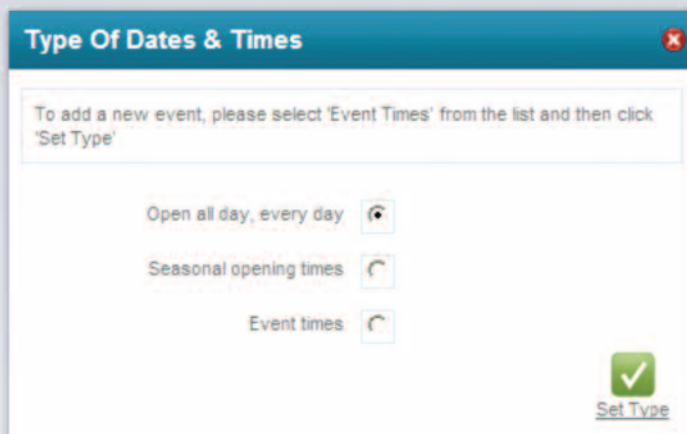
Step 5: To edit **items** or **events** within your venue, click on the appropriate item or event name on the right of your venue page. They can then be edited in a similar way to the venue record:



The screenshot shows a menu with the following options:

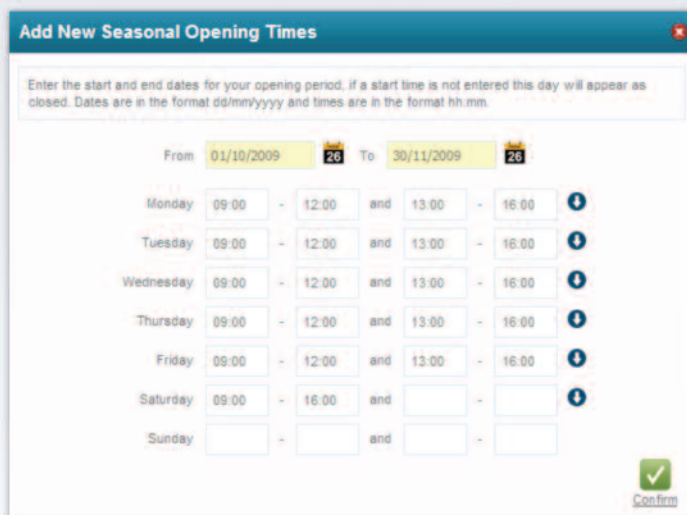
- Update Venue Details**
 - Venue Details
- Update Item Details**
 - Market Cafe
- Update Event Details**
 - Ramblers' Coffee Morning

Step 6 (Optional): To create a new item click the **Add Item** button and select one of three types; Open all day, every day (an item type e.g. village/lake), Seasonal opening times (an item type e.g. Country House) or Event times (an event type e.g. festival):



The screenshot shows a dialog box titled "Type Of Dates & Times" with a close button (X) in the top right corner. The main text reads: "To add a new event, please select 'Event Times' from the list and then click 'Set Type'". Below this text are three radio button options: "Open all day, every day", "Seasonal opening times", and "Event times". A green checkmark icon and the text "Set Type" are located in the bottom right corner of the dialog box.

Add New Seasonal Opening Times: Within your item click on the Add Date button at the bottom of the screen. Fill in the date range using the calendar icon or in the format dd/mm/yyyy. Fill in the times using the 24 hour format hh:mm and then click Confirm:

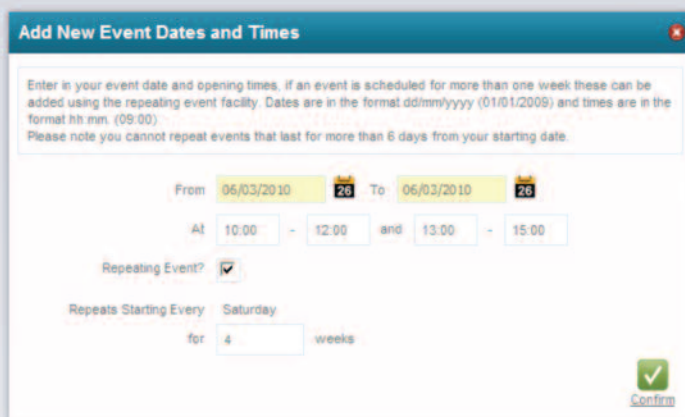


The screenshot shows a dialog box titled "Add New Seasonal Opening Times" with a close button (X) in the top right corner. The main text reads: "Enter the start and end dates for your opening period, if a start time is not entered this day will appear as closed. Dates are in the format dd/mm/yyyy and times are in the format hh:mm". Below this text are two date pickers: "From 01/10/2009" and "To 30/11/2009". Below the date pickers is a table with columns for days of the week and time slots. The table is as follows:

Day	Start Time	End Time	Start Time	End Time	Action
Monday	09:00	12:00	and	13:00 - 16:00	Info
Tuesday	09:00	12:00	and	13:00 - 16:00	Info
Wednesday	09:00	12:00	and	13:00 - 16:00	Info
Thursday	09:00	12:00	and	13:00 - 16:00	Info
Friday	09:00	12:00	and	13:00 - 16:00	Info
Saturday	09:00	16:00	and		Info
Sunday			and		

A green checkmark icon and the text "Confirm" are located in the bottom right corner of the dialog box.

Add New Event Dates and Times: Within your event click on the Add Date button at the bottom of the screen. Fill in the date range using the calendar icon or in the format dd/mm/yyyy. Fill in the times using the 24 hour format hh:mm and then click Confirm. To make the event repeat from the start day you have selected, tick the **Repeating Event** option:



Add New Event Dates and Times

Enter in your event date and opening times. If an event is scheduled for more than one week these can be added using the repeating event facility. Dates are in the format dd/mm/yyyy (01/01/2009) and times are in the format hh:mm (09:00). Please note you cannot repeat events that last for more than 6 days from your starting date.

From 06/03/2010 To 06/03/2010

At 10:00 - 12:00 and 13:00 - 15:00

Repeating Event?

Repeats Starting Every Saturday for 4 weeks

[Confirm](#)

Note: After making changes remember to click the **Confirm** button and then read the confirmation message:

