

WELCOME TO THE MEMBERS SERVICE GUIDE.

This guide will tell you more about the services currently available to members, how they work, how you enter information and administer your site entry. This section deals with entering, amending and deleting events.

This help section is relevant for Members, Finance Members and Special Services Members.

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INTRODUCTION

What are events?

Events are seminars, workshops, promotions, conferences run by or promoted by members. Events can be designated as restricted to members in which case they will only appear on a search run by a member who has logged in.

Where on the web site do I add an article?



Events are entered from the Members Area using an administrator log in.

On the Members home page select events from the view / update entries menu. This will bring up three choices, view your existing events, update an event or add a new event. Select Add.

How are articles created?

Articles are created through an online input fore select article. This is discussed further below.

Should I prepare my article first or type it online?

You can type it on line but we recommend you prepare it first in a programme such as word. You will find it easier to use, it has functions such as spell check which are not available within the online input and you will retain a copy which will make future changes easier.

EVENT EXAMPLE

How do visitors to the website find my events?

Search Events

Search the events being run by our members. Use the search below to find an event in your area which best suits your requirements.

Use the keyword search (single word only) to refine your requirements.

See help for more guidance.

Region

Event Type

Event Date

Keyword

The events search page enables selection of events by a range of criteria including Keyword.

If you have chosen to make your event member only, your article will only come up on a search carried out by a logged in member.

When a visitor searches for an event, all details of events matching the search criteria will be displayed giving the full details of the event as in this example.

Search Events

You searched for: "christmas" Showing results 1 - 2 of 2

1) **Example Corporate Finance**
Business Angels - Christmas Day

A highlight of the year, the annual christmas event including presents, trees, turkey, family, television with optional religious worship. The question is how long should the entry be. Will it increase to so there can be significant description. However, it will display as a single paragraph.

Time & Date: 30th of Jan 2004. 16:19 to 23:59 **Charge: £500**

Contact: Santa **Tel: 0000 000 0001**

[email organiser](#) [view directory entry](#) [view company website](#)

2) **Example Bank**
Business Angels - CF Connect Launch

This is the full text of the event. It can be as long or as short as required. It will take place after christmas.

Time & Date: 25th of Dec 2004. 00:00 to 23:59 **Charge: £10**

Contact: Andrew Allcock **Tel: 0000 000 0000**

[email organiser](#) [view directory entry](#) [view company website](#)

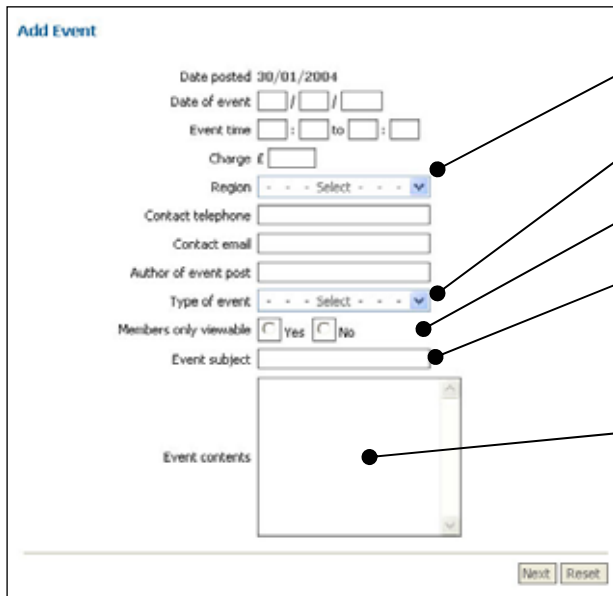
Showing results 1 - 2 of 2
 << Prev | Next >>

- Input fields are recorded as follows:
- Event type
 - Event subject
 - Event content
 - Event date
 - Event time
 - Charge
 - Contact telephone
 - Contact email
 - Contact name

ADDING AN EVENT

What does the input page look like?

The article is entered using the following input form:



The screenshot shows a web form titled "Add Event". The form contains the following fields and controls:

- Date posted: 30/01/2004
- Date of event: [] / [] / []
- Event time: [] : [] to [] : []
- Charge: £ []
- Region: [- - - Select - - - v]
- Contact telephone: []
- Contact email: []
- Author of event post: []
- Type of event: [- - - Select - - - v]
- Members only viewable: Yes No
- Event subject: []
- Event contents: []

At the bottom right of the form are "Next" and "Reset" buttons. Five black dots with lines pointing to them are placed on the Region, Type of event, Members only viewable, Event subject, and Event contents fields.

The region can be selected so a member can promote an event outside of their primary region.

The type of event allows selection of a category from a drop down list. Select the appropriate subject area.

Events can be selected to be viewable by all visitors to the site or by members only.

Event subject is the title of the event

The purpose of the event entry is to encourage a viewer to make contact to request further information. You may wish to use your entry to direct a viewer to your website or other locations where they can get more details. You can also ask them to email their details to you. The event contents are not limited in size but will appear as a single paragraph.

EDITING EVENTS

How do I select an event to amend?



Your event can be updated or deleted using your administrator login. From the members area select Event, update on the View/Update Entries menu. You will see a screen similar to the event screen with the event titles underlined.

To select the event you wish to edit, click on the title and this will bring up the Update event screen.

What does the update form look like?

Update Event

Date posted 30/01/2004	Currently set as
Date of event <input type="text" value="30"/> / <input type="text" value="01"/> / <input type="text" value="2004"/>	<input type="text" value="30 / 01 / 2004"/>
Event time <input type="text" value="16"/> : <input type="text" value="19"/> to <input type="text" value="23"/> : <input type="text" value="59"/>	<input type="text" value="16:19 to 23:59"/>
Charge £ <input type="text" value="500"/>	<input type="text" value="500"/>
Region <input type="text" value="North West"/>	
Contact Telephone <input type="text" value="0000 000 0001"/>	<input type="text" value="0000 000 0001"/>
Contact Email <input type="text" value="santa@northpole.com"/>	<input type="text" value="santa@northpole.com"/>
Author of event post <input type="text" value="Santa"/>	<input type="text" value="Santa"/>
Type of Event <input type="text" value="Business Angels"/>	<input type="text" value="Business Angels"/>
Members only viewable <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Event subject <input type="text" value="Christmas Day"/>	<input type="text" value="Christmas Day"/>
Event contents <input type="text" value="A highlight of the year, the annual christmas event including presents, trees, turkey, family, television with optional religious worship. The question is how long should the entry be. Will it increase to so there can be significant description. However, it will display as a single paragraph."/>	

Delete Event

Tick box to confirm delete

Each of the fields can be updated and the changes saved.

Please note that the reset button only resets the fields with “Currently set as”. It will not reset contents. If you wish to abandon use the back button.

If you wish to delete the event, you must both tick the box and hit the delete button.