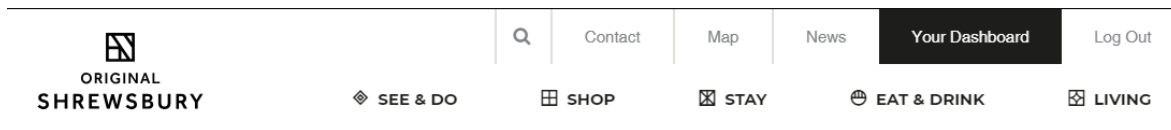


Create an Event

1. You will receive an email from admin@originalshrewsbury.com. This will detail instructions on setting your password for your account.
2. Once your password is set, you can login in future by visiting <https://originalshrewsbury.co.uk/user>. Keep a note of your username, this is not your email address.
3. Once logged in, you will see your Dashboard, from here you can edit your listing (Places) and manage or create events (Events)



Home ► Users ► Your Dashboard

YOUR DASHBOARD

[Update your account details](#)

Welcome to your Dashboard. Here you can control, edit and add your content to the Original Shrewsbury website.

Places

Events

4. Click onto the 'Events' tab
5. Select the blue 'Create an event' button

Home ► Users ► Your Dashboard

YOUR DASHBOARD

[Update your account details](#)

Welcome to your Dashboard. Here you can control, edit and add your content to the Original Shrewsbury website.

Places

Events

YOUR EVENT LISTINGS

[Add a new event](#)

On this page you can create and edit your events listings. Don't forget to link through to your online ticket selling page, in order to encourage ticket sales!

[Create an event](#)

If you organise or host events, make sure to upload them here where they will be seen by thousands of residents and visitors to Shrewsbury.

- Share your events with our audience

- You will then see a page titled 'Create Event', under which, there are 3 named tabs, Main Listing, Location and Facilities and Supporting Information. Work through these tabs with all the information about your event. To ensure that this page is as informative as possible, please work through each box, filling in the information as required. Those marked with a red star are mandatory fields, you will not be able to progress without filling these in.

Create Event

Content Moderation

You can edit your content as many times as you like but you need to submit for review before the page can go live.

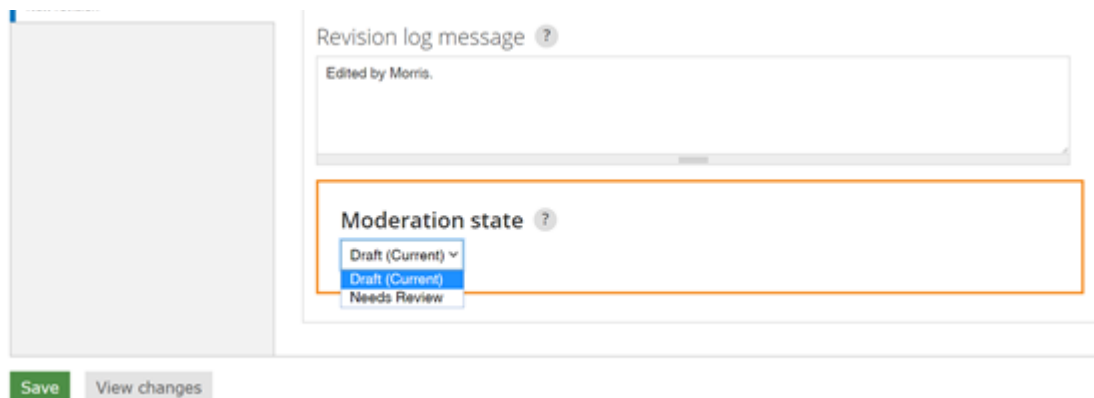
When you are finished editing your content, set the Moderation state (at the bottom of this page) to 'Needs Review' and click Save.


We will then review your content updates and publish or suggest amendments

| | | | |
|-----------------------|-------------------------|------------------------|--|
| Main Listing * | Location and Facilities | Supporting Information | |
|-----------------------|-------------------------|------------------------|--|


Title *

- Once you are happy that you have filled in as much information as possible, scroll to the bottom of the page and change the 'Moderation state' to 'Needs Review' and then 'Save'. Your event will then be approved and uploaded to Original Shrewsbury.



Revision log message 

Edited by Morris.

Moderation state 

Draft (Current) v

Draft (Current)

Needs Review

Save View changes

Examples of events:

<https://originalshrewsbury.co.uk/see-do/events/shrewsbury-folk-festival>

<https://originalshrewsbury.co.uk/see-do/events/titanic-honour-glory>