

## Update your Original Shrewsbury page

1. You will receive an email from [admin@originalshrewsbury.com](mailto: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 [originalshrewsbury.co.uk/user](http://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

### YOUR LISTINGS

On this page you can create and edit your business listings and add product recommendations. Be sure to fill them out in detail, so that they grab visitors' attention!

If you need any help or have any issues with your listing, please contact Shrewsbury BID:  
Ph: 01743 358625  
Email: [help@originalshrewsbury.co.uk](mailto:help@originalshrewsbury.co.uk).

4. On the Places tab, scroll to the listing you would like to amend and click 'Edit'.



#### TEST

📍 Pride Hill

🏪 Shop ► Markets

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[Edit](#)

5. You will then see a page titled 'Create Page', under which, there are 4 named tabs, Top, Info, About and Opening Times. To ensure that your page is as informative as possible, please work through each field, 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 Place

### Content Moderation

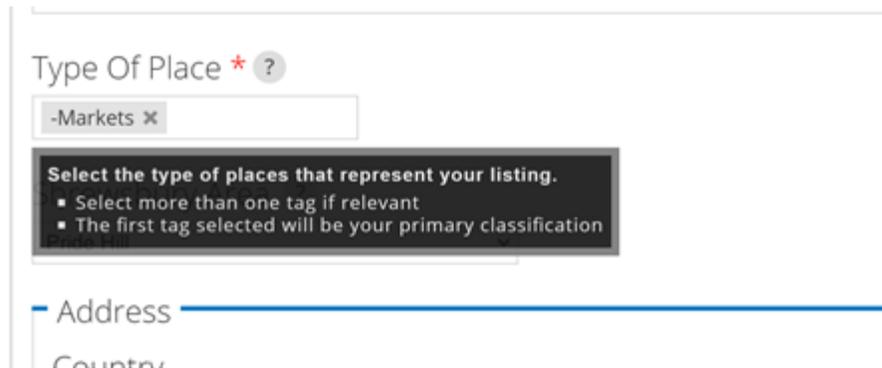
You can edit your content as many times as you like but you need to submit for review before the page can go live.

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

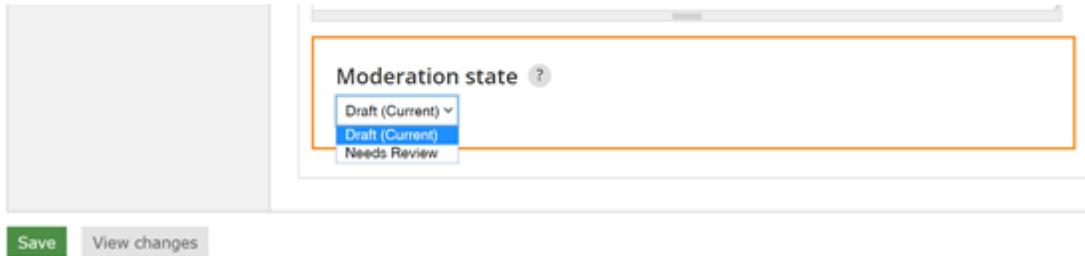


6. If you are unsure what the title of a field is requesting, hover over the '?' symbol, this will give you further detail about what you should enter.



7. The more information you are able to enter, the better your page will look and the more useful it will become to the public. There is space for text, videos, images, opening hours and even tick boxes for you to select facilities.

8. 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 content will then be approved and uploaded to Original Shrewsbury.

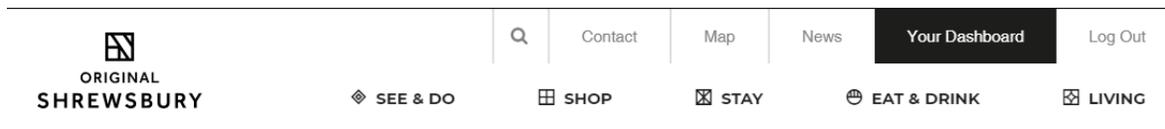


**Examples of updated pages:**

- <https://originalshrewsbury.co.uk/visit/tanners>
- <https://originalshrewsbury.co.uk/visit/sabrina-boat>

## Create an Event

1. You will receive an email from [admin@originalshrewsbury.com](mailto:admin@originalshrewsbury.com). This will detail instructions on setting your password for your account.
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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

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Places

Events

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

Home ► Users ► Your Dashboard

## YOUR DASHBOARD

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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.

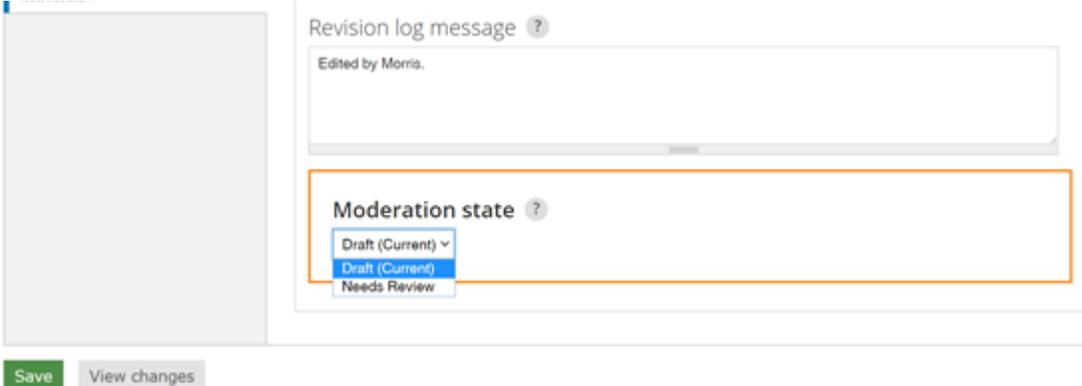
When you are finished editing your content, set the Moderation state (at the bottom of this page) to 'Needs Review' and click Save.

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



The screenshot shows the top navigation tabs for the 'Create Event' form: 'Main Listing \*', 'Location and Facilities', and 'Supporting Information'. Below the tabs is a text input field labeled 'Title \*' with a red asterisk indicating it is a mandatory field.

- 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.



The screenshot shows the bottom right section of the form. It includes a 'Revision log message' field with the text 'Edited by Morris.' Below this is the 'Moderation state' dropdown menu, which is highlighted with an orange border. The dropdown menu shows three options: 'Draft (Current)' (selected), 'Draft (Current)', and 'Needs Review'. At the bottom left of the form, there are two buttons: 'Save' (green) and 'View changes' (grey).

### Examples of events:

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

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