

# Shakespeare's England Events Portal

Powered by Culture Hosts

Write your **own story** in

*Shakespeare's* ENGLAND  
Warwickshire



[shakespeares-england.co.uk](http://shakespeares-england.co.uk)

# Shakespeare's England Events Portal

## What does it do?

The Shakespeare's England Events Portal is powered by Culture Hosts, allowing users to upload event and venue information free-of-charge, which is then shared across many of the regions DMO websites.

### Connected Publishing Websites

- Shakespeare's England
- Visit Warwickshire
- Visit Coventry
- Coventry City BID
- Visit Birmingham
- Visit Solihull
- Discover Sandwell
- Discover Dudley
- Visit Shropshire
- Enjoy Staffordshire
- Visit Stoke

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## Using the portal

There are 3 steps to complete:

### 1. Sign up to the Shakespeare's England Events Portal

This provides you with login credentials for the platform.

### 2. Create your organisation

Organisations connect event and venue listings to their business. This allows users within the same organisations to collaborate on listings.

### 3. Upload and publish events and venues

Once published your listings are available to be used by the connected partners websites.

The screenshot displays the events portal interface with the following details:

- Navigation:** View: Grid (selected), List, Show Map, Sort: Recommended.
- Event 1: Leamington Family Treasure Trail**
  - Image: Illustration of a family looking at a treasure map.
  - Duration: January 1, 2024 - December 31, 2024
  - Location: Royal Leamington Spa
  - Category: Family Event
  - Action: Add to Trip Builder
  - Description: We have created a colourful Treasure Trail of Leamington's leisure gardens suitable for the whole famil...
  - Button: Read More
- Event 2: The POLAR EXPRESS™ Train Ride**
  - Image: Train ride at night with the Polar Express logo.
  - Duration: November 23, 2024 - December 23, 2024
  - Location: Birmingham
  - Category: Family Event
  - Action: Add to Trip Builder
  - Description: Join Vintage Trains for festive fun this Christmas aboard THE POLAR EXPRESS™ Train Ride!
  - Button: Read More
- Event 3: Festive Stories with Father Christmas at Kenilworth Castle**
  - Image: Children with Father Christmas in front of a Christmas tree.
  - Duration: November 22, 2024 - December 22, 2024
  - Location: Kenilworth
  - Category: Family Event
  - Action: Add to Trip Builder
  - Description: Join Father Christmas at Kenilworth Castle this December for a magical way to start the festive season.
  - Button: Read More

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## Signing up to the portal

1.1 Visit [shakespeares-england.co.uk/whats-on/submit-event/](https://shakespeares-england.co.uk/whats-on/submit-event/)

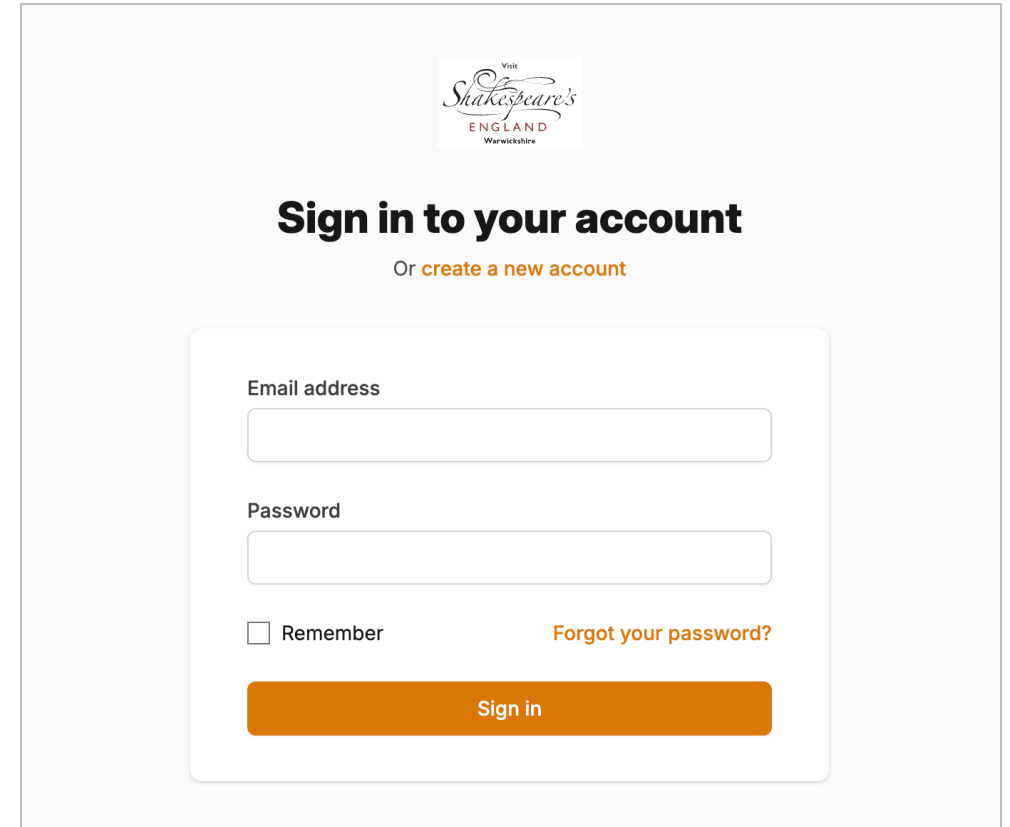
1.2 Select 'create a new account'

This will require you to fill in some information, and then becomes your login details for future sign ins.

1.3 Assign or create your organisation

If your organisation has already used the Culture Hosts platform you can use the search bar to find and join your existing organisation.

If you are a new organisation please tick the checkbox - you will be prompted to create an organisation on the following page.



The screenshot shows the sign-in page for the Shakespeare's England Events Portal. At the top, there is a logo for 'Visit Shakespeare's ENGLAND Warwickshire'. Below the logo, the heading 'Sign in to your account' is displayed in bold black text. Underneath the heading, there is a link 'Or create a new account' in orange text. The sign-in form is enclosed in a white box with a thin border. It contains two input fields: 'Email address' and 'Password'. Below the 'Password' field, there is a checkbox labeled 'Remember' and a link 'Forgot your password?' in orange text. At the bottom of the form, there is a large orange button labeled 'Sign in'.

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## Creating an organisation

### 2.1 Add your organisation details

This only needs to be completed once and in future members of your team can search and assign themselves to your organisation.

### 2.2 Publish your organisation

Once published your organisation will be created and be sent to Culture Hosts for approval. Approvals happen daily and the approval process protects your listings - meaning only members of your organisation can access them. This process also takes place when users request to join your organisation.

#### Basic information

Set up and illustrate your listing.

Organisation name

Description 0 / 5000

Describe your opportunity. Try to avoid "arts speak" and don't include web links (add one below instead).

Images \*

+ Add Image

Add up to 7 high quality images. Try to use ones that are at least 800 pixels wide. The first image you upload will be the main image for this listing.

Organisation type \*

Choose the one that best fits.

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## Uploading events

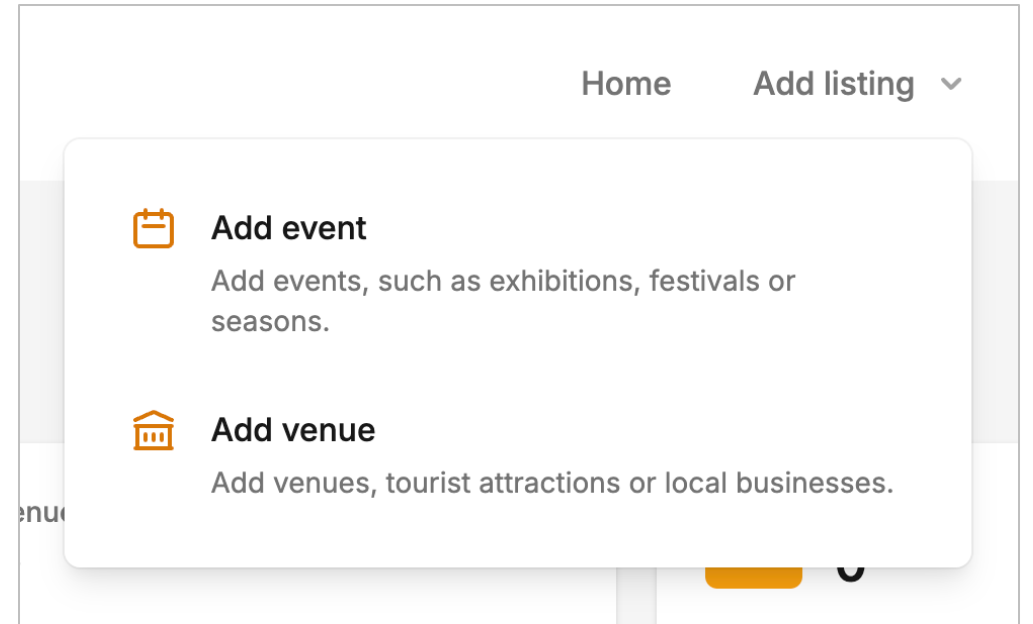
### 3.1 Select 'Add listing'

This dropdown will allow you to select which type of listing you would like to publish.

### 3.2 Complete the form and publish your listing

The form contains essential information that creates your listing and allows it to be shared across the connected publishing websites. Whilst working on it you will have the option to save it as a draft - which allows you to complete it another time.

Once you have published your listing it will be ready for us to approve and upload. Please allow 72 hours for us to upload your listing.

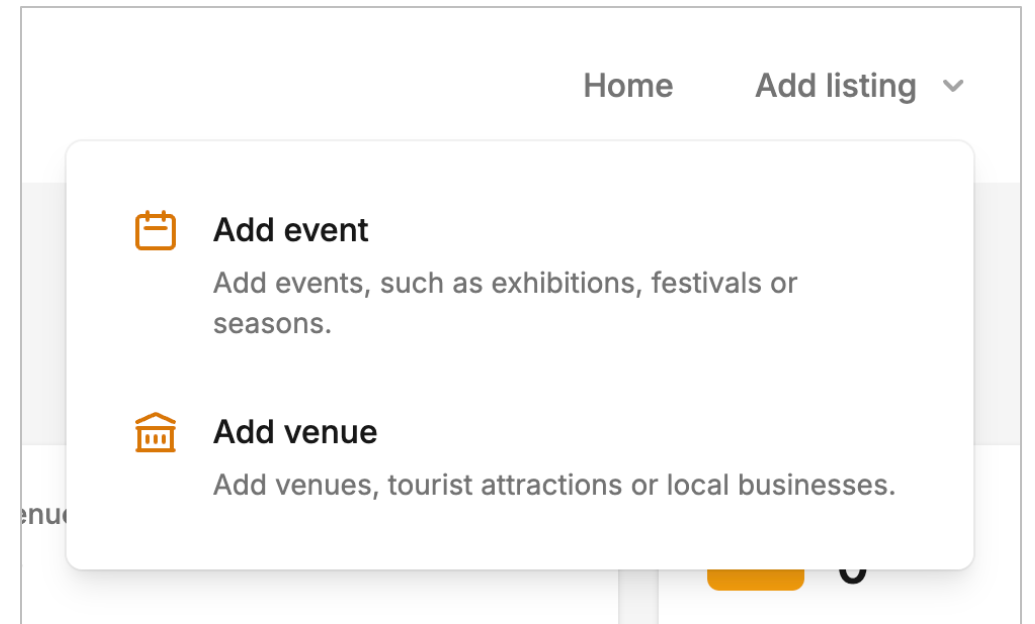


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## Add a Venue Listing

During your event upload, you will be asked to add a venue. There is a good chance that your venue is already published in the Culture Hosts system.

If your venue cannot be found in the system you can create it once and it will then be ready for future events.



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## Frequently asked Questions

### Why do I need to create an organisation?

Think of organisation listings as an extension of your account. These are rarely published but allow all created events and venues to be grouped together.

### I have published my listing, how long will it take to appear on the Shakespeare's England website?

Once you have uploaded your listing it will be ready for us to approve and upload. Please allow 72 hours for us to upload your listing.

### My venue is on the Culture Hosts platform, but I can't access it under my listings?

Your venue may have been previously created by another organisation, please email [enquiries@shakespeares-england.co.uk](mailto:enquiries@shakespeares-england.co.uk)

### My event is cancelled. How can I remove it from the Shakespeare's England website?

To remove your listing please email [enquiries@shakespeares-england.co.uk](mailto:enquiries@shakespeares-england.co.uk)

### Support

[enquiries@shakespeares-england.co.uk](mailto:enquiries@shakespeares-england.co.uk)