

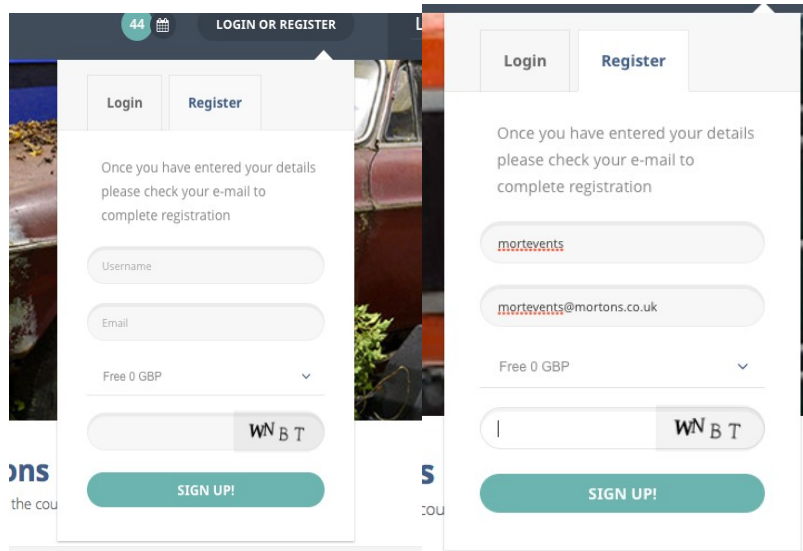
# Mortons Events Guide

## How to register your venue and event

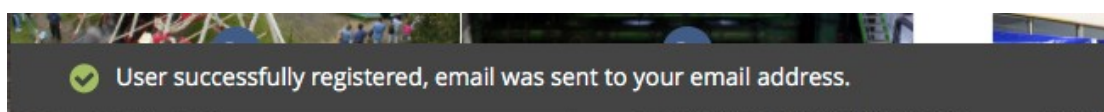
You can make sure your event appears on the Mortons Events Guide website by following 10 simple steps. All you need to do is register then set up your event.



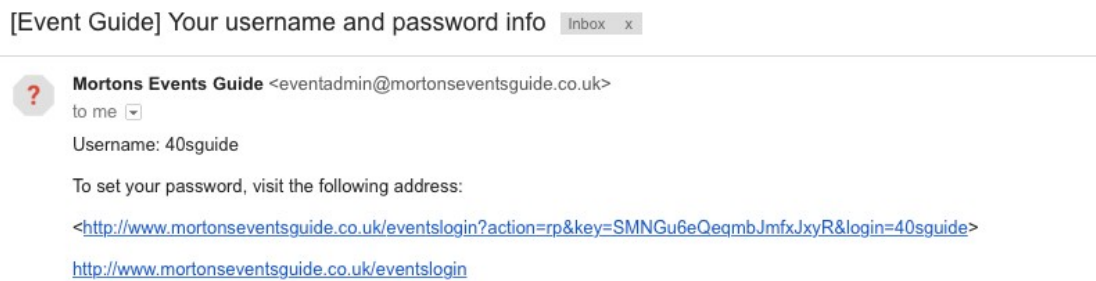
Step 1. Visit [www.mortonseventsguide.co.uk](http://www.mortonseventsguide.co.uk) and you will see the page above. Click on the 'Login or Register' button and a box will appear like the one shown below. Click on the 'Register' tab, then type a username and your email address into the boxes provided. Make a careful note of your username - you will need it later! Leave the bit that says 'Free 0 GBP'. Then in the last box type out the letters that appear to the right - in the example below these are 'WNBT'.



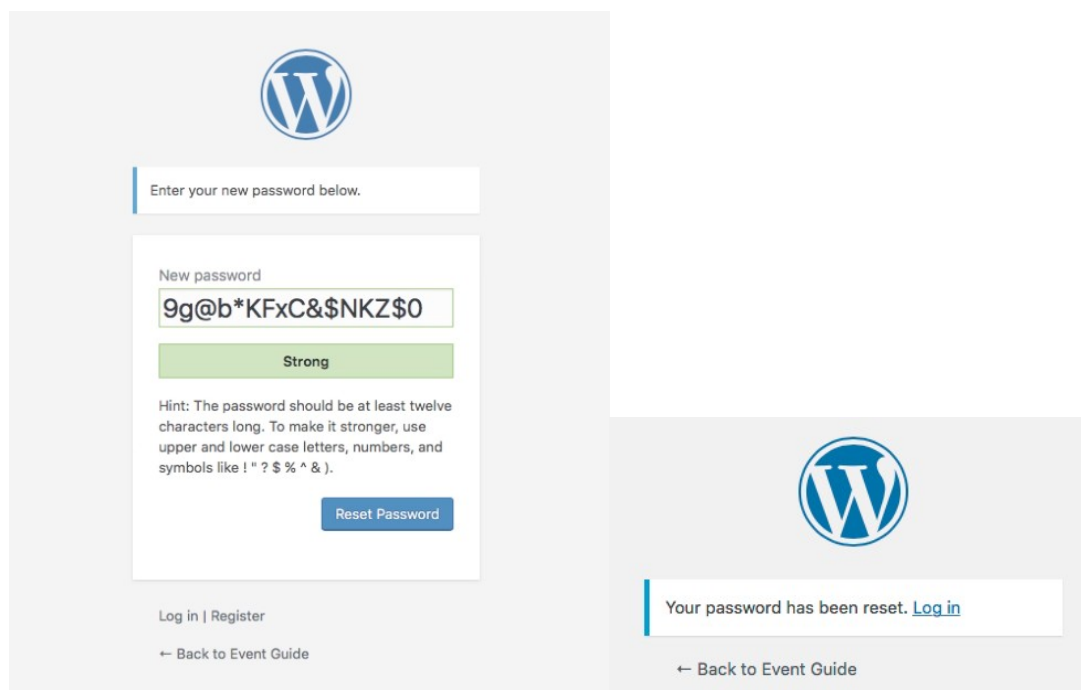
If everything has been entered correctly, a message should appear like the one below.



Step 2. Go to the email account you entered in the box in Step 1. You should have been sent an email from [eventadmin@mortonseventsguide.co.uk](mailto:eventadmin@mortonseventsguide.co.uk). If the email has not arrived, check your 'spam' or 'junk' folders to make sure it hasn't dropped in there by mistake. Assuming you have found the email, open it up and it should look like the example shown below.

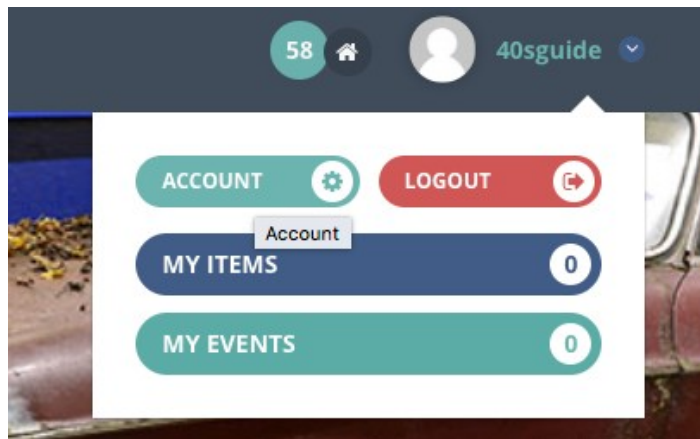


Step 3. Click on the section of text in blue that has the < > symbols on either end. Clicking this link should then bring up a new internet browser window like the one shown below (left). You will have been given a randomly generated default password, similar to the one shown in the example below. You can either keep this or delete it and enter your own. Once your password has been chosen and accepted, you should receive the message shown below (right). Click on where it says 'Back to Event Guide'.



Step 4. You should now be back on the home page of the Mortons Events Guide. You can once again click the 'Log in or Register' button and once again a box will appear like the one shown in Step 1. This time though, click on the 'Login' tab. Type in the username you entered in Step 1 and the password you chose in Step 3 and then click the button to log in.

Step 5. You should now be logged in to the website. Your username should appear at the top right of the screen. Click on it and you should see a little menu like the example shown below. Click where it says 'account'.



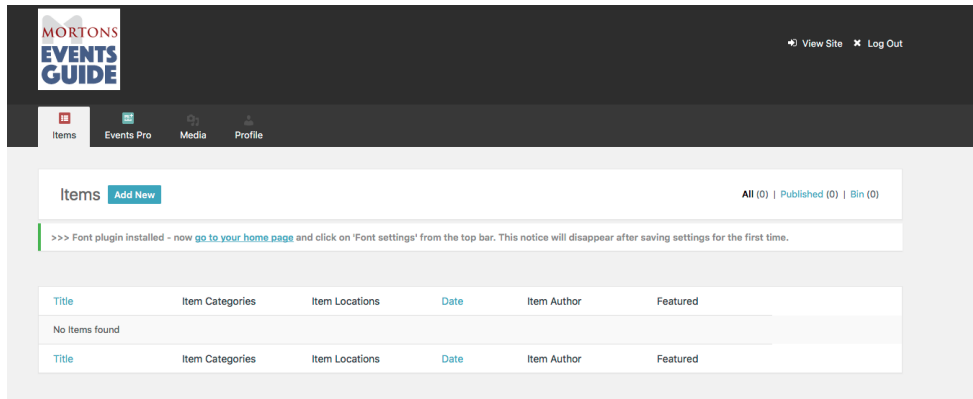
### Your Account

Step 6. You will now be directed to your profile tab – see the example below. The 'profile' tab is fourth on the right, towards the top of the page. Please fill in all the details that you can.

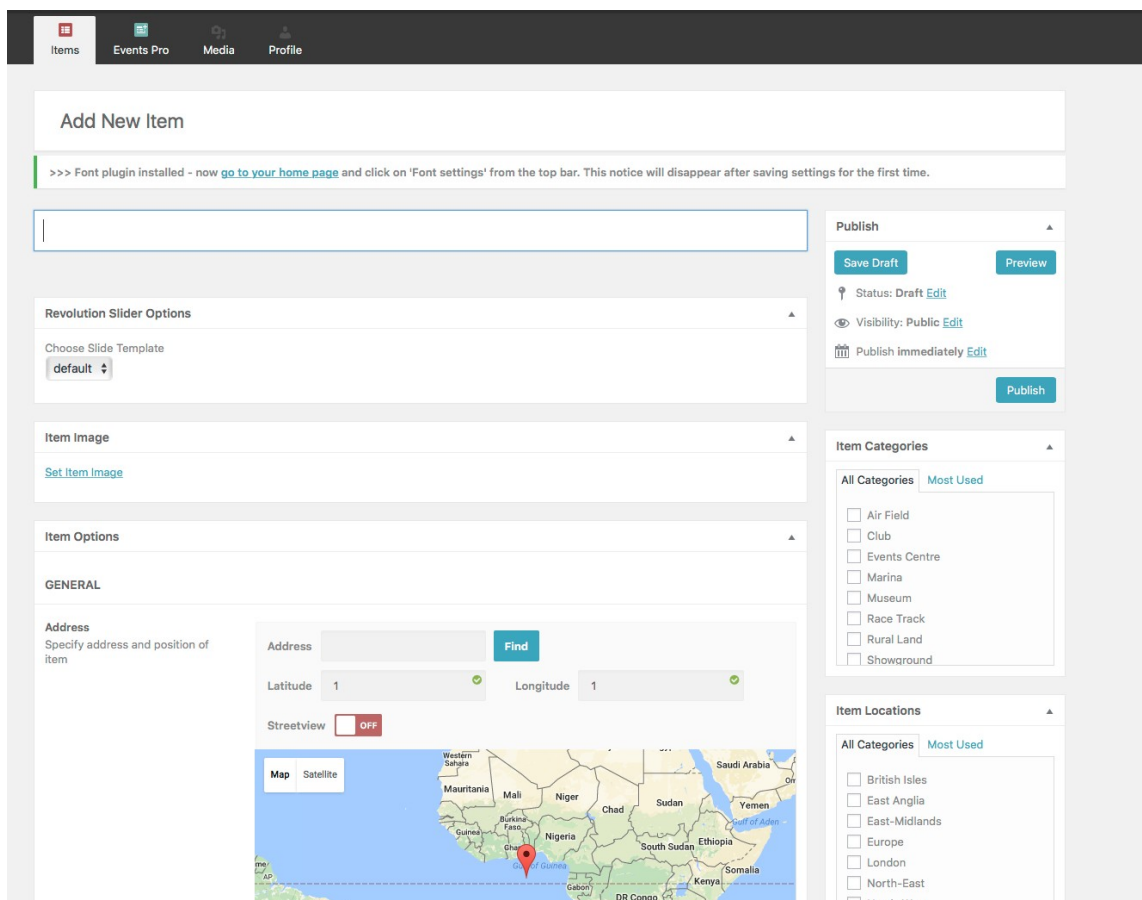
A screenshot of a web browser showing a profile page for 'MORTONS EVENTS GUIDE'. The page has a dark header with the logo and navigation links for 'Items', 'Events Pro', 'Media', and 'Profile'. A notification banner at the top states: '>>> Font plugin installed - now go to your home page and click on 'Font settings' from the top bar. This notice will disappear after saving settings for the first time.' The profile section is titled 'Profile' and contains the following fields:

- Name**
  - Username: 40sguide (Note: Usernames cannot be changed.)
  - First Name: [Empty]
  - Last Name: [Empty]
  - Nickname (required): 40sguide
  - Display name publicly as: 40sguide (dropdown menu)
- Contact Info**
  - Email (required): 40sguideapp@gmail.com
  - Website: [Empty]
  - AIM: [Empty]
  - Yahoo IM: [Empty]
  - Jabber / Google Talk: [Empty]

Step 7. Now you can enter the venue where your event will be held. Click on the 'items' tab with the red icon, a few spaces to the left of the 'profile' tab – see the example below. You should now be able to click another button slightly further down the page marked 'Add New'.



Step 8. You can now enter the details of the venue for your event, filling in as much detail about it as possible in the boxes provided. Also, make sure you tick the relevant 'Item Categories' and 'Item Locations' boxes that appear beneath the Publish button – these will indicate at what type of location and in what part of the country the event is taking place (for example, a museum in East Anglia).



Step 9. Now that you have added the venue, you can add the event itself. Click on the 'Events Pro' tab and then click 'Add New', as you did with the

venue. You should now see the page shown below. Please work through the page, filling in the details of your event.

The screenshot shows the 'Add New Event' form in the Morton's Events Guide system. The form includes a title field, a rich text editor with a toolbar (including Bold, Italic, Underline, and various alignment and link options), and a word count of 0. On the right side, there is a 'Publish' section with buttons for 'Save Draft', 'Preview', and 'Publish', along with status and visibility options. Below the publish section is an 'Event Categories' section with a list of categories: Boats, Narrowboats, Sail Boats, Speed/Cruising Boats, Caravan & Camping, Camping, Motorhome & Caravan, and Cars. The 'Boats' category is currently selected.

Step 10. Since your venue or 'item' has already been created, you should be able to assign your event to it as shown in the example below. Please make sure you select the correct currency (e.g. Pound Sterling GBP) and enter the dates and any fees that apply by clicking the 'Add New Item' button below each section. If the event is being held at the venue you have assigned it to, choose to use the item's location, if not please input the events location.

The screenshot shows the event details form. It includes the following fields and options:

- Fee:** A text input field with the placeholder 'Leave empty for free'. Below it is a button '+ ADD NEW ITEM' and a link 'OPEN/COLLAPSE ALL ITEMS'.
- Currency:** A dropdown menu currently set to 'U.S. Dollar (USD)'.
- Item:** A dropdown menu with the text 'No items. Add some items to "Items"'.
- Use Item's Location:** A dropdown menu set to 'no'. Below it is the text 'Event and related item will have the same address'.
- Address:** A section with an 'Address' input field and a 'Find' button. Below it are 'Latitude' and 'Longitude' input fields, both with '0' and a green checkmark. At the bottom is a 'Streetview' toggle switch set to 'OFF'.

Once you have filled everything in, remember to again tick the relevant category and location of the event, below the Publish button. When you have filled in all the details, you can now click 'Publish' and your event will appear 'live' on the website.