

Linlithgow.com Events & Organisations - Administration Instructions

Read This First!

Administration should be done by Authorised Users Only

Each **organisation** has been assigned a **username** and **password** that permits **authorised users** to administer that organisation's data. Once logged in you will be able to update your organisation's data but not that of any other organisation. If you represent more than one organisation you will need to use the relevant login usernames and passwords for each of them, logging in and out as necessary.

Once logged in you can administer your organisation's contact record or your organisation's events in the **Linlithgow Events Diary**.

See below for instructions on carrying out these tasks. Please read them carefully, print them out and refer to them before making any changes.

Administering your Organisation's Details

You can change most of the details held on the database: **Organisation Name, Type, Description, Website Address, Contact's Name, Position, e-Mail Address, Phone Number, Postal Address and PostCode**. Before you update these details, write them down and make sure they are correct. Test website and e-Mail addresses to make sure they are OK.

You can not change your organisation's username or password. If you feel that the password has been compromised and want to change it, please e-mail mail@linlithgow.com with your existing username and the new password that you would like (case sensitive, mix letters and numbers, min 4 max 8 characters).

The contact details can be anyone in your organisation who is prepared to respond reasonably quickly to requests for information from the public or from other organisations. As a minimum, please include a valid contact e-mail address. If the contact does not want to be named then include their Position (e.g. Secretary) and leave Contact Name blank.

Go to the organisation listing page - http://www.linlithgow.com/org_listing.asp.

Click on "Login" and you will be taken to the login page where you should enter your login username and password, as supplied by Pride & Passion Linlithgow. If you don't know them then e-mail mail@linlithgow.com.

A correct login will take you to your own organisation's details page where there will now be links to "Logout", "**Administer Diary Events**" and "**Edit Details**".

Click on "Edit Details" and replace the current entries in the form fields with the changed details. Stick to letters, numbers and spaces. Some characters are not permitted, including ', ", \$, & and *. Select the Organisation Type from the drop-down list. e-Mail addresses should be in the format someone@domain.ext and Website must be a fully qualified URL e.g. <http://www.linlithgow.com> and NOT www.linlithgow.com. The Description field takes up to 250 characters, including spaces, and will be truncated if your entry is longer.

Submit the form to complete the update process, which will return you to the details page showing the updated details. Check to ensure the updated details are OK and

logout when finished, or select “**Administer Diary Events**” to go to the diary pages where you can update your organisation’s entries (see below).

Linlithgow Events Diary Administration

- **Prepare your entry** before you enter it. Have it handy.
- Make sure you enter the **correct event date**. Dates should be entered in the format "12-June-2008". If you make a mistake, it is pretty straight forward to change the date by editing the event after it has been entered.
- Be sure to include the **event time**. This entry is text, so you can put things like "10am -12 noon and 4:30 to 7pm". Include the start time, the start and finish times or "All day", "All week" etc. If there is no time then just leave the default "-" setting.
- Add the event's **location**. Keep it short as the display space is limited. If there is no obvious location put "-" as this is a required field and leaving it blank will result in an error message.
- Enter the **event title**. Use a short event name (one or two words). Long names will just spoil the layout for everyone. The description has unlimited space so you can include a longer name there.
- Select the most suitable **category**. You can't add new categories - if you want us to add a new category then please e-mail mail@linlithgow.com.
- The **description** can include as much information as you want. You can copy and paste content from a word processor file, e-mail etc. Here are some suggestions:
 - A fully descriptive name of the event
 - Details of the event
 - The cost of tickets (or "Free") and where they can be obtained
 - Contact details for further information
 - If you know how to do it, the description can include HTML tags. e.g. `This text` will make the text between the markup **bold**. Links to other websites are a bit more complicated:- `Linlithgow Web` will produce a link to Linlithgow Web opening in a new window/tab.
- Multi-day events need to be entered for each relevant day. When you have entered the event for the first date, you can duplicate it on the other dates by opening the event for editing and entering the new date in the "Duplicate Event On" box (leave the original date unchanged).
- When editing an existing event, you can **make changes** by simply updating the content of the boxes, **delete an event** (i.e. remove it from the diary) by checking the "Delete Event" box or **duplicate** the event by entering a date in "Duplicate Event On" box. The duplicate copy need not be the same as the original event - change the relevant fields (except the date) before submitting the duplicate. The original event will be unchanged but the duplicate will have the updated details.
- Use the “**Organisation Details**” link to check or update your organisation’s details.

Good Luck! - If you get stuck then e-mail mail@linlithgow.com or phone John Aitken on 01506 848258 for assistance.

Organisation Details – Use this form to prepare your entry

Organisation's Name

.....

Website (full URL, including "http://")

.....

Organisation Type – Select from the drop-down list

Contact's Name

Position

e-Mail Address

Phone Number

Address

.....

..... **Post Code**

Description (Max 250 characters, including spaces)

.....

.....

.....

Notes:

The website address (URL) must be complete, including the "http://" at the beginning. Please test it after you have updated it to ensure that it is working OK. URLs starting with "www." Will NOT work.

The Organisation Type should be selected from the drop-down list. If two or more selections apply, use the one that fits best. If none of the selections applies, select "-“ and e-mail mail@linlithgow.com, asking us to add a new type. Organisations of type "-“ are not listed on the website, so its best to find a type that fits.

The contact can be anyone who is prepared to respond reasonably quickly, on behalf of your organisation, to communication from the public and from other organisations. If they want to remain anonymous then leave this field blank and fill in just the Position field (e.g. "Secretary").

Please make sure the e-Mail address entered is correct. Again it is best to test it after entering it and then to check to make sure that the contact received the test e-mail.

Linlithgow Events Diary – Use this form to prepare your entry

Date

Event Time

Location

Event Title

Event Category (Select from drop-down list)

Organisation (Your organisation is pre-selected and can not be changed)

Event Details:

.....

.....

.....

Notes:

Although other date formats may work OK, all dates are best entered in the format “12-Jan-2010” (day number, dash, month name – which can be in full or shortened, dash, full year number).

The event time is a text field. For the benefit of readers, try to be precise and to include both starting and finishing times where relevant. It will accept entries like “Morning”, “9:30 am till 5pm”, “All week” etc.

Location is also a text field. Try to give enough information for readers to identify where your event is being held.

The Event Category should be selected from the drop-down list. If two or more categories apply, use the one that fits best. If none of the selections applies, select “event“ and e-mail mail@linlithgow.com, asking us to add a new category.

Event Details is an unlimited field so feel free to paste in as much as you want. If you know how to include HTML then this is permitted (e.g. markup, links to websites, e-mail etc.).

Be careful with “Delete Event”.. If you check this box, this event will be removed from the diary. If you remove an event by mistake, just re-enter it.

“Duplicate Event On:” is a useful way of copying an existing event to an additional date. Monthly events can be copied this way or events that span several days. Leave the original date at the top, change any details that are different on the new date and put a date (e.g. 12-Jan-1020) in the box before clicking “Update Event”.