Adding events to the website

The most interesting and useful websites have lots of information. We really want this one to be interesting and useful and we'd love you to add information. Why not share your favourite bits of the Trails and add some photos, points of interest or local events.

If you run a business or provide accommodation and would like to add your details to the map then please follow the relevant instructions.

How to add events to the website

1. First sign up or sign in by clicking the Login or Join button at the top right of the page.

2. Once you are signed in, from the National Trails tab select the Trail that the entry you want to add is closest to. From the Trail page click on 'Add information' on the left hand side of the page.

3. Scroll to the bottom of the page and click on 'Add your event'.

4. Fill out the form ensuring that you complete all fields marked with a star.

5. If your event occurs more than once select 'Yes' in the Regular Event box and after adding the date and time select how often your event takes place in the Repeat section. As the date of a single event passes it is removed from the website - entering details in the Repeat section will ensure that your once your event has taken place, details of its next occurance will display on the website. The Advanced section allows you to further refine repeating events.

6. You can enter a description of your event in the Event details box. The tools along the top of the box allow you to add formatting and insert links. Hover your mouse over each button for a description.

7. To add a photo or your event logo click on the Browse button to locate the file on your computer and then click the Upload button. Images can be png, gif, jpg or jpeg files.

8. Enter your contact information and the event booking details.

9. It is important to enter a location otherwise your entry won't appear on the map. To do this please follow the instructions below:

   • enter the postcode or street name and town/city into the Search address box and then select the correct option that appears;

   • a blue dot will appear on the map. If the dot isn't in the right place select the drawing tool (pen with a + sign) at the top right of the map and drag the dot to the correct location. Once you have placed the dot in the correct position it's advisable to click on the hand icon (next to the drawing tool) so that you don't accidentally move the dot;

   • check the address listed in the Full address box is correct as this is the address that will appear on the website (editing the details in this box will not affect the position of the dot on the map);

10. When you are finished click the 'Save' button at the bottom of the page. Your entry will now appear in the Events and Itineraries section and on the 'Plan Your Visit' map.
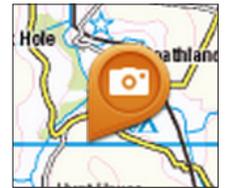
How to view your entry on the map

To see your entry on the map click on Plan Your Visit and then click on the 'Events' check box;

Once you select the relevant check box a marker will appear on the map with your entry. Click the marker to see more.

Updating or editing your entry

You can go back and edit your entry at any time by signing in and clicking the My account button at the top right of each page.

Got any questions or need help?

If you forget your password you can reset it by clicking Login and then clicking on the Lost password link. If you've forgotten your username or the email address you used to create your account then please email **nationaltrails@walk.co.uk**

If you need help with anything else please email **nationaltrails@walk.co.uk**