

JERSEY BIG WEEKEND[®]

with **JT**

Saturday 28th & Sunday 29th March 2020

How to add your details & tickets to the Big Weekend website.

These notes will guide you through the process for entering your details for the Big Weekend. If you have any problems, please get in touch with us.

Registering

To join the Big Weekend, you must first register an account to access the online system.

1. Go to <http://www.jerseybigweekend.co.uk/attraction-register> and click **REGISTER NOW**.



Attraction register

We need a few details from you so we can create your account...

What is your first name?

Your surname

Name of attraction you manage

Your email address

Create a password, it will need to be a minimum of eight letters and include at least one number.

Create a password

Type the password again

Password strength

CONTINUE

2. You will need to supply an email address and create a password which has six characters or more with a combination of letters and numbers.
3. Email confirmation will be sent straight away, please click on the validation link to activate your account.

4. You can then log in again later via: www.jerseybigweekend.co.uk/attraction-account Once logged-in it will take you to this screen:

To complete your Big Weekend entry there are four steps that must be fulfilled:

1. Add an attraction/business
2. Approve the attraction details
3. Add tickets
4. Approve tickets

You can add tickets before you have approved your attraction.

When you log back in at a later stage, the Admin Home screen will tell you which steps you have completed and what else needs to be done.

Add an attraction / business

You need to create new details for your business (referred to as attraction throughout), select **ADD AN ATTRACTION**.

The Add Attraction form has three tabs: **Attraction**, **Description** and **Contact Details**.

- **Attraction tab.**

Please enter the details for your attraction as you wish them to be displayed on the website:

- The name of your attraction/venue
- Categories
 - You can add up to 3 categories appropriate to your attraction from the drop-down menu
- The address and postcode of your business – the postcode automatically works out the Google map location but it isn't as accurate as you entering the latitude and longitude
- The latitude and longitude of your business.
 - To find the latitude and longitude:
 - Open Google Maps and find the exact location of your business.
 - Right click on the location of your business.
 - Select "What's here?" from the right click menu.
 - At the bottom of the screen you'll see a card with the coordinates.
 - Copy and paste the grey numbers into the Latitude / Longitude fields.
- Your website address.
- Your social media channels you would like to display.
- An email address for enquiries.
- A telephone number for enquiries.
- Your standard opening times (e.g. 10am to 4pm using the 12hr clock) and a link to the page on your website that provides details of your opening times if you have one.
- Your standard entry prices and a link to the page on your website that provides details about prices if you have one.
- The name of the nearest bus stop, how far it is from you in miles and the bus route.
 - We try to encourage people to use public transport, so please supply this information if possible.

Attraction Description Contact details Images Approval

Attraction details

Attraction name *i*
Lovely Place

Categories *i*
x Museums and galleries

Address *i*

Amazing Road,
Saint Helier
Jersey

Postcode i	JE2 4UH	
Latitude i		Longitude i
Website i	www.lovelyplace.co.uk	Instagram profile Link i
Facebook profile Link i		Twitter profile Link i
Contact email i	sarah.smith@gmail.com	Contact Phone i
		+44 (0)1234567
Opening times i	9am-3pm	Opening times Link i
		www.lovelyplace.co.uk/opening-times
Prices i	15	Prices link i
		www.lovelyplace.co.uk/prices
<p>To encourage visitors to come by public transport, please can you confirm your nearest bus stop?</p>		
Closest bus stop i	Saint Helier	Distance to closest stop (miles) i
		0.5
SAVE		NEXT PAGE

Once these details have been entered click **NEXT PAGE**.

At any point you can save your details and return later to complete by clicking **SAVE**

- **Description tab**

Attraction	Description	Contact details
Attraction description		
Introduction i		
This should be around 200 characters (30-40 words).		
<div style="border: 1px solid #ccc; padding: 5px;"> ↶ ↷ B <i>I</i> ☰ ☷ 🔗 </div> <p>This text will be seen by the public on the main screen, alongside the other attractions/tourism businesses.</p>		
Full description i		
<div style="border: 1px solid #ccc; padding: 5px;"> ↶ ↷ B <i>I</i> ☰ ☷ 🔗 </div> <p>Use the text from the introduction and the rest of your text about your offer here.</p>		

Please provide an introduction (a short description) which will be displayed on the listings pages of all the Big Weekend offers. It should be around 200 characters (30-40 words).

Then enter a full description of your attraction, this text will be displayed on your full attraction page. Once these details have been entered click **NEXT PAGE**.

- **Contact details tab**

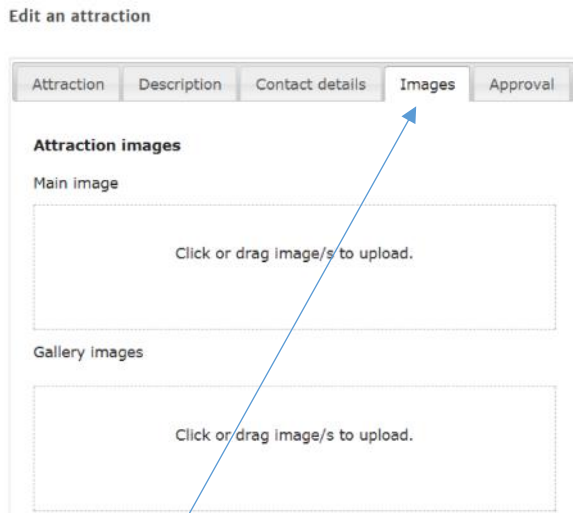
We MUST have an up to date contact to liaise with in regards to your listing, and the event. This information is **not** displayed on the website, and will only be used by the internal team. Please ensure this information is accurate and up to date.

- Name
- Telephone
- Email

We also need to know what you will do if, for example, you cannot open for The Big Weekend due to bad weather or an emergency. Please select an option from the drop down menu here.

We also need to know if you will be open to the public as usual that weekend, or if you are opening just for Big Weekend ticket winners.

Adding images



An images tab becomes available once your attraction has been saved. You can add as many images as you like, and these should represent your attraction and its exciting offer.

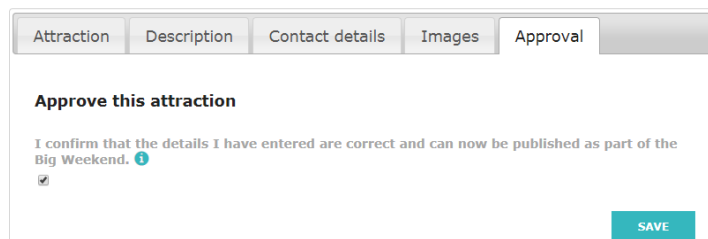
Remember to add a main image, as this is used as the main image on the detail page and the thumbnail image for listings. Add additional images to feature in the gallery for your attraction.

Images can be uploaded by dragging them onto the upload box, or by clicking the field and selecting an image from a folder on your computer.

Once these have been added click SAVE. You will be taken back to this screen:

- **Approval Tab**

Once you are happy that all of the details you have entered for your attraction are correct tick the Approvals box to confirm. Your attraction will then be included in the Big Weekend



Adding tickets

Once details of your attraction have been created you can add the tickets/offers you are making available for the Big Weekend.

You will need to create separate entries for tickets on Saturday and Sunday (if you intend to give tickets on both days), but can add as many tickets as you wish on each day.

Also, each ticket offered will be valid for TWO people (unless you specify it is a family ticket). We will not be uploading single tickets valid for one person.

Start by clicking the **ADD TICKET** button on the admin home screen:

Add ticket

You must add an attraction before adding a ticket to it, if you haven't done that already [add one now](#)

Attraction ?
Please choose an attraction

Ticket title ?

Date ? Please choose a date Opening times ?

Description ?

Other date if NOT during the Big Weekend ?

Number of tickets ?

Each ticket is valid for
Please choose a group size
Please choose a group size
2 people
4 People
5 or more People

I confirm the details above are correct and can be used. ?

SAVE TICKET

- Select the attraction the ticket offer is for (there is probably only one in the list).
- Select the date this ticket offer is for:
 - Some attractions want to participate in the Big Weekend but cannot provide tickets for that weekend. If your offer is for another date, select Other date from the list and enter it in the box further down.
 - Please note, to offer tickets for Saturday and Sunday, you must create 1 ticket entry for Saturday and 1 ticket entry for Sunday.
- Provide a description of your ticket offer:
 - If your ticket covers entry please make the offer for a minimum of 2 people.
 - In order to simplify the system and draw process, registrants won't have the ability to choose how many tickets they'd like.
 - You can still specify that your offer covers family tickets or free gifts etc.
- Enter the number of tickets that you are making available for the draw. (**Note:** every ticket should be valid for two people). We recommend you offer about twice as many tickets as you wish to see coming through the doors to cover for no shows on the day.
- Once you are happy that your ticket details are correct click the approval box. Once approved your tickets will be available in the Big Weekend ballot.

You will need to add ticket details for each day across the Big Weekend. If your tickets are for events or workshops, you'll need to add one for each of these.

Once the tickets are added the process is complete and you can log out.

You can return to edit the details for your attraction or the details of your tickets up until the cut off point for going live.

We will send you updates to let you know when this will be.

Once the draw has taken place, you will be able to log back in to access and download the ticket allocations. Full instructions on how to do this will be sent to you nearer the time.

Amend an attraction

Select **The attraction name** to make changes. Please note that most tourism businesses will only have one “attraction” showing here:

Administration area for attractions and tickets

Welcome

To participate in the Big Weekend you must complete the following steps:

✔ Create an attraction

- Lovely Place
- Sample training

ADD ANOTHER ATTRACTION

✔ Approve your attraction details for inclusion

ADD AN ATTRACTION

✔ Add your ticket information

VIEW / EDIT YOUR TICKETS (3 TICKETS)

ADD TICKETS

✔ Approve your ticket details for inclusion

ADD A TICKET

If you would like to delete your account entirely, please [contact us](#).

It will list the attractions you have listed. Select the relevant attraction if you are a venue with more than one.

You will now be taken back to the attraction editing screen:

Edit an attraction

Attraction | Description | Contact details | Images | Approval

Attraction details

Attraction name ⓘ
Lovely Place

Categories ⓘ
x Museums and galleries

Address ⓘ
Amazing Road,
Saint Helier
Jersey

Select the required tabs: **Attraction, Description, Contact Details, Images, Approval.**

Once your changes have been made make sure to **Save** your amends.

Amend a ticket

Click a ticket to amend the information.

Administration area for attractions and tickets

Welcome

To participate in the Big Weekend you must complete the following steps:

- ✓ Create an attraction
 - Lovely Place
 - Sample training

ADD ANOTHER ATTRACTION
- ✓ Approve your attraction details for inclusion

ADD AN ATTRACTION
- ✓ Add your ticket information

VIEW / EDIT YOUR TICKETS (4 TICKETS)

ADD TICKETS
- ✓ Approve your ticket details for inclusion

ADD A TICKET

If you would like to delete your account entirely, please [contact us](#).

Or click “View and edit tickets” to view all tickets associated with your account

View admin tickets

- Behind the scenes tour - Saturday 28th March 2020**
Thank you, this ticket has been approved for use.
- Garden tour - Saturday 28th March 2020**
Thank you, this ticket has been approved for use.
- Garden tour Saturday 28th March 10am - Saturday 28th March 2020**
Thank you, this ticket has been approved for use.

See above for a full description of the attraction and ticket information edit screens.

Contact details:

Should you have queries about using the CMS, please email bigweekend@visitjersey.ie or call +44 (0)1534 849 765.