

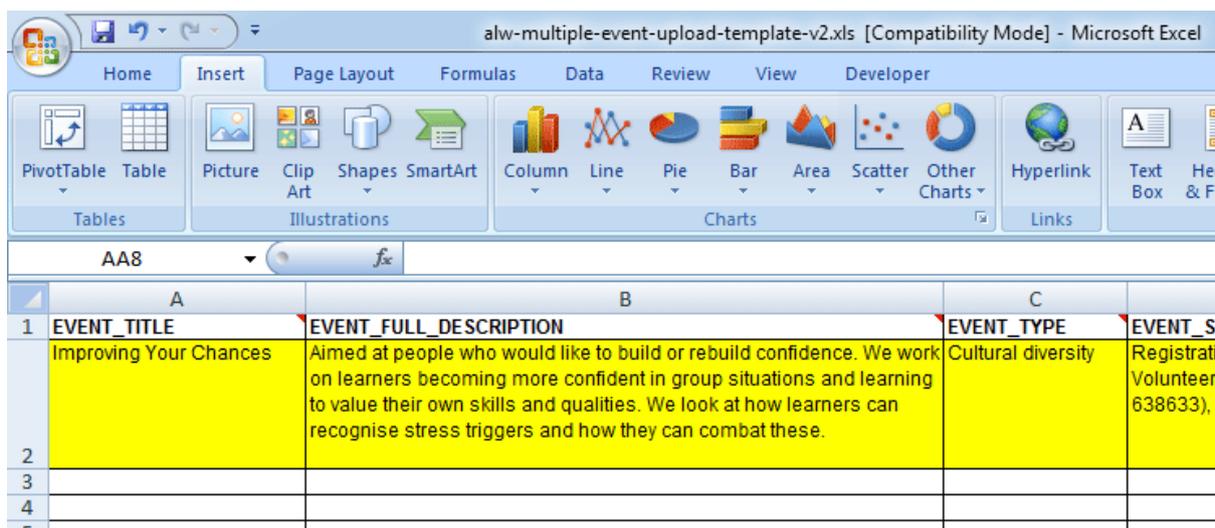
## **Uploading events - Multiple upload guidance**

To upload multiple events (5+):

- Download the template Excel spreadsheet available at [www.alw.org.uk/events/multiple-upload-event-intro](http://www.alw.org.uk/events/multiple-upload-event-intro)
- Complete the information requested
- Save your spreadsheet.
- Upload your spreadsheet.

### **Completing the spreadsheet:**

An example is available on the template spreadsheet (highlighted in yellow):



	A	B	C	
1	EVENT_TITLE	EVENT_FULL_DESCRIPTION	EVENT_TYPE	EVENT_S
	Improving Your Chances	Aimed at people who would like to build or rebuild confidence. We work on learners becoming more confident in group situations and learning to value their own skills and qualities. We look at how learners can recognise stress triggers and how they can combat these.	Cultural diversity	Registrati Volunteer 638633),
2				
3				
4				
5				

**When filling in the spreadsheet, please do not remove the yellow example row.**

Please see below a description of the information requested for each column of the spreadsheet:

	A	B	C	
1	EVENT_TITLE	EVENT_FULL_DESCRIPTION	EVENT_TYPE	EVENT_!
	Improving Your Chances	Aimed at people who would like to build or rebuild confidence. We work on learners becoming more confident in group situations and learning to value their own skills and qualities. We look at how learners can recognise stress triggers and how they can combat these.	Cultural diversity	Registra Volunte 638633)
2				
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7				
8				
9				

**Column A – EVENT\_TITLE**

Enter the title of your event.

**Column B – EVENT\_FULL\_DESCRIPTION**

Describe what your event is about and who it is aimed at.

**Column C – EVENT TYPE**

Use the drop down to select the type of event you are organising.

**Column D - EVENT\_SPECIAL\_INSTRUCTIONS**

Enter any special instructions or information that attendees need to know about prior to the event.

**Column E - EVENT\_COSTS**

We encourage all events to be free or a nominal charge of no more than £5, to ensure that they are accessible. If your event is FREE of charge, enter '0'. If there is a cost involved, please enter the amount (without £).

**Column F - EVENT\_HOW\_TO\_BOOK**

Provide details on how to book a place at this event.

**Column G - EVENT\_MAXIMUM\_ATTENDEES**

Use the drop down to select the amount of places available at this event.

**Column H - EVENT\_START\_DATE**

Enter the start date of your event in DD-MM-YY format.

**Column I - EVENT\_START\_TIME**

Enter the start time of your event in HH:MM format.

**Column J - EVENT\_END\_DATE**

Enter the end date of your event in DD-MM-YY format.

**Column K - EVENT\_END\_TIME**

Enter the end time of your event in HH:MM format.

**Column L - EVENT\_IS\_ONLINE**

Use the drop down to select 'Yes' or 'No'. Select 'Yes' if your event is virtual and participants must visit a website (or other online location) to take part. Please make sure you enter some information on the 'EVENT\_WEBSITE' column (column V).

**Column M - EVENT\_BUILDING\_HOUSE\_OR\_HOUSE\_NUMBER**

Enter the name/number of the building for the venue of the event.

**Column N - EVENT\_ADDRESS1**

Enter venue address.

**Column O - EVENT\_ADDRESS2**

Enter venue address.

**Column P - EVENT\_REGION**

Use the drop down to select the region where the venue is situated.

**Column Q - EVENT\_COUNTY**

Use the drop down to select the county where the venue is situated.

**Column R - EVENT\_CITY**

Enter the name of the city where the venue is situated.

**Column S - EVENT\_POSTCODE**

Enter the venue postcode

**Column T - EVENT\_PHONE**

If known, enter the phone number for the venue.

**Column U - EVENT\_ENQUIRIES\_EMAIL**

Enter the e-mail address that people can use to get in touch about the event.

**Column V - EVENT\_WEBSITE**

If the venue has a website, enter the address.

**Please note that this events' diary is for England only.**

For your event to be added to the Events' Diary it must be taking place in England, be related to learning and not exceed a maximum cost of £20. Events that do not fit



these criteria will not be added to the Events' Diary. If you have any queries please contact the Adult Learners' Week team on 0116 2044200 or [alw@niace.org.uk](mailto:alw@niace.org.uk)