



Preparation

Before going to the web site to set up the event, print out a copy of this page and fill in (handwrite) the table below with your event details. Please note: if you want to restrict access to the event to certain people (e.g. last year’s attendees, members only etc.) either completely or maybe ‘early-bird’ reasons, you will need to talk to Julia at Pillars of Strength and she will set this up for you.

Event Name	
Venue Name	
Venue Address	
Start Date and Time	
End Date and time	
How many people can you take (event capacity)?	
When will you open the event for bookings/registration?	
When will registration close. <i>Note: you may need to set this for a few days prior to the event if you have to confirm numbers with external parties)?</i>	
How many people can each person who registers take to the event? <i>Note: You can make each attendee register separately or allow a registrant to bring other people. We suggest if you are allowing registrant to bring other people that you ask for their names and contact details - we will show you how to do this in this manual.</i>	
Filename of picture that you want to use for the event (may be the venue, maybe the activity) <i>You can typically find a good image to use on the web. Download it onto somewhere easy to find on your computer prior to starting this process. Note that the file must not be bigger than 5MB (you may have to edit/crop it to make it small enough)</i>	
Event Description <i>(try to make this not only informative, but also a bit ‘salesy’ – you want to fill the event with dads and mates and family members). You might want to type this up in a word processor so you can cut and paste into the web site.</i>	
Price <i>(while we try to make Pillars of Strength events free to participants, sometimes the nature of the event means that you have to make a charge to cover costs)</i>	