

Uploading Festival Events

This is a very simple & quick process which involves 2 steps. Firstly, we ask that you login to the Website and become a Greensand Country Landscape charter member. This is free of charge and once completed you will have access to a vast range of free resource including the “Sense of Place Toolkit”, photos, maps, logos, etc. all of which you can use to promote your events and businesses. This is a one-off process which then enables you to add Festival events but, also to upload all your future events occurring in & around the Greensand Country Landscape.

Although the Charter sign-up and event uploading processing are simple and intuitive, there are a number of explanatory videos on the website to help you with the process.

Step 1: Charter Sign-Up

- a) Enter the website www.greensandcountry.com
- b) Register with your email and a password and the details of your organisation
- c) Click on the following link to for a video showing how to sign-up (don't forget to turn the sound on).

<https://kamino.fra1.cdn.digitaloceanspaces.com/greensands/app/uploads/2020/11/Lesson-1.mp4>

Step 2: Uploading Events

Now that you are a Charter member you can upload all of your Greensand Country Festival events plus any future events, via the following process:

- a) Login to the website
- b) Click on “My Charter Area” located in the top right hand of your screen
- c) Click on “Your Profile” located in the bottom left hand of your screen
- d) Click on “Add New Listing” and fill in the required information
- e) Once you have uploaded your event it will be verified by the website manager and then added to the website. Please allow up to 24hrs for approval
- f) After approval and the event is visible on the website you can then enter it to make changes if required
- g) Click on the following link to for a video showing how to upload events (don't forget to turn the sound on).

<https://kamino.fra1.cdn.digitaloceanspaces.com/greensands/app/uploads/2020/11/Lesson-4-1.mp4>

These tutorial videos plus others to guide you around the whole website are available for you watch at your leisure and can be found by logging in and then clicking on the “Support” section and then clicking on the “Charter” section and scrolling down to the “Downloads” section. If you have any difficulties please don’t hesitate to contact Colin Haine – colin@greensandcountry.com.