

Event Organiser Guide

Register Account

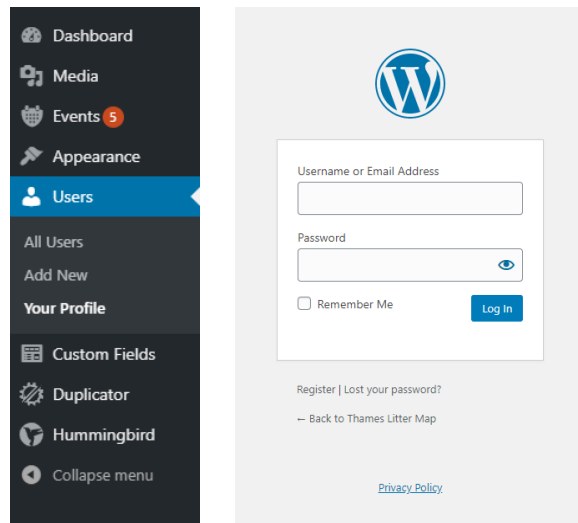
If you do not yet have an account select register and enter your details, an email will be sent to you to create a password. **New accounts are given the most basic of permissions so you may need to wait shortly before full access is granted.**

Please also upload a copy of your liability insurance. You will need this to be able to submit events to the website.

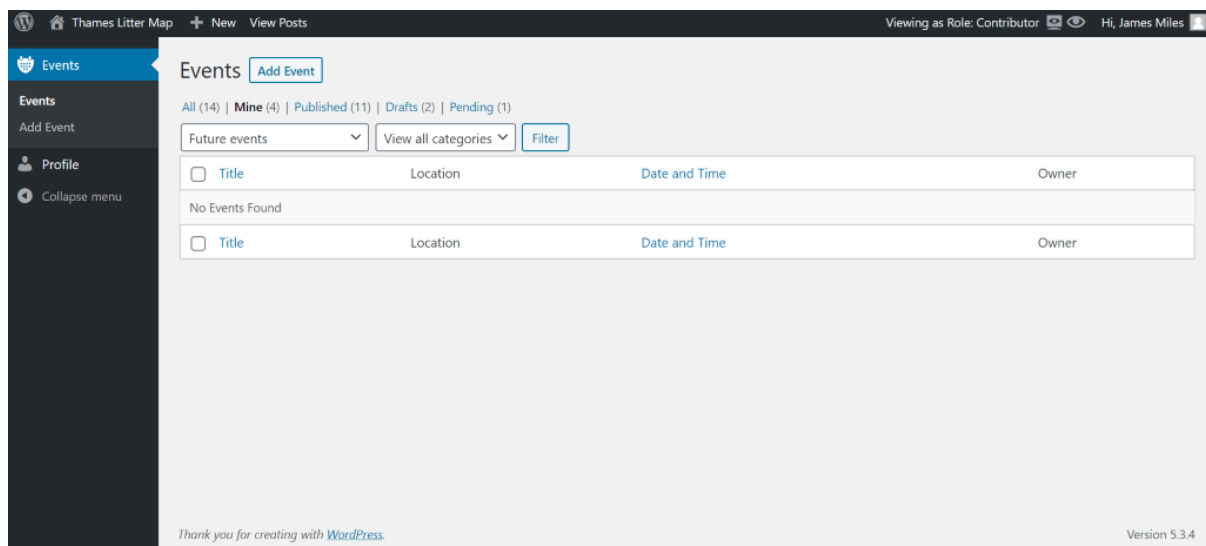
Once you have been given the correct environment admin permissions, the admin side bar will look as follows, if you can only see the 'Users' tab please remind an administrator that your account is still being processed:

Logging-in

Head to cleaningthethames.pla.co.uk & select log in, this will take you to the WordPress back end to enter your email or username & password.



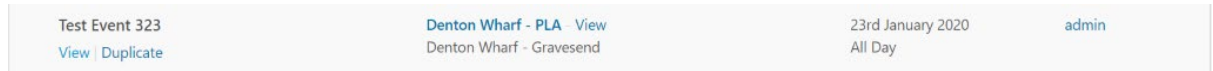
Viewing Events



Logging in as an event organiser will give a user the 'contributor' role. This allows them to have limited access to the backend of the website in which the default view lists their event taking place in the future. A user can view other events which are being organised through selecting between 'mine', 'published', 'drafts' & 'pending'. The

view can also be filtered with the dropdown to show to show future, past, all or events within a certain timeframe.

For events that the user is not the owner of, they can simply view it or duplicate it as a template for their own events:



For events that the user does own, there are more options available and most importantly selecting 'edit' to change the event's information:



Adding a New Event

Selecting 'add event' will open up the form with fields to fill in as follows:

- Event name and event description (this allows for formatting, links, media, etc.), when the event will take place,

A screenshot of the 'Add New Event' form. At the top, it says 'Add New Event'. Below that is a text input field with the placeholder 'Add title'. Underneath is a rich text editor toolbar with options for Paragraph, Bold, Italic, Bulleted List, Numbered List, Quote, Indent, Outdent, Link, Unlink, Table, and a close button. To the right of the toolbar are 'Visual' and 'Text' tabs.

- When the event will take place and where the event will take place (More locations can be requested by using the link on the 'All Locations' page)

A screenshot of the event scheduling and location selection form. At the top, it says 'Word count: 0'. Below that is a section titled 'When' with a checkbox for 'Show event date as To Be Confirmed.'. There are input fields for 'From' and 'to' dates, and 'Event starts at' with time pickers for '12:00 AM' and '12:00 AM', and an 'All day' checkbox. A note below says 'This event spans every day between the beginning and end date, with start/end times applying to each day.'. Below the 'When' section is a section titled 'Where' with a 'Location:' label and a dropdown menu showing 'Denton Wharf - PLA'. To the right is a map showing the location on a riverbank. A popup window over the map shows 'Denton Wharf - PLA' and 'Denton Wharf Gravesend' with a bullet point: 'No upcoming events in this location'.

- Whether the event is public or private, the event's current status, the pre-event information (Please see the guide for using PLA litter cages)

Event Categories ▲

All Event Categories Most Used

Private
 Public

Status ▲

Event Status *

Upcoming
 Postponed
 Cancelled

Pre Event ▲

Expected Attendance *	<input style="width: 95%;" type="text"/>
Number of PLA Cages Required *	<input style="width: 95%;" type="text" value="0"/>

- There is post-event recording data that should be considered

Post Event ▲

Note	After the event please enter these statistics if available to help our Thames Litter Map data:
Actual Attendance	<input style="width: 95%;" type="text"/>
Litter Bags	<input style="width: 95%;" type="text"/>
Bottles	<input style="width: 95%;" type="text"/>
Cups	<input style="width: 95%;" type="text"/>
Pellets	<input style="width: 95%;" type="text"/>
Straws	<input style="width: 95%;" type="text"/>
Sanitary Items	<input style="width: 95%;" type="text"/>
Large Metal Objects	<input style="width: 95%;" type="text"/>
<p>Comments</p> <p><small>Please input any other findings/comments here. Please describe any items unable to be placed in a litter cage and where the Marine Services team can find them.</small></p>	<div style="border: 1px solid #ccc; min-height: 60px;"></div>

- Files such as a safety & risks register should be uploaded **pre-event**. Then finally, you may submit the event for review for the PLA team.

The screenshot shows a web form with three main sections:

- Files:** A section titled "Safety & Risks Register" with a sub-note "Template Documents can be found HERE[link]". Below this is a file upload area showing a document icon and the text: "demo1", "File name: demo1.pdf", and "File size: 78 KB".
- Conditions:** A section titled "Conditions" with a checked checkbox and the text: "I have read, understood and will comply to the conditions of the permit to work on the foreshore."
- Publish:** A section containing several controls: a "Save Draft" button, a "Preview" button, a status indicator "Status: Draft", a visibility indicator "Visibility: Public", and a "+ Duplicate Event" link. At the bottom right of this section is a prominent blue "Submit for Review" button.

Event Reviewed & Approved

Once your requested event has been approved by the PLA, you will receive a confirmation email and the event will go live on the site. If your event is public, the contact details you have entered will be visible to the general public. Attendees will contact you directly to join the litter pick.

After the Event

After the event you will receive an email reminder to enter the post-event data, for instance the actual attendance to the number of plastic straws collected. This information will be collected and used to report on the progress of the website.