



Portal Partner

Events

Entering Events onto Your Community Portal

1. Firstly Log In to Portal Partner



Welcome to East Northants Online...

Welcome to East Northamptonshire Online, your gateway to relevant information and services available in your local community. Contains information for residents and visitors including local clubs, events, business directory, information on accommodation, places to visit, local services and more!

- [East Northamptonshire Council's website](#)
- [Report delivery problems with Nene Valley News](#)
- [Tourism Guide 2008 - Short Breaks and Accommodation](#)
- [Out and About Events Guide](#)
- [Out & About - Walking and Cycling Guide](#)
- [Tourist Information Centre](#)
- [User Guides](#) - Free entry listings for jobs, clubs, businesses, community events etc.
- [Transport & Travel information](#)



East Northants Online - Your Local Life Online



For a map of the area and a list of towns and villages covered by East Northants Online please see the [map page](#).

What's New
[SportsPark](#)
[Unplugged at ...](#)

Click here to log in to Portal Partner

Local News
[Council support for 10/12/2008](#)
[By-election Thrapst Ward - 09/12/2008](#)
[Council reduces VA](#)
[Calling all licensees: being able to open Christmas period -](#)

connect to your council



Nene Valley News

Welcome to the Log In page. This page will allow you to access any of the information or services on the site that requires a password.

User Name :

Password :

Log In

[Forgotten your login details?](#)

If you are a Portal Partner, please enter your username and password in the box below.

Services accessible to date include:

- [Businesses](#) - Allows you to manage the information about your services.
- [Events](#) - Allows you to post events for your organisation which will be publicised across the site.
- [Jobs](#) - Allows you to post job vacancies.
- [Locations](#) - Allows you to update and manage information on your village.
- [Parish Council](#) - Allows you to update and manage information on your village.
- [WasteXchange](#) - Allows businesses to trade unwanted materials.
- [Clubs and Societies](#) - Allows you to build and manage a home page about your club or society.
- [Press Releases](#) - Allows you to publish news releases about your organisation.
- [Classifieds](#) - Allows you to advertise household items for sale.

Once set up, all of these functions can be accessed through the [Control Panel](#)

All of the sections work on the same principle - you can enter your information, **save** it, and then **submit** it. Your information will then go

This will then produce the following screen:



To add an event, click on Event Add

Then complete the following template

Add Event

* = required fields

Save this item to preview

Event Title *

Name of Venue

Start Date & Time *
dd/mm/yy hh:mm - time is 24hr
dock but is optional

Stop Date & Time
dd/mm/yy hh:mm - time is 24hr
dock but is optional

Recurrence
 Does not recur
 Recurs on the same day every week
 Recurs on the same date every month

Recurs times

Location(s) *
 Achurch
 Ailsworth
 Aldwinckle
 Apethorpe
 Armston
 Ashton
 Barnwell
 Barnwell All Saints
 Barnwell St Andrew
 Blatherwacke
 Art & Craft Exhibitions and Workshops
 Charity Events
 Christmas

Please select the most appropriate location for your information. If your location is not listed it may mean that we do not cover your area and your submission may be rejected.

Event Title: Enter the name / title of the event

Name of Venue: Enter the venue where the event is being held

Start Date & Time: Enter the date and the time the event starts
(NB – ensure to enter the date and time in the correct format - dd/mm/yy hh:mm)

Stop Date & Time: Enter the date and the time that the event ends.
(NB – ensure to enter the date and time in the correct format - dd/mm/yy hh:mm)

If the event is for 1 day only then enter the same date as a start and stop date. Entering a stop date ensures the event no longer appears on the site when it is over.

Location: In this box are all the villages in your town. Please select the location relevant for your event. Multiple locations can be selected by using the ctrl key on your keyboard.

Category: Please select what type of event you are advertising. Again, your event may fall into multiple categories and using the ctrl key, multiple categories can be selected.

Description: This is a free text field where a description of your event can be entered. These details may include a where the events is, who is welcome and a contact name and phone number for further details for example.

Website: Enter a relevant website address, if applicable (this is not a mandatory field)

Email: Enter email address, if applicable (this is not a mandatory field)

Picture: If you got any pictures to include just click on add picture and upload it from your file by browsing it. Write a description of what it is, click the button for making it live and click add image

Files: Click on add file to add more files. Follow the links by browsing for the file and give it a description. Click to add file. Note down the number and click continue

Preview: Click save and here to preview what your event will look like when on the website. If you are unhappy with it, amendments can be made and then preview the site again.

Submit: Click here to submit your event for approval.

The event will then sit in an editorial area where an administrator will approve the event. Once it has been approved it will appear on the website.