CBA FESTIVAL OF ARCHAE OLOGY

Submitting a blog for A Day in Archaeology

Intro

To submit your blog please go to this webpage https://www.archaeologyuk.org/submissions-resource/a-day-in-archaeology-2023.html

Submitting your blog

Click the "Submit now" button.

You will then be asked to login or register with the website. If you need to register it only takes a moment.

If you are a CBA member or a Festival event organiser you will already be registered with the website.

Terms & conditions

Thanks you for submitting your blog for A Day In Archaeology.

Before you enter your information, please read the conditions below.

1. We (the Council for British Archaeology) will securely hold and process your personal data where provided.
2. By submitting your information and image(s) you consent to the CBA displaying this information online and re-using it in other relevant contexts, including research and future Festival of Archaeology and other CBA publicity.
3. Full details on these matters can be found in our **Privacy Policy**.
4. The CBA, at its discretion, reserves the right to decline a submission or to remove a blog from the website at any time.

☐ I agree to the terms & conditions

NEXT →

Once you have logged in please accept the terms and conditions.

You will then arrive at the main blog submission form. All fields marked * are compulsory so you will need to complete these in order to be able to submit you blog.

If you need to pause while submitting your information your blog will automatically be saved. See details below on how to edit your blog.

About you and your resource submission

Resource details

All fields marked * are compulsory.

Title *   A Day In Archaeology Blog

Description *

Some text about your day, or experiences in archaeology.

- **You can make your text bold**
- *Use italics*
- Add bullet points
- Increase or decrease font size
- **Or include links within your text**

Historical periods   Select Some Options

Region   Please select...

Contact details

Complete the fields as follows:

Title

Give your blog a memorable title – this is the first thing people will see when browsing the blog submissions so you want yours to stand out. Try not to make it too long.

Historical period

This is used to help filter the resources so people can search and find blogs on different topics and themes. If your blog relates to any historical periods please add these here. You can select as many of the options as you like.

Historical periods	Select Some Options
Region	Please select...

Contact details

Contact name and email is mandatory and this will be visible on your blog post. If you do not wish to provide an email address please use festival@archaeologyuk.org.

Title	
First name *	Claire
Last name *	Corkill
Email address *	clairecorkill@archaeologyuk.org
Organisation	

BACK   SAVE DRAFT   NEXT →

Region

This is used to help filter the resources so people can search and find blogs on different topics and themes. Please select the most appropriate area of the UK for you.

Contact details

Adding a first name, last name and email address is mandatory and these fields will be visible on the blog. If you do not wish to share your own email address please use festival@archaeologyuk.org.

Once you have completed all the relevant fields please click the Next button. You can also opt to save your blog at this point.

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Additional supporting information

Media links

Please provided up to 3 links to external websites. These should showcase your work or project and/or link to your organisation, group or society.

For each link please add a title for the link then in the row below add the link itself.

When adding the URL link you can copy and paste from your browser and paste the full URL into the right hand box. The form will automatically move the precursor e.g. http:// or https:// into the box on the left. An example is provided in the image above.

Author details

Name

Name of author of blog. This field is mandatory.

Organisation

This isn't compulsory so please leave blank if not relevant.

Author's biography

Please provide a brief biography of the author. This makes your blog a bit more personal and helps readers get a better sense of the range of people that get involved in archaeology and their different backgrounds.
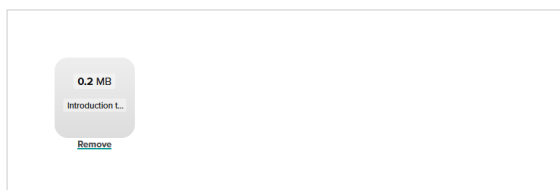
Author's photo

Please add a photo if you can. Readers always like to see a photo of the person writing the blog.

Images and attachments

Images and attachments

Please provide imagery and any attachments required to be shown on your published resource.
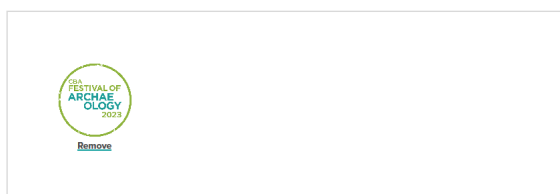
Supporting attachments

0.2 MB

Introduction t...

Remove

Resource listing image   CBA-Festival-logo-2023.png   BROWSE →

Gallery images

Remove

CRM Topics   Archaeology Skills

Supporting attachments

You don't need to add anything to this field but if you do have a pdf resource such as an activity or report that links to your blog post that you would like share you can upload it here.

Resource listing image

This is the image that people will see when they are searching through the A Day In Archaeology blog posts. It's great to include an image here to make your blog look appealing.

Gallery images

These images will show at the top of the blog post below the blog title and above the description. Readers will be able to scroll through the images.

CRM Topics

Please select a CRM Topic that most closely relates to the subject of your blog. This will help people filter the blogs on the website to find entries that of particular interest to them.

Resource expiry date

Resource expiry date

If your resource will be available for a fixed period please provide an expiry date below.

If you are submitting a blog for A Day In Archaeology please skip this section.

Expiry date

This section relates to our wider Festival resources and isn't directly relevant to A Day In Archaeology so you can skip this section without submitting any details.

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Additional questions

These last questions will help us better understand who takes part in the Festival of Archaeology. The answers submitted here will only be used for evaluation purpose and the data will be used anonymously. Please skip this section if you do not wish to share this information.

Saving your event

Your blog will automatically be saved as you are submitting your details and there is also a button on the bottom right of the screen called 'Save Draft' which you can click at any time to save what you have added so far.

If you need to stop and return to your blog later to continue your submission you can do so at any time. To return to your blog, log in to the website and then go to the Member homepage by clicking My Account in the top right of the webpage and then selecting Member homepage from the dropdown menu.

Once on the Member homepage you should see an option in the right hand menu called My Festival resources. If you click on that you will be able to see a list of any blogs or resources you have submitted.

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My Festival resources

DRAFT
Thu, 06 Jul 2023
A Day In Archaeology Blog
A Day In Archaeology 2023

VIEW RESOURCE SUBMISSION DETAILS →

DRAFT
Thu, 06 Jul 2023
festival@archaeologyuk.org
Festival Resources 2023

VIEW RESOURCE SUBMISSION DETAILS →

To return to a draft or edit a blog you have already submitted for approval please click on the View Resource Submission Details button.

You can check through the details you have submitted and if you would like to edit click on the Edit button at the bottom of the screen.

This will take you back to the form where you will be able to edit any details. Once you are finished please re-submit your blog by clicking the Next button until you reach the confirmation of submission page.

Please note you will need to click the button to agree to the terms and conditions each time you return to edit your event.

If you edit your blog it will need to be reapproved by the Festival Team. For more details on blog approvals see below.

Once submitted

Once you have submitted your blog it will be reviewed by a member of the Festival team. If we have any questions about your submission we will email you. Otherwise we will make your blog live as part of the A Day In Archaeology event on Thursday 27 July 2023.

Once approved you should receive an email to confirm that the blog is now live and you will be able to find your blog here https://www.archaeologyuk.org/festival/a-day-in-archaeology.html.

Please do let people know you've contribute by sharing the link to your blog on social media and including the #FestivalOfArchaeology hashtag.

It would also be great if you could encourage other friends and colleagues involved in archaeology to take part. Blog submissions will remain open until the end of the Festival of Archaeology on Sunday 30 July 2023.

Blogs will remain online and accessible throughout the year.

Thank you for taking part in A Day In Archaeology.

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British Archaeology