CBA
**FESTIVAL OF
ARCHAE
OLOGY**
2024

How to submit your A Day In Archaeology blog

Council for
British Archaeology

To submit your blog please go to https://www.archaeologyuk.org/submissions-resource/a-day-in-archaeology-2024.html

A Day In Archaeology 2024

SUBMIT NOW →

28 Jan - 31 Jul 2024

Help us shed light on your experiences in archaeology through our 'A Day in Archaeology' event.

Everyone is welcome to take part and share their experiences whether you volunteer on fieldwork activities, create opportunities to participate in archaeology through a local or regional group or society, or work within the archaeology or heritage sectors.

Submit your blog entry and help us showcase the variety of roles and experiences archaeology has to offer. Click on the 'Submit Now' button to the right.

‹ Back to topic listing

Submitting your blog

Click on the green 'Submit Now' button.

Login

Already use an email address with us but logging in for the first time?

If you are a member and have already registered an email address with us, please use the 'forgotten password' link and follow the instructions to login for the first time. This is because we have updated our system and we want to ensure your data is secure. Thank you for your patience.

Are you a member but have not registered with us?

If you have not previously registered your email address with us or you do not know which email you have used previously, use this form to provide us with your current email.

REGISTER YOUR EMAIL →

Not a member? Register here

REGISTER YOUR EMAIL →

Email address *

festival@archaeologyuk.org

Password *

••••••••••••

☐ Remember me

Forgotten password   Register   LOGIN →

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 Festival event organiser you will already be registered with the website.

Terms & conditions

Thanks you for submitting a resource to the Festival of Archaeology website.

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 resource submission or to remove an resource from the Festival listing 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 your blog.
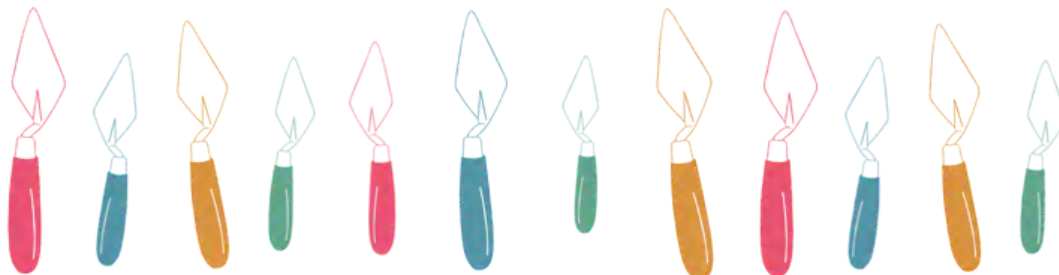
If you need to pause while submitting your information your blog will automatically saved. See details below on how to edit your blog.

About you and your resource submission

Resource details

All fields marked * are compulsory.

Title *

Description *
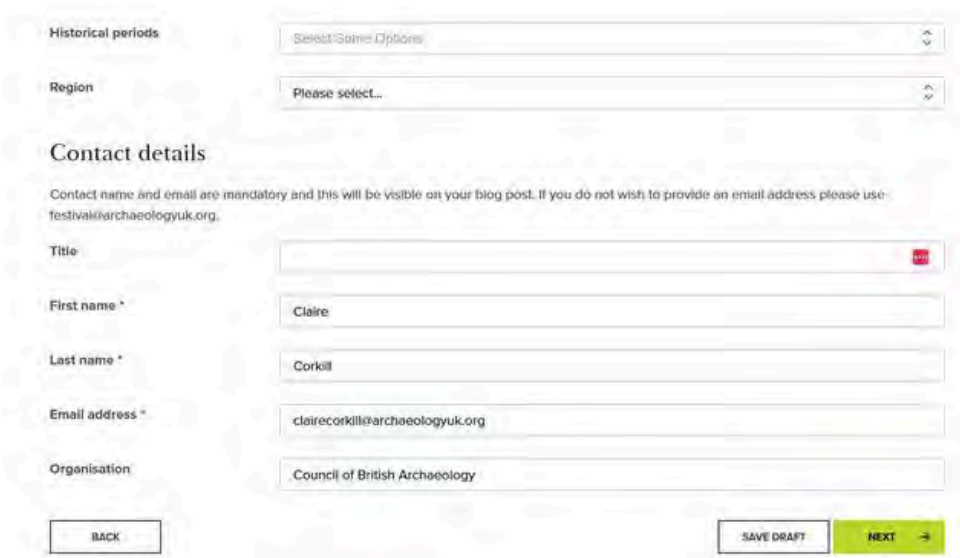
Historical periods

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.

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 are 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.

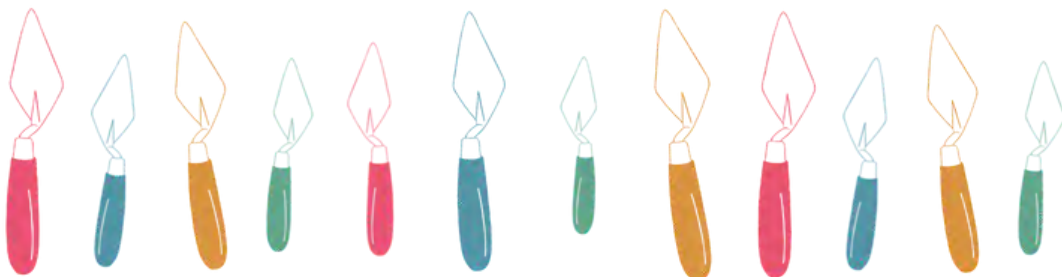| Title | |
First name *	Claire
Last name *	Corkill
Email address *	clairecorkill@archaeologyuk.org
Organisation	Council of British Archaeology

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 share 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.

Additional supporting information

Media links

Please provide 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 also add a link title in the appropriate field.

Additional supporting information

Media links

Please include any relevant media links, which will show on your published resource.

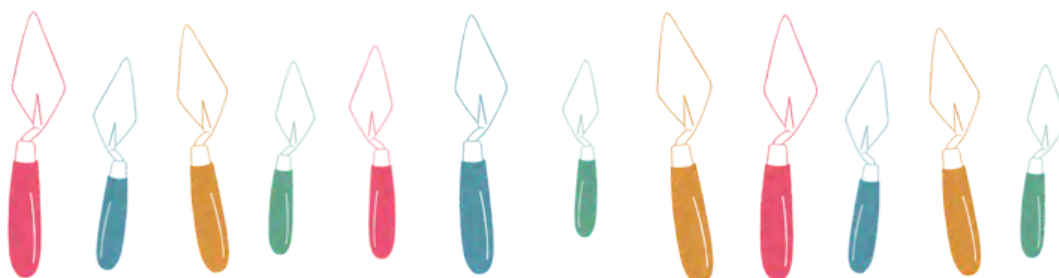|	
Link 1 title	
URL Link 1	
Link 2 title	
URL Link 2	
Link 3 title	
URL Link 3	

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. https:// into the box on the left.

Author details

Author details

Please provide author details, which will show on your published blog or resource.

Author's name *	
Author's organisation	
Author's Biography	
Author's photo	BROWSE →

Please complete the author details. In this section only the Author's name is compulsory.

Please add a photo and brief biography of you can as these help make your blog a bit more personal and help readers get a better sense of who you are.

Images and attachements

Images and attachments

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

Supporting attachments

Drag / Paste a file here
Or, if you prefer...
BROWSE →

Resource listing image   BROWSE →

Gallery images

Drag / Paste a file here
Or, if you prefer...
BROWSE →

CRM Topics   Fieldwork
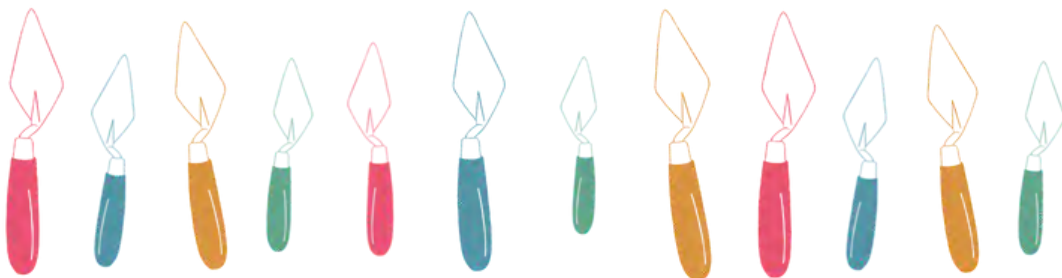
Supporting attachments
You don't need to do anything to this field but if you do have a pdf resource such as an activity or report that links to your blog post then you can upload it here.

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 you make your blog look appealing.

Gallery images
These images will show at the top of the blog post above your text. They will appear in gallery format and you can submit up to 5 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 are of particular interest to them.

Resource expiry date

This section relates to our wider Festival resources so you can skip this section.

Additional questions

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

Submit your blog

By clicking on the 'Next' button your blog will be submitted.
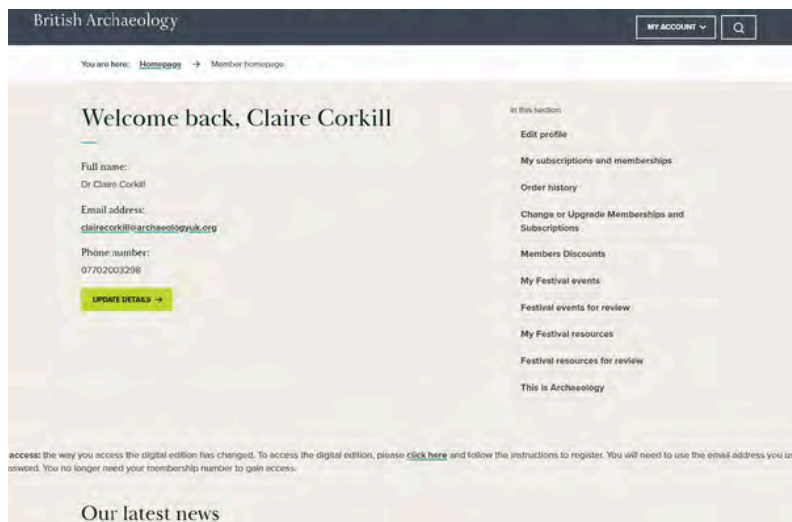
Saving your blog

Your blog will automatically be saved as you are submitting your details and here is also a button on the bottom left of the screen called 'Save Draft' which you can click at any time to save what you have done 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 into the website and then go to 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.

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

To edit your blog, click the Edit button at the bottom of the page. This will take you back to the form where you will be able to make any edits you need.

Once you have finished editing please click the Next button until you reach the submission confirmation page.

Please note you will need to click the button to agree to the Terms and Conditions each time you edit your event.

if you edit your blog it will need to be re-approved by the Festival Team. For more details on blog approvals see below.

Once submitteed

Once you have submitted your blog it will be reviewed by the Festival Team.

Blogs will be made live on A Day In Archaeology - 25 July 2024.

Once approved you should receive a confirmation email.

Blog submissions will remain open until the end of the Festival and submitted blogs are available to view throughout the year.