

CBA  
FESTIVAL OF  
ARCHAEOLOGY  
2023

# How to submit your resource

Council for  
British Archaeology

If you are a CBA member, log into the Festival website, if you are not a member then please register as a non-member [here](#).

Once you are registered, [click here to submit your resource](#).

Click on the green 'Submit Your Resource' button.

## How to Submit Your Resource

Take a look at our step-by-step guide to submitting your Festival of Archaeology Resource

FESTIVAL RESOURCE GUIDE

## Submit your Resource

Ready to upload your resource onto our website?

Click the button below and follow the instructions to submit your Festival Resource to the website.

SUBMIT YOUR RESOURCE



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Evaluation

Click on the green 'Submit Now' button.

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## Festival Resources 2023

25 Jun 2023 - 31 Dec 2029

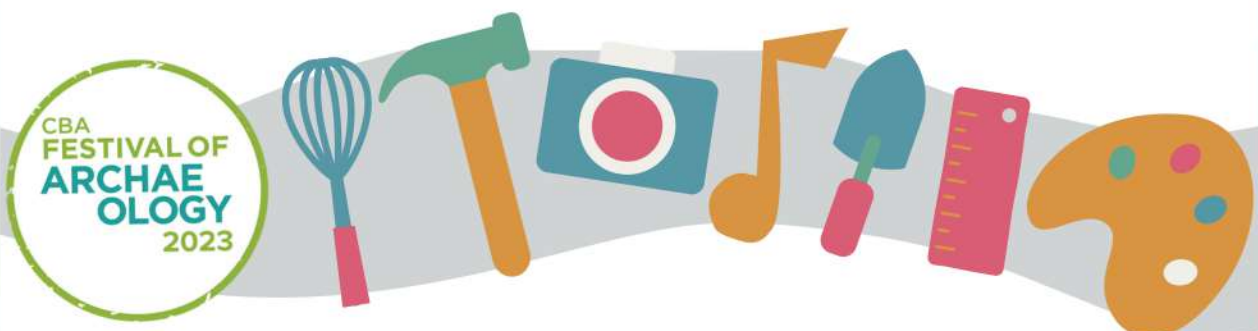
SUBMIT NOW →

Festival Resources are a great way to share on demand content with the Festival audiences. The resources area is a place to share self-led activities such as craft activities, guided walks and pre-recorded talks which are available to watch or download at any time.

The resources area is available all year round and content will be promoted by the CBA throughout the year.

To submit your resource look right and click the submit now button...

[← Back to topic listing](#)







## 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 a resource from the Festival listing at any time.

I agree to the terms & conditions

NEXT →

Please tick the 'I agree to terms and conditions' box. You will then go to the submission information page. Please add the details of your resource in the appropriate boxes. The 'Historical periods' and 'Region' have drop down menus and you can pick as many options as are relevant to your resource.

### About you and your resource submission

#### Resource details

All fields marked \* are compulsory.

Title \*

Description \* 

Some text which you can make

- + bold
- + italic
- + underline
- + and add links

Historical periods

Region

Fill in your contact details, these will be visible on the resource page and first name, last name and email address are mandatory. If you don't want to provide your email address you can use festival@archaeologyuk.org.

You can save a draft at any time and come back to it.

#### Contact details

Title

First name \*

Last name \*

Email address \*

Organisation

Please make sure you include the full website address for all the options e.g. <https://www.archaeologyuk.org/festival.html>. Add the url to the box on the right and the form will automaticall move the precursor e.g. <https://> into the left hand box.

For social media accounts please use the full web address (<https://twitter.com/archaeologyuk>) not the user handle (@archaeologyuk).

### Additional supporting information

#### Media links

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

Link 1 title	<input type="text"/>	<input type="text"/>
URL Link 1	<input type="text"/>	<input type="text"/>
Link 2 title	<input type="text"/>	<input type="text"/>
URL Link 2	<input type="text"/>	<input type="text"/>
Link 3 title	<input type="text"/>	<input type="text"/>
URL Link 3	<input type="text"/>	<input type="text"/>

You should include all the relevant authorship information and author's name is mandatory.

Providing authors details and a photo makes your resource more appealing to readers as they get a better sense of who has produced the material.

### Author details

Please confirm author details, which will show on your published resource.

Author's name	<input type="text"/>
Author's organisation	<input type="text"/>
Author's biography	<input type="text"/>
Author's photo	<input type="text" value="File..."/> <input type="button" value="BROWSE"/>





You will be offered a number of options to add attachments for your resource. Use the browse box to add a file, this can be a pdf or Word document, image or a form.

The Resource Listing image is a picture that will appear on the Festival Resources page. Along with the resource title it's the first thing people will see so it's very helpful to add an image here.

Gallery Images are images that will appear on your individual resource listing. They will appear as a sliding gallery at the top of the page. You might share a screenshot of your website or downloadable document, or could be an image relating to the resource such as a picture of people undertaking the activity.

### 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

File...

BROWSE →

Gallery images

Drag / Paste a file here

Claire Corkill (clairecorkill@archaeologyuk.org) is signed in

BROWSE →

CRM Topics

Archaeology Skills

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

If your resource is time limited e.g. related to a fixed term project and will not be available long term. Please select a date when we should remove the resource from the website. If this is not an issue you can skip this step.



## Final Questions

As an event organiser you will be aware that we will be evaluating the Festival of Archaeology, the next series of questions help us with this. This section will not be visible to the public and is not mandatory.

### Additional questions

Please could you tell us a little more about yourself! these questions are not compulsory but will help us better understand who takes part in the Festival of Archaeology and will inform our planning for future years. Your answers will not be visible on your blog or resource.

How would you best describe your organisation?

Which of these best describes your involvement in heritage?

Where are you particularly active?

Have you delivered an activity for the Festival of Archaeology before?

Is your group or organisation a CBA member?

You can save a draft of your resource and go back to it as many times as you like. To do this, click the 'Save Draft' button at the bottom of the page. To get back to your draft, after logging in, click on 'My Account' in the main website navigation menu, and select 'Member homepage'. From your Member home page select 'My Festival Resources' from the menu on the right hand side. All of your resources will be stored here and you can review and edit them at any time.

**Please note if you do change your resource, then you must put a reason for the edit in the bottom of the first page otherwise your images will not resave and will be lost.**

You will then receive confirmation of the resource submission and our moderators will review it.

Well done and thank you for submitting your resource, if you have any questions email [festival@archaeologyuk.org](mailto:festival@archaeologyuk.org).

