CBA FESTIVAL OF ARCHAEOLOGY 2023

How to submit your event

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:
https://www.archaeologyuk.org/login.html

Once you are registered, go to:
https://www.archaeologyuk.org/submissions-event/festival-of-archaeology-2023.html

Click on the green Submit now button.

If you agree, click in the 'I agree to the terms & conditions box', you won't be able to submit an event unless you agree to these conditions.

Please give us your information, this is for our Festival newsletter and correspondence, we will not send out unnecessary information.

Event Submission Form

You are now on the Event Submission form. All of the boxes marked with * are compulsory, there is an automatic save if you have to leave the form for any length of time, but do not rely on this to save your event. Please check all the boxes are complete with an * otherwise only the text will save at the end of the form, you will see an error message and your uploaded images will not save. There is an option to 'Save a draft' at the bottom of the page, please use this option.

Click on the little green circles which will open to give more information about the box you are submitting in. Here is an example, they are throughout the submission page.

Type of event, topics and images

Helpful hints

Do not use all capitals when entering text. The format we use for the Festival is capitals only for the start of a sentence, names, etc.

Try to include at least one image. This makes your event listing look much more attractive and will also help us with any additional promotion of your event

There are three types of event, pick **one** by clicking in the 'Event type' box and then select either hybrid, online or on the ground.

There are 9 topics to choose from in the drop down menu, you may need to scroll down to see them all. Click anywhere in the box to reveal them, then click on as many as you feel are relevant, they will automatically populate the topic box when you do this. The example below has chosen all the options

The first image that is uploaded will show in the event search page when the event is made live on the Festival website, this image needs to be added again to the image gallery for it to appear on the main event page. Use the information circle to find out which file types are supported. Your image can be up to 5MB, and should be 1200 pixels by 900 pixels in order to display correctly. You can resize your images here.

Historical Periods

Click in the box to reveal a menu, at the moment this is not in date order but will be changed. Click on as many periods that are relevant to your event, you are not limited to one.

Regions

You can only choose one region where your event is relevant, click in the box and a drop down menu appears. If your event covers the whole of the UK e.g. for an online event that anyone can join select 'Across the UK'.

Schedule and Dates

If your event runs throughout the Festival this will be a fixed term of 15-30 July. You can click on the little clock at the bottom of the menu to adjust the time or do it manually in the box. This is in American date format at this stage with year-month-day but when it shows on the event listing it will be presented as the United Kingdom format day-month-year. Click on the relevant date and time. If your event is on multiple dates and/or times then click 'add another date' and input the information.

For example: if your event is on one day but at 10am, 1pm and 3pm you must 'add another date' three times – one for each session.

Note: We will also accept events that fall within the 2 weeks prior to the Festival (1-14 July) or the 2 weeks following the Festival (31 July-13 August). Select 'Runs on specific dates and times' to add details of these events

It is not possible to add an end time for your event at the moment. Instead, please give details of how long your event will last in the 'Duration of event' box.

Event location

If your event is an online event, click hosted online only and add the URL to the website in the box. If your event requires booking, please see the booking section below. Please note: the URL won't be a live link; you will need to add the details in the media links section to create an active link.

If the event does require booking, scroll down to the 'Booking and fees' section. If you are using an online booking system, please provide the full URL including https:// in the 'Link to book' box. If you only have a phone number or email contact, leave the 'Link to book' box blank and add the contact details in the 'Booking information' box. Use the information button for further guidance.

If your event is at a physical ‘on the ground’ location, then the address is required. Select the 'Has physical on the ground location' button and then type in the address. If you don’t know the postcode use https://www.royalmail.com/find-a-postcode

Click on the Map Pin from Postcode button, this will generate a map pin based on the postcode you have provided.

The image will now zoom into the postcode. By pressing the + button on the left-hand side of the screen you can zoom in further, if you click and hold your mouse you can move the map pin to the exact location of your event or you can click and drag the map. You can also look at the image in a satellite view by clicking on the Map or Satellite box on the right-hand side of the screen.

Add in any additional information, such as accessibility, sat nav or what3words in the 'Additional location information' box.

Additional location information / directions

The meeting is on an uneven surface and does not have a wheelchair access. What3words amazing festival event

Does your event have associated fees, again the information circle gives advice, an example of a donation rather than fee is below, but if there is a fee please give details of amounts and how to pay (on the day, via Eventbrite etc).

Does your event have associated fees?

☑ Yes

Fee information

This is a donation only event, please pay on the day.

Event Contact

This should automatically be populated with data from your login information. You will need to complete the title and any other information, and you can add more than one contact.

Please note, this information will be visible to the public.

Media and Links

Please select the prefix of your website and soicial media links and add in the URL in the adjacent box.

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

Finally add your image again, in this gallery area you can add up to 10 different images. Just click anywhere in the gallery images box, and a file upload folder will pop up. Select the images you would like to upload and select "open". If this window does not open, you may need to check your browser settings to ensure popups are enabled.

Images submitted will appear at the top of your event listing, which viewer can scroll through.

From here either save draft or click next at the bottom of the page.

Final Questions

As an event organiser you will be aware that we take safety seriously, we ask that you confirm that you use a safeguarding and risk assessment policy (please refer to event organiser materials where we have provided information about both of these for your assistance). This will not be visible to the public.

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.

You can save a draft of your event 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 homepage select 'My Festival events' from the menu on the right hand side.

All of your events will be stored here and you can review and edit them at any time.

Once you are ready to finally submit click 'Next'. This will take you to a confirmation screen, and an email will be sent to the address you provided.

You can add another event or log out.

Editing

If you want to edit your event at any time, click on 'My Account' in the main website navigation menu and select 'Member homepage'. From your 'Member homepage', select 'My Festival events' from the menu on the right hand side.

You will see a list of the events that you have submitted and their status.

There are 4 status options:

Draft: This means your event has not yet been submitted.
Pending for review: Your event has been submitted and is waiting for review by the Festival Team.
Approved: Your event has been approved and will be live on the Festival event listing.

Rejected: If your event has been rejected we will contact you to tell you why (see below).

To view your event submission, select 'View your event submission details'.

If you want to edit any of the text, you can do so by scrolling down to the bottom of the page and clicking 'Edit Event'. You will have to accept the terms and conditions again. When you have finished editing you must scroll down to the bottom of the page and fill in the box 'reason for edit' even if it has not been approved and is still pending. An example of change would be 'time of event changed' or 'added new contact'. This will only be seen by the Festival team and helps us with the reviewing process.

You must write a reason for edit in the box before clicking Save and Next, otherwise your images will not be saved, even if they have previously been part of your event description.

Click Save and Next, this will still take you to the final questions before you finally save again.

Once the event has been reviewed and approved you will receive an email letting you know.

Council for
British Archaeology

Dear Festival event organiser

Before we can approve Event: An event that is utterly amazing and this title describes it in a few words and make it live on the Festival event listings we need a little more information.

We will contact you shortly to let you know what we need to help us get your event approved.

From the Festival Team

View Event

Council for British Archaeology

92 Micklegate, York, YO1 6JX

If further information is required before we can approve your event listing the reviewer will email you to let you know what additional information is required. The Festival Team will try to edit any minor errors to avoid this process.

Your event status may temporarily appear as rejected but don't worry, once we have contacted you the event status will return to pending.

Once you have the feedback you can edit your event by clicking on 'My Account' in the main website navigation menu and select 'Member homepage'. From your Member homepage select 'My Festival events' from the menu on the right hand side. Select 'View your event submission details' for the event you would like to edit. This will take you back to the submission form where you can make any necessary changes.

Remember to make sure you scroll down and enter the reason for change of record, or you will loose all your images.

For change of record

Edit reason

I was requested by a reviewer to change my historical period as it was incorrect

The edit reason field is required.

BACK

SAVE & NEXT →

Once you go through the pages as before the event will be resubmitted for review.

On rare occasions, we may reject an event because we do not feel it is in line with the aims and spirit of the Festival of Archaeology. Should that be the case, we will contact you to let you know why we have taken this decision.

Well done and thank you for submitting your event, if you have any questions first check out our FAQ here: or email festival@archaeologyuk.org if your question can't be answered.