How to submit your resource

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.

Click on the green 'Submit Now' button.

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**.

☐ 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.

Resource details

All fields marked * are compulsory.

Title

Local Explorer Challenge

Description

Get exploring! Take a walk around your local area and see how many of these you can tick off for our Local Explorer Bingo Challenge.

Historical periods

Select Some Options

Region

Across the UK

Fill in your contact details, you can save a draft at any time and come back to it.

Contact details

Title

First name *

Festival

Last name *

Organiser

Email address *

festival@archaeologyuk.org

Organisation

BACK

SAVE DRAFT   NEXT →

Please make sure you include the full website address for all the options e.g. https://www.archaeologyuk.org/festival.html.

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

Additional supporting information

Please outline what type of event the resource falls into	Festival of Archaeology 2022
Link 1 title	For more information please visit our website
Link 1 URL	https://www.archaeologyuk.org/festival.html
Link 2 title	
Link 2 URL	
Link 3 title	
Link 3 URL	

You should include all the relevant authorship information, if it is an organisation use that, just like the example.

If it is an organisation that is responsible for the authorship then please just fill in the organisational information.

Author details

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

Author's name	
Author's organisation	
Author's biography	
Author's photo	File... BROWSE →

You will be offered a number of boxes 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. Gallery Images are images that will appear on your individual resource listing. 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

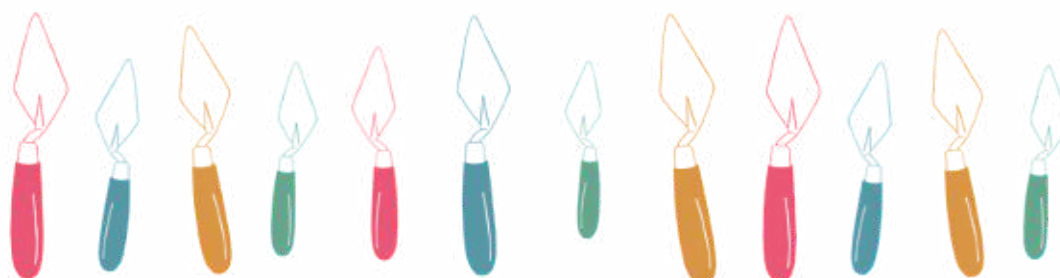| 1 MB	2.4 MB
Local explore...	Local explore...
Remove	Remove

Resource listing image

cba-festival-of-archaeology-logo-no-year.png   BROWSE →

Gallery images

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

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.

How would you best describe your organisation? *	Registered charity or equivalent non profit
Which of these best describes your involvement in heritage? *	Community heritage
Where are you particularly active? *	Across the UK ✕
Have you delivered an activity for the Festival of Archaeology before? *	Yes
Is your group or organisation a CBA member? * ⓘ	Yes

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.