



Uploading multiple events

To upload multiple events all at once, download the template Excel spreadsheet available at www.alw.org.uk/events and complete all the required fields for each event.

Once you have made your entries, save the spreadsheet in to a CSV format by selecting 'Save as' in Excel and then choosing 'CSV' in the drop down of the 'Save as type' field.

Upload your CSV file on to the Adult Learners' Week. A link to upload this file is available at www.alw.org.uk/events

Please see below guidance notes for each field to be completed. An example is available on the spreadsheet.

*Denotes compulsory fields

EVENT_TITLE* – Enter the title of your event

EVENT_FULL_DESCRIPTION* – Describe what your event is about and who it is aimed at.

EVENT_TYPE* – Use the drop down to select the type of event you are organising.

EVENT_SPECIAL_INSTRUCTIONS – Enter any special instructions or information that attendees need to know about prior to the event.

EVENT_COSTS* – We encourage all events to be free or a nominal charge of no more £5, to ensure that they are accessible. If your event is FREE of charge, enter '0'. If there is a cost involved, please enter the amount.

EVENT_HOW_TO_BOOK* – Provide details on how to book a place at this event.

EVENT_MAXIMUM_ATTENDEES* – Use the drop down to select the amount of places available at this event.

EVENT_IS_PUBLIC* – If your event is open to the public enter 'Yes'. If it is not open to the public enter 'No', so it is not publicised on the events' diary.

EVENT_SHOW_ENQUIRY_FORM* – Enter ‘Yes’ if you would like to be contacted directly about this event. A form will be available for users searching for events and all enquiries will be sent to the e-mail provided. If you do not want to be contacted directly, enter ‘No’.

EVENT_START_DATE* – Enter the start date of your event in DD/MM/YYYY format.

EVENT_END_DATE - Enter the end date of your event in DD/MM/YYYY format.

EVENT_START_TIME* - Enter the start time of your event in HH:MM format.

EVENT_END_TIME* - Enter the end time of your event in HH:MM format.

EVENT_IS_MULTIDAY – If your event occurs in more than one day, enter ‘Yes’. If not, enter ‘No’.

EVENT_DURATION – If your event is a multiday event, please specify duration.

EVENT_BUILDING_HOUSE_OR_HOUSE_NUMBER* – Enter the name/number of the building for the venue of your event.

EVENT_ADDRESS1* – Enter venue address.

EVENT_ADDRESS2 – Enter venue address.

EVENT_REGION* – Use drop down to select the region where the venue is situated.

EVENT_COUNTY* – Use drop down to select the county where the venue is situated.

EVENT_CITY* – Enter the name of the city where the venue is situated.

EVENT_POSTCODE* – Enter the venue’s postcode.

EVENT_PHONE – If known, enter the phone number for the venue.

EVENT_WEBSITE – If the venue has a website, enter the address.

Don’t forget to save your spreadsheet in to CSV format before uploading it. A link to upload the CSV file is available at www.alw.org.uk/events