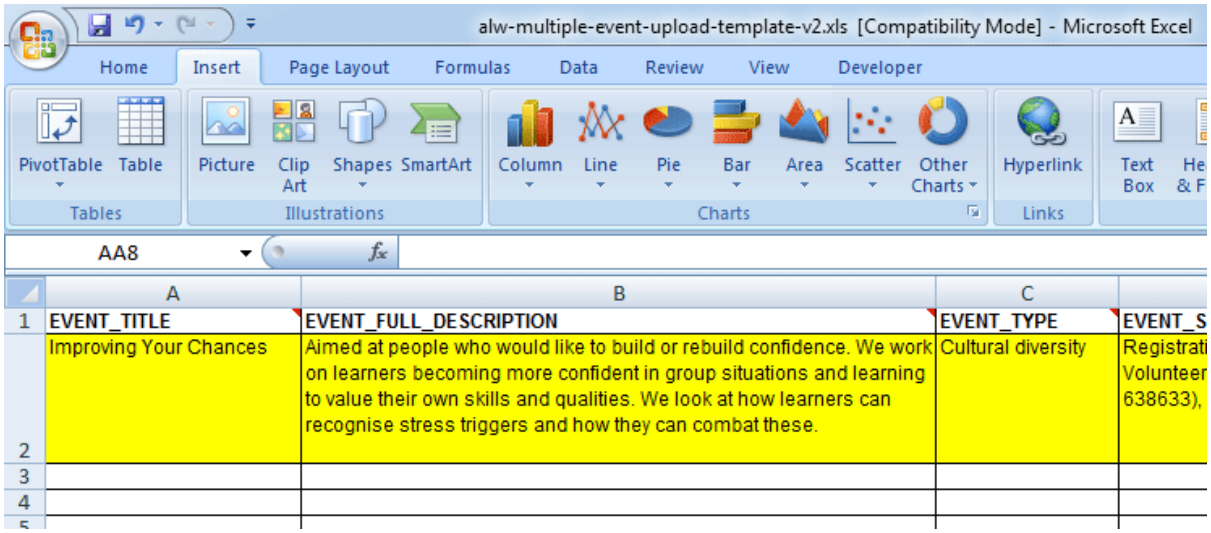
Uploading events - Multiple upload guidance

To upload multiple events (5+):

- Download the template Excel spreadsheet available at www.alw.org.uk/events/multiple-upload-event-intro
- Complete the information requested
- Save your spreadsheet.
- Upload your spreadsheet.

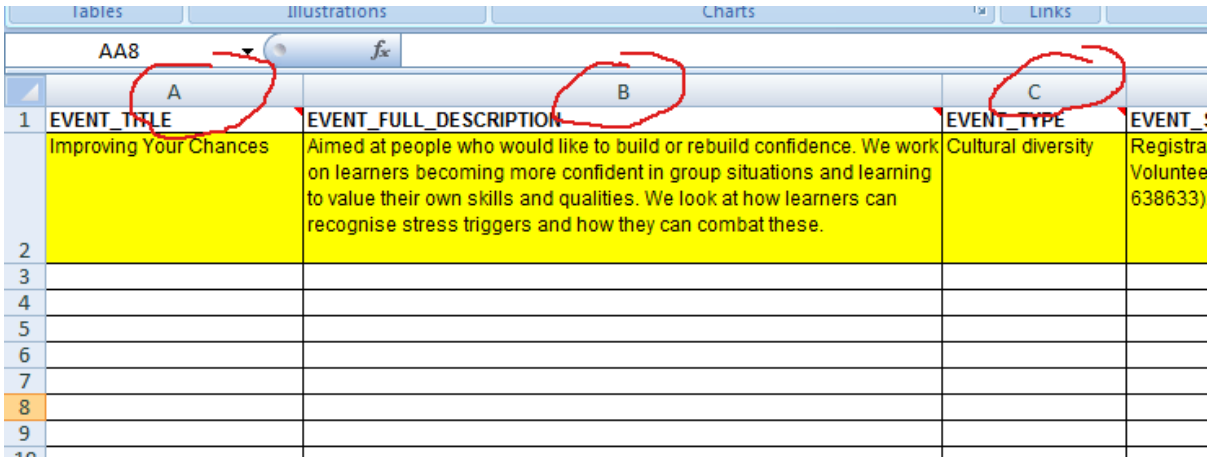
Completing the spreadsheet:

An example is available on the template spreadsheet (highlighted in yellow):



When filling in the spreadsheet, please do not remove the yellow example row.

Please see below a description of the information requested for each column of the spreadsheet:



	A	B	C	
1	EVENT_TITLE	EVENT_FULL_DESCRIPTION	EVENT_TYPE	EVENT_
2	Improving Your Chances	Aimed at people who would like to build or rebuild confidence. We work on learners becoming more confident in group situations and learning to value their own skills and qualities. We look at how learners can recognise stress triggers and how they can combat these.	Cultural diversity	Registra Voluntee 638633)
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Column A – EVENT_TITLE
Enter the title of your event.

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

Column C – EVENT TYPE
Use the drop down to select the type of event you are organising.

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

Column E - EVENT_COSTS
We encourage all events to be free or a nominal charge of no more than £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 (without £).

Column F - EVENT_HOW_TO_BOOK
Provide details on how to book a place at this event.

Column G - EVENT_MAXIMUM_ATTENDEES
Use the drop down to select the amount of places available at this event.

Column H - EVENT_START_DATE
Enter the start date of your event in DD-MM-YY format.

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

Column J - EVENT_END_DATE
Enter the end date of your event in DD-MM-YY format.

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

Column L - EVENT_IS_ONLINE
Use the drop down to select 'Yes' or 'No'. Select 'Yes' if your event is virtual and participants must visit a website (or other online location) to take part. Please make sure you enter some information on the 'EVENT_WEBSITE' column (column V).

Column M - EVENT_BUILDING_HOUSE_OR_HOUSE_NUMBER
Enter the name/number of the building for the venue of the event.

Column N - EVENT_ADDRESS1
Enter venue address.

Column O - EVENT_ADDRESS2
Enter venue address.

Column P - EVENT_REGION
Use the drop down to select the region where the venue is situated.

Column Q - EVENT_COUNTY
Use the drop down to select the county where the venue is situated.

Column R - EVENT_CITY
Enter the name of the city where the venue is situated.

Column S - EVENT_POSTCODE
Enter the venue postcode

Column T - EVENT_PHONE
If known, enter the phone number for the venue.

Column U - EVENT_ENQUIRIES_EMAIL
Enter the e-mail address that people can use to get in touch about the event.

Column V - EVENT_WEBSITE
If the venue has a website, enter the address.

Please note that this events' diary is for England only.

For your event to be added to the Events' Diary it must be taking place in England, be related to learning and not exceed a maximum cost of £20. Events that do not fit

these criteria will not be added to the Events' Diary. If you have any queries please contact the Adult Learners' Week team on 0116 2044200 or alw@niace.org.uk