tri-borough
music hub

# How to upload your music event or training / CPD course to the Tri-borough Music Hub website: Guidance for TBMH Partner/Provider Organisations

## Version 3 (August 2019)

## General instructions

- It's best to get your text ready first – including embed codes for maps and YouTube is appropriate – see below.
- Copying and pasting the text you are going to use into a plain text editor (e.g. Notepad for Windows or TextEdit for Mac) – this will avoid formatting errors when pasting into the form.
- Ideally get two images of the correct sizes or download the generic ones from our site – see below.
- There is an issue with the session timing out on the website – see the instructions at the end under the Submit heading for how to rescue your data.

## Field by field instructions

### Event Name
Title as it will appear in the Events list – consider including your organisation name.

### Event date
This will make your event appear in our calendar. For provision that needs to be booked in advance you may want to consider whether an application deadline is more appropriate than the actual date of the course / event etc. In which case change the Event Name to Deadline: (Your event name)

### Time from / to
You need to complete this or the upload will not be successful. Use format 20:15 (i.e. use a colon and 24 hour clock)

### Event type
Choose performance or training event (or both) from the drop down menu

### Cost
Indicate cost to attend. Tick the Free radio button if there is no charge to attend.

### Venue name and address
Where the event is taking place

### Google embed link
This is tricky:-
1) Open a new browser window and go to http://maps.google.co.uk
2) Search for your venue
3) Click **Share** in the venue detail pane
4) Click Embed map at the top of the window that appears
5) Really tricky bit: Copy ONLY the bit of the embed link that appears between the first set of double speech marks "....".  In other words the bit that starts https://www.google.com/maps/embed?.... and finishes after loads of letters and numbers. **Do not include the speech marks**.
6) Paste the embed link into the form on the TBMH site.

### Introduction
One sentence only please. Include the name of your organisation.
This will not appear on the event page itself but will in the events list.
You may wish to choose a very brief summary line from the next field (Event Info)

## Event Info

This is the main section where you provide details of your event.
DON'T FORGET TO INCLUDE:-
1) The name of your organisation
2) A link back to your own website saying how interested parties should book, or include alternative booking information.

Note that if you cut and paste text from, say, Word, you may end up with a lot of unnecessary white space and want to tidy this up by deleting blank lines. To avoid this in the first place use Notepad (Windows) or Textedit (Mac) to paste all your text into – this should remove any unwieldy formatting from your text.

## Audience

Who is the event for? Try to be appropriately specific, e.g.:-
- "Families with children aged 7 and above"
- "Non-specialist music teachers working in Key Stage 1 and 2"
- "Adults who work with children and young people with autism"
- etc.

## Additional info

As appropriate

## Led by

Who is leading the course or event? Put the organisation name in if appropriate.

## In partnership with

Are there any other delivery partners involved?

## YouTube Video embed link

Optional, but if you have an appropriate video related to the event then...
1) Open a browser window, go to the YouTube page which carries the video.
2) Under the video, choose the Embed tab
3) Again, use only the bit of code between the speech marks – it will look like this
   https://www.youtube.com/embed/wuz2ILq4UeA
4) Paste this into the form

## Event Image

This needs to be exactly 555 pixels wide by 259 pixels tall.
If you cannot source an appropriate image, download this generic one to your hard drive (follow link, right-click on the image, Save image as...):-
http://www.triboroughmusichub.org/media/1420/tbmhpartnereventhero_555x259.jpg
then attach it using the Choose File button.

## Event thumbnail

This will appear in the events list and needs to be 165 pixels square
If you don't have one, download this one to attach:-
http://www.triboroughmusichub.org/media/1421/tbmhpartnerthumbnail_165x165.jpg

## Submit

Push when ready – if you get a scary looking error screen then you may have timed out of the session. If so try this:-
1) Click the back button on your browser and keep this window open – it should retain all of your data
2) Open a new browser window
3) In the new window go back to www.triboroughmusichub.org and click on Partners right at the top. Log in again
4) Switch back to the first window and click Submit again.