

Event Organiser Guide

Register Account

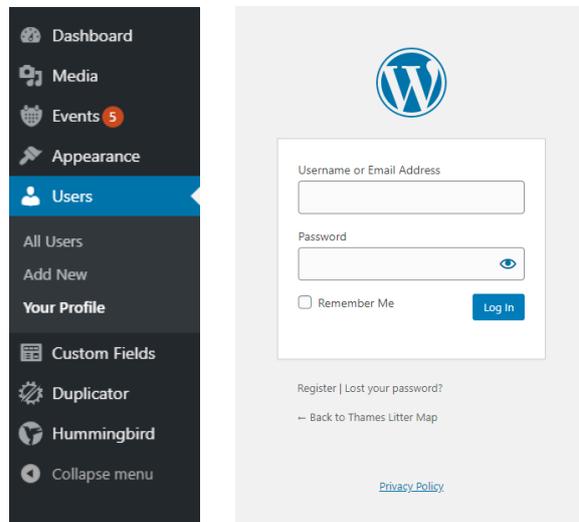
If you do not yet have an account select register and enter your details, an email will be sent to you to create a password. **New accounts are given the most basic of permissions so you may need to wait shortly before full access is granted.**

Please also upload a copy of your foreshore permit and liability insurance. You will need these to be able to submit events to the website. If you do not currently have a foreshore permit, you can download an application form from the 'Information' section of our website.

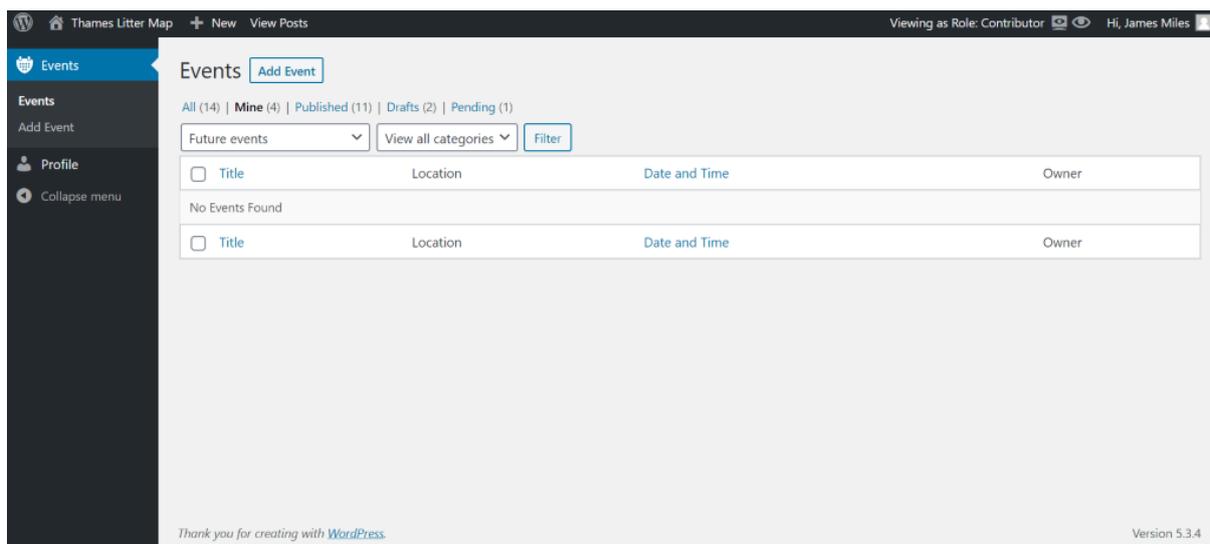
Once you have been given the correct environment admin permissions, the admin side bar will look as follows, if you can only see the 'Users' tab please remind an administrator that your account is still being processed:

Logging-in

Head to littermap.pla.co.uk & select log in, this will take you to the WordPress back end to enter your email or username & password.



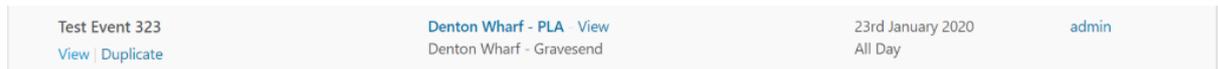
Viewing Events



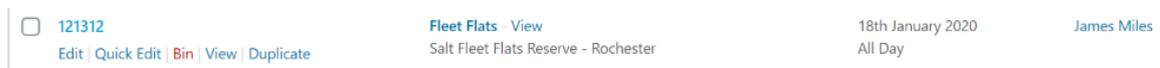
Logging in as an event organiser will give a user the 'contributor' role. This allows them to have limited access to the backend of the website in which the default view lists

their event taking place in the future. A user can view other events which are being organised through selecting between 'mine', 'published', 'drafts' & 'pending'. The view can also be filtered with the dropdown to show to show future, past, all or events within a certain timeframe.

For events that the user is not the owner of, they can simply view it or duplicate it as a template for their own events:



For events that the user does own, there are more options available and most importantly selecting 'edit' to change the event's information:



Adding a New Event

Selecting 'add event' will open up the form with fields to fill in as follows:

- Event name and event description (this allows for formatting, links, media, etc.), when the event will take place,

A screenshot of the 'Add New Event' form. At the top, it says 'Add New Event'. Below that is a text input field with the placeholder text 'Add title'. Underneath the input field is a rich text editor toolbar with options for Paragraph, Bold (B), Italic (I), Bulleted List, Numbered List, Quote, Indent, Outdent, Link, Unlink, Table, and a close button. To the right of the toolbar are two tabs: 'Visual' and 'Text'.

- When the event will take place and where the event will take place (More locations can be requested by using the link on the 'All Locations' page)

Word count: 0

When

Show event date as **To Be Confirmed**.

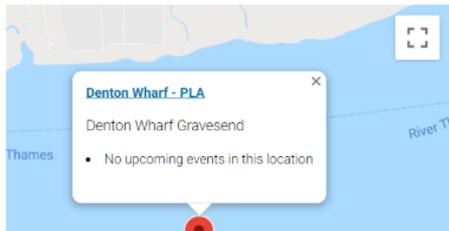
From to

Event starts at to All day

This event spans every day between the beginning and end date, with start/end times applying to each day.

Where

Location:



- Whether the event is public or private, the event's current status, the pre-event information (Please see the guide for using PLA litter cages)

Event Categories

All Event Categories **Most Used**

Private

Public

Status

Event Status *

Upcoming

Postponed

Cancelled

Pre Event

Expected Attendance *

Number of PLA Cages Required *

- There is post-event recording data that should be considered

Post Event ▲	
Note	After the event please enter these statistics if available to help our Thames Litter Map data:
Actual Attendance	<input type="text"/>
Litter Bags	<input type="text"/>
Bottles	<input type="text"/>
Cups	<input type="text"/>
Pellets	<input type="text"/>
Straws	<input type="text"/>
Sanitary Items	<input type="text"/>
Large Metal Objects	<input type="text"/>
Comments <small>Please input any other findings/comments here. Please describe any items unable to be placed in a litter cage and where the Marine Services team can find them.</small>	<input type="text"/>

- Files such as a safety & risks register should be uploaded **pre-event**. Then finally, you may submit the event for review for the PLA team.

The screenshot displays a web interface for event management. It is divided into three main sections: 'Files', 'Conditions', and 'Publish'.
1. **Files**: This section is titled 'Safety & Risks Register' and includes a sub-link: 'Template Documents can be found HERE(link)'. Below this, a file upload area shows a document icon and the text: 'demo1', 'File name: demo1.pdf', and 'File size: 78 KB'.
2. **Conditions**: This section is titled 'Conditions' and contains a checked checkbox with the text: 'I have read, understood and will comply to the conditions of the permit to work on the foreshore.'
3. **Publish**: This section contains several interactive elements: a 'Save Draft' button on the left, a 'Preview' button on the right, a status indicator 'Status: Draft' with a pin icon, a visibility indicator 'Visibility: Public' with an eye icon, and a '+ Duplicate Event' link. At the bottom right of this section is a prominent blue 'Submit for Review' button.

Event Reviewed & Approved

Once your requested event has been approved by the PLA, you will receive a confirmation email and the event will go live on the site. If your event is public, the contact details you have entered will be visible to the general public. Attendees will contact you directly to join the litter pick.

After the Event

After the event you will receive an email reminder to enter the post-event data, for instance the actual attendance to the number of plastic straws collected. This information will be collected and used to report on the progress of the website.