**How to create an event listing on the new Growth Hub website**

*Please note that this is a new website (as of 2018) and your old login details for the original Growth Hub site will no longer work.*

This 'how to' guide will show you how to register in order to be able to access the site's features.

The events section **is for Cumbrian businesses only – please do not list an event if your business is outside the county.**

To navigate to the directory, please click the **Events** link in the top menu [see image below] or browse to https://cumbriagrowthhub.co.uk/latest-events/adding-event-listing



On the Events page, click on the **List Your Business Event** button, as shown below:



Clicking on that button will take you to this page: https://cumbriagrowthhub.co.uk/latest-events/adding-event-listing

This is what that page looks like (below). You can access this guide at [1], create a new user account at [2] or list your business event at [3]:
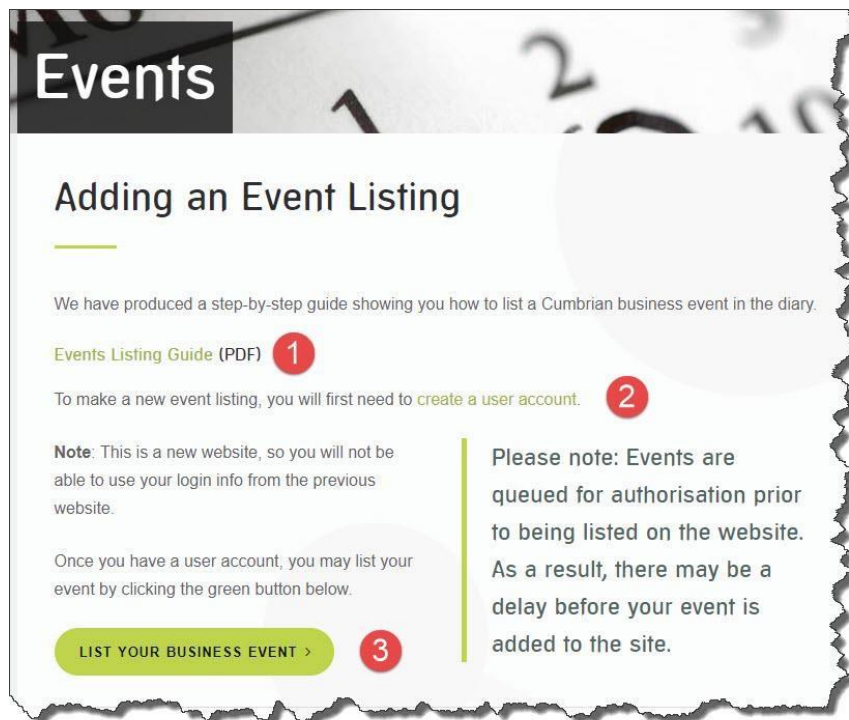


If you are not registered on the new site, you will need to do so via the **create a user account** link [2, above].

**Note**: You will not be able to create and submit an event unless you have a user profile for the new website.
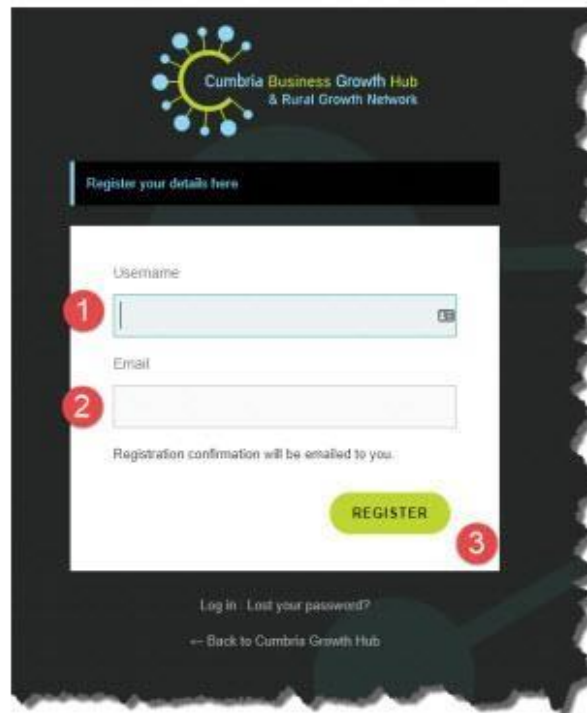
If you have already created a user profile to make an event listing, you won't have to go through the process again.

Simply login with those account details, and you'll able to create events.
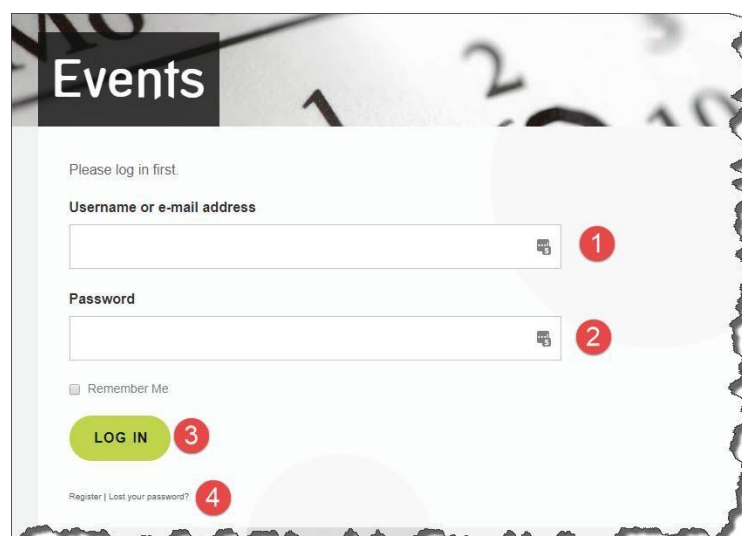
In the picture above, [1] indicates your registered email address or username, [2] indicates your password (set at registration), click [3] to login and use the option at [4] if you need to reset your password.

If you still need to register on the new website, this is what the registration area looks like:
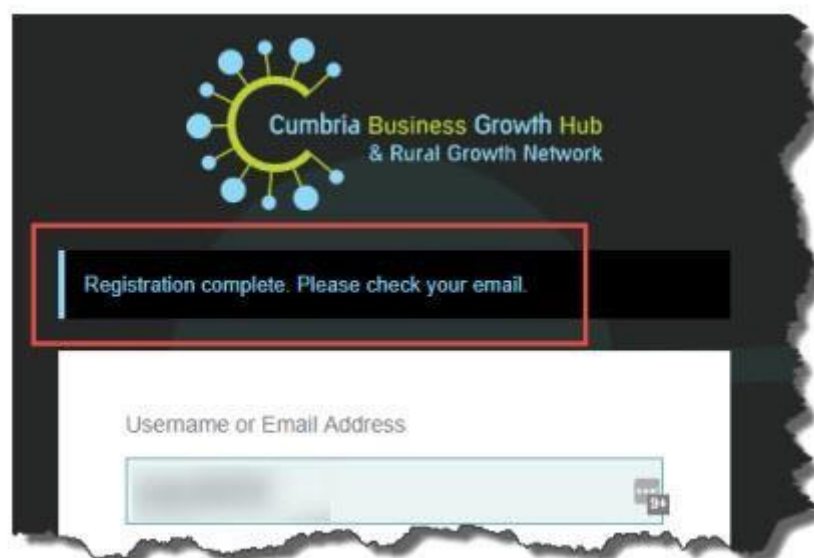


You will need to create a username [1] - use your name of the name of your business - and enter your email address [2].

Finally, click the green **Register** button [3].
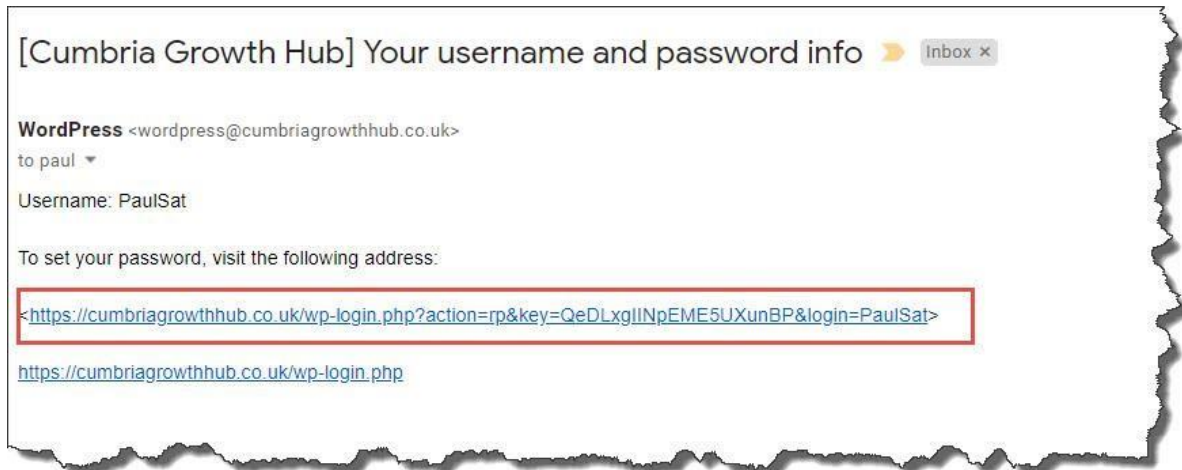


After clicking the green **Register** button, you'll see the **Registration complete** message [see

above].

You will now be sent an email confirmation.

If it doesn't arrive, please check your spam area.

It will look like the image below – just click the confirmation link as indicated:



So far, we have set up a username and registration email, but we haven't yet created our password.

A new password has been automatically generated for you [1] – I suggest that you use this one, as it offers an appropriate level of security:

[Your password will be different from the one shown in the image above for obvious reasons.]

Please note that you must click the Reset Password blue button [2 in the image above] to confirm this password – you will not be able to login if you do not complete this process. Once you have done that, you will see the confirmation message below:



Please make sure you record your password somewhere safe!

Having set up your website user profile, from now on, you will just be able to login to the site, you only complete the registration process once.

To login, click the **Log in** link (as seen in the image above) or head straight back to the

**Events** page at https://cumbriagrowthhub.co.uk/latest-events/adding-event-listing

and click on the green **List Your Business Event** button:



Incidentally, now you have successfully registered on the site, you can also login via the link in the menu at the top of the website:

It doesn't particularly matter where you login, so long as you have registered correctly on the site.

Once logged in, depending on which link you used, you may be taken to the 'Profile' area shown below:



Don't be put off by this profile area, it's just the place where you can update your personal details, add some social media information and create some profile text for yourself.

You can also change your password here if you want to and there are some colour options if you wish to alter the appearance of this section.

However, none of this is necessary to proceed.

Once you are logged in – and when you click that **List Your Business Event** button – you will be taken to the listings page with the layout below.

This is the simple format for beginners and I recommend that you use this in preference to the alternative which I will demonstrate later in the guide.
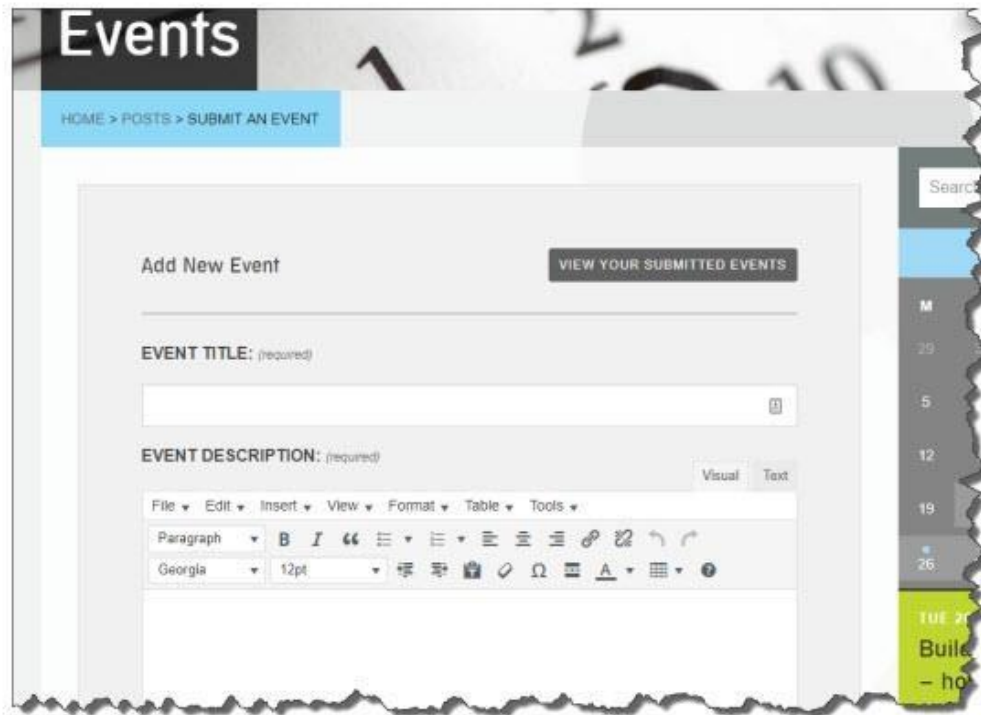
The event listing process itself is self-explanatory, however I have posted some useful tips below this image:

**Event Tips**

1 – Note that you can schedule multiple events – so if you run a weekly or monthly Cumbrian business event, this can really speed up the listing process

2 – Once you set up a venue for the first time, it will be saved for the next time you list.

3 – Once you set up an event organiser for the first time, it will be saved for the next time you list.

Once you have completed the listing, click the blue **Submit Event** button:
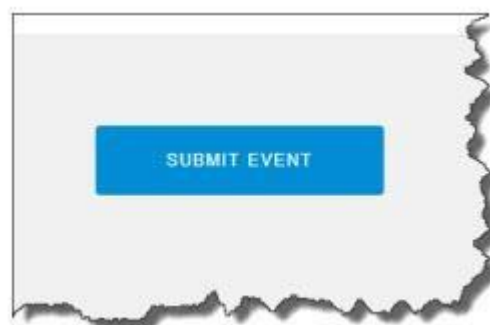


This will take you to the page layout below.

You have a number of options in this page view:

[1] Edit the submitted event

[2] Submit another event

[3] View all submitted events



Please note that you only get editing access to your own events, even though you may be

able to view the events of others.

Your listing will now be checked and published.

Please be patient with this process!

If you have any questions about the process, please email us at
info@cumbriagrowthhub.co.uk and we'll be happy to assist.

There is an alternative way to make your listings and if you're comfortable using Wordpress
already, you may prefer this method.

When you are logged into the website, you can create events using the top menu if you wish
to:
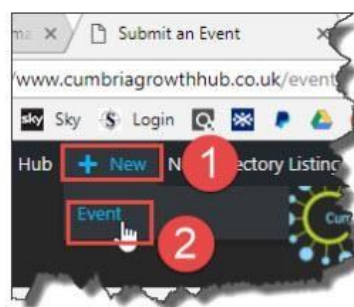
To make your event listing from this area, you just need to click the + **New** link [1] then the

Event link [2] as shown in the image above.

Alternatively, when you're in your profile area, you can also list an event by clicking on the left hand menu:
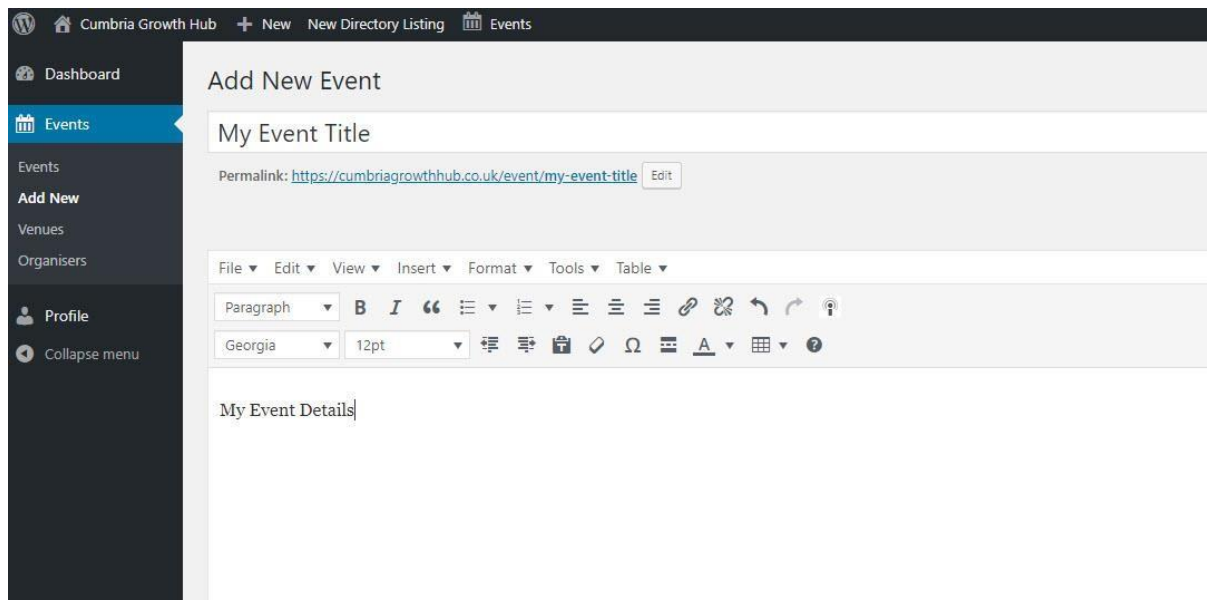


In the image above, click Events [1} to open up the sub-menu and from there select [2] **Add New**.

This Event listing format will be more familiar to regular Wordpress users.

It doesn't matter which option you use, it's just that the first option guides you through the process more.

The image below shows where you add the title and basic event details:



The image on the next page shows you how you add date, venue and organiser details:

Next, you can add in event costs and an Eventbrite or other web link if you have one:



Finally, select which categories apply to your event:



Lastly, you can Save Draft or Submit for Review, as shown in the image below:
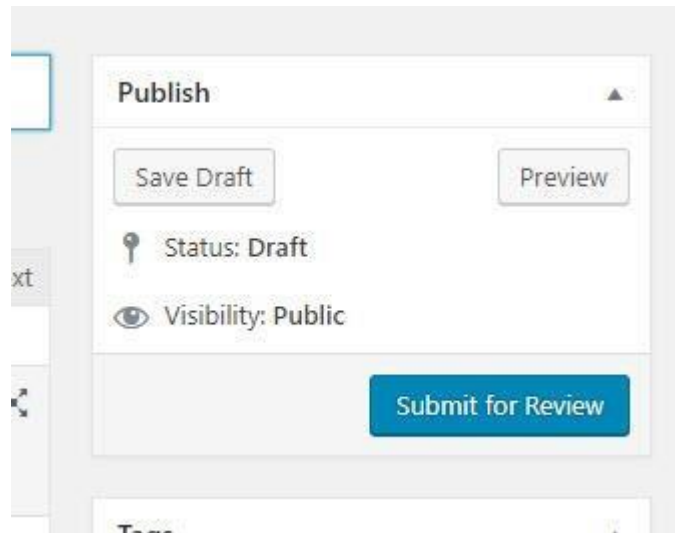
Your listing will now be checked and published.

Remember, please be patient with this process!

**I work Monday-Wednesday, so if you submit outside these days, it may take a little longer for your event to be approved.**

If you submit within that window, you'll get a fast approval, so long as there are no issues that need to be resolved.

If you have any questions about the process, please email us at info@cumbriagrowthhub.co.uk and we'll be happy to assist.

Note that once you have registered to create an event listing, you also have the permissions to create a business directory listing.

These can be found at https://www.cumbriagrowthhub.co.uk/directory

We have created a separate guide to creating a directory listing, but you need only register once for Events Listings to be able to access both of these free services without further permissions.