Adding Events to the www.visitkeswick.com

If you haven't entered events before onto the website please contact the office so we can give you log-in details and set you up as a venue.

Events appear on the home page of www.visitkeswick.com and on www.visitkeswick.com/whats-on/events

To add on events log into www.keswick.org/members using your Keswick ID and password.

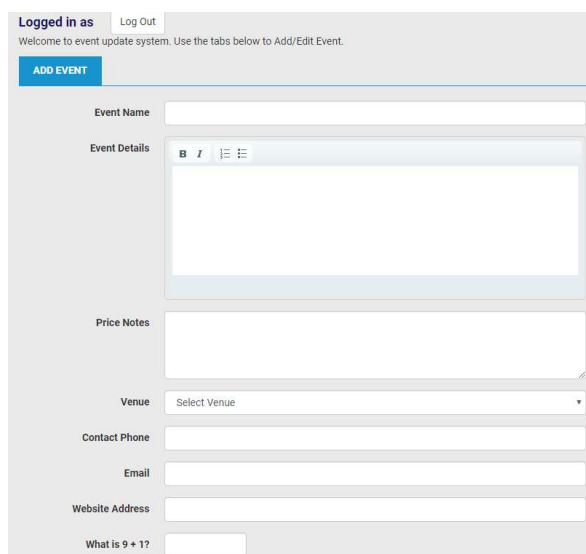The third tab along the very top is **Member Events**. Click on this and then on Add new event.

Click on venue and choose the name of your business. The phone, email and web address are already filled in, so you don't have to keep entering them each time you enter an event. If you want any of these details changing or directions adding contact us in the KTA office, and we can edit them for you.

Once you've filled in the event name, details and prices click save. It then takes you to where you can add dates and times, a photo and add the events to categories. Click save after completing each section.

You can add each event to as many categories as are relevant. The event will appear under the various categories at www.visitkeswick.com/whats-on/events and in the list on the home page. If you have an event on more than one date you simply add the event once and add in multiple dates and times.

On your log on page you will see a list of any current events added so you can go in and make amendments. If an event has passed and you want to re-instate an event contact the KTA office and we can do that for you.

A list of your events will show on your KTA web page when you click on the events tab.