



## Posting an Event on the GCCG Website

Getting details of your event on to the GCCG website is easy. Even if you only initially have brief details it's better to put in on so people can see it in advance. You can come back and edit/add more details later.

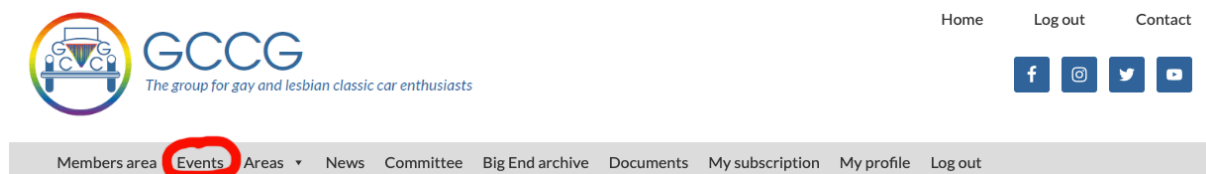
Every event attended by the GCCG, be it a monthly social/pub meet, attending a car show, visiting a stately home etc has to be on the website to ensure we are covered by our insurance. All Area Organisers are responsible for getting their events listed on the website.

The Events Page listing is used for the monthly All Torque emails that go out nationally to all members, and for the highlights listed in Big End Journal so it is imperative that your event is on the website to be featured.

If you have any problems listing an event please contact either [webmaster@gccg.org.uk](mailto:webmaster@gccg.org.uk) or [news@gccg.org.uk](mailto:news@gccg.org.uk).

### How to post an event

1. Log in to the GCCG website via: [www.gccg.org.uk/login/](http://www.gccg.org.uk/login/)
2. Go to the Events page by following the link on the top page banner



3. Click on the 'Add Event' button



4. Complete your event details in the required boxes.  
*If your event is set to repeat regularly (eg monthly social meet) tick the 'This is a recurring event' button.*

# Add an event

## Event Name

 \*

The event name. Example: Birthday party

## When

This is a recurring event.

From

to

Event starts at  to  All day

Timezone

5. Complete the location of the event.

*If you don't yet have a location tick the 'This event does not have a physical location' box.*

## Where

This event does not have a physical location.

Location

Name: \*

*Create a location or start  
typing to search a previously  
created location.*

Address:

\*

City/Town:

\*

State/County:

Postcode:

Region:

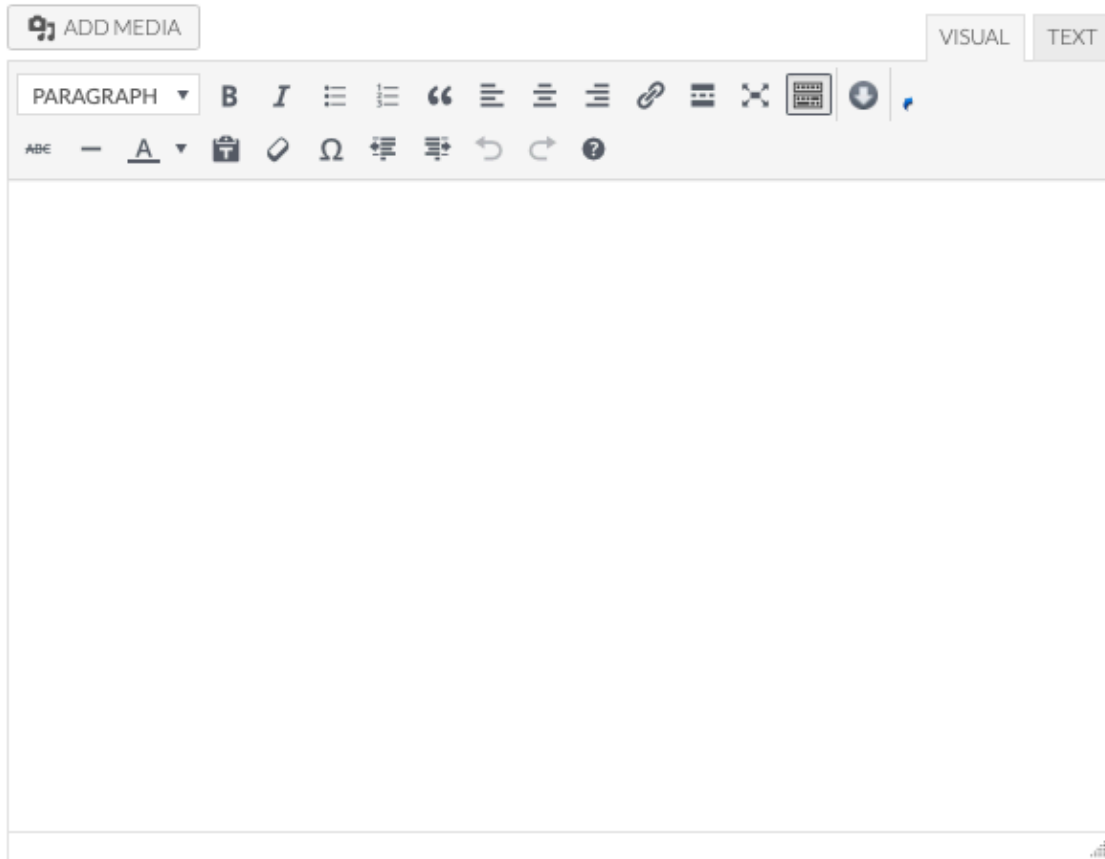
Country:

\*

6. Add your event write up in the Details box – the more information the better.

*Always remember to include contact details of the event organiser – eg email address &/or telephone number. You can include webpage links if needed and include a photo (see later on how to upload)*

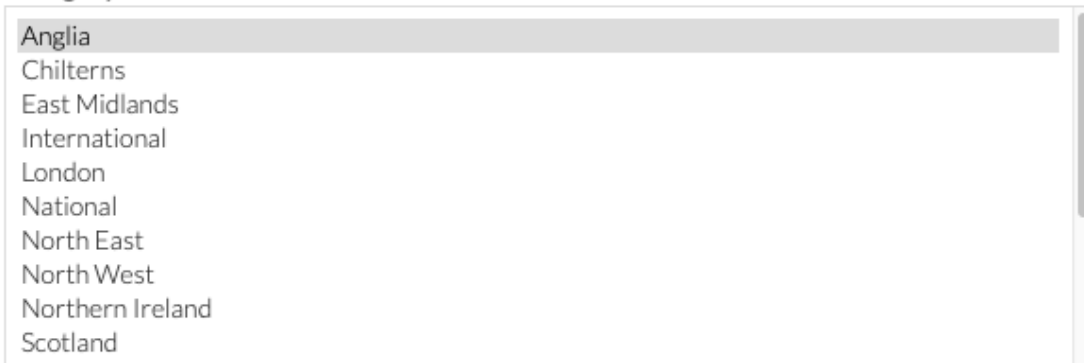
## Details



The image shows a rich text editor interface. At the top left, there is a button labeled "ADD MEDIA" with a plus icon. To the right, there are two tabs: "VISUAL" and "TEXT". Below these is a toolbar with various icons for text formatting, including bold (B), italic (I), bulleted list, numbered list, quote, indent, outdent, link, unlink, table, and a blue checkmark. Below the toolbar is another row of icons for text color (ABC), background color, link, unlink, undo, redo, and help. The main area is a large, empty white box for writing the event details.

7. Choose the area for the event

Category:



The image shows a dropdown menu for selecting a category. The menu is open, displaying a list of options: Anglia, Chilterns, East Midlands, International, London, National, North East, North West, Northern Ireland, and Scotland. The "Anglia" option is currently selected and highlighted with a grey background.

8. If you want to include a feature image for the event that will appear at the top of the listing simply click 'choose file' to upload the image.

## Event Image

No image uploaded for this event yet

Upload/change picture

no file selected

9. If you want to enable booking for the event through the website click the button.

A number of templates are available to use, please contact [webmaster@gccg.org.uk](mailto:webmaster@gccg.org.uk) to discuss your needs if you haven't used this feature before.

## Bookings/Registration

- Enable registration for this event

## Tickets

You can have single or multiple tickets, where certain tickets become available under certain conditions, e.g. early bookings, group discounts, maximum bookings per ticket, etc. Basic HTML is allowed in ticket labels and descriptions.

Ticket Name	Price	Min/Max	Start/End	Avail. Spaces	Booked Spaces
Standard Ticket	Free	- / -		10 / 10	0
<input type="checkbox"/> Edit   Delete					

[Add new ticket](#)

## Event Options

### Total Spaces

Individual tickets with remaining spaces will not be available if total booking spaces reach this limit. Leave blank for no limit.

### Maximum Spaces Per Booking

If set, the total number of spaces for a single booking to this event cannot exceed this amount. Leave blank for no limit.

10. Once you are happy with your event listing click 'Submit Event' and your listing will soon go live on the website.

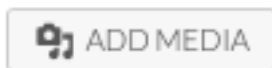


## How to upload an image

If you want to upload an image, photo, scanned document, or existing image, when adding your event follow the instructions below.

1. Click the 'Add Media' box in the Details section.

### Details



#### *Adding existing image from website*

1. If you want to use an existing uploaded image scroll through until you find the one you want, click on it and then click 'Insert into page'

09\_43\_20.png  
May 20, 2019  
2 MB  
1019 by 1022 pixels  
[Edit Image](#)  
[DELETE PERMANENTLY](#)

Alt Text   
Describe the purpose of the image (opens in a new tab). Leave empty if the image is purely decorative.

Title

Caption

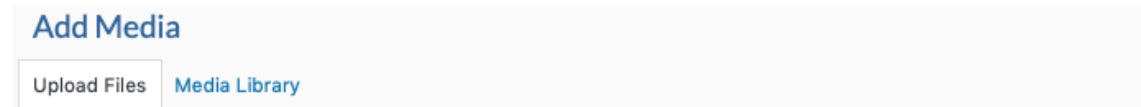
Description

1 selected  
CLEAR

INSERT INTO PAGE

## Adding a new image

1. If you want to upload your own file, click 'Upload File'



Drop files anywhere to upload

or



Maximum upload file size: 128 MB.

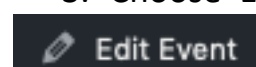
2. Then either drag your file into the page, or click 'Select File' and locate your image from your device.
3. Click 'Insert into page'

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## Editing an Event

Once your event is live on the website you may want to edit or add details.

1. Ensure you are logged into the website, go to the Events page and find your event and click it to open the page.
2. Once on the page you will see a number of options at the top in a black bar.
3. Choose 'Edit Event'



4. You will now be able to edit your page as you wish.

5. Once you have finished you can preview your changes by clicking 'Preview changes' on the right hand side.

6.

**Publish**

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Preview Changes

7. Or you can simply press 'Update'

Update

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