Great Big Green Week 2023: User and event submission guide

Sign up for an account

To add your events and Green Weeks to the Great Big Green Week website, you must sign up for an account. Doing so is easy - just head to the **login page** in the 'Organisers Info' section of the website. Here, you can sign up for an account, and login to your existing account.

Once you have signed up, we will need to review and approve your account. We aim to approve all users every day, Monday – Friday before 12pm. If you sign up for an account on Friday afternoon or the weekend, this will not be approved until the next working day.

IMPORTANT NOTE: Once your account has been approved, you will receive two emails. One email will be from Jaz, the community organiser for Great Big Green Week, providing some useful links and resources to help you get involved. The second email will be from WordPress, with the following information:

Subject line: [Great Big Green Week] Registration Approved
From: contact@greatbiggreenweek.com via mail1.wpengine.com
Email body: You have been approved to access Great Big Green Week Username: [your username] https://greatbiggreenweek.com/wp-login.php To set or reset your password, visit the following address: https://greatbiggreenweek.com/wp-login.php?action=rp&key=rEwGAunhPl66FoPxfO8a&login=

Please DO NOT click on the links in this email. You do not need to login via the WordPress link or reset your password to login. Instead, **please login directly via the Great Big Green Week website login page**.

Now you're ready to add events, you can head to the **event manager** section of the website.

Event Manager area and approval process

On this page, you'll see a section titled 'My Events'. Here you can add, edit and track your Great Big Green Week events.

Once you have submitted your event or Green Week, it will be reviewed and published by a member of staff. We process all event submissions Monday – Friday before 12pm, so your event may not show up on the event listing until the next working day if submitted after 12pm or at the weekend.

In this photo, you can see the status of three different events:

- **Pending** - these are newly submitted events, which need to be approved
- **Published** - these events have been approved, published and are visible on the events calendar
- **Draft** - these are events that have previously been approved, but the person who submitted the event has made some edits to the event. Draft events will need to be approved again, and once this has happened they will show up as Published

There is more detail on adding events and Green Week further on in this guide.

'Green Weeks' vs 'events'

There are three different submission types:

- **In person event:** a one-off event that is happening in person. It can also be the same event that repeats over a number of days.
- **Virtual event**: a one-off event that is happening online. It can also be the same event that repeats over a number of days. Please make sure you include information about how to sign up to the virtual event in your description.
- **Green Week**: a collection of events in a single location by one or many groups/ people. **Green Weeks can only be found on the events calendar section of the website if there are events linked to them – these can be in person or virtual events.**

Still wondering what the difference is between a Green Week and an event?
A **Green Week** is a collection of events and activities in one area. For example, there might be 15 events taking place in Hackney from 10th to18th June. These will all be added to the website as an **individual event**, either virtual or in person. These events can all be linked to a local Green Week - for example, 'Hackney Green Week'.

Organising a Green Week and organising an event entail different things. You can find out more about organising something for Great Big Green Week in our Organiser's Guide **here**.

Adding a Green Week

You can add a Green Week by choosing 'local Green Week' when creating a new event. Once you have inputted all the information needed, this will then be submitted for approval.

Organisers can link their events to this Green Week when uploading their events. This then links all the events in one area together.

Green Weeks can only be found on the events calendar section of the website if there are events linked to them – these can be in person or virtual events. Please see the example below.

Here is an individual event submission 'Local Climate Action Talk'. This event is part of 'Enfield Big Green Week'.

When you click on 'Find out more' it takes you to the full event submission. You can see that this event is linked to 'Enfield Big Green Week'. You can click on this to find out more about that Green Week and other events listed as part of it.

Here you can see the listing for 'Enfield Big Green Week' once you've clicked on 'Find out more'.

LOCAL EVENTS

ENFIELD BIG GREEN WEEK

Edit Post

A week of community action to tackle climate change and protect nature

GREENWEEK ORGANIZER

LOCAL CLIMATE GROUP ENFIELD

Enfield

SATURDAY 10 JUNE - SUNDAY 18 JUNE 2023

EVENT LISTING:

LOCAL CLIMATE ACTION TALK SUN 11 JUN

Hear from local groups taking local action on climate change

IN PERSON EVENT

ENFIELD BIG GREEN WEEK

• Disabled Access

London, UK

⌯ 300 miles from your location

FIND OUT MORE

Adding an Event

You can add a Green Week by choosing 'in person event' or 'virtual event' when creating a new event. Once you have inputted all the information needed, this will then be submitted for approval.

All events, whether virtual or in person, need a location. This is because most events we see are linked to a series of local events or local issues. If you are hosting a virtual event you can either:

- Make the location local to you – this works well if your virtual event is linked to local issues or a local Green Week
- List it as 'UK' if it's not linked to a specific location

Editing events/Green Weeks

Once you have submitted an event or Green Week, you can edit your submission at any time in the 'Add or manage my event' section. If you would like to edit a submission, click on the 'edit event' button under the event or Green Week you would like to edit.

Once you have edited your event, it will have to go through the approval process once more.

You can also view all of your submissions here, and how each event looks on the event calendar by clicking the 'view event' button underneath the corresponding event.
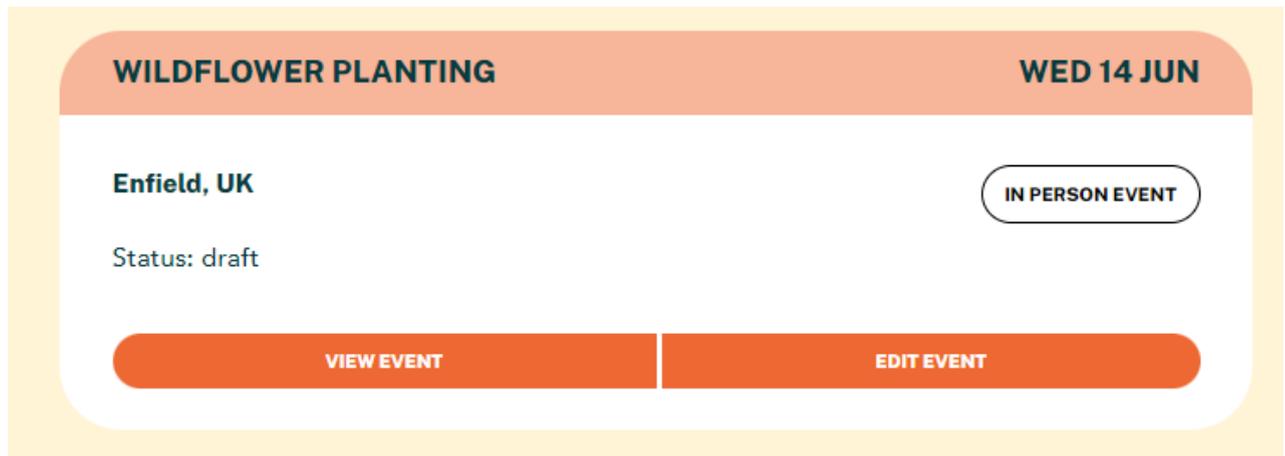
If you would like to remove your event from the website, send us an email at contact@greatbiggreenweek.com with the name of the email and the user information who uploaded the event. We will remove this manually.