

Great Big Green Week: User and event submission guide

Registering your event on our website is a really important step to help show the breadth and depth of activity taking place across the country, and helps us understand what is during the week so we can show decision makers how many people care and want them to take more action.

Alongside this, the events calendar is a one stop shop for people to find out about activities in their area, and the event itself can be used for your digital promotion. Many of The Climate Coalition's member organisations will be promoting the website to their supporters, potentially advertising your local events to thousands of people who wouldn't otherwise see them.

In 2023, one third of participants who attended local events told us they found out about them from the Great Big Green Week website. So, by adding your event to the website, you'll attract more attendees to your events.

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 and sign up.

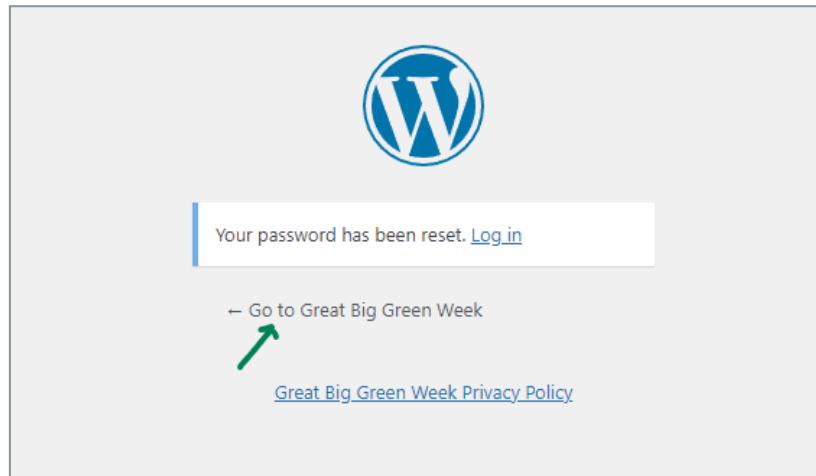
Once you have signed up, **we will need to review and approve your account before you can log in**. We aim to approve all users every day, Monday – Friday before 12pm. If you sign up for an account on Friday afternoon or the weekend, this will not be approved until the next working day.

Now you're ready to add events, you can head to the [event manager](#) section of the website.

Password reset

If you need to reset your password, please email contact@greatbiggreenweek.com and we will send you a password reset link. Here, you can either accept the generated password that first appears, or you can type in a new one. Once you're happy with your password, you can then save it. Once you have saved your new

password, do not choose 'Log in'. Head to 'Go to Great Big Green Week' and go to the Organisers Info section to log in there (see below).



Event 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. You can also watch our step by step video on how to upload your events - we'd recommend watching this before getting started if you need some extra support.

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, so your event may not show up on the event listing until the next working day.

Here, you can also fill out a form to be sent a free pack of branded materials, to show that your event is part of Great Big Green Week. This pack contains resources like posters, bunting and more.

EVENT SUBMITTED

Thank you for submitting your Great Big Green Week event.

It will be reviewed by the team to ensure that it meets our guidelines. Events are reviewed Monday – Friday so it may be the next working day before your event is visible on the 'Find An Event' page.

Complete our form to get your free pack.

Once your event is approved, we can send your FREE pack of branded materials including posters, stickers, bunting and more! Just [fill in this form](#) so we know where to post it to.

COMPLETE THE FORM TO RECEIVE YOUR PACK

Event manager area

You can manage all of your event submissions.

In the photo below, 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

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

The screenshot displays a user interface for managing events. At the top, there is a header 'MY EVENTS' and a sub-header 'Manage your events, edit and create new events below.' Below this, there is a section for 'Events (3)' with a 'CREATE NEW EVENT' button. Three event cards are listed, each with a title, date, location, status, and a set of action buttons (VIEW EVENT, EDIT EVENT, DELETE EVENT). The first card is for 'STOKE NEWINGTON LOCAL CLIMATE ACTION TALK' on 'SAT 8 JUN', located in 'Stoke Newington, London, UK', with a status of 'Published' and a 'VIRTUAL EVENT' tag. The second card is for 'REPAIR CAFE - SKILL SWAP' on 'SUN 9 JUN', also in 'Stoke Newington, London, UK', with a status of 'Pending' and an 'IN PERSON EVENT' tag. The third card is for 'GREENWEEK: STOKE NEWINGTON'S BIG GREEN WEEK' on 'SAT 8 JUN', in 'Stoke Newington, London, UK', with a status of 'Published'.

Event Title	Date	Location	Status	Event Type
STOKE NEWINGTON LOCAL CLIMATE ACTION TALK	SAT 8 JUN	Stoke Newington, London, UK	Published	VIRTUAL EVENT
REPAIR CAFE - SKILL SWAP	SUN 9 JUN	Stoke Newington, London, UK	Pending	IN PERSON EVENT
GREENWEEK: STOKE NEWINGTON'S BIG GREEN WEEK	SAT 8 JUN	Stoke Newington, London, UK	Published	

‘Green Weeks’ vs ‘events’

There are two different submission types:

- **Local event:** a one-off event that is happening in your local area. This can be virtual or in person. It can also be the same event that repeats over a number of days
- **Green Week:** a collection of events in a single location by one or many groups/ people

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 Stoke Newington from 8th to 16th June. These will all be added to the website as **local events**, either virtual or in person. These events can all be linked to a **local Green Week** - for example, ‘Stoke Newington’s Big 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.

Your Green Week will then be visible on the [events calendar](#) section of the **website**. Event organisers can also link their events to this Green Week when uploading their events. This then links all the events in one area together.

The screenshot displays a search interface for finding Great Big Green Week events. At the top, a dark green banner reads "FIND A GREAT BIG GREEN WEEK EVENT NEAR YOU" and includes a sub-header: "Be part of the UK's biggest celebration of action to tackle climate change and protect nature, taking place in communities nationwide from 8th to 16th June 2024." Below this, there are two main sections. On the left is a "FILTER EVENTS" sidebar with input fields for "LOCATION:" (containing "London, UK"), "KEYWORDS:", and "DISTANCE:" (set to "10 Miles"). On the right, the search results are shown, ordered by "date | distance". The first result is "GREENWEEK: STOKE NEWINGTON'S BIG GREEN WEEK" for "SAT 8 JUN - SUN 16 JUN". The description reads: "A week of events showcasing community action to tackle climate change and protect nature". The location is "Stoke Newington, London, UK" and it is "4.2 miles from your location". A "GREEN WEEK" tag is visible, and a "FIND OUT MORE" button is at the bottom of the result card.

You can find out more about the Green Week by clicking 'find out more'. This will take you to the Green Week page, where you can see all the events linked to that Green Week in one place.

LOCAL EVENTS

STOKE NEWINGTON'S BIG GREEN WEEK

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

GREENWEEK ORGANIZER

THE CLIMATE COALITION

SATURDAY 8 JUNE - SUNDAY 16 JUNE 2024

Stoke Newington, London, UK
📍 4.2 miles from your location
[Get directions on Google Maps](#)

CONTACT@GREATBIGGREENWEEK.COM

EVENT LISTING:

STOKE NEWINGTON LOCAL CLIMATE ACTION TALK SAT 8 JUN

Come and hear from local groups in our community working to tackle climate change and protect nature. Each group will talk a bit about what they do and how you can get involved. There will be a chance for networking after the talks.

VIRTUAL EVENT

STOKE NEWINGTON'S BIG GREEN WEEK

- Family friendly
- Food / refreshment available
- Free event
- Disabled toilets
- Wheelchair accessible
- Disabled Access

Stoke Newington, London, UK

[FIND OUT MORE](#)

Adding an Event

You can add an event by choosing 'local Event' when creating a new event. You'll be able to specify if this is in person or virtual when inputting information about the 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. 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 interests or a local Green Week
- List it as 'UK' if it's not linked to a specific location

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

The screenshot shows a dark green header with the event title 'STOKE NEWINGTON LOCAL CLIMATE ACTION TALK' on the left and the date 'SAT 8 JUN' on the right. Below the header, the main content area is white with a light green border. It contains a paragraph of text: 'Come and hear from local groups in our community working to tackle climate change and protect nature. Each group will talk a bit about what they do and how you can get involved. There will be a chance for networking after the talks.' To the right of this text are two rounded rectangular buttons: a smaller one labeled 'VIRTUAL EVENT' and a larger one labeled 'STOKE NEWINGTON'S BIG GREEN WEEK'. Below the paragraph is a list of bullet points: '• Family friendly • Food / refreshment available • Free event' and '• Disabled toilets • Wheelchair accessible • Disabled Access'. At the bottom left of the content area, the location is listed as 'Stoke Newington, London, UK'. At the bottom center is a large green button with the text 'FIND OUT MORE' in white.

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

SATURDAY 8 JUNE

STOKE NEWINGTON LOCAL CLIMATE ACTION TALK

Come and hear from local groups in our community working to tackle climate change and protect nature. Each group will talk a bit about what they do and how you can get involved. There will be a chance for networking after the talks.

EVENT OVERVIEW


SATURDAY 8 JUNE

2:00 pm - 4:00 pm

EVENT TYPE

- Food / refreshment available
- Disabled toilets
- Disabled Access
- Free event
- Wheelchair accessible

SHARE EVENT 

ADD TO CALENDAR 

ORGANISATION

The Climate Coalition

Email: contact@greatbiggreenweek.com

MORE ABOUT STOKE NEWINGTON'S BIG GREEN WEEK

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

FIND OUT MORE

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.

If you would like to remove your event, just choose the 'delete event' button.

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.

The screenshot shows a user interface for managing an event. At the top, there is a header bar with the event title 'STOKE NEWINGTON LOCAL CLIMATE ACTION TALK' on the left and the date 'SAT 8 JUN' on the right. Below the header, the event details are displayed: 'Stoke Newington, London, UK' and 'Status: Pending'. To the right of these details, there are two buttons: 'VIRTUAL EVENT' and 'STOKE NEWINGTON'S BIG GREEN WEEK'. At the bottom of the event card, there are three buttons: 'VIEW EVENT', 'EDIT EVENT', and 'DELETE EVENT'.