



REGISTERING AN EVENT ON THE WLF WEBSITE pg. 1



Watch the video guide here :

<https://youtu.be/j5KSd8wJWWA>

1. Log in to your account

- Once you've logged into your account, you can update your personal details, change your password, or add an image to your account via the dashboard on the left.



2. Privacy policy

- Immediately below your user account, you will see the privacy policy.
- Before you can proceed, please make sure you read the attached policies and click the check box confirming the policies have been acknowledged and accepted.

3. PLAN. REGISTER. MANAGE

- After you have accepted the privacy statement, you will see that the event registration has been broken into three sections. PLAN. REGISTER. MANAGE.
- You can access these three sections via the links in the top menu, or by clicking on the images further down the page.
- Please make sure to read the PLAN page and the Event Holder Toolkit thoroughly before you start the next step.

Your event will be approved once you have submitted any additional documents as required and your information has been reviewed. Check out the video for more information.



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4. The registration process

- Navigate your way to the register page and complete the organiser / organisation details form and the venue details form.
- You will need a copy of your public liability insurance certificate*, information about your organisation and the venue where you are holding the event, and any logos, images, or social media handles you want to share.



*You may upload this information at a later date, but it will need to be received before your event can be approved.

5. Submit the organiser and venue forms



- You will see a notification pop up once you've submitted the forms correctly.
- You can also check that the forms have been submitted by scrolling to the event details form. At the bottom, you will see the organiser and venue details sections. Your previously entered venue and organiser / organisation will appear as a drop-down option in the section if you have entered them above correctly.

6. Event information form

- Complete the event information form. You will need to have a detailed description of your event and an eye capturing image. The image needs to be 1920 x 1080 pixels in size and no larger than 500kb. You can use canva.com to resize image if you need to.
- See the sample event listings in the Event Holder Toolkit or browse all the past listings on the website.

7. Preview and submit



- Once you have completed all the information, submit preview to see how your event will look on the site.
- From here you can either go back and edit your listing, or press submit if you are happy with the way it looks.

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