**Minimum information on event for website**

to be filled in by Organiser and sent to Website Content Manager

*(You don’t have to type it all in here if available elsewhere – just cross-refer to where I can find it)*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **General section:** | | | | | | | | | | | | | |
| Venue (cannot change once webpage set up) | | | | | | | | |  | | | | |
| Series name or title (eg Devon League 5) | | | | | | | | |  | | | | |
| Event Level or Type | | Local, Training, Virtual, Social, Regional, National, or Major *(delete/highlight as necessary)* | | | | | | | | | | | |
| Terrain Type | Terrain Type, Parkland, Heathland, Moorland, Woodland, Forest, Sand Dunes, Urban *(delete/highlight as necessary)* | | | | | | | | | | | | |
| Overview: This is the text that will appear on the homepage and at the top of all entry detail pages (50-60 words is ideal for summary text). Use as Pre-Event info for Events. | | | | |  | | | | | | | | |
| Title Image: This is the image that will feature at the top of the page and on the home page next to the summary text field. Ideally this should be at least 300pixels wide. | | | | | | | | | | | | *Send the file separately, preferably as a .jpg or similar image file rather than pdf* | |
| **Location section:** | | | | | | | | | | | | | |
| Parking/Directions | |  | | | | | | | | | | | |
| Nearest Town | |  | | | | | | | | | | | |
| Postcode (location map on the website is created manually using postcode as the starting point, so organiser needs to be as specific as possible or website manager may guess wrongly!) | | | | | | | | | | | | |  |
| What3Words (helps for above) | | | |  | | | | | | | | | |
| OS Grid ref. (optional ) eg. AA123123 (no spaces) | | | | | | | | | |  | | | |
| **Pre-Entry section:** | | | | | | | | | | | | | |
| Map / Terrain details | |  | | | | | | | | | | | |
| Course Information | |  | | | | | | | | | | | |
| Entry details and fees (provide link to entry system page, eg Racesignup) or statement of when it should go live | | | | | | | | | | |  | | |
| Registration opening, start times etc. | | | | |  | | | | | | | | |
| Facilities | |  | | | | | | | | | | | |
| Dog Restrictions, normally ‘no dogs on courses. Dogs only allowed on leads in the car park and assembly area’ | | | | | | |  | | | | | | |
| Contacts (will insert email addresses as links so won’t appear on website) | | | | | | | |  | | | | | |
| Nearest Hospital A & E (the default is Urgent Care Search on NHS website, so only if something different required) | | | | | | | |  | | | | | |
| Safety Notes, eg Full leg cover, no whistle no go, in the event of wet/stormy weather, suitable protection e.g cagoules must be worn | | | | | |  | | | | | | | |
| Miscellaneous, eg thanks to landowner | | |  | | | | | | | | | | |