



Whatsonin.ie Information

Whatsonin.ie is a website that's dedicated to providing entertainment listings – a broad range at that. We carry listings on music, the arts, historical sites, markets, kids events, markets, festivals, sport, film, bars, clubs etc.

But the interesting side of the site is that a performer or venue owner can register and update their own information when they see fit. Add pictures, update event/venue information or add new listings. It's really simple.

On the following pages is some advice on adding information and maintaining your account.

Regards

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office@whatsonin.ie

Whatsonin.ie – Account Information

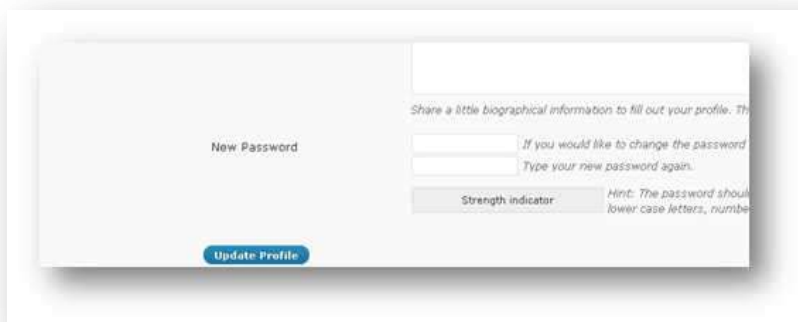
Now that you are a registered user, here are a few pointers to get you on your way.

When you login to the site you will be automatically brought to your account area.



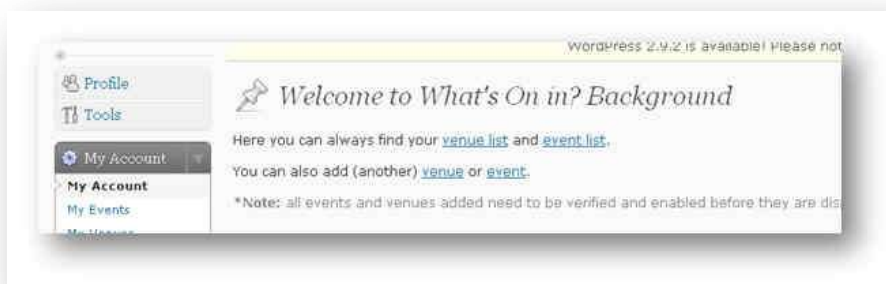
On the top Left you will see 'Profile '

If you click on that you will see at the very bottom of that page an area where you can change your password – to perhaps something more memorable that the system generated one.



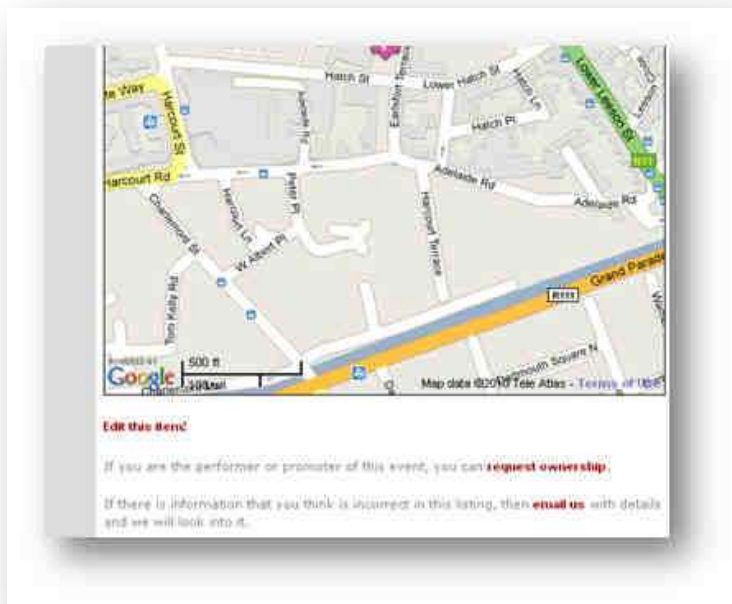
Remember to “update profile”

If you click “My Account” you be able to list your events and venues.



Click on event or venue list and all the events or venues under you control will be listed there.

If you hover over an event or venue on that list, an “edit” button will appear. Clicking that will bring you to an area where you can edit the information and add pictures etc. Here you can also add a venue or event. We have step by step instructions below on how to do that.



On the bottom of that page under the map there is “request ownership” – clicking that will notify us that you want to take control of that account.

Once we have reviewed and authorised that request, the next time you login and check your venue or event information that listing will be under your account and you can amend the details.


What's On In: Adding an Event:

When you have registered, you can add an event in the event form. Follow the instructions below and your event will be listed very quickly. When fill in out this form, **do not use caps** and do not use any profanities. The forms do not get updated automatically and all for them are moderated for content. We'd be particularly disappointed is these rules were broken.....

Before you add an event, you have to ensure that the venue it's taking place in already exists in our database.

Venue:

The best way to check if it is present is to start typing the venue name into the venue field. All venues that contain, in their titles, the characters you are typing will begin to dynamically appear underneath.



Venue:

Na Add another venue

- National Museum of Ireland - Decorative Arts & History
- National Stadium
- National Library of Ireland
- Grand Canal Theatre
- Kilmarnock Gaelic
- National Gallery
- George Bernard Shaw
- National Concert Hall
- The Bernard Shaw

End Date & Time:

Repetition:

Does not repeat:

If the venue appears on the list below, then you can scroll down and hit return on it to fill in that field. The venue list will pick up on any string of characters you are typing and produce results. If there is a **'The'** in the venue title (as in **The** National Concert Hall), it's probably better not to start with the with **'The'** as it will begin to list all the venues with **The** in their title. For speed, start typing in a relatively unique in the venue title.

**** If the venue already exists: do not fill out the **Street, House number:** and the **Town, County:** fields when you are completing the form as the address already exists in the system and it may pick up a wrong address for your event.**

However if the venue *does not exist*, then you will have to fill out the "Street, House number" and the "Town, County:" fields of the address details on the form.

Event Name:

Is, as it says, the Event Name.

Venue :

(see above).

Begin Date & Time:

Click on the date and a calendar appears. Scroll forward and select your event date. The fill in your start time: the times work on a 24 hour clock in this format "22:30".

If the event repeats (weekly/monthly) then see **Repetition:** below.

If it's a one off – leave the end date and time blank.

Repetition:

If your event repeats on a regular basis, then you can use the dropdown to specify the frequency. Weekly, monthly etc. In order for this to function correctly you have to give your event an end date. If you don't know the length of your residency – give it a future date (say the end of the year) and update it as necessary.

Category:

Here you can select the category you want your event to appear under. These are split into major and sub-categories. Is likely that you will fit and event into one of the major categories. If you want, and a sub category exists – you can put it in there instead. Either way, your event will be listed first under the Major category and then as a subcategory.

... or suggest other category:

If your feel that there really could be another category or subcategory then you can fill it in here and it will be delivered to us with your form data.

Event description:

You can enter your event description here, some information in the event.

Tel: Email, Website. Are fairly self explanatory and should be filled in to give the searcher as much information as possible.

Opening hours / Schedule:

This gives you an opportunity to add some more information on your event that may be necessary.

Reservations:

Again, another dropdown, if there are specific reservation details. Also if the show sells out (!) you can go back in, edit this information and click on to “sold out” so that it appears in your information.

Entrance fee:

Price if any.

Payment methods:

What payment methods there are.

Check if applies:

The final part of the form allows you to check on multiple items that apply specifically to your and may vary from event to event. These are very relevant and are used in separate searches. Is the event free, outdoors, aimed at kids, family friendly, etc. Check as many of these you feel are relevant to the event and they will help refine your event.

What’s On In: Adding a Venue:

Firstly, the best way to check if it is present is to start typing the venue name into the venue field. All venues that contain, in their titles, the characters you are typing will begin to dynamically appear underneath.

If the venue does exist in our system, then you have to request that we assign you that venue, so that when you login the next time you will have access to the information in our system.

If it’s no in the system, then you have to fill in a Venue Form. It’s fairly straightforward and will only take a few minutes.

Street, House number:

Type the address of the Venue

Town, County:

This is the last part of the address. This will, again, fill in dynamically. Not all postal districts (Rathgar or Cabra are ‘postal districts’) are in our system. If the ‘postal district’ part of your address is not in our system, then simply use the postal address (Dublin 6 or Dublin 9) instead, as that part of the address.

Category:

You have to select a category for your venue. Most venues will slot into one of the categories provided. However if you feel that your venue should be in a category that we do not have yet then fill in the

... or suggest other category:

and your suggestion will be sent to us with you venue information.

Venue photo:

Here you can add a photo/logo for your venue (with some restrictions in terms of size).

The next sections are self explanatory. **Tel: Email: Website:**

Opening hours / Schedule: Reservations:

If you have regular opening/closing times – fill them in here. If the times vary then you are better filling this part in when you are adding event information.

Entrance fee:

Again you don't have fill in that portion in as this may vary by event)

Payment Method:

Cash/Visa etc.

Check if applies:

The final part of the form allows you to check on multiple items that apply specifically to your Venue.

The various options depend on what category was chosen for your venue or event. These allow to give extra details about you venue/event. We use these to further filter venues/events.

For example some categories have the option to check on "free". You will also notice that we have a main menu category for "free". Anything event/venue that check the free option in this form will be listed under free as well.