

Guide to Uploading User Generated Content

With Happy Days NW and Tockify



Step 1

Submit via our Tockify Event Calendar

To include your event on our website, you can submit it via our [Tockify Event Calendar](#). Complete the form by following the steps below.



Sun 21st Nov 6:00pm - 7:00pm

Christmas Lights Switch On Derry

Christmas Derry

Santa will be the guest of honour on a magical procession through the streets of Derry, switching on the Christmas lights as he passes by.

To submit an event to our calendar just fill in this form Check and Submit

Your Name
name

Your Contact Email
email

Private notes for the calendar owner (not shown with your event)
Please ensure you insert the appropriate campaign tag e.g. Happy Days, Halloween, Culture Night, Christmas etc to ensure your content is linked,
notes

Event Title
event title

Add a button linking to the event website

Keywords/Tags (comma separated)
Choose tags

Event Image
Add Event Image No Image

Image Alt Text
enter image description shown on screen readers

from 15/11/2021 at 9:00 AM to 15/11/2021 at 9:00 AM All day
timezone Europe/London

Event Description
 H1 H2 B I U
 Event Description

Event Location Type Street Address Online Event (link) Both

Location
Venue name/Room/Building (or other extra info)
venue information

Street Address
address

Directions
directions to help people find you

See Step 2 Next >

Step 2

Begin the form and follow instructions providing a contact name and email address.

Step 3

Be sure to Tag

Tags are used to decide where your event shows up on the site. Right click here and select from the following list which best describes your experience. Up to four tags can be used and this also helps with the search function.

- > Family-Fun
- > Great-Outdoors
- > Festivals-&-Events
- > Arts-&-Culture-&-Heritage
- > Craft-Art-Digital Workshops
- > Food-&-Drink

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Step 4

Add a Great Event image

Standout images will draw attention encouraging the user to read your information.

Try using a landscape or square image, with resolution 500x500 pixels and 72dpi or more (not exceeding 300dpi).



Step 5

Ensure start date and end dates are entered correctly as this calendar is time sensitive and will appear in order of date.

Step 6

In the **Event Description** be sure to include a link to your booking details.

Be sure to include information which is relevant to your audience such as the age group which is would be of interest to eg. 3+ / 6+ / 12+ or all ages. You can also include info such the cost of the event, or whether it is free and what accessibility info is relevant.



Need more information?

Email us at: hello@happydaysnw.com

