Adult Learners' Week website - events platform:

How to add your events and update your provider profile

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1) Creating a login

If you haven't received an email with your login details please contact: **alwevents@learningandwork.org.uk** who will be able to set a login up for you.

2) Logging into your account

Visit the campaign site:

English site - www.adultlearnersweek.wales
Welsh site - www.wythnosaddysgoedolion.cymru

And click on **'Provider Login'** which is accessible via the top right-hand link that is present on all pages.


Once on the page, please enter your username and password in the relevant fields. If you have forgot your password, please click on **'Forgot Password?'** and a prompt to create a new password will be sent to your email address.

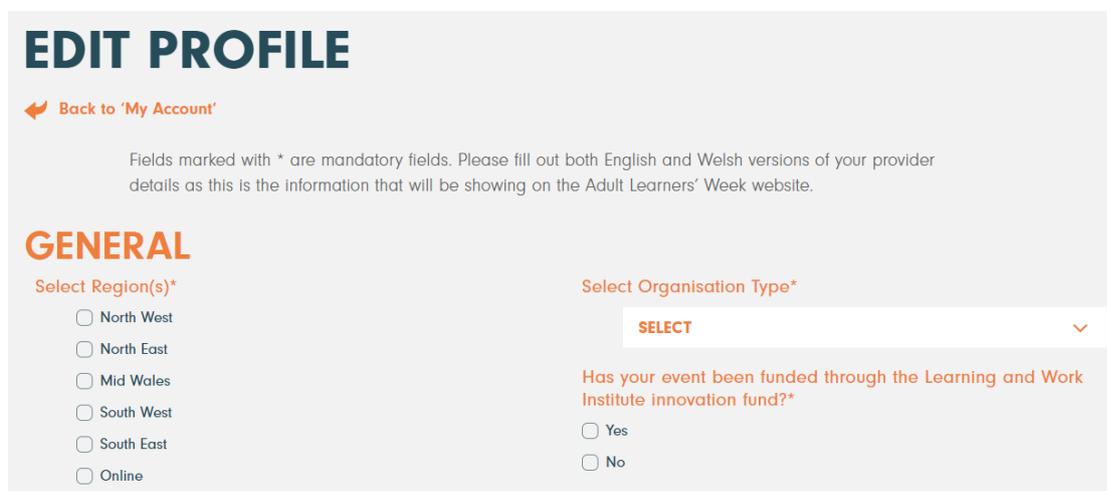*Please note: there will only be one login and therefore one associated email address per provider.*
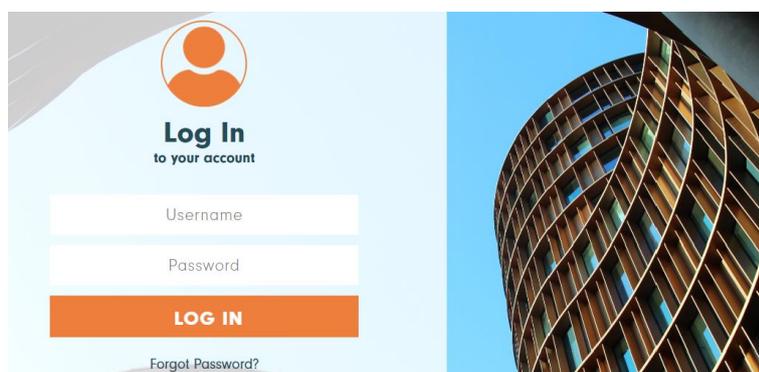
3) Updating your provider profile

Once logged in you will be taken to your provider dashboard. On the left-hand side you will see a button called **'EDIT PROVIDER PROFILE'** which is where you can update your information. *Please note: this is mandatory, as this information will sit next to your events on the site.*
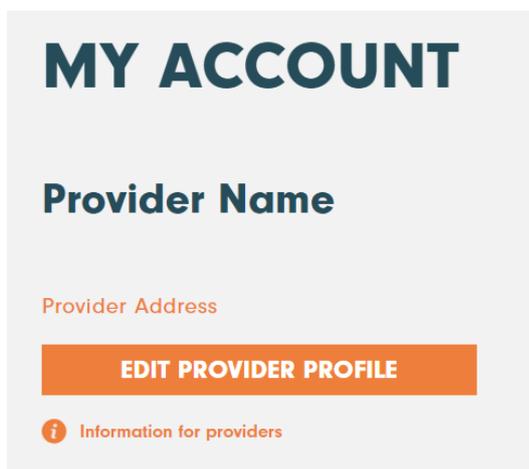
From here you will be taken to the **'EDIT PROFILE'** page. Please fill in the information on the page, fields marked with * are mandatory and others are optional.

There is some information on the page that is requested in both English and Welsh. As the site is available in both languages, you will need to add information in both languages, otherwise they may not be published.

- Image/video – you can add a different video/image to feature on the English/Welsh sites
- Please update your institution name and a short bio (500 words max) in both languages accordingly

ENGLISH

Image/Video Upload   **Video URL Upload**

Upload Image / Video: ENGLISH
Note: You can only upload .jpg .jpeg, .png, .mp4

Institution Name*

Description* (500 words max)

WELSH

Image/Video Upload   **Video URL Upload**

Upload Image / Video: WELSH
Note: You can only upload .jpg .jpeg, .png, .mp4

Institution Name*

Description* (500 words max)

SAESNEG

Lanlwytho Delwedd / Fideo Saesneg   **Fideo URL Ianlwytho**

Nodyn: Gallwch lwytho .jpg .jpeg, .png, .mp4 yn unig

Prompt Marketing

We work with universities and colleges to help them tell their unique story to highly targeted prospective student audiences. We believe in simplifying data, creating content with momentum and purpose and implementing campaigns that are focused on meaningful engagements.

CYMRAEG

Lanlwytho Delwedd / Fideo Saesneg   **Fideo URL Ianlwytho**

Nodyn: Gallwch lwytho .jpg .jpeg, .png, .mp4 yn unig

Marchnata Prydlon

Rydym yn gweithio gyda phrifysgolion a cholegau i'w helpu i adrodd eu stori unigryw i gynulleidfaoedd darpar fyfyrwyr sydd wedi'u targedu'n fawr. Credwn wrth symleiddio data, creu cynnwys gyda momentwm a phwrpas a gweithredu ymgyrchoedd sy'n canolbwyntio ar ymrwymiadau ystyrlon.

Once you've updated your information please click **'save',** which will ensure your information will be stored and reflected on the site in the relevant areas.
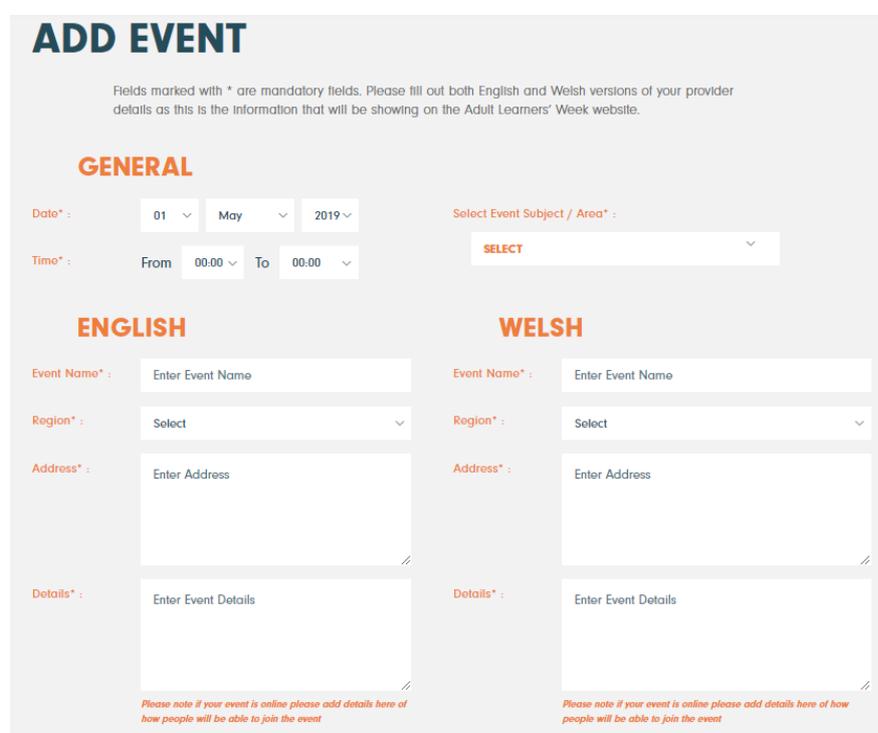
SAVE

4) Adding events

In the dashboard of your login on the right-hand side you will be able to see what events you have uploaded and have the ability to add, amend and save future events.

To add an event, click on the **plus button** on the top right-hand side of the event section.
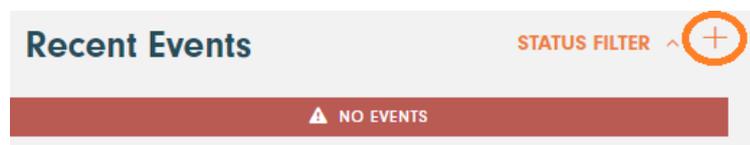
From here you will be able to add your event information. You will see fields for both English and Welsh which both need to be filled in as this will be the information appears on the front end of the English and Welsh versions of the site. Please be as clear as possible.


Once you have added your event information you will have two options.

- The first is to **'SEND FOR APPROVAL'.** This will then be sent to Learning and Work Institute team to approve before appearing on the site.

- The second is **'SAVE DRAFT'** which will allow you to save the event to submit for approval at a later date.
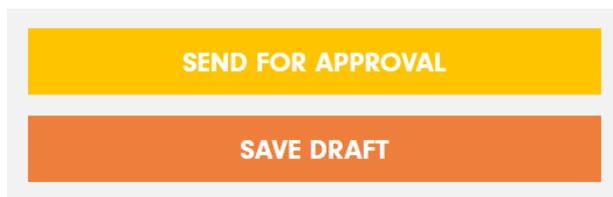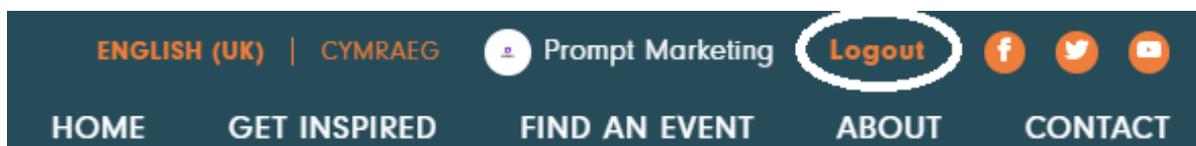
Once you've added events you will be able to see their status in your dashboard by clicking on the **'STATUS FILTER'** drop down.
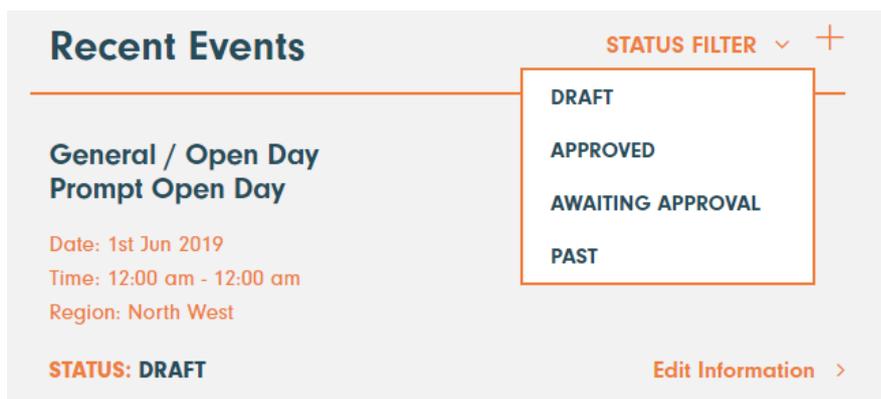
5) Logging out

To log out of your account, you can either logout through your account dashboard or via the link on the top of every page.

Once you have uploaded events you will receive a complimentary box of promotional items to help you showcase your events, your box will be sent to the address provided on your provider profile page.

Visit www.learningandwork.wales to access a range of electronic marketing resources, such as logos, event poster templates, evaluation forms, and social media graphics and much more!

If you have any queries or need assistance, please contact:
alwevents@learningandwork.org.uk