

Bulk Import Data Requirements v4

Please send your completed spreadsheet file, as an attachment, to: info@wherecanwego.com

These notes are to help you fill in the bulk entry spreadsheet, which can speed up entry if they are similar events at different venues, or several events at the same venue.

The spreadsheet is an alternative to the on-line event entry via the website, which you should use for individual events.

(Please note that the spreadsheet is not suitable for repetitive but non-continuous events eg events which take place on one or more days every week but not continuously at the same venue, or for events lasting over 30 days in total. These should be entered on-line.)

The following fields are all required for each event entry:

Title	text	maximum 100 characters
Description	text	maximum 800 characters
Venue:	text	maximum 300 characters (the venue address without the county or postcode)
Times, Prices, etc	text	maximum 300 characters (Can contain opening times, prices and if booking is required)
Contact Telephone	text	maximum 100 characters
County	text	UK County Name (see below for listing of valid counties)
Postcode	text	This is essential – find it by searching the venue on Google)
Event Start Date	date	in format dd/mm/yyyy (Up to 12 months ahead)
Event End Date	date	in format dd/mm/yyyy (Up to 12 months ahead)
Event Type	Free for All (Yes/No) Indoor (Yes/No) Outdoor (Yes/No) Wheelchair Access (Yes/No)	
Category	Select up to 4 from the following:	
	Child Friendly	(Yes/No)
	Fêtes, Festivals	(Yes/No)
	Galleries, Museums	(Yes/No)
	History, Heritage	(Yes/No)
	Music, Dance, Creative	(Yes/No)
	Community, Religious	(Yes/No)
	Sport, Exercise, Walks	(Yes/No)
	Theatre, Stage, Films	(Yes/No)
	Gardens, Countryside	(Yes/No)
	Animals, Conservation	(Yes/No)
	Exhibitions, Shows	(Yes/No)
	Food and Drink	(Yes/No)
	Education, Courses	(Yes/No)
	Sales, Markets	(Yes/No)
	Funfairs, Circuses	(Yes/No)
	Charity Fund Raising	(Yes/No)

These are optional fields:

Website Address URL maximum 100 characters

Ticketing Website URL maximum 100 characters

Contact Email Email address maximum 100 characters
(To avoid spam this is not displayed but used to forward messages to you)

Valid county names are:

Aberdeenshire	Co. Tyrone	Inverclyde	Powys
Anglesey	Conwy	Isle of Man	Renfrewshire
Angus	Cornwall	Isle of Wight	Rhondda Cynon Taf
Argyll Bute	Cumbria	Jersey	Rutland
Ayrshire	Denbighshire	Kent	Scilly Isles
Bedfordshire	Derbyshire	Lanarkshire	Shetland
Belfast	Devon	Lancashire	Shropshire
Berkshire	Dorset	Leicestershire	Somerset
Blaenau Gwent	Dumfries Galloway	Lincolnshire	South Yorkshire
Borders	Dunbartonshire	London	Staffordshire
Bridgend		Lothian	Stirling
Bristol	Durham	Manchester	Strathclyde
Buckinghamshire	East Sussex	Merseyside	Suffolk
Caerphilly	East Yorkshire	Merthyr Tydfil	Surrey
Cambridgeshire	Edinburgh	Middlesex	Swansea
Cardiff	Essex	Monmouthshire	Tayside
Carmarthenshire	Falkirk	Moray	Torfaen
Central Scotland	Fife	Neath Port Talbot	Tyne and Wear
Ceredigion	Flintshire	Newport	Vale of Glamorgan
Cheshire	Glasgow	Norfolk	Warwickshire
Clackmannanshire	Gloucestershire	North Yorkshire	West Midlands
Cleveland	Grampian	Northamptonshire	West Sussex
Clwyd	Guernsey	Northumberland	West Yorkshire
Co. Antrim	Gwynedd	Nottinghamshire	Western Isles
Co. Armagh	Hampshire	Orkney	Wiltshire
Co. Down	Herefordshire	Oxfordshire	Worcestershire
Co. Fermanagh	Hertfordshire	Pembrokeshire	Wrexham
Co. Londonderry	Highlands	Perth Kinross	

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