

Inputting Special Offers to VisitPembrokeshire.com

1. Go to the Visit Pembrokeshire homepage – www.VisitPembrokeshire.com/SpecialOffers
2. There are currently 2 sections, “Accommodation Offers” and “Last Minute Deals”; click on these to review the current offers on the site
3. To add your own offer, click “make a special offer”
4. Fill out all the details on the form. Pay particular attention to the Title and Description boxes: choose a title that will stand out and encourage people to read the details. Make sure your description is well-worded and appealing, and accurately describes the details of the offer.
5. Once you have completed all the details, press the “Submit special offer” button at the foot of the page.
6. Your offer will then be queued for approval by the tourism team, and will normally appear on the site within 2 working days. PLEASE BEAR THIS IN MIND WHEN PROMOTING LAST MINUTE OFFERS.

If you have any queries about the Special Offers page, please contact:
Claire Rees, Tourism Marketing Officer
Tel 01437 775514, Email Claire.rees@pembrokeshire.gov.uk

Inputting Events to EventsInPembrokeshire.com

1. Go to the Events Front Page – www.EventsInPembrokeshire.com
2. To submit your own event, click “Add Event (opens new window)” button. Fill in all details carefully.
3. DESCRIPTION: As with Special Offers, make sure that your description is an accurate and appealing summary of what the event will entail. This section is the one which will “sell” your event to potential visitors.
4. CATEGORY: Select the category to show what type of event it is. The tick box to the right allows you to add more than one category if necessary (if you tick the box, you will be asked for the additional categories immediately after you have submitted the event).
5. PLACE: there is an extensive list of possible location for your event, so look through the list first. If your location does not appear, you can enter it into the “New Place” box underneath.
6. DATE and TIME: Enter the start and end dates for your event. If it’s a one day event, then enter the same date in both boxes. You can enter start and finish times in 15 minute increments.
7. IMAGE: if you wish to submit an image, tick the box under the time boxes. You will be asked to upload your image immediately after you have submitted the event.
8. EVENT CONTACT DETAILS: these are the contact details for the public to use to find out about the event
9. YOUR DETAILS: these are the details of the person submitting the event, and which will be used if there is any query or problem with the details submitted.
10. FINAL TICK BOXES: the first box gives you the option of receiving a regular listing of events from the website; the second box must be ticked if you wish the event to be published on the website.
11. Hit the SUBMIT EVENT button to send the details to the website. The details need to be approved by the Events Assistant, so allow 2 working days for your event to appear on the website.

If you have any queries about the events website, please contact:
Rosemary Roach, Events & Admin Assistant
Tel 01437 775485, Email Rosemary.Roach@pembrokeshire.gov.uk