

WhereCanWeGo.com

Bulk Import Data Requirements

These notes are designed to help you fill in the bulk entry spreadsheet, which can speed up entry of individual events if they are all 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 is easier for individual events.

(Please note that the spreadsheet is not suitable for repetitive but non-continuous events i.e. events which take place on one or more days every week but not continuously at the same venue, or for events lasting over 60 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 1000 characters
Venue:	text	maximum 300 characters (the address without the county or postcode)
County	text	UK County Name (see below for listing of valid counties)
Postcode	text	maximum 9 characters (this postcode is essential – if you don't know it try http://www2.royalmail.com/postcode-finder)
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)
Times, Prices	text	maximum 500 characters (Can contain times, prices and telephone contact information if you want the number made public)
Event Type	Free for All Indoor Outdoor Wheelchair Access	(Yes/No) (Yes/No) (Yes/No) (Yes/No)
Category	Select up to 4 Yes from the following:	
	Family,	(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	(Yes/No)

The following fields are optional and can be added later if required:

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)	

John South
info@wherecanwego.com
 July 2018

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

Valid county names are:

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