

## Step-by-Step Guide to Completing the Visit Herefordshire Event Form

Here's a step-by-step guide on how to complete the [event submission form](#) on the Visit Herefordshire website, as well as how to crop images to the correct size:

### 1. Fill in Your Event Information

- **Event Name:**
  - Write the name of your event. For example, "Ledbury Music Festival."
- **Event Location:**
  - Where is your event taking place? For example, "St Katherine's Square."
- **Nearest Town/Village:**
  - Type the nearest town or large village. For example, "Ledbury."
- **Date From & Date To:**
  - Click on the small calendar icon to choose the start and end dates of your event.
  - For example, if your event is from 1st April to 3rd April, select those dates.
- **Event Summary:**
  - Write a short sentence (up to 120 characters) about your event. For example, "A three-day music festival with live bands and activities."
- **Event Description:**
  - This is a longer description (up to 250 words). Explain what your event is about, who it's for, and any exciting details.
- **Admission/Ticket Info:**
  - If people need to buy tickets, add the price and where they can get them, like "Tickets are £10, available on the website."

### 2. Admin Contact Information

- **Your Name:**
  - Add your first and last name.
- **Your Position:**

- Write your job title or role (for example, "Event Organiser").
- **Email Address:**
  - Type your email address. This is how they will contact you.
- **Phone Number:**
  - Add your phone number in case they need to speak with you.
- **Email Marketing:**
  - Tick the box if you would like to receive emails about other events or information from Visit Herefordshire.

### 3. Research Data (For Event Organisers)

- **Organisation Size:**
  - Select the size of your organisation (like "Small," "Medium," or "Large").
- **Expected Attendance:**
  - Choose how many people you expect to attend (e.g., 100-500 people).

### 4. Event Location Details

- **Address & Postal Code:**
  - Add the exact address of the event (e.g., "123 High Street, Hereford, HR4 9AB").
- **Latitude & Longitude:**
  - You can leave this blank if you don't know it. The website can use your address to automatically find the location.

### 5. Event Contact Information

- **Phone Number:**
  - Provide a contact phone number (e.g., "07700 123456").
- **Email Address:**
  - Add the email for event enquiries (e.g., "info@musicfestival.com").
- **Website & Social Media:**
  - If you have a website or social media for your event, add the links here (e.g., "www.musicfestival.com" or links to Facebook, Instagram, etc.).

### 6. Accessibility Information

- **Disabled Access:**
  - Provide any details about access for disabled attendees. For example, "Wheelchair access available."
- **Disabled Facilities:**
  - If you have special facilities, add details like "Disabled toilets available."

## 7. Upload Images

- **Hero Shot (Main Event Image):**

- Choose an eye-catching image to represent your event.
- This image must be **at least 800px** on the shortest side, and the file size should be **less than 32MB**.

**NOTE:** You can check the size of any image by right clicking on the image and selecting 'Properties' and then 'Details', where you can see the width and height of the image (must be at least 800px square).

E.g. This image would need to be made square and would need to be cropped.



This is how the cropped (square) image would look



- **Image Gallery (Additional Images):**

- You can upload up to **12 images** showing other aspects of your event (e.g., performers, activities, the venue).

## 8. Upload a Video (Optional)

- If you have a promotional video, you can add a link to YouTube or Vimeo (e.g., "<https://youtu.be/abc123>").

## 9. Submit Your Event

- Once you've filled in everything, click the button that says **"Submit Event."**
  - Your event will be sent for review, and they will get in touch if they need more details.
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## How to Crop Images to the Correct Size for the Form

**Note:** You can use whatever your computer automatically opens the image in, or a photo editor like **Microsoft Paint**, **Photoshop**, or an online tool like **Canva**.

## Step-by-Step Guide to Edit an Image Without Opening an Editing Tool

If you want to edit an image without opening a full editing tool and instead make quick adjustments directly from the image preview in your folder, you can use built-in features in **Windows 10 or 11**. Here's a simple guide on how to do this:

### 1. Open the Image from the Folder

- **Locate the Image:** Go to the folder where your image is stored.
- **Open the Image:** Simply **double-click** the image to open it in the default Windows photo viewer, called **Photos**. If it opens in another program, you can right-click the image and select **Open with > Photos**.

### 2. Edit the Image in Photos App

Once the image is open in the Photos app, follow these steps to edit it:

#### 1. Click on the Pencil Icon (Edit Image):

- In the top menu bar of the Photos app, you'll see a pencil icon labelled **Edit Image** (this is available in both Windows 10 and 11).
- Click on this icon to open the image editing options.

#### 2. Crop the Image:

- In the **Edit Image** window, click the **Crop** tool (you'll see a square icon with two arrows inside it).
- You'll see a grid appear around the image.
- Click and drag the corners of the grid to select the area of the image you want to keep.
- Once happy with your selection, click **Done** to crop the image.

#### 3. Adjust Image Colour and Lighting (Optional):

- If you want to adjust the brightness, contrast, or colour of the image:
  - In the **Edit Image** menu, select **Adjust** (this option looks like a sun icon).

- You can adjust options like **Brightness**, **Contrast**, **Exposure**, and **Saturation** by dragging the sliders to your desired level.
- Click **Done** when finished.
- 4. **Rotate or Flip the Image (Optional):**
  - If you need to rotate or flip your image:
    - In the top menu, click on **Rotate** (you can click the circular arrow icon to rotate the image 90 degrees).
    - If you want to flip the image, select **Flip horizontal** or **Flip vertical** from the options.
- 5. **Save the Changes:**
  - Once you're happy with the changes, click the **Save a copy** button at the top of the screen. This will save your edited image while keeping the original intact.
  - If you're finished and happy with the edits, you can also click **Save** to overwrite the original file with the edited one.

### 3. Quick Crop Using the Built-In Windows Photo Viewer (for some versions)

If you're using an older version of **Windows Photo Viewer**, you can do basic edits, like rotation, zoom, and cropping directly from the viewer:

- Open the image in **Windows Photo Viewer**.
  - Right-click on the image and select **Edit** or use the toolbar options to rotate or zoom.
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#### Top Tips:

- **Saving Edits:** Always use **Save a copy** if you're not sure about the edits, so you keep the original image.
- **Quick Fixes:** The Photos app offers quick edits like cropping, rotating, and basic adjustments for most needs without opening a full editing tool.

This way, you can easily edit your image without opening a separate tool, saving you time and effort!

### Using an Online Tool (Canva) to edit your images

1. **Go to Canva:**
  - Open your web browser (like Chrome or Safari) and go to [www.canva.com](https://www.canva.com).
  - Create a free account if you don't already have one.
2. **Upload Your Image:**
  - On the Canva homepage, click **"Create a design"** and select **"Custom size."**
  - Type **800** in both the width and height boxes. This will ensure your image is a square (800px by 800px).
3. **Upload Your Image:**
  - On the left side, click **"Uploads"** and then **"Upload media."**
  - Choose the photo you want to crop from your computer.

#### 4. **Crop the Image:**

- Once your image uploads, drag it into the blank space on your design.
- You can resize and reposition the photo until it fits the square.
- If the image is too big, you can zoom out to see more of it.

#### 5. **Download the Image:**

- When your image looks good, click **"Download"** at the top right.
- Choose **"JPEG"** as the file type and click **"Download."**

### **Using Microsoft Paint (For Windows Users)**

#### 1. **Open the Image in Paint:**

- Right-click the image file on your computer and choose **"Open with" > "Paint."**

#### 2. **Select the Crop Tool:**

- Click on the **"Select"** tool in the toolbar at the top.
- Choose **"Rectangular selection"** from the drop-down menu.

#### 3. **Crop the Image:**

- Click and drag over the area of the image you want to keep.
- Once you've selected the area, click **"Crop"** in the toolbar.

#### 4. **Resize the Image (Optional):**

- If you need to resize it, click **"Resize"** in the toolbar and make sure the horizontal and vertical percentages are equal (100%).

#### 5. **Save the Image:**

- Once you're happy with the image, click **"File" > "Save as"** and choose **JPEG** as the file type.
- Name the image and save it to your computer.

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### **Final Tips:**

- **Image Size:** Make sure your image is no larger than **32MB** and at least **800px** on the shortest side.
- **File Type:** Use **JPEG** images, as this is the most common and supported format.
- **Take Your Time:** Don't rush! Filling out the form and cropping your images may take a little time initially, but it will ensure your event is listed correctly.

Once you're done, just click **Submit Event**, and you're all set!