

Cathedral Events Form – Help Guide – Part 1

We try to get your events on the AEC website as soon as possible but please note we are not able to post every event on the website just because of sheer number of cathedrals we are trying to cater for.

The aim is to amplify your events and drive more people to your cathedral. Each event will link back to your own website too to increase traffic back to your own platforms.

This form can be found here > <https://www.englishcathedrals.co.uk/event-capture/>

Event Content

Your name <i>(Required)</i>	1		2
<input type="text"/>		<input type="text"/>	
First		Last	
Your email address <i>(Required)</i>	3	Contact number	4
<input type="text"/>		<input type="text"/>	
Cathedral (where the event is taking place) <i>(Required)</i>	5	Address where the event will take place	6
<input type="text"/>		<input type="text"/>	

Guide

1. First name
2. Last name
3. An email address to reach you if we need to
4. Or a contact number
5. Which cathedral the 'event' is taking place
6. You don't actually have to fill this in, we've got your address.

Cathedral Events Form – Help Guide – Part 2

Start date *(Required)* **7**

End date *(Required)* **8**

Start time *(Required)* **9**
 :

Entry fee (if applicable) **10**

Performer (if different from cathedral) **11**

Organiser (if different from cathedral) **12**

Description of the event (100 to 500 words) *(Required)* **13**

0 of 5000 max characters

Guide

7. When does it start
8. When does it end (might be the same day)
9. What time does it start/open
10. This might be free, or variable. That's fine.
11. The performer may be an artist, a band, etc etc.
12. Sometimes events are not organized by the cathedral, they are just the venue.
13. Tell us everything you can. You can cut and paste this from your own website.

Cathedral Events Form – Help Guide – Part 3

Image upload *(Required)*

14

Drop files here or

Select files

Max. file size: 10 MB.

Booking required *(Required)*

- Yes
- No

15

Virtual event *(Required)*

- Yes
- No

16

URL of where people can book

https://

17

Website URL where details of the event can be found *(Required)*

https://

18

Submit

19

Help Guide

14. You can upload an image here. Give us a two or three if you can.
15. Do attendees need to book?
16. Is it a virtual event like a Zoom or Webinar
17. This is the booking link, the online place where people can actually get the tickets
18. And this is the URL of the page on your website where you are listing the event.
19. That's it – click Submit.