How to add events and update your museum information

1. Go to: www.museums.wales
2. Click on 'What's On' in the menu bar
3. Click on 'register' in the circle on this page:

4. Fill in your details in the registration box and create a username and password:

5. It will say you have 'registered successfully'

6. **Wait** for a confirmation email from bethan.rogers@wrexham.gov.uk or nicola.williams@wrexham.gov.uk – this could take up to 2 working days.

7. Once you have received your confirmation email you can 'log in' by selecting 'sign in' on the 'Whats On' page. You can click either of the 'sign in' options below:

8. Once you sign in you will see the following screen. Click on 'Museum' in the left hand bar to change any existing details about your museum:
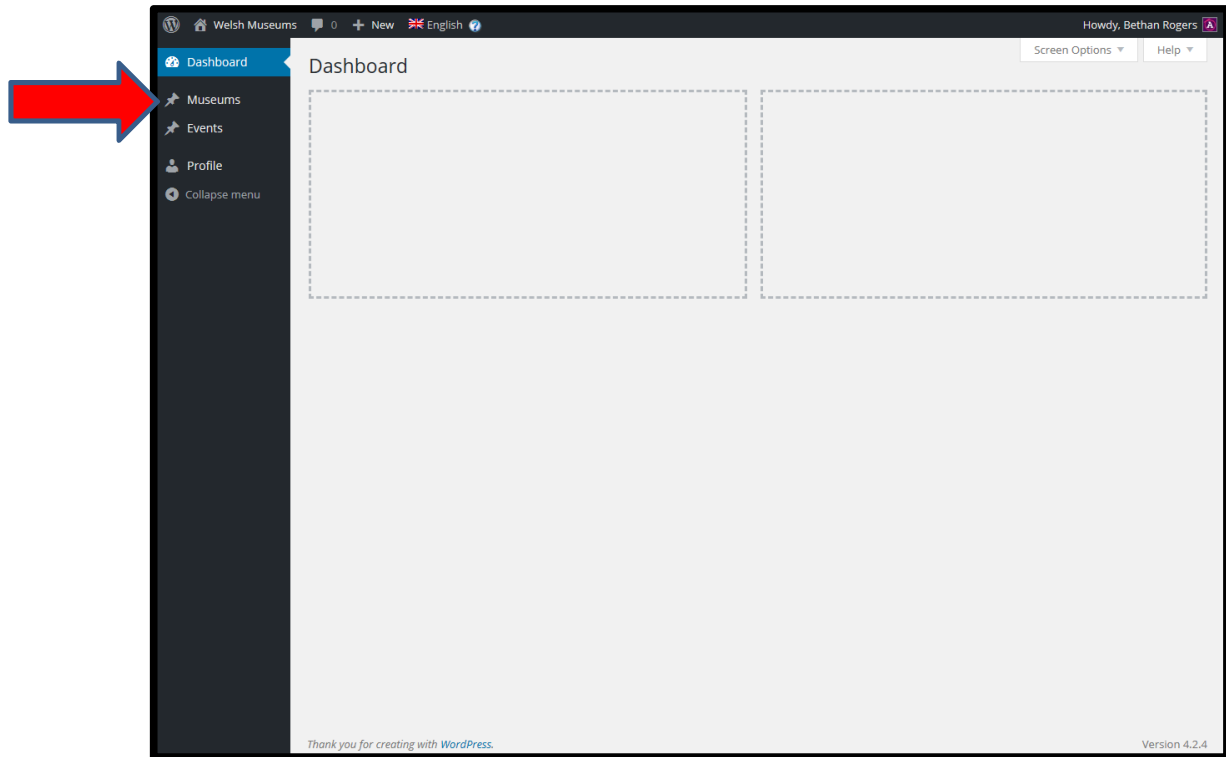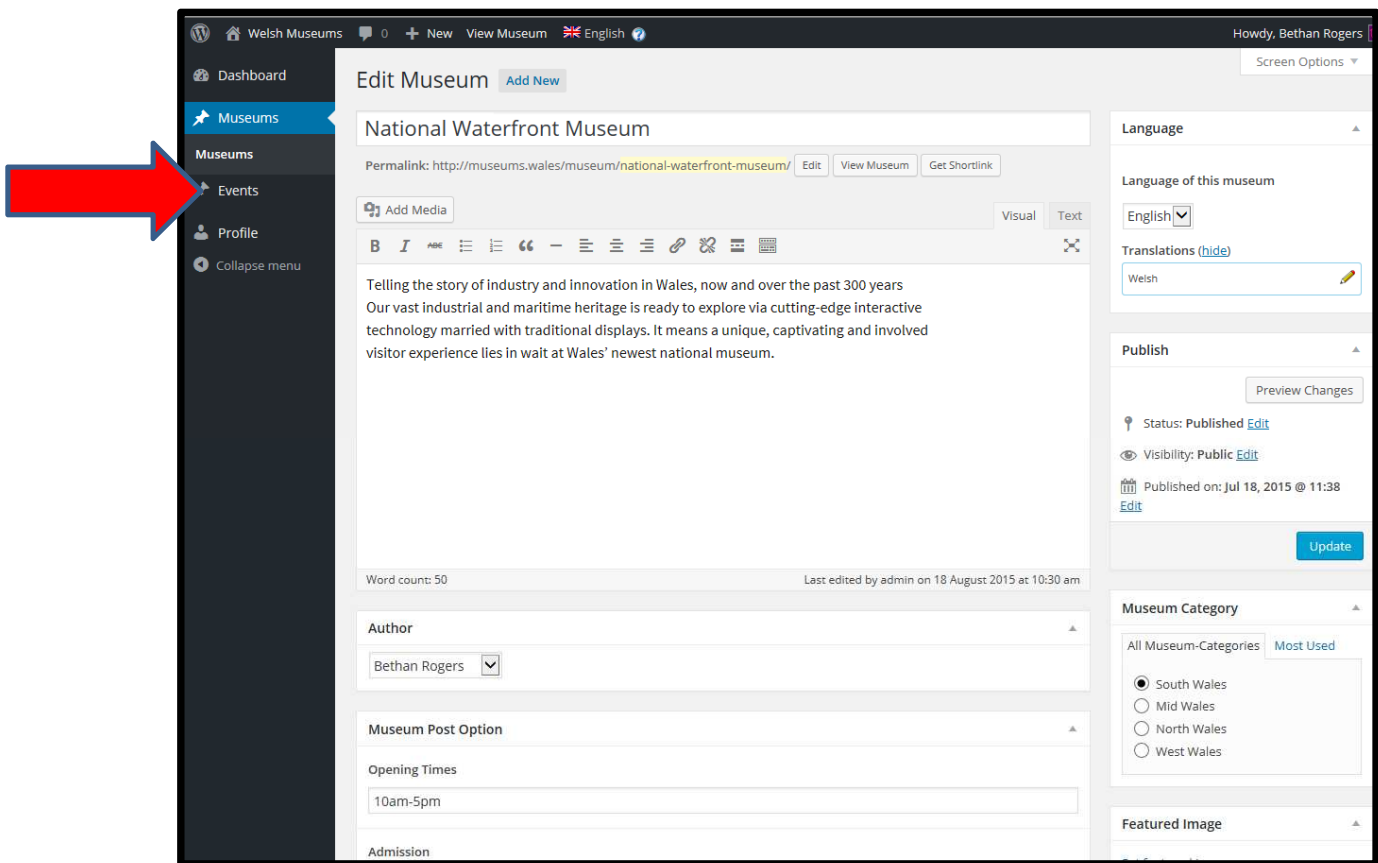
9. Click on the pencil next to your museum which will be listed for the information to come up, scroll down to see all information:

10.   Click on any of the content and delete/change the information you need to. Remember to click on 'update' when you are finished editing. Once you have finished editing the English language side, click the pencil next to the word 'Welsh' to edit the welsh language side and again click 'update' when finished editing:

11. To add an event, click on 'Events' in the side menu:

12.   Once you have clicked on 'Events', then click on 'Add
    New'. This will bring up the following page:

13. Enter the information about your event and click 'publish' when finished. Once you have clicked publish an option will appear for you to add the Welsh language text to the event, click on the + icon next to Welsh, Translate. Please note this is not a translation service and you will need to input the Welsh text to the website manually.
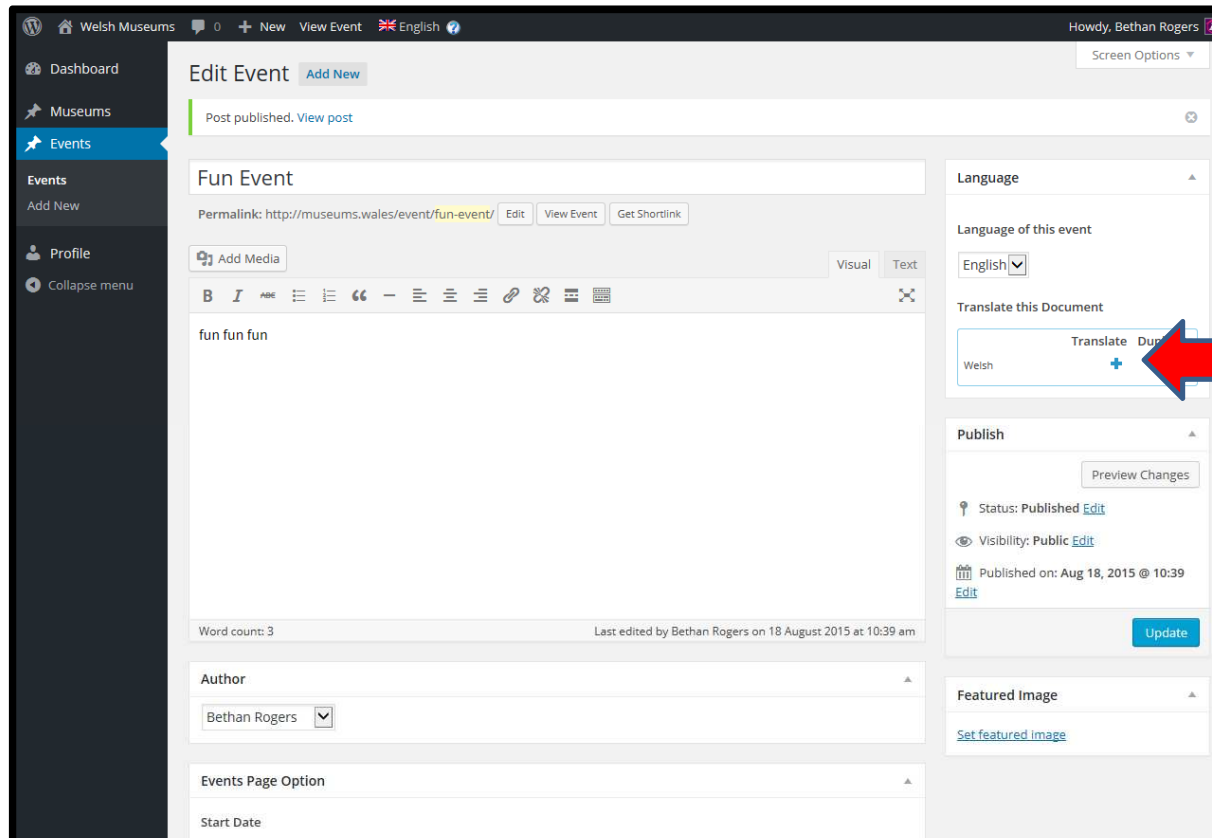
14. Enter the details of your event on this page in Welsh and click 'Publish'. Once you are happy with all of the information you have added/updated log out of WordPress.

Extra Information

- Please ensure all details and events are updated in both English and Welsh
- Only **one** user can be assigned to each museum
- If you have any problems or if you are having difficulty getting the text for your event/museum translated, please get in touch with Bethan Rogers or Nicola Williams:
  bethan.rogers@wrexham.gov.uk / 01978 722995
  nicola.williams@wrexham.gov.uk / 01978 722988