



**Living Well**  
North Tyneside  
Supporting Health and Wellbeing

# MANAGING EVENTS: NAMING, ADDING TAGS AND SUBMITTING



STEP 1

Click on Events

# Registration

Activities

Events

VODA Membe

fer health, wellbeing or social opportunities/services to the residents of No



**STEP 2**

**Click on Add Event**

WODA Membership | Logout

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**Add Event**

ate and time (one off)

**Your GP**

GP Pra  
the **Whitl**  
working tog  
local c





### STEP 3

#### Name your event and add a brief description

[Home](#) > Provider Registration

# Provider Registration

Profile | Services | Activities | Events | VODA Membershi

\*denotes mandatory field

Event details

Name of your event \*

← → Paragraph **B** *I* [List icons] [Link icon] [Code icon] [More icons]

Brief description of your event \*



**STEP 4**

**Add Tags**

	<p>tag description</p> <p><input type="text"/></p> <p><input type="button" value="Add Tag"/></p> <p>Coverages</p> <p><input type="text"/></p> <p><input checked="" type="checkbox"/> Is there a cost</p>
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## STEP 5

### Choose the coverage

Coverages

- Whitley Bay
- North Shields
- North West
- Wallsend

Drop in  Pre book

Age group



## STEP 6

### Check Is there a cost

Add Tag

Coverages

× Whitley Bay

Is there a cost

Cost per event

Event pre book

Drop in  Pre book



## STEP 7

### Choose Drop In or Pre Book options

Is there a cost

Cost per event

Event pre book

Drop in  Pre book

Age group

Face to Face / Online

- - -





## STEP 8

### Choose the Age Group

Lost per event

Event pre book

Drop in  Pre book

Age group

- Under 18
- Over 18
- 50 and over
- 60 and over
- 0-4
- 5-9

Paragraph **B** *I* [List icons]

Why and how is this event accessible?





## STEP 9

### Choose the type of the event – Face to Face or Online and accessibility

Face to Face  Online Only  Face to Face & Online

Accessibility

This event is accessible

Yes  No



Paragraph



**B**

*I*



Why and how is this event accessible?



## STEP 10

### Add Start date and End Date if there are series of the events

p

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Event timings

Start date

dd/mm/yyyy --:--

End date

dd/mm/yyyy --:--

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Contact details

Use provider contact details


Address\*



## STEP 11

**Check Use provider contact details if the event takes place on the same address**

End date

dd/mm/yyyy --:-- 

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Contact details

Use provider contact details


North Tyneside Voluntary Organisations Development Agency (VOD)  
Spirit of North Tyneside Wing  
2nd Floor, Wallsend Customer First Centre  
16 The Forum  
Wallsend




## STEP 12

**Click on Drop event image here to upload your banner or logo**

**Event image** **Event video**



Drop event image here to upload  
or



Embed YouTube Video

**Related Documents**  
  
 I confirm I have read the terms and conditions





### STEP 13

**Click on Add Document to add any supportive documents you have**

Drop event image here to upload  
or  
[Upload](#)

Related Documents

[Add Document](#)

I confirm I have read the terms and conditions

[Preview](#) [Submit](#)



**STEP 14**

**Check I confirm I have read the terms and conditions**

Title

I confirm I have read the terms and conditions





**STEP 15**

**Click on Submit**

ADD DOCUMENT

I confirm I have read the terms and conditions





THANK YOU FOR YOUR  
ATTENTION!



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