**Event Hosts Website User Guide**

This guidance will explain how you sign up for an account, have your account approved, create and manage your company and event profiles, and manage your pre and group bookings. It can also be used to prepare your company and event information offline before it is copied into the forms on the Open Doors website. The sections are broken down to match the layout of the website, with relevant notes to assist as you upload.

To successfully upload your information to the Open Doors website, you should follow the stages below in the given order. If you do encounter any issues uploading an event, please contact the Open Doors team.

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**Creating an Account**

All website users for Open Doors 2024 will need to **create a new account**:

1. Access the [Sign up page](https://opendoors.construction/sign-up/?redirect=https://opendoors.construction/login/)
2. Enter your details and choose a secure password.

*(You must use your corporate email address to prove your connection to your company, or your account request will be denied)*

1. Click the Sign up button
2. You will receive access to our guidance and marketing resources, as well as the company, event and user management areas.

Any information uploaded will not appear publicly on the Open Doors website until your permissions have been set by your company’s ‘Master Coordinator’ (Account Admin) or a member of the Open Doors team. If you don’t know who your Master Coordinator is, or would like to speed up the approval process, please contact us.

The first person to sign up from each company will automatically be assigned the role of Master Coordinator, with later persons being given Event Editor permissions only. The permissions within each role are outlined below:

|  |  |
| --- | --- |
| **Role** | **Permissions** |
| Master Coordinator (Account Admin) | * Add new Companies and Events
* Edit/delete Companies and Events that they have created
* Edit/delete Companies and Events that they have been assigned to
* Add new Users (Account Admins or Event Editors) and assign them to Companies and/or Events they have created or been assigned to themselves
* Edit/delete Users that they have added to the system.
 |
| Event Editor | * Edit/delete Events that they have been assigned to.
 |

If you wish to change the permissions granted to individuals within your company, please contact the Open Doors team.

**Adding a Company Profile**

Before beginning to upload your company please ensure you have at least the details for the compulsory fields (denoted by \*), or you will not be able to save your progress. The more information you can supply, the more impressive your profile will be.

1. Click the **Companies tab** (when logged in)
2. Click **Add Company**, then enter the details below:

|  |  |  |
| --- | --- | --- |
| Field | Information Required | Your Details |
| Title\* | Company name |  |

1. Click the **Availability tab** and select the appropriate option:

|  |  |  |
| --- | --- | --- |
| Field | Information Required | Your Details |
| Active | Is this event active i.e. displayed on the Open Doors website?*(Please select “No” until you have reviewed your entry and are happy for the information to show publicly.)* | *Toggle Yes or No* |

**Please do not click “Add Company” until you have finished populating all four tabs and would like to view your progress.**

1. Click the **Contact tab**,then enter the details below:

|  |  |  |
| --- | --- | --- |
| Field | Information Required | Your Details |
| Address | Full address of head office |  |
| Corporate Phone | Phone number for general enquiries |  |
| Corporate Email | Email for general enquiries |  |
| Website URL | Main company website address |  |

1. Click the **Images tab**, then upload the images below:

|  |  |  |
| --- | --- | --- |
| Field | Information Required | Your Details |
| Logo | Ideally a landscape png file or high-quality transparent gif. |  |
| Header Image | It needs to be landscape format and at least 500 pixels wide. Images above 50MB will be rejected, and the minimum size is 500KB.  |  |
| Gallery Images | Landscape photos representing careers at your company. You can repeat the Header Image in this box.  |  |

1. Click the **Details tab**, then enter the information below:

|  |  |  |
| --- | --- | --- |
| Field | Information Required | Your Details |
| About us\* | Approximately 150-250 words about what your company does, where it specialises, how large it is, and when it was established. |  |
| Why work here | Approximately 150-250 words about why working at your company is something the visitor should consider, and where they should go to find out more or contact you. |  |
| Careers Website URL | Your company’s careers homepage. |  |
| Careers Contact Email | Your company’s primary careers contact. |  |

1. Click **Add Company** once you are ready to save and view your company profile
2. Proofread your profile, including checking all images are displaying correctly
3. If edits are required, click [**Account**](https://opendoors.construction/account/),select the **Companies tab** and then click **Edit.** Please contact the Open Doors Team if you have any difficulties.

Please note any information uploaded will not appear publicly on the Open Doors website until you have set your profile to Active, on the Availability tab, and your permissions have been set by your company’s Master Coordinator or a member of the Open Doors Team. If you do not know who your Master Coordinator is, or would like to speed up the approval process, please contact the team.

**Adding an Event Profile**

Before beginning to upload your events please ensure your Company profile exists, as you will need to link to it. You will also need at least the details for the compulsory fields (denoted by \*), or you will not be able to save your progress. The more information you can supply, the more impressive your profile will be.

1. Click the **Events tab** (when logged in)
2. Click **Add Event**, then enter the details below:

|  |  |  |
| --- | --- | --- |
| Field | Information Required | Your Details |
| Title\* | Choose a name for the event. |  |

1. Click the **Settings tab**, then click the details below:

|  |  |  |
| --- | --- | --- |
| Field | Information Required | Your Details |
| Active | Is this event active i.e. ready to be displayed on the Open Doors website?*(Please select “No” until you have reviewed your entry and are happy for the information to show publicly.)* | *Toggle Yes or No* |
| Company\* | Select which Company the event is a part of. If no options are showing please contact the Open Doors team. | *Choose options from dropdown* |

**Please do not click “Add Event” until you have finished populating all five tabs and would like to view your progress.**

1. Click the **Contact Tab**, then enter the details below:

|  |  |  |
| --- | --- | --- |
| Field | Information Required | Your Details |
| Region | Select your event’s region from the dropdown list (East, East Midlands, London, North East, North West, Scotland, South East, South West, Wales, West Midlands, Yorkshire).Please Google if unsure. |  |
| Location Type\* | Select either Google Map (best for standard addresses) or Custom Coordinates (for locations without a formal address yet). |  |
| Address\*(Only required if Google Map selected above) | Full address of event.Click the magnifying glass after entry to drop your pin on the map. |  |
| Longitude/ Latitude\*(Only required if Custom Coordinates selected above) | If your event location doesn’t yet have a postcode, please get the relevant longitude and latitude from [Google maps](https://www.google.com/maps) and this will be used to mark your venue on the listings map. |  |
| Directions to Event | Public transport/by car/on foot. |  |
| PDF of Directions | Upload a pdf containing more detailed directions. |  |
| Event Contact | Specify a contact that will receive all communications for this event and administer the listing. This contact will also receive an email every time someone books an event (when the booking system is live).Name:Phone:Email:You may add additional contacts, by clicking “Add Contact”. |  |

1. Click the **Images Tab**, then upload the images below:

|  |  |  |
| --- | --- | --- |
| Field | Information Required | Your Details |
| Header Image | The header image for your event. Please use a landscape image, rather than a portrait one.The photo should be at least 500 pixels wide and a minimum of 500KB in size, up to a maximum size of 50MB. |  |
| Image of Entrance  | Some locations can be hard to find from the street. If you have a hard-to-find venue, then please provide a photo of the entrance to be used by visitors. |  |
| Images | A selection of additional landscape images of the location (inc. drawings/designs). You should repeat the Header Image in this box, so that it can be seen more clearly. |  |

1. Click the **Details Tab**, then enter the information below:

|  |  |  |
| --- | --- | --- |
| Field | Information Required | Your Details |
| About the Event\* | Approximately 150-250 words on the size, approx. percentage that project is completed, location, and purpose of the project. |  |
| Event Activity | Up to 150 words describing what visitors will see and do on their visit. |  |
| Website URL | Site/venue specific Website URL |  |
| Considerate Constructors Scheme | Confirm registration type with [Considerate Constructors Scheme](https://www.ccscheme.org.uk/). |  |
| CSCS Smart Check | Confirm if the location uses CSCS Smart Check. |  |
| Parking Availability | Tick this box if parking is available. You will then be asked to enter more details about the facilities. |  |

1. Click the **Booking Tab**, then enter the details below:

|  |  |  |
| --- | --- | --- |
| Field | Information Required | Your Details |
| Booking Status | Select Open, Closed or Fully Booked.Bookings default to closed before 8 January.Bookings will automatically open from 8 January, if you have entered booking sessions. You can choose to close bookings or mark the event as fully booked at any time. |  |
| Visit Length | This is the approximate length of time visitors will spend at the event (in minutes). |  |
| Max. Group Size | Enter the maximum number of people that are allowed to book for each booking slot e.g. 10. |  |
| Dates & Times | Add booking sessions here by clicking Add Event. |  |
| Event Date\*(Only required if Dates & Times clicked above) | Click the box and select your first event’s start date from the calendar. |  |
| End Date\*(Only required if Dates & Times clicked above) | Click the box and select your first event’s end date from the calendar. (This will usually be the same date). |  |
| Start Time\*(Only required if Dates & Times clicked above) | Click the box and select your first event’s start time from the calendar. You will need to choose the hour and then the minute from separate dropdown options. |  |
| End Time\*(Only required if Dates & Times clicked above) | Click the box and select your first event’s end time from the calendar. Please ensure this corresponds with the Visit Length given previously. |  |
| Add Event | Only click this if you wish to add further booking sessions. Then repeat the last four steps as required. |  |
| Last Registration | This is latest date people can book a visit as no bookings will be possible after this date. You may wish to consider the notice required to order PPE. |  |
| Schools/Colleges Only | Tick this option if you wish to allow school, college, or other educational institution bookings **only**. Members of the public are then advised not to make individual bookings. |  |
| Site Accessibility | You can provide details to highlight the accessibility of the location for SEND visitors. |  |
| Child Restrictions | Please confirm if the event has any restrictions regarding children. If yes, then you can enter more details.Minimum age:Child restriction details e.g. all those under X age need to be accompanied by an adult. |  |
| Protective Clothing | Will visitors need protective clothing at this event i.e. high viz vest and boots? If yes, sizes will be requested as part of the booking process. | *Toggle Yes or No* |

1. Click **Add Event** once you are ready to save and view your event profile.
2. Proofread your profile, including checking all images are displaying correctly.
3. If edits are required, click [**Account**](https://opendoors.construction/account/),select the **Events tab** and then click **Edit** next to the appropriate event**.** Please contact the Open Doors team if you have any difficulties.

Please note any information uploaded will not appear publicly on the Open Doors website until your permissions have been set by your company’s Master Coordinator or a member of the Open Doors Team. If you do not know who your Master Coordinator is, or would like to speed up the approval process, please contact the team.

**Adding Users**

If you have Master Coordinator (Account Admin) access you can add Users to give them access to edit the events you assign to them.

1. Click the **Users Tab** (when logged in)
2. Click **Add User**
3. Enter their name and corporate email address.

*(Please do not click the Add User button until you have completed the Permissions Tab)*

1. Click the **Permissions Tab**
2. User Type - Select Event Editor – this means they can access and edit details for these events only
3. Permissions – Click which Events you would like to give them access to – they will move to the right-hand column. If none are listed, you will need to add these first (you can do this quickly by only including the compulsory fields)
4. Click **Add User**.

Please contact the Open Doors team if you require any assistance with User Permissions.

**Managing Your Pre and Group Bookings**

Before adding details of any pre and/or group bookings you have arranged, please ensure you have created your Event’s profile, or the event will not be available to select from the dropdown list. You will also need at least the details for the compulsory fields (denoted by \*), or you will not be able to save your progress.

1. Click the **Your Bookings tab** (when logged in)
2. Click **Add Booking**, then enter the details below:

|  |  |  |
| --- | --- | --- |
| Field | Information Required | Your Details |
| Event\* | Select the event this booking is for from the dropdown list. |  |
| Timeslot\* | Click the box and select the date and time on the pop out menu. |  |
| First Name\* | Add the first name of your primary contact. |  |
| Last Name\* | Add the last name of your primary contact. |  |
| Email Address\* | Add the email address of your primary contact. |  |
| Phone Number | Add the phone number of your primary contact. |  |
| Age\* | Select the age of your primary contact. |  |
| High Visibility Vest Size | Select the size required by your primary contact. |  |
| Shoe Size | Enter the numeric shoe size of your primary contact. |  |
| Adult/Child Shoe Size | Select whether your primary contact requires an adult’s or child’s shoe. |  |

1. Click **Add Booking**, if the booking only relates to one person **or** click **Add Person** to add an additional attendee, then enter the details below:

|  |  |  |
| --- | --- | --- |
| First Name\* | Add the first name of this visitor. |  |
| Last Name\* | Add the last name of this visitor. |  |
| Email Address\* | Add the email address of this visitor. |  |
| Phone Number | Add the phone number of this visitor. |  |
| Age\* | Select the age of this visitor. |  |
| High Visibility Vest Size | Select the size required by this visitor. |  |
| Shoe Size | Enter the numeric shoe size of this visitor. |  |
| Adult/Child Shoe Size | Select whether this visitor requires an adult’s or child’s shoe. |  |

1. Repeat step 3 until all persons are added, and then click **Add Booking** to save. You can then edit the details as required going forwards, and the Open Doors team will be able to include your pre and direct booking numbers in the official visitor numbers.

Please contact the Open Doors team if you require any assistance with managing your bookings.