# Guide to Listing on You’re Welcome

## Introduction

Everyone who uses You’re Welcome must first sign up as an individual user. Once you have created an individual user account you can then create an organisation, which will be attached to your individual account.

When you have created an organisation, you will be able to list your activities, groups, venues and events. It is important to add listings because people will find them when they search the event directory and things to do section, and from your listings people can visit your profile.

You may want to have more than one person managing your organisation’s profile on You’re Welcome. You may also want to show that you are running an event or activity in partnership with another organisation who has a profile on You’re Welcome. All of this is possible, and this guide will take you through how to do it.

## Images and Alt Text

When creating an Organisation and adding listings, you are required to add banner images and a logo, and you may add other images into the main body of your listings. Whenever you add an image IT MUST CONTAIN Alt Text.

This is a written description of the image for anyone who can’t see it. If the image you want to add is a picture, you can give it a brief description e.g. ‘Man sitting on bench’. If your image includes text, this must be typed out in the alt text. You need to add alt text when you upload an image to your image library, before you click to add it to your listing/profile.

For more information on the use of Alt Text, have a look at this short video.

<https://www.youtube.com/watch?v=gO6tAu3wSRY>

## How to create an organisation profile

1. Create an account on You’re Welcome.
2. When you are logged in, click on ‘My Account’ and then ‘Create Organisation’.
3. Enter the name of your organisation and then add a banner image – this will appear across the top of your profile. The ideal dimensions for this banner image are 2460 x 1080 pixels (make sure you use a landscape image).
4. Add your logo – this will appear on your profile and across the site wherever your listings are shown.
5. Fill out the rest of the form with your organisation’s details, including your inclusion statement. This is a statement of how you welcome everyone who would like to take part, or a more specific target audience. For more guidance on how to write your inclusion statement, [click here](https://yourewelcomeglos.org/writing-an-inclusion-statement/).
6. Click ‘Create Organisation’.
7. You can edit your organisation details at any time by clicking on ‘My Account’ and then ‘Manage Organisation’.

## Adding listings to You’re Welcome

1. Click on ‘My Account’ and then ‘Click Manage events’ or ‘Manage things to do’.
	1. An **event** could be a one-off activity, such as an annual festival or a special event you are running. You could also put any regular club meetings up as events, which are easy to duplicate when you create the first event.
	2. A **thing to do** could be a venue that regularly provides activities or that people can visit (such as a theatre or a castle), or something that occurs on a regular basis (a sports club, for instance).
2. Click ‘Create new event’ or ‘Create a new thing to do’
3. Fill out all the information about the event or activity. The details section should include information about times, how to get involved/book, prices, what the event or activity involves and any particular details about your accessibility e.g. ‘There are steps at the front but wheelchair access around the side’.
4. Add a banner - this will appear across the top of your listing and wherever your listing appears on the site. This image should not be a poster but can have minimal text e.g. Name of event (see section further down on image rights). The ideal dimensions for this banner image are 2460 x 1080 pixels (make sure you use a landscape image).
5. Select all the interest categories that your listing fits into.
6. Select all the accessibility features you can offer. This is very important as people search You’re Welcome based on their accessibility requirements. If you are not sure what you can offer, or want to talk through it, contact the You’re Welcome team at hello@yourewelcomeglos.org.
7. If you are running an event or activity in partnership with one or more organisations who are also on You’re Welcome, you can add them as an Associated Organisation (you **do not** need to add your own organisation). To do this, select the relevant organisation under ‘Associated Organisations’. The organisation(s) selected will have to approve your request before they are linked to the listing and it is added to their profile.
8. Click ‘publish event/thing to do’.
9. **If an error message appears once you have tried to publish it, your listing will automatically be saved as a draft. Once you have made the required corrections, scroll down to the bottom of the page, click the button under ‘Save as draft’ so it says ‘No’, and then click ‘Update event/thing to do’.**

## Being linked as an ‘Associated Organisation’

Your organisation may be linked to a listing added by another organisation. If this happens, you will receive an email saying that they have requested to link your organisation to their listing. To approve or reject this request, log into You’re Welcome, and, in your ‘My Account’ menu, go down to ‘Manage Events’ or ‘Manage things to do’. Under ‘Associated Events’/’Associated Things To Do’ you can approve or reject the request.

## Managing roles within an organisation

Other members of your team can join your organisation on You’re Welcome too, so they can manage and add listings. To do this they must:

1. **Sign up**:Create their own user account on You’re Welcome.
2. **Find your organisation:** easily found via the Directory of Organisations.
3. **Click ‘Join this organisation’ on your organisation profile**: Under the ‘About this Organisation’ tab on your profile, they can click ‘Join this organisation’ below all your organisation’s details.

You will get an email saying they have requested to join your organisation. To approve or reject this, log into You’re Welcome, and, in your ‘My Account’ menu, go down to ‘Manage organisation’. They will appear in the user list, where you can approve or reject them.

When other users become members of your organisation, you can upgrade them to admin status. This means they have the same rights as you to upgrade and downgrade the status of other members, to remove them and to approve new members. This is useful if you are leaving your job with your organisation as it allows you to pass admin responsibilities over to another member of staff.

As the admin of an organisation, changing member status, removing members and approving new members are the only additional tasks you can do.

## Image rights

It is your responsibility to make sure that any images you use on the You’re Welcome Gloucestershire website are owned by you as the organisation or entity, or that you have the correct rights to use them.

Incorrect use of images owned by someone else can incur significant fines by the legal owner. You're Welcome Gloucestershire accepts no liability; therefore the organisation that posted the image is responsible for any and all costs in this circumstance.