



GŴYL AMGUEDDFEYDD CYMRU WELSH MUSEUMS FESTIVAL

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:

WELSH MUSEUMS FESTIVAL

24 OCTOBER – 1 NOVEMBER 2015

Museum partner [sign in / register](#) CYMRAEG

ABOUT MUSEUMS **WHAT'S ON** LATEST NEWS CONTACT GALLERY Search

What's on

There is a wide range of events taking place all over Wales during the Welsh Museums Festival. Click a date on the calendar to view events happening on that day.

Are you running an event in your museum? [Sign in/register](#) and tell us about it.

AUGUST 2015						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

[/WelshMuseums](#) [@WelshMuseums](#) [#WelshMuseumsFest](#)

[National Museum Wales](#)

Museums / Amgueddfeydd at Night / yn y Nos

Federation of Museums and Art Galleries of Wales

[Alwedd gan Lywodraeth Cymru](#)

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

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31						

Register your museum and you can add, edit and manage your own profile and events.

Museum

Name

User name

Email address

Password

Repeat password

Submit »

Are you running an event in your museum? [Sign my register](#) and tell us about it.

[Facebook](#) /WelshMuseums [Twitter](#) @WelshMuseums #WelshMuseumsFest

Website T&Cs | [Cookie Policy](#) | [Contact Us](#) | Designed by Elevator

National Museum Wales
amgueddfa cymru

Museums / Amgueddfeydd at Night / yn y Nos

Federation of Museums and Art Galleries of Wales
Ffederasiwn Amgueddfeydd ac Orielau Celf Cymru

Amgueddfa Cymru
Welsh Government

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:

WELSH MUSEUMS FESTIVAL

24 OCTOBER - 1 NOVEMBER 2015

Museum partner [sign in / register](#) CYMRAEG

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31						

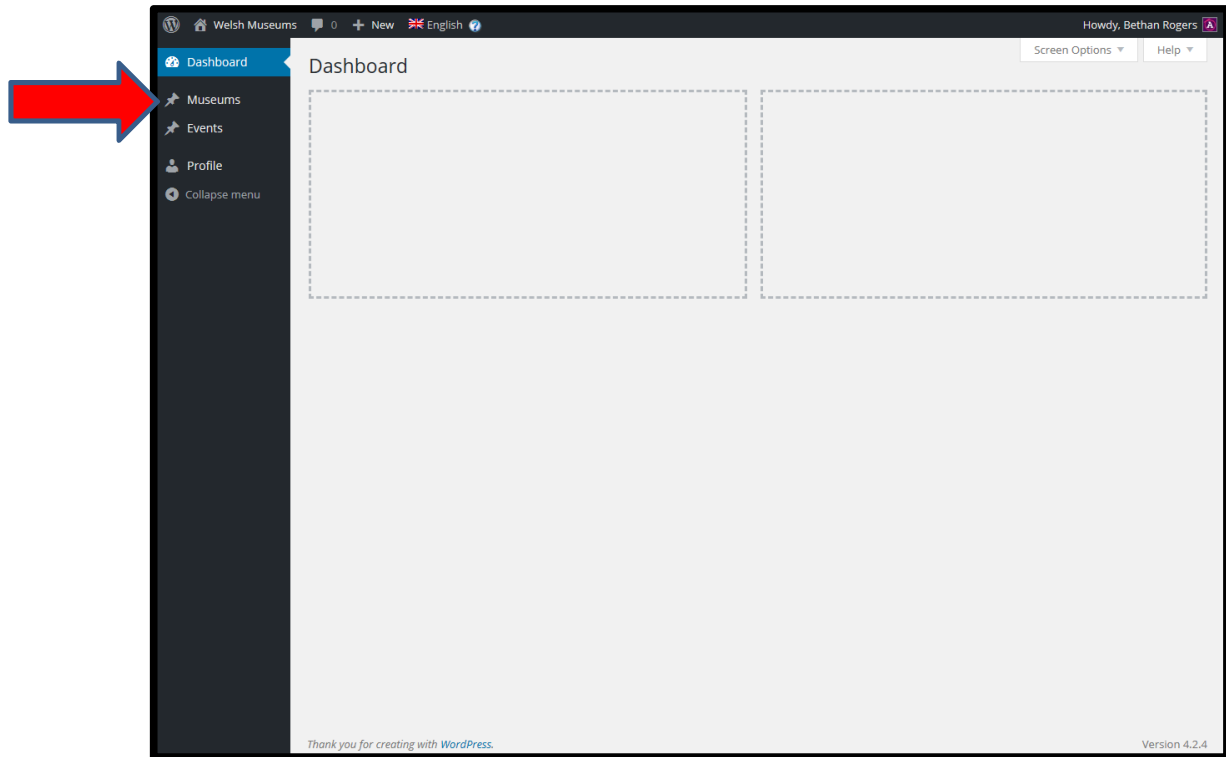
[/WelshMuseums](#) [@WelshMuseums](#) [#WelshMuseumsFest](#)
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national museum Wales
 amgueddys
 cymru

Museums at Night / Amgueddyeidd yn y Nos
 Federation of Museums and Art Galleries of Wales
 Ffederasiwn Amgueddys a Galleries Celf Cymru

Aelod gan Lywodraeth Cymru
 Member of the Welsh Government

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:



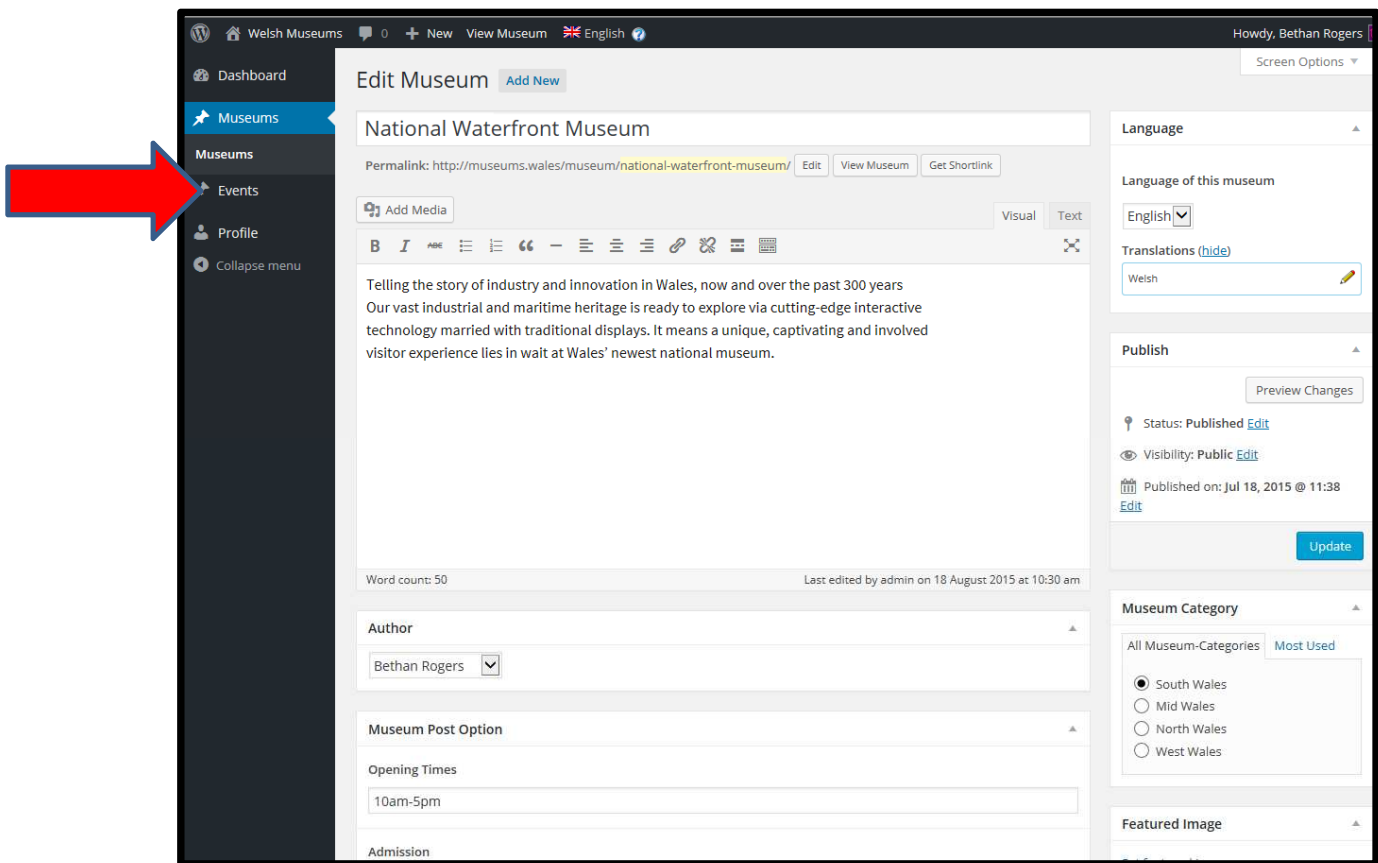
9. Click on the pencil next to your museum which will be listed for the information to come up, scroll down to see all information:

The screenshot shows the 'Edit Museum' interface for the 'National Waterfront Museum'. The page is titled 'Edit Museum' and includes a navigation sidebar on the left with options like 'Dashboard', 'Museums', 'Events', 'Profile', and 'Collapse menu'. The main content area features a rich text editor with the following text: 'Telling the story of industry and innovation in Wales, now and over the past 300 years Our vast industrial and maritime heritage is ready to explore via cutting-edge interactive technology married with traditional displays. It means a unique, captivating and involved visitor experience lies in wait at Wales' newest national museum.' Below the text is a 'Word count: 50' and a timestamp 'Last edited by admin on 18 August 2015 at 10:30 am'. The 'Author' field is set to 'Bethan Rogers'. The 'Museum Post Option' section includes 'Opening Times' set to '10am-5pm' and an 'Admission' field. On the right side, there are several settings panels: 'Language' (English), 'Language of this museum' (English), 'Translations (hide)' (Welsh), 'Publish' (Status: Published, Visibility: Public, Published on: Jul 18, 2015 @ 11:38), 'Museum Category' (South Wales selected), and 'Featured Image'. A blue 'Update' button is located at the bottom right of the settings area.

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:

The screenshot displays the 'Edit Museum' page for the 'National Waterfront Museum'. The main content area features a rich text editor with a toolbar and a text area containing the following text: 'Telling the story of industry and innovation in Wales, now and over the past 300 years. Our vast industrial and maritime heritage is ready to explore via cutting-edge interactive technology married with traditional displays. It means a unique, captivating and involved visitor experience lies in wait at Wales' newest national museum.' Below the text editor, there are fields for 'Author' (Bethan Rogers), 'Opening Times' (10am-5pm), and 'Admission'. The right-hand sidebar contains several sections: 'Language' with a dropdown set to 'English' and a 'Translations (hide)' section showing 'Welsh' with a pencil icon; 'Publish' with a 'Preview Changes' button and status information (Status: Published, Visibility: Public, Published on: Jul 18, 2015 @ 11:38); 'Museum Category' with radio buttons for 'South Wales', 'Mid Wales', 'North Wales', and 'West Wales'; and 'Featured Image'. Two red arrows point to the 'Welsh' translation field and the 'Update' button.

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

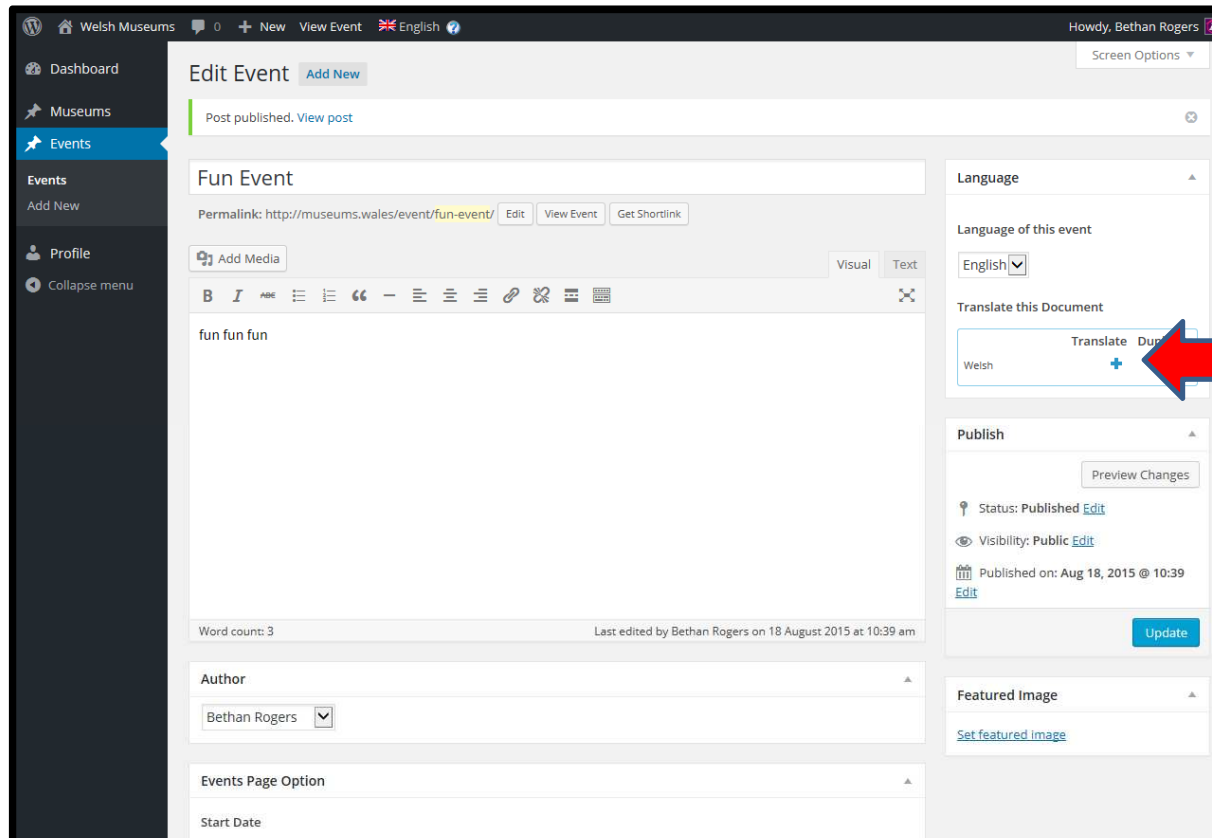


The screenshot shows the 'Edit Museum' interface for the 'National Waterfront Museum'. The left-hand side menu is visible, with a red arrow pointing to the 'Events' link. The main content area contains the museum's title, a permalink, and a rich text editor with the following text: 'Telling the story of industry and innovation in Wales, now and over the past 300 years. Our vast industrial and maritime heritage is ready to explore via cutting-edge interactive technology married with traditional displays. It means a unique, captivating and involved visitor experience lies in wait at Wales' newest national museum.' The right-hand side contains various settings, including 'Language' (English), 'Translations' (Welsh), 'Publish' status (Published), 'Visibility' (Public), 'Published on' (Jul 18, 2015 @ 11:38), 'Museum Category' (South Wales), and 'Featured Image'.

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

The screenshot shows the 'Add New Events' page in the Welsh Museums system. The page is titled 'Add New Events' and features a dark sidebar on the left with navigation options: Dashboard, Museums, Events (selected), Add New, Profile, and Collapse menu. The main content area includes a title input field, an 'Add Media' button, and a rich text editor with a toolbar containing icons for bold, italic, text color, background color, bulleted list, numbered list, quote, link, unlink, table, and table of contents. Below the editor is a 'Word count: 0' indicator. The 'Author' field is set to 'Bethan Rogers'. The 'Events Page Option' section includes 'Start Date' and 'End Date' input fields. On the right, there is a 'Language' section with a dropdown set to 'English' and a 'This is a translation of' dropdown set to '--None--'. The 'Publish' section contains 'Save Draft', 'Preview', and 'Publish' buttons, along with status and visibility information: 'Status: Draft Edit', 'Visibility: Public Edit', and 'Publish immediately Edit'. A 'Featured Image' section with a 'Set featured image' link is also present.

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