



User Manual and guidelines

This manual is for promoters who wish to use Culturefox to advertise their venues and events.

BROWSER REQUIREMENTS

Firefox 3.5 or above / IE7 or above / Google Chrome 11 or above / Apple Safari 5 or above



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1. ABOUT THIS USER MANUAL

Culturefox is the online guide to Irish cultural events allowing you to disseminate and capture information about Irish cultural events both here and abroad reaching thousands of daily users.

The searchable guide is freely available across all platforms on your mobile phone and as an app for iPhone, Android and Blackberry.

This manual is for promoters who wish to use Culturefox to advertise their venues and events.



2. YOUR ACCOUNT

2.1 Registration

You must register on Culturefox.ie in order to create an account that will allow you to advertise your venue and events

Users need only register once and can add several events

1. Open your internet browser and go to:
www.culturefox.ie/register.aspx

The following fields are compulsory:

- **Email**
(the email must be valid as you will receive a mail once your account is approved)
- **Password**
- **Name** (both First name and Last name)
- **Phone**
- **Address**
- **Details about the event you wish to promote**
(please add details about the event or venue you wish to promote)

Accurate completion of this step allows admin to verify the user for approval

3. Click **"Submit"** (if there are any errors, they will be presented in a box at the top of the form)

SUBMIT

Once the application is complete, Culturefox will be notified and will send you an email once your account is approved for login.

A user can log out at any time by clicking the 'Sign Out' text on the top right of the screen.

Sign Out

2.2 Updating your details

1. Log into Culturefox at:

www.culturefox.ie/add-an-event.aspx

2. From the top menu, select **"Account"** then **"Manage Account"**
3. **"Password"** can be left blank, unless you wish to change it
4. After you have finished editing your details click **"Save"**



EVENTS

3.1 Adding New Event

You must register on Culturefox.ie in order to create an account that will allow you to advertise your venue and events

1. Log into Culturefox at:
www.culturefox.ie/add-an-event.aspx

The screenshot shows the Culturefox.ie login page. The header includes the site logo, a search bar, and navigation links: Home, About, Add Event, and Contact. The 'Add Event' link is highlighted with an orange line pointing to it, with a callout stating: 'User can also login from the culturefox homepage through the 'Add Event' option in the header menu'. The main content area features a 'Login' form with fields for Email and Password, and a 'LOGIN' button. Below the login form, there is a link to 'Register now' for users who do not have an account. On the left side, there is a sidebar with a 'Choose Location' dropdown and a list of event categories: Family, Outdoor, International, Museums & Galleries, Festivals, Traditional, Theatre, and Music & Opera. A callout points to this sidebar with the text: 'Users can also register from this page'. On the right side, there is an 'Event Search' section with fields for Keyword, Location, Event Type, From, and Till, and a 'Search' button. A callout points to the 'Add Event' link in the header with the text: 'Login Here to add an event'.

2. From the top menu, select "Events" then "Add New Event"

On completion of step 1. the user is presented with this page

The screenshot shows the 'Events' page on Culturefox.ie. The top navigation bar includes links for Home, Users, Venues, Festivals, Events, and Locations. The 'Events' link is highlighted with an orange line pointing to it, with a callout stating: 'On completion of step 1. the user is presented with this page'. Below the navigation bar, there is a dropdown menu for 'Events' with options: View All, Add New Event (highlighted in orange), and Categories. The main content area features a large 'Events' heading and a search bar with a 'Name' field and a 'Search' button.

3. Enter the Event details.

The following fields are compulsory:

- Name
- Venue (select the correct Location prior to selecting the Venue)

The screenshot shows the 'Add New Event' form with a blue navigation bar containing links: Home, Users, Venues, Festivals, and Events. The form title is 'Add New Event'.

Compulsory Fields: Name, Sub Text, Location, and Venue are marked as compulsory. The Location dropdown is currently set to 'Antrim', and the Venue dropdown is 'Please select'.

Event Categories: A section titled 'Event Categories (an event can feature in up to 4 categories)' contains a list of categories: Free Events, Family, Outdoor, International, Museums & Galleries, Traditional, Theatre, Music & Opera, Film, Dance, Literature, Comedy, Visual Arts, Architecture, and Other events. A red 'X' icon is next to 'Free Events', and an 'Add another' button is present.

Ticket Pricing: A section titled 'Price(s) (optional)' contains an 'Add new row' button.

Annotations:

- These fields are compulsory (pointing to Name, Sub Text, Location, and Venue).
- Select up to 4 categories that you would like your event to appear under to help visitors to find your event. (pointing to the Event Categories list).
- You need to select the location prior to selecting a Venue. Once the location is selected, a list of Venues in that location will be shown. (pointing to the Location and Venue dropdowns).
- 4. An Event can be listed under several categories depending on how you want it listed on the site (e.g. "Free Events" and "Theatre" for a free theatre event). To add a new Event Category to your event, click the "Add another" button. To remove a category click the "red X icon" beside the category.
- 5. An Event can optionally have a ticket pricelist. You can add as many types of prices as you wish (e.g. "Standard / Student / Concession / etc") by clicking the "Add new row" button. Each price has a "Description" field which is optional and can be used to add further details about the type of ticket (e.g. "Standing ticket").
- Prices are not needed for an event (pointing to the Price(s) (optional) section).

6. Events can spread over several separate dates. To add a new date click the “Add new row” button.

NOTE: If the event is for one day, please enter the “End Date” value the same as “Start Date” as otherwise the event will be listed as open-ended.

The screenshot shows a form for entering event details. At the top, a yellow box contains the 'Date(s)' section with a note: 'If event is for one day, please enter the End Date value the same as Start Date'. Below this are fields for 'Start Date' (12/5/2011) and 'End Date (optional)' (empty). To the right of the 'End Date' field is a red 'X' icon. Below the date fields is a button labeled 'Add new row'. Below the date section is a section titled 'Additional resources' containing three fields: 'Event URL' (with placeholder text 'Website for event/play/band'), 'Booking URL' (with placeholder text 'Online booking website'), and a 'Festival' dropdown menu currently set to 'Not part of a festival'.

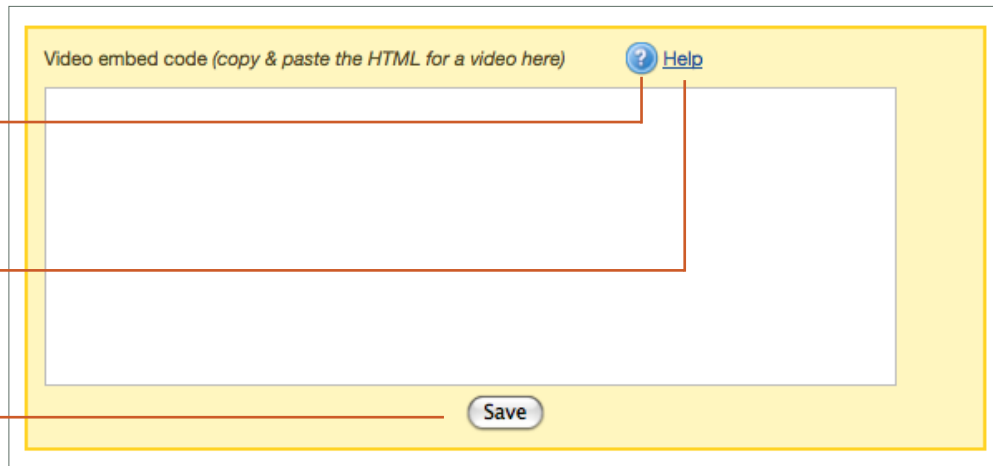
7. a. If the Event has a dedicated website with more details, you can place the url (e.g. <http://www.test.com>) in the “Event URL” box
- b. If tickets for the Event can be booked through a website you can place the url (e.g. <http://www.test.com>) in the “Booking URL” box.

If possible, try to use a url pointing to the specific event on the booking site.

8. If the Event is part of a Festival, select the “Festival” from the dropdown.

9. If you have a YouTube video of the event, you can embed this in the **"Video embed code"** section (full instructions can be found by clicking the **"Help"** icon).

The video size requirements are also available under the **"Help"** icon

A screenshot of a web form for embedding a video. The form has a yellow header bar with the text "Video embed code (copy & paste the HTML for a video here)" and a blue circular "Help" icon with a question mark. Below the header is a large white rectangular text area. At the bottom right of the form is a grey "Save" button. Red lines from the text annotations point to the "Help" icon, the text area, and the "Save" button.

10. Click **"Save"** (if there are any errors, they will be presented in a box at the top of the form)

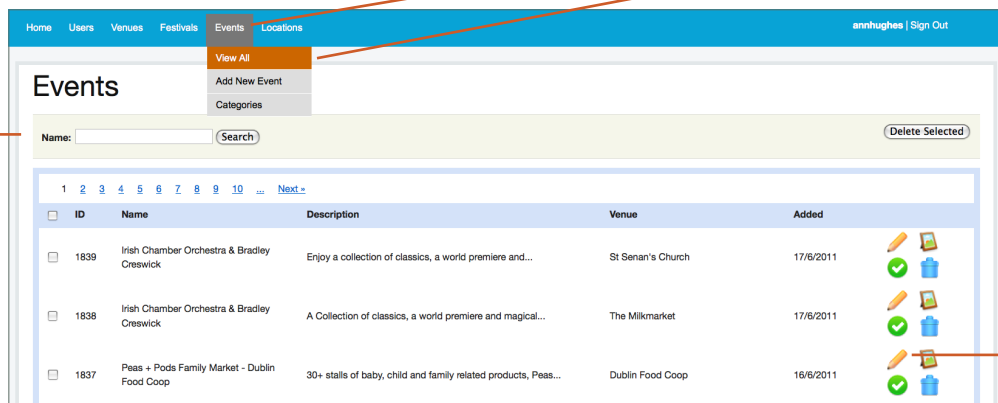
Once an entry has been made and saved, it will go live straight away and can be viewed by returning to the culturefox.ie site



3.2 Editing an Event

You can only edit an event that you have added yourself, or has been assigned to you by the admin.

1. Log into Culturefox at:
www.culturefox.ie/add-an-event.aspx
2. From the top menu, select **"Events"** then **"View All"**

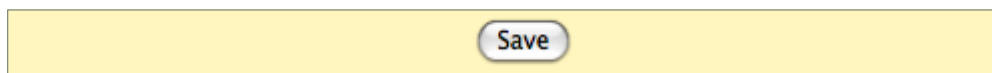


If the event you are searching for is not visible on the page, you can search for the event by its name, or you can navigate the different pages of results, by using the filter tools at the top of the page.

3. Once you have found the Event, click the **"pencil icon"** to edit its details

After clicking the 'pencil icon', a page similar to that of the 'Add New Event' will open and all changes can be made here.

4. After you have finished editing its details click **"Save"**



Any edits to content will go live straight away. The content can be edited using the method stated above as many times as is necessary.



3.3 Adding/Editing Photos

You can only add photos to venues/festivals/events you have added yourself (or those that are assigned to you by the administrator)

1. Log into Culturefox at:
www.culturefox.ie/add-an-event.aspx
2. Locate the Event using steps 1 and 2 in section 3.2
3. Once you have found the Event, click the
"picture icon" to add/edit the Event photos



4. To add a new image, click "**Browse...**" and locate the image on your computer. You can optionally add a name and description for the image.
5. Click "**Upload Image**". If any errors occur please try again with a different image (possibly of a smaller size).

(if you try to upload an invalid image it will notify you of such)

Image format...

The image MUST be a valid jpeg and have either ".jpg" or ".jpeg" as its file extension. Images must be less than 10MB in size.

Please give adequate consideration for slow internet connection speeds. If problems continue the user should contact the administrator.

Image adjustments...

Once the image is uploaded you can rotate the image, set it as the main image (if there are several) and delete the image.

Once an image has been uploaded you should be presented with a screen like this

Manage Photos for Events: May Over The Edge: Open Reading

Image uploaded successfully - you may edit the image and description below.

Image: Name: Description:

Please note: Images must be JPEG files and have a ".JPG" or ".JPEG" extension

Image	Name	Description
	<input type="text" value="Name here"/>	<input type="text" value="Description here"/>

Icons: Rotate Left, Rotate Right, Star, Delete

The following adjustments can be made to the images.

Rotate left / right: Rotates the image counterclockwise/clockwise respectively.

Star button: If there are multiple images, then clicking this will set the specified image as the main image to appear in the search results.

Delete button: Deletes the image

6. To save any updates to the name/description of several images, click the **"Save Updates"** button after the edits have been made.



3.4 Deleting an Event

You can only delete an event that you have added yourself, or has been assigned to you by the admin.

1. Log into Culturefox at:
www.culturefox.ie/add-an-event.aspx
2. Locate the Event using steps 1 and 2 in section 3.2
3. Once you have found the Event, click the **"bin icon"** to delete the Event

The screenshot shows the 'Events' management page in Culturefox. The top navigation bar includes links for Home, Users, Venues, Festivals, Events, and Locations. The 'Events' section is active, showing a 'View All' button and a search bar. Below the search bar is a table of events. The table has columns for ID, Name, Description, Venue, and Added. Three events are listed: ID 1839, 1838, and 1837. Each event row has a checkbox on the left and a set of icons on the right, including a green checkmark, a blue trash bin (the 'bin icon'), and a yellow pencil. A 'Delete Selected' button is located at the top right of the table. Red lines highlight the checkboxes and the 'bin icon' for the first event, and the 'Delete Selected' button.

ID	Name	Description	Venue	Added
1839	Irish Chamber Orchestra & Bradley Creswick	Enjoy a collection of classics, a world premiere and...	St Senan's Church	17/6/2011
1838	Irish Chamber Orchestra & Bradley Creswick	A Collection of classics, a world premiere and magical...	The Milkmarket	17/6/2011
1837	Peas + Pods Family Market - Dublin Food Coop	30+ stalls of baby, child and family related products, Peas...	Dublin Food Coop	16/6/2011

*You can also delete several events by ticking the relative checkboxes and clicking the **"Delete Selected"** button*



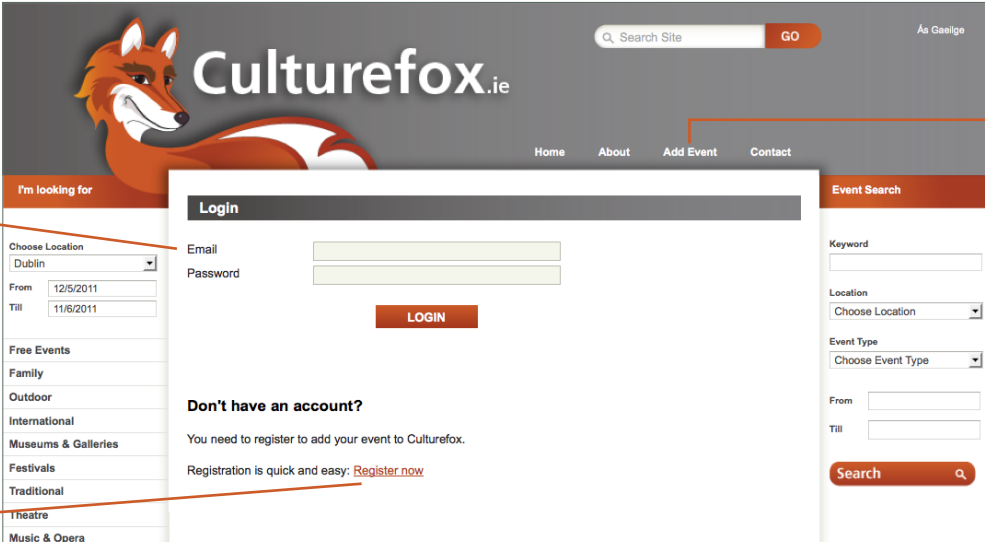
4. VENUES

4.1 Adding New Venue

You must register on Culturefox.ie in order to create an account that will allow you to advertise your venue and events

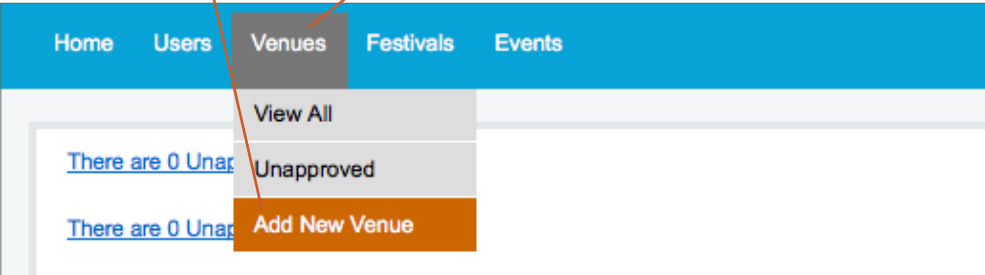
Adding a new venue yourself may not be necessary, as your venue may already have been added by another Culturefox user. You can verify if the venue exists by looking at the list of venues available in the “Venue” dropdown when “Adding an Event” (see section 5.1)

1. Log into Culturefox at:
www.culturefox.ie/add-an-event.aspx



The screenshot shows the Culturefox.ie login page. The header includes the site logo, a search bar, and navigation links: Home, About, Add Event, and Contact. The main content area has a 'Login' section with fields for Email and Password, and a 'LOGIN' button. Below the login section is a 'Don't have an account?' section with a 'Register now' link. To the left of the login section is a sidebar with 'I'm looking for' and a list of event categories: Family, Outdoor, International, Museums & Galleries, Festivals, Traditional, Theatre, and Music & Opera. To the right is an 'Event Search' section with fields for Keyword, Location, Event Type, From, and Till, and a 'Search' button. Annotations include: 'Login Here to add an event' pointing to the login form; 'Users can also register from this page' pointing to the 'Register now' link; and 'User can also login from the culturefox homepage through the 'Add Event' option in the header menu' pointing to the 'Add Event' link in the header.

2. From the top menu, select “Venues” then “Add New Venue”



The screenshot shows the 'Venues' dropdown menu. The menu is open, showing options: 'View All', 'Unapproved', and 'Add New Venue'. The 'Add New Venue' option is highlighted in orange. Annotations include: 'Venues' pointing to the dropdown menu in the top navigation bar, and 'Add New Venue' pointing to the highlighted option in the dropdown menu.

3. Enter the Venue details.

The following fields are compulsory:

- Name
- Address

Add New Venue

The form is titled "Add New Venue" and contains several input fields:

- Name:** A single-line text input field.
- Country:** A dropdown menu currently showing "Ireland".
- Address:** Three stacked text input fields for the address.
- City:** A dropdown menu currently showing "Dublin".
- Postcode:** A text input field with a note "Optional e.g. '12'".
- Phone #1 label:** A text input field with a note "Phone #1 label e.g. 'Information'".
- Phone #1 number:** A text input field with a note "Format: '+353 1 1234567'".
- Phone #2 label:** A text input field with a note "Phone #2 label e.g. 'For bookings'".
- Phone #2 number:** A text input field with a note "Format: '+353 1 1234567'".
- Email:** A text input field.
- Website URL:** A text input field.

The phone label heading refers to the nature of the number given, ie is it a number for information, bookings etc.

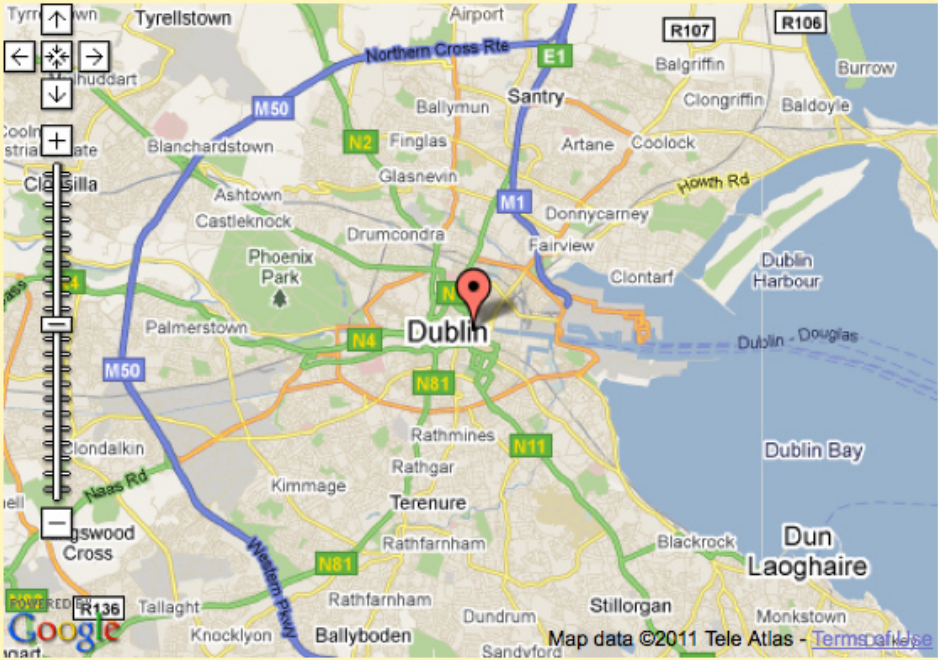
Rules when entering phone numbers...

- If you have only one number please add it to the **"Phone #1"** sections
- Please only enter **"+"** and numerical characters.
Do not begin any numbers with "0".
 e.g. Use **" +353 1 1234567 "** instead of **"(+353) 01 1234567 "**

- Once you have entered the address, you can try to find the location on the map automatically by clicking the **"Find My Location"** button. If the location cannot be found, simply click the correct location on the map to set the marker.

Please select the venue location by clicking on the map (or dragging the marker thereafter)

Find My Location



Google Streetview url [? Help](#)

Adding Google Streetview

- You can also add Google Streetview details if you have them (full instructions can be found by clicking the "Help" icon)

- Click **"Save"**
(if there are any errors, they will be presented in a box at the top of the form)

Save

Once the venue has been added, Culturefox will be notified and will send you an email once your venue is approved.



4.2 Editing a Venue

You can only edit a venue that you have added yourself (or has been added on your behalf)

1. Log into Culturefox at:
www.culturefox.ie/add-an-event.aspx
2. From the top menu, select "Venues" then "View All"

ID	Name	Address	Description	Added
410	Ballinlough Castle	Ballinlough Castle, Clonmellon, Navan, Meath	Ballinlough Castle is located on the N52 (Kells to...	12/5/2011
409	Talbot Hotel	Portlaoise Road, Carlow	The Talbot Hotel Carlow is one of the leading hotels...	12/5/2011
408	Sean O'Casey Community Centre	East Wall, D3, Dublin	The Sean O'Casey Community Centre was opened in February...	6/5/2011
407	Thomond Park	Old Cratloe Road, Limerick City, Limerick	Thomond Park is the home ground of Munster Rugby, one of...	14/4/2011
406	University College Cork	College Road, Cork	UCC was established in 1845 as one of three Queen's...	13/4/2011
405	Church of Saints Peter & Paul	Dublin Street, Balbriggan, Dublin		12/4/2011
403	Áras Éanna	Inis Oíir, Galway	Situated on the edge of the Atlantic, Inis Oíir is...	5/4/2011

Venue not visible?

- If the venue you are searching for is not visible on the page, you can search for the venue by its name, or you can navigate the different pages of results, by using the filter tools at the top of the page.

A venue may not be visible as you will only see venues you have added yourself, or that have been assigned to you by the administrator

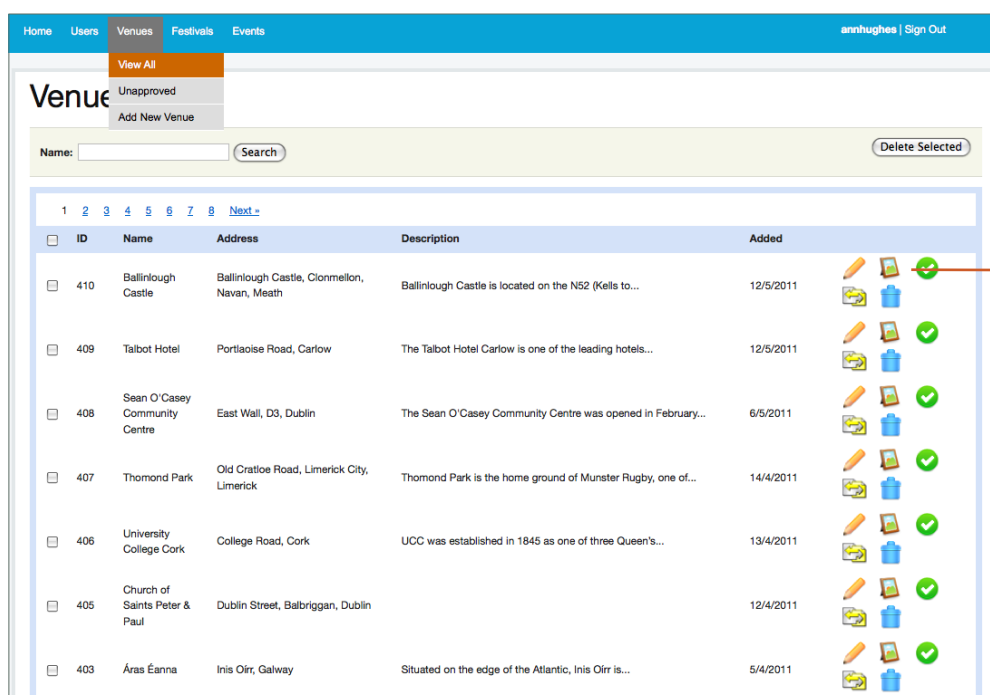
3. Once you have found the venue, click the "pencil icon" to edit its details
4. After you have finished editing its details click "Save"



4.3 Adding/Editing Photos

You can only add photos to venues/festivals/events you have added yourself (or those that are assigned to you by the administrator)

1. Log into Culturefox at:
www.culturefox.ie/add-an-event.aspx
2. Locate the venue using steps 1 and 2 in 4.2



3. Once you have found the venue, click the **"picture icon"** to add/edit the venue photos

The screenshot shows the 'Manage Photos for Venue: Ballinlough Castle' form. It has three input fields: 'Image:', 'Name:', and 'Description:'. Below the 'Image:' field is a 'Browse...' button. To the right of the 'Name:' and 'Description:' fields is an 'Upload Image' button. Below the input fields, there's a yellow note: 'Please note: Images must be JPEG files and have a ".JPG" or ".JPEG" extension'.

4. To add a new image, click **"Browse..."** and locate the image on your computer. You can optionally add a name and description for the image.
5. Click **"Upload Image"**. If any errors occur please try again with a different image (possibly of a smaller size).

Image format...

*The image **MUST** be a valid jpeg and have either “.jpg” or “.jpeg” as its file extension. Images must be less than 10MB in size.*

Please give adequate consideration for slow internet connection speeds. If problems continue the user should contact the administrator.

Image adjustments...

Once the image is uploaded you can rotate the image, set it as the main image (if there are several) and delete the image.

Once an image has been uploaded you should be presented with a screen like this

Manage Photos for Venue: Ballinlough Castle

Image uploaded successfully - you may edit the image and description below.

Image: Name: Description:

Please note: Images must be JPEG files and have a ".JPG" or ".JPEG" extension

Image	Name	Description
	<input type="text" value="Name here"/>	<input type="text" value="Description here"/>

Icons for image adjustments: Rotate Left, Rotate Right, Star (Main Image), Delete (Trash).

The following adjustments can be made to the images.

Rotate left / right: Rotates the image counterclockwise/clockwise respectively.

Star button: If there are multiple images, then clicking this will set the specified image as the main image to appear in the search results.

Delete button: Deletes the image

6. To save any updates to the name/description of several images, click the **"Save Updates"** button after the edits have been made.

4.4 Deleting a Venue

Please note: A venue can only be deleted by a Culturefox system administrator. You may enquire about this from the Contact Us page

www.culturefox.ie/add-an-event.aspx



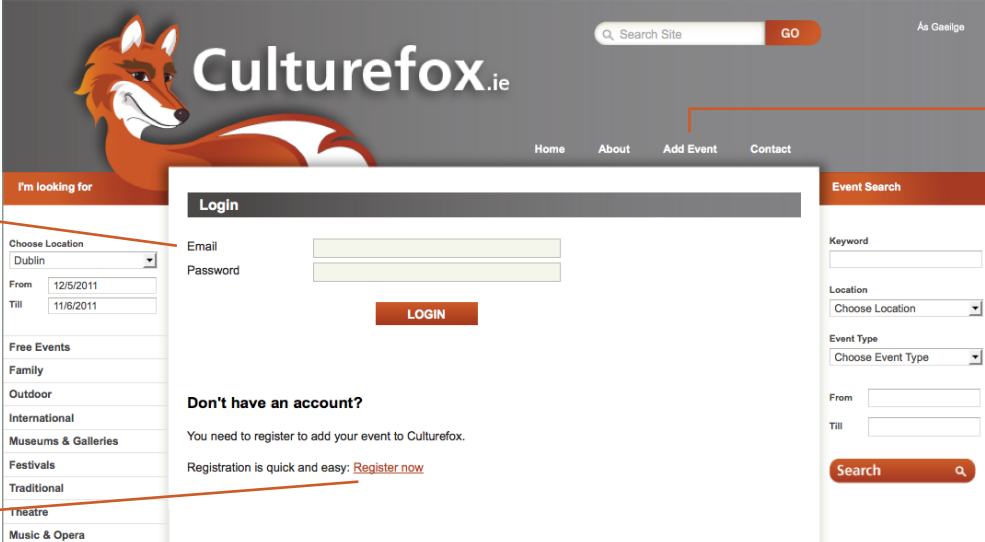
FESTIVALS

5.1 Adding New Festival

You must register on Culturefox.ie in order to create an account that will allow you to advertise your venue and events

Adding a new festival yourself may not be necessary, as the festival may already have been added by another Culturefox user. You can verify if the festival exists by looking at the list of festivals available in the "Festival" dropdown when "Adding an Event" (see section 3.1)

1. Log into Culturefox at:
www.culturefox.ie/add-an-event.aspx



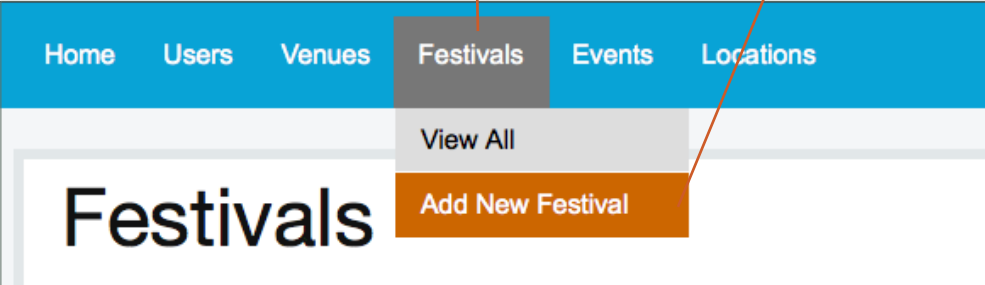
The screenshot shows the Culturefox.ie login page. The header includes the site logo, a search bar, and navigation links: Home, About, Add Event, and Contact. The main content area is divided into three sections: 'I'm looking for' on the left, a central 'Login' form, and an 'Event Search' sidebar on the right. The 'I'm looking for' section has a dropdown for 'Choose Location' (set to Dublin) and date pickers for 'From' (12/5/2011) and 'Till' (11/6/2011). Below these are categories: Free Events, Family, Outdoor, International, Museums & Galleries, Festivals, Traditional, Theatre, and Music & Opera. The central 'Login' form has fields for Email and Password, a 'LOGIN' button, and a 'Don't have an account?' section with a 'Register now' link. The 'Event Search' sidebar has fields for Keyword, Location (dropdown), Event Type (dropdown), From, and Till, with a 'Search' button.

Annotations:

- "Login Here to add an event" points to the 'Login' form.
- "Users can also register from this page" points to the 'Register now' link.
- "User can also login from the culturefox homepage through the 'Add Event' option in the header menu" points to the 'Add Event' link in the header.

2. From the top menu, select "Festivals" then "Add New Festival"

On completion of step 1. the user is presented with this page



The screenshot shows the 'Festivals' page. The top navigation bar is blue with links: Home, Users, Venues, Festivals, Events, and Locations. The 'Festivals' link is highlighted. Below the navigation bar, there are two buttons: 'View All' and 'Add New Festival'. The main content area has the word 'Festivals' in large text.

Annotations:

- "On completion of step 1. the user is presented with this page" points to the 'Festivals' page content.
- "Add New Festival" points to the 'Add New Festival' button.

3. Enter the Festival details.

The following fields are compulsory:

- Name
- From Date & To Date
- Details about the festival (both short and long version)

Add New Festival

Name

From To

Website URL

Details about the festival (*short version to appear in search results*)

750 characters remaining.

Details about the festival (*long version to appear on the festival's page*)

B I U

Save

An example of the approved date format is e.g. 12th May 2011

4. Click “Save” (if there are any errors, they will be presented in a box at the top of the form)

5.2 Editing a Festival

You can only edit a festival that you have added yourself.

1. Log into Culturefox at:
www.culturefox.ie/add-an-event.aspx
2. From the top menu, select **"Festivals"** then **"View All"**

The screenshot shows the 'Festivals' page in the Culturefox application. The top navigation bar includes 'Home', 'Users', 'Venues', 'Festivals', and 'Events'. The 'Festivals' menu is active, and the 'View All' button is highlighted. Below the navigation bar, there is a search bar with the label 'Name:' and a 'Search' button. To the right of the search bar is a 'Delete Selected' button. The main content area displays a table of festivals. The table has columns for 'ID', 'Name', 'Description', 'Start', 'End', and 'Added'. There are 8 festivals listed. Each row has a checkbox in the first column and a set of icons (pencil, trash, and checkmark) in the last column. A red box highlights the search bar and the 'View All' button. Another red box highlights the 'pencil icon' in the action column for the festival 'Wicked Wicklow Young Film Makers Festival'.

ID	Name	Description	Start	End	Added
78	Shamrock Music Festival	The ShamRock Music Festival is a mix of musical talent to...	3/6/2011	5/6/2011	12/5/2011
77	Cat Laughs Comedy Festival	The festival has grown to an internationally acclaimed...	2/6/2011	6/6/2011	12/5/2011
76	The Rory Gallagher International Tribute Festival 2011	This will be the 10th Rory Gallagher International Tribute...	2/6/2011	5/6/2011	12/5/2011
75	Body and Soul Event	Body & Soul is more about atmospheric engineering than...	18/6/2011	19/6/2011	12/5/2011
74	NPU Tionól 2011	A series of concerts, lectures, workshops and classes on...	27/5/2011	29/5/2011	6/5/2011
73	Wicked Film Making Festival	Wicked Wicklow Young Film Makers Festival was established...	11/7/2011	15/7/2011	28/4/2011
72	Wicked Film Making Festival	Wicked Wicklow Young Film Makers Festival was established...	4/7/2011	8/7/2011	28/4/2011

Festival not visible?

If the festival you are searching for is not visible on the page, you can search for the festival by its name, or you can navigate the different pages of results, by using the filter tools at the top of the page.

A festival may not be visible as you will only see festivals you have added yourself, or that have been assigned to you by the administrator

3. Once you have found the festival, click the **"pencil icon"** to edit its details
4. After you have finished editing its details click **"Save"**

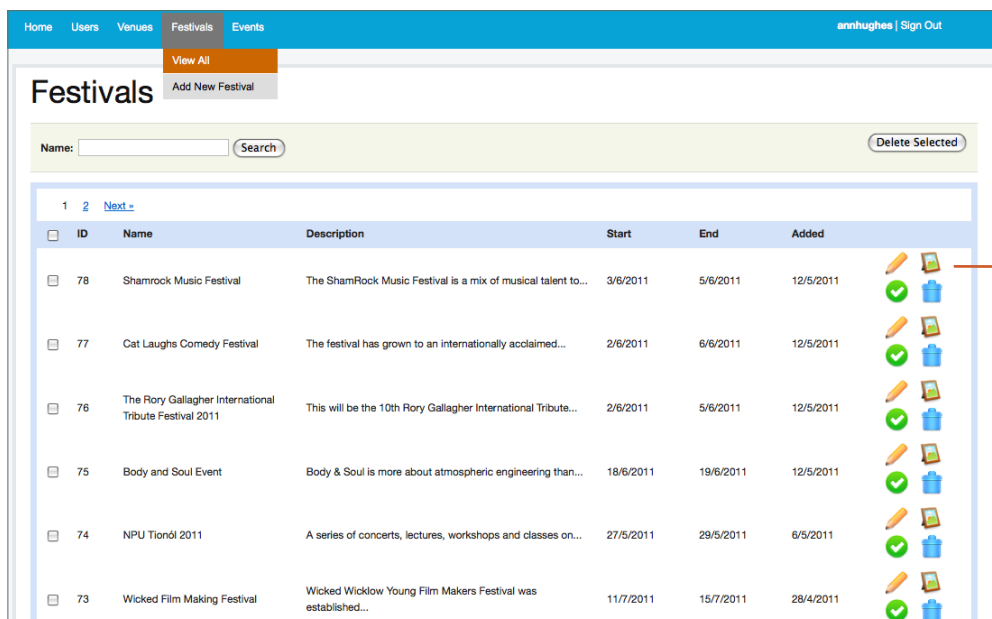
A yellow rectangular button with the word 'Save' in a rounded rectangle.



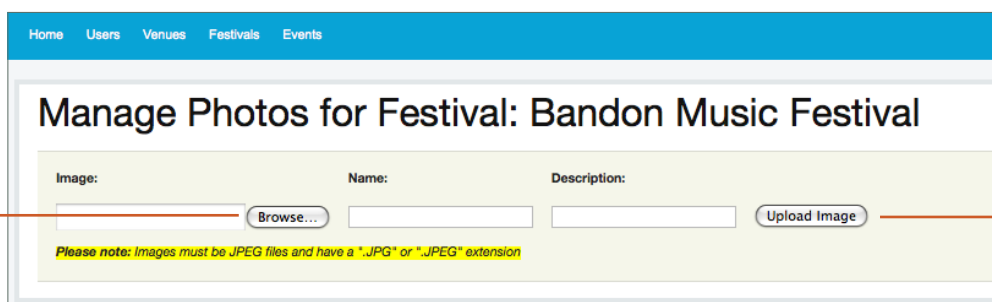
5.3 Adding/Editing Photos

You can only add photos to venues/festivals/events you have added yourself (or those that are assigned to you by the administrator)

1. Log into Culturefox at:
www.culturefox.ie/add-an-event.aspx
2. Locate the festival using steps 1 and 2 in 5.2



3. Once you have found the festival, click the “picture icon” to add/edit the festival photos



4. To add a new image, click “Browse...” and locate the image on your computer. You can optionally add a name and description for the image.
5. Click “Upload Image”. If any errors occur please try again with a different image (possibly of a smaller size).

Image format...

*The image **MUST** be a valid jpeg and have either “.jpg” or “.jpeg” as its file extension. Images must be less than 10MB in size.*

Please give adequate consideration for slow internet connection speeds. If problems continue the user should contact the administrator.

Image adjustments...

Once the image is uploaded you can rotate the image, set it as the main image (if there are several) and delete the image.

Once an image has been uploaded you should be presented with a screen like this

The following adjustments can be made to the images.

Rotate left / right: Rotates the image counterclockwise/clockwise respectively.

Star button: If there are multiple images, then clicking this will set the specified image as the main image to appear in the search results.

Delete button: Deletes the image

6. To save any updates to the name/description of several images, click the “Save Updates” button after the edits have been made.

5.4 Deleting a Festival

Please note: A festival can only be deleted by a Culturefox system administrator. You may enquire about this from the Contact Us page

www.culturefox.ie/add-an-event.aspx

