BBC Things To Do – Get Inspired Step-by-Step Guide

WHAT ARE THINGS TO DO AND GET INSPIRED?

Things To Do is the BBC's activity finder linked to BBC broadcast and programming. We are working with BBC Sport's Get Inspired initiative to promote sporting events run by clubs across the UK to audiences.

HOW TO SIGN UP AS A PARTNER:

Go to the activity maker website: www.bbc.co.uk/thingstodo/activitymaker, click on '**Become a Things To Do partner**' and add organisation details. You will be sent a passcode which you can use to access your account to add events or any extra dates and to amend any details. (Keep this safe – you'll need it to log back in in the box shown here!)

Log in

Enter passcode | **Sign in**

Forgotten passcode? | Register

HOW TO ADD AN ACTIVITY:

1. Click on **Create new activity +** and choose the project that best fits your activity.
2. Select the location of the activity (if you can't find it click **Can't find your location?** to add it to our system).
3. You are then ready to start adding the details of your event. You will need:

   - The **dates and times** of the activity (you can add multiple dates if it takes place regularly by clicking **Add new occurrence** or ▼ - the more dates you add, the more promotion you'll receive).
   - The **cost** details (if any) of the activity.
   - An **image** showing people taking part in your activity (this needs to be landscape with a minimum size of 608x342 pixels and a maximum of 1Mb. For help resizing your image please email it through to us).
   - **Contact details** - an email address and phone number
   - **Description**, **age range** and **facilities** information can also be added.

4. **Submit activity** - it will then be sent through to us to be checked and set live! (You can save your event as a draft and come back to it or preview to see what it will look like on the site. Please note: we can't set an event live to the site until it is submitted).

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