

<http://www.bbc.co.uk/thingstodo/project/get-inspired>

Click on register as a Things To Do partner (right-hand side)

Click on become a BBC Things To Do partner

**You will need to provide:**

Mandatory: Organisation name, address and a short description of the organisation; Select the organisation type (club, association or society)

Optional: A website address

Contact details: Name, role, email and phone (these will NOT be visible to the public)

Acknowledge you have read and accept the terms and conditions

You will then receive an email with a passcode which enables you to log in to the Activity Maker in future via this bookmark:

<http://www.bbc.co.uk/thingstodo/activitymaker>

**To set up an activity you will need:**

A picture. This must be landscape (ie horizontal shape), a MINIMUM of 608x342 pixels and a MAXIMUM of 1mb in size. Ideally, it should be of someone playing table tennis. **Logos are not permitted.** The BBC can change a photo at moderation stage, so always upload something, even if it seems unsuitable. Table Tennis England has provided the BBC with a stock of generic table tennis images for them to use as necessary.

Activities must have a fixed time and place and must be about participation (so a performance, exhibition, fundraiser or spectator event is not permitted). It must be open to the public.

When you create an activity, select BBC Sport Get Inspired as the “project to champion your activity”.

You then need to set the location of the activity (you can add a location if yours is not recognised)

The next stage is split into sections

- 1) Activity name, description of details and confirmation that it involves participation.
- 2) Date, start time and end time.
- 3) Upload a photo and type in description (caption).
- 4) Define type of activity (sport) and ages it is suitable for.
- 5) More description of activity and facilities (optional) and details of any costs (mandatory).
- 6) Contact details for the public, confirmation whether advance registration is required (mandatory) and website link (optional)

You then have the option to preview or save as a draft before submitting the activity.