



www.sheffieldenvironment.org

The Sheffield Environment Weeks Working Group invite you to submit an entry for the 2012 programme.

Who are the Sheffield Environment Weeks working group?

We are a group of volunteers that work in partnership with Sheffield City council.

What do they do?

Our aim is: To promote the health and well-being of Sheffield residents through supporting the work of community groups and organisations who carry out environmental improvements, practical conservation, raise awareness and encourage the local population to participate in heritage, environment and leisure activities.

How do they do this?

We invite local groups and organisations to tell us what events they have planned during a set time scale. We then put the events into a programme that is given out for free.

What can my group or organisation gain from this?

We raise the money to produce the programme of events and a city centre launch event to publicise the programme. This means that you have the opportunity to have your event promoted in approximately 10,000 programmes that are distributed city wide, and **it doesn't cost you anything**. It's a great chance to let people know what you are doing and what opportunities are out there for them to join in with. Every year we get groups reporting new members that have found out about them through the programme!

What do the Sheffield Environment Working Group get out of this?

Most of us are members of other community groups or organisations and Sheffield Environment Weeks is a great way for us to advertise our work. **More importantly we believe that Sheffield's voluntary and community groups and organisations deserve someone to blow their trumpet for them because we know that you do a wonderful job!**

How do I join in?

Easy. Just think of an event to put on between Saturday 28th April and Sunday 10th June and fill in event calendar form before 1st February 2012. If you want more information or advice look on the website; www.sheffieldenvironment.org email: info@sheffieldenvironment.org or phone Saskia or Maggie for a chat on 0114 2734221. Paper submission forms are available on request.

Good luck!

The Sheffield Environment Weeks Working Group.

Here's how to do it:

Step one; first you need to sign up to the website.

Go to: <http://www.sheffieldenvironment.org/>

Click on: 'sign up' (you'll find it at the top right hand corner of the screen)

Fill in the form: You just need an email address and a password

Your account will be verified by a voluntary administrator. This might take a day or so. More than one member of a group can sign up to the website (as many as you like can!), or you can join as an individual if you aren't part of a group.

Step two; adding your group. This only has to be done once, so if someone else from your group has already done it you don't need to. The Sheffield Environment Weeks Website is set up so that groups can put up information and pictures about themselves. Events advertised through the website will have a link to this information, and people can search for events by group name. Here's how you use it:

Go to: <http://www.sheffieldenvironment.org/>

Log in: by clicking on 'log in' at the top right hand corner of the screen, and then entering the email address and password you chose in step one.

Click on: 'Groups' You'll find this at the top of the screen

Click on: 'submit a group' and fill in the simple form. All it asks for is the group name, a short description and the URL if your group has its own website, so that people can find out more about you if they want to. Don't worry if your group hasn't got a website you can still add your group to the Environment Weeks page.

Your group will be verified by a voluntary administrator. This might take a day or so.

As soon as you are registered and your group is added you can start putting events up. The website is a year round resource and you can put up information about events that are happening all year round. Here's how:

Go to: <http://www.sheffieldenvironment.org/>

Log in: with your email and password chosen in step one

Click on 'events' you'll find this at the top of the screen

Click on 'Submit an event' and fill in the details. The information you need is:

Event Title

Type of event (this is a drop down menu, choose the one that best suits your event)

Primary focus of event (this is a drop down menu, as above)

Short description of event. Include details such as the need to book a place or wear suitable clothing here too.

Start date of event: e.g. 01/02/2011

Start Time of event. This is in 24 hour clock

End time of event. This is in 24 hour clock

Event belongs to this group: This is a drop down menu and the reason that it's important for your group to be added to the groups list first (see step two). Just choose your group off the list.

Meet at. Put the meeting point here

Postal Address. You can put a grid reference here instead of an address

Postcode. Please include a postcode, preferably a full one so that its as easy as possible for people to find your event

Contact Name. Please give the name of the person that can be contacted for more information

Phone number.

Email Address.

Website URL. If you have one

Bus route. Lots of people travel to events using public transport and this is something that we try to encourage in preference to car travel. Please include the bus or tram route number if you can.

Press 'submit'

Your event will be verified by a voluntary administrator. This might take a day or so.

You can copy and paste information into the form, so if you are putting the same event on but on different days you can write the text in a word document and then copy and paste the information into the entry form each time.