



# PLANET NATION

## EVENTS CALENDAR

Planet Nation was formed in 2016 following 5 successful years of running Planet London, which was founded in 2011. Planet Nation stands for: support, promotion and focus on the lesbian, bisexual and queer (LBQ) community through forming collaborative partnerships with LGBT community organisations and ally organisations to support a thriving and diverse LGBT community.

We are a trusted, reliable source within the community, yet there is a lot more we can do – and we want to! By increasing our collaborations and building a more cohesive network we can further support all areas of the LBQ community.

### What can you put on the Planet Nation calendar?

We can publish any events on the calendar if they fit this criteria:

- Run by lesbian, bisexual and/or queer (LBQ) cis and/or trans women
- Run for or aimed specifically at lesbian, bisexual and/or queer (LBQ) cis and/or trans women
- Any LGBT event where you are specifically targeting women
- Events should not slander other events

### Useful links:

Promoter Offers: <https://www.planet-nation.com/my-menu/promoter-offers>

Events calendar: <https://www.planet-nation.com/events/all>

### How to submit an event to the calendar

We offer two options for submitting your event. This ensures that the space is accessible to all.

1. Self-service (free)

upload and manage your campaign yourself.

2. Paid promotion (depends on the timescales – from £10)

you send us the URL to the event tickets and any relevant images and information and we will upload the details to the calendar for you. For prices and options please see the Promoter Offers page linked above.

the ultimate lifestyle website for cis & trans LBQ women across the nation!

# PLANET NATION



## EVENTS CALENDAR

The screenshot shows the Planet Nation website's events calendar page. At the top, there's a navigation bar with links for 'EVENTS CALENDAR', 'EVENTS, OFFERS & FREEBIES', 'LBQ WOMEN', 'COMMUNITY SUPPORT', 'PLANET SHOP', 'LIFESTYLE', 'LIVE & STREAMING', and 'MY MENU'. Below this is a search bar and a 'Log out' link. The main heading reads 'the ultimate listings & lifestyle website for cis and trans LBQ women across the nation' with the hashtag #PlanetLife. A 'FEATURED EVENTS' section displays three event cards for 'Velvet Ibiza' with dates and times. Below this is a filter section with dropdown menus for 'Select a city' (listing Bristol, London, Nationwide, Sheffield, Birmingham, Brighton, Cardiff, Hastings, Kent), 'Start date', and 'End date', with an 'APPLY' button. A note states: 'Note: you need to be logged in and have promoter permissions. Contact us if you wish to add an event.' Another note says: 'You could advertise here and reach hundreds of LBQ women looking to go out. Advertise alongside the calendar and events to reach more women!' and a link to 'Contact us' is provided. At the bottom, there are event cards for 'LONDON' and an 'INSTAGRAM' link with the text 'Check out our Instagram for live social photos from the scene, festivals and more' and a 'View on Instagram' button.

**Extra special event?**

*Want to stand out from the crowd?*

Featured events are pushed up to our 'Featured Events' scroller.

Just £20 a month

**Types of calendar**

*The calendar can be filtered by location – if your location doesn't exist yet, just let us know. If we get enough interest in an area, we will add it.*

location • launches • international lesbian festivals • Pride events

### Need an account?

Sign up on the website using the secretword **PlanetLife** (case sensitive). Your account will be reviewed before being published.

Sign up here: <http://www.planet-nation.com/user/register>


You will need to be logged in to be able to access the advanced access bar.



# PLANET NATION

## EVENTS CALENDAR

### Accessing the website administration tool

Clicking on the home icon  will take you to the homepage from wherever you are on the site.

Clicking on the Dashboard icon  will take you to a page of all your content.

## Dashboard

### MY CONTENT

Title	Post date	Edit content
Broken Rainbow Helpline facing closure	Monday, 8 February, 2016 - 15:27	<a href="#">edit</a>
Ultimate Planet Awards - VIP Ceremony & After Party Ticket	Sunday, 31 January, 2016 - 21:33	<a href="#">edit</a>
New Years Eve 2015	Tuesday, 12 January, 2016 - 15:22	

You also have a number of shortcuts in the grey bar, depending on your permissions.

- SUPPORTER SCHEME MEMBER: Click on **'Add Advanced Event'** in the grey bar

[View content I own](#) [Edit my profile](#) [Add advanced event](#) [Add advanced directory entry](#)

- STANDARD USER: Click on **'Add Basic Event'** in the grey bar

[View content I own](#) [Edit my profile](#) [Add basic event](#) [Add basic directory entry](#)

You can also access the calendar form via **'Add Content'**



*Advanced events include more text, up to 3 images and also you can link to a ticket site. Basic events include 150 characters for the event info and 1 image. To upgrade to the supporter scheme contact Naomi at Planet Nation.*

### Like what we do?

Planet Nation is a community resource. It is run entirely voluntarily for the community.

Please consider some of the following ways to thank us for this resource:

- Spread the word about what we do online and encourage people to join us – the bigger our reach the more this will benefit you! We love shout outs on social media so much!
- Donate anything, even £5 will help. There is a donate button on the homepage of the website.
- Volunteer some time to us. Do you have a skill that could be useful?

# PLANET NATION



## EVENTS CALENDAR

### Create Advanced event

**Event name \***

**Event categories**

**Type of event \***

- Arts & theatre
- Bar event
- Club night
- Comedy
- Community
- Dating
- Festival
- Film
- Late night event
- Live music
- Meetings & groups
- Networking
- Pride
- Product launch
- Radio
- Societies
- Spoken word
- Sport
- Student
- TV and webseries

Select one or more

**Entry policy \***

- Select a value -

Select one option

**Event accessibility**

- Accessible toilet
- BSL Interpreter
- Not accessible
- Step free access

Select one or more options

**Ticket availability \***

- Select a value -

Please choose one option

**Event cost**

Free

Please indicate the cost of the event

---

**Event Date \***

**Date** **Time**

Oct 31 2015 12:15pm

E.g. Nov 1 2015 E.g. 12:15pm

**to \***

**Date** **Time**

Oct 31 2015 12:15pm

E.g. Nov 1 2015 E.g. 12:15pm

**Does this event repeat?**

If the event repeats please indicate how. For example: Once a week on a Tuesday and Thursday, or every third Sunday of the month.

**Venue \***

Before adding a new venue click on the 'Add existing venue' button to check if it's already been entered by someone else. Start typing the first few letters of the venue name and matching venues will appear from a drop down. If no matches appear then please click on the cancel button and add your new venue.

**ADD NEW VENUE** **ADD EXISTING VENUE**

**Transport**

We care about your customers' safety. Use the TFL journey tracker to insert live bus information into your listing to help your customers get home. Just put the postcode in on this page, press search and copy the bus results into the box below. <http://m.countdown.tfl.gov.uk> You can also add the names of any local tube stations.

**Local transport information**

Format - Styles -

**Event Images**

**Event thumbnail**

Browse

**Additional Images**

Upload up to five additional promotional images here

Attach media

Browse

**Event description**

Format - Styles -

Content limited to 800 characters, remaining: 800

Insert your event name here (note: only the first 20-25 characters will show on the calendar)

Select the event type that best suits your event.

Select your entry policy so potential guests know what to expect

Select the event accessibility details so that any potential guests with accessibility issues know what to expect

Select the ticket availability option

Input the price of the event

Select the start and end date and time from the list below

Select 'add existing venue' and search for your venue. If it already exists, select it. If not, click on 'add new venue' and a new field will drop down.

Just put the postcode in on this page (<http://m.countdown.tfl.gov.uk>) press search and copy the bus results into the box below. You can also add the names of any local tube stations. People will recognise their local route numbers.

Upload your event images. Image 1 will show as the main image, image 2 and 3 are additional images

Input your event description – you have 600 characters so make it count!



# PLANET NATION

## EVENTS CALENDAR

The image shows a screenshot of the Planet Nation event submission form. The form is titled "External website links" and contains four sections: "Link to ticket selling website", "External website address", "Twitter address", and "Facebook link". Each section has a "Title" and "URL" field. A "SAVE" button is located at the bottom left of the form. Two callout boxes are present: one on the right titled "Add your relevant links:" with a list of four items (Ticket selling link, External website address, Twitter link, Facebook link), and one at the bottom right titled "Click save to submit your event". Arrows point from the callout boxes to the corresponding fields in the form.

External website links

Link to ticket selling website

Title URL

The link title is limited to 120 characters maximum.

Enter a website address if you are selling a ticket for the event on an external website

External website address

Title URL

The link title is limited to 120 characters maximum.

Enter an external website address to promote your event

Twitter address

Title URL

The link title is limited to 120 characters maximum.

Please enter a link to your Twitter page

Facebook link

Title URL

The link title is limited to 120 characters maximum.

SAVE

Add your relevant links:

- Ticket selling link:
- External website address:
- Twitter link:
- Facebook link:

Click save to submit your event

An automated email goes through to the website administrator upon submission. The event will be unpublished until it is verified by the administrator. We do this to ensure that the events are relevant to our audience and fit our events criteria (see Appendix 3).

Events are normally approved within 48-72 hours.

If your event submission is urgent, please drop an email to the administrator with URGENT EVENT ADDITION in the subject line.

# PLANET NATION



## EVENTS CALENDAR

### Basic Event Form

**Create Basic event**

Event name \*

Event categories

Type of event \*

- Arts & theatre
- Bar event
- Club night
- Comedy
- Community
- Dating
- Festival
- Film
- Late night event
- Live music
- Meetings & groups
- Networking
- Prize
- Product launch
- Radio
- Socias
- Spoken word
- Sport
- Student
- TV and webseries

Select one or more options

Entry policy \*

- Select a value -

Select one option

Event accessibility

- Accessible toilet
- BSL Interpreter
- Not accessible
- Step free access

Select one or more options

Ticket availability \*

- Select a value -

Please choose one option

Event cost

Free

Please indicate the cost of this event

#### Event key

<span style="color: red;">■</span> Live music, open mic, gig	<span style="color: magenta;">■</span> Bar or club event	<span style="color: blue;">■</span> Pride festival event	<span style="color: purple;">■</span> Festival, or annual event	<span style="color: darkblue;">■</span> Arts & Theatre, Spoken word	<span style="color: orange;">■</span> Social event, group meet up	<span style="color: yellow;">■</span> Comedy event
<span style="color: grey;">■</span> Community event	<span style="color: green;">■</span> Film, TV, Radio and webseries	<span style="color: red;">■</span> Networking event	<span style="color: limegreen;">■</span> Sporting event	<span style="color: yellow;">■</span> Student and young people	<span style="color: cyan;">■</span> Dating event	<span style="color: black;">■</span> Product Launch
<span style="color: brown;">■</span> Late night event						

Insert your event name here (note: only the first 20-25 characters will show on the calendar)

Select the event type that best suits your event.

Select your entry policy so potential guests know what to expect

Select the event accessibility details so that any potential guests with accessibility issues know what to expect

Select the ticket availability option

Input the price of the event

Select the start and end date and time from the list below

Input your event description – you have 150 characters so make it count!

Select 'add existing venue' and search for your venue. If it already exists, select it. If not, click on 'add new venue' and a new field will drop down.

Just put the postcode in on this page (<http://m.countdown.tfl.gov.uk>) press search and copy the bus results into the box below. You can also add the names of any local tube stations. People will recognise their local route numbers.

Event Date \*

Date: Oct 31 2015 Time: 11:15am  
Eg., Oct 31 2015 Eg., 11:15am

End Date \*

Date: Oct 31 2015 Time: 11:15am  
Eg., Oct 31 2015 Eg., 11:15am

Does this event repeat?

If the event repeats please indicate how. For example: Once a week on a Tuesday and Thursday, or every third Sunday of the month.

Event description

Content limited to 150 characters, remaining: 150  
Please enter a description of this event.

Venue \*

Before adding a new venue click on the 'Add existing venue' button to check if it's already been entered by someone else. Start typing the first few letters of the venue name and matching venues will appear from a drop down. If no matches appear then please click on the cancel button and add your new venue.

ADD NEW VENUE ADD EXISTING VENUE

Transport

We care about your customer's safety. Use the TFL journey tracker to insert live bus information into your listing to help your customer get home.

Just put the postcode in on this page, press search and copy the bus results into the box below. <http://m.countdown.tfl.gov.uk>  
You can also add the names of any local tube stations.

Local transport information

Event thumbnail

Upload image

File must be less than 3MB.  
Allowed file types: png gif jpg jpeg

SAVE

Upload your event image and click save to submit