

# Great Big Green Week:

## User and event submission guide

Registering your event on our website is a really important step to help show the breadth and depth of activity taking place across the country, and helps us understand what is during the week so we can show decision makers how many people care and want them to take more action.

Alongside this, the events calendar is a one stop shop for people to find out about activities in their area, and the event itself can be used for your digital promotion. Many of The Climate Coalition's member organisations will be promoting the website to their supporters, potentially advertising your local events to thousands of people who wouldn't otherwise see them.

One third of participants who attended local events have told us they found out about them from the Great Big Green Week website. So, by adding your event to the website, you'll attract more attendees to your events.

And if that's not enough of a reason, we have exciting news - for every organiser who adds an event to the website, we'll send a FREE pack of materials including Great Big Green Week posters, bunting and more.

In this guide, you'll find support with:

- Signing up for an account
- Accessing the Organisers Hub
- Registering activities on the website
  - Managing your events
  - Adding an event
  - Adding a Green Week
  - Approval process

## Sign up for an account

To add your events and Green Weeks to the Great Big Green Week website, you must sign up for an account. Doing so is easy - just head to the [login page](#) on the [Great Big Green Week website](#).

Once you have signed up, you'll receive a confirmation email asking you to activate your account, and then set a password. Once you've done this, you'll be able to login and start adding your events and local Green Weeks!

**NOTE:** We have updated the Great Big Green Week this year, and it is hosted on a new system. This means, if you had an account on the previous GBGW website, you'll need to create a new account. We know this might be frustrating, but it should take less than 5 minutes to [set up a new account](#).

If you need any support with this, please get in touch by emailing us at [contact@greatbiggreenweek.com](mailto:contact@greatbiggreenweek.com)

## Using the Organisers Hub

Now you're ready to add events, you can head to the [Organisers Hub](#). Here, you can add and manage your Great Big Green Week events and activities. You can also explore resources, training and funding opportunities.

## Registering events on the website

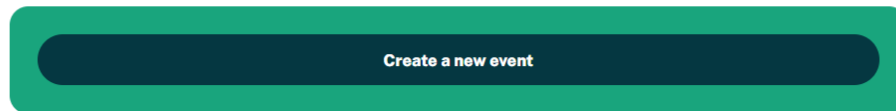
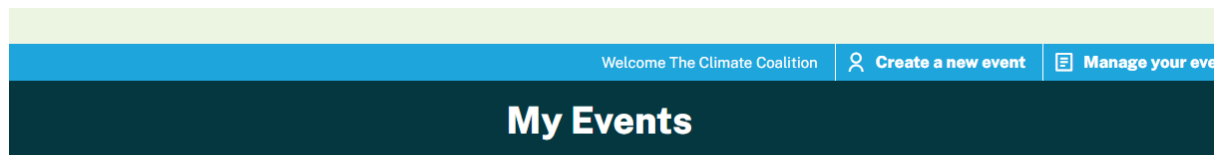
### Managing your events

On this page, you'll see a section titled '**Manage your events**'. Here you can add, edit and track your Great Big Green Week events. You can also watch our step by step video on how to upload your events - we'd recommend watching this before getting started if you need some extra support.

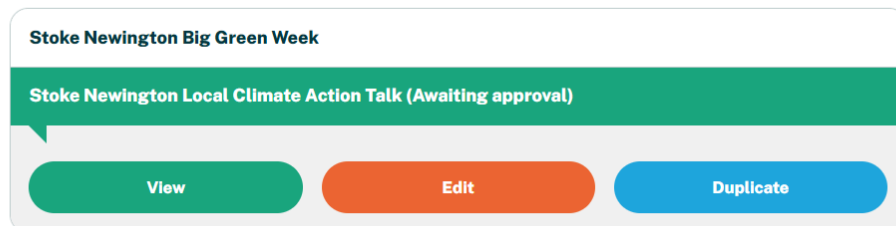
You can manage all of your event submissions. In the photo below, you'll see how your events appear in your events manager once you're logged in. Here, you can also see the status of your submissions:

- **Awaiting approval** - these are new submissions which are still in draft and need approval
- **Approved** - these submissions have been approved, published and are visible on the events calendar

If you'd like to delete an event, just drop us an email at [contact@greatbiggreenweek.com](mailto:contact@greatbiggreenweek.com)



#### My upcoming events



### ‘Green Weeks’ vs ‘events’

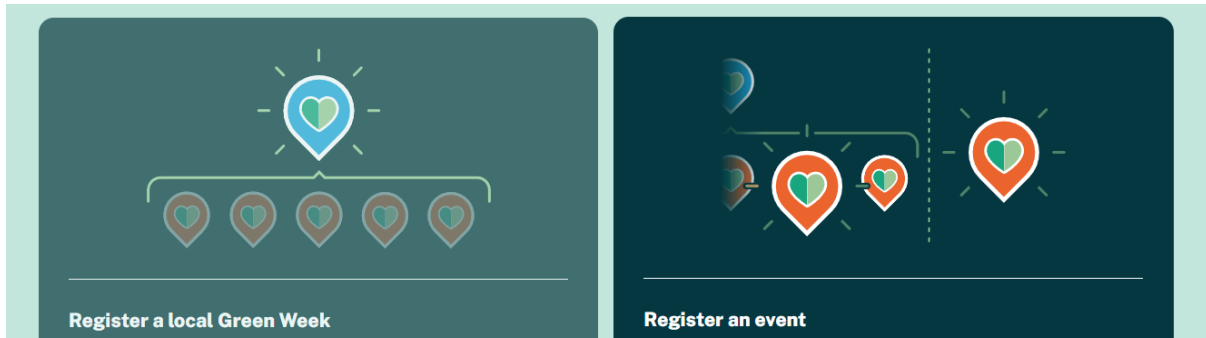
There are two different submission types:

- **Local event:** a one-off event that is happening in your local area. This can be virtual or in person. It can also be the same event that repeats over a number of days
- **Green Week:** a collection of events in a single location (town, village, etc), organised by one or many groups/ people

### Still wondering what the difference is between a Green Week and an event?

A **Green Week** is a collection of events and activities in one area. For example, there might be 15 events taking place in Stoke Newington from 7th to 15th June. The overarching Green Week would be ‘Stoke Newington’s Big Green Week’. Local events can then be linked to this Green Week, under the banner of ‘Stoke Newington’s Big Green Week’. Think of it like a market - the market is the local green week, and the stalls are the events!

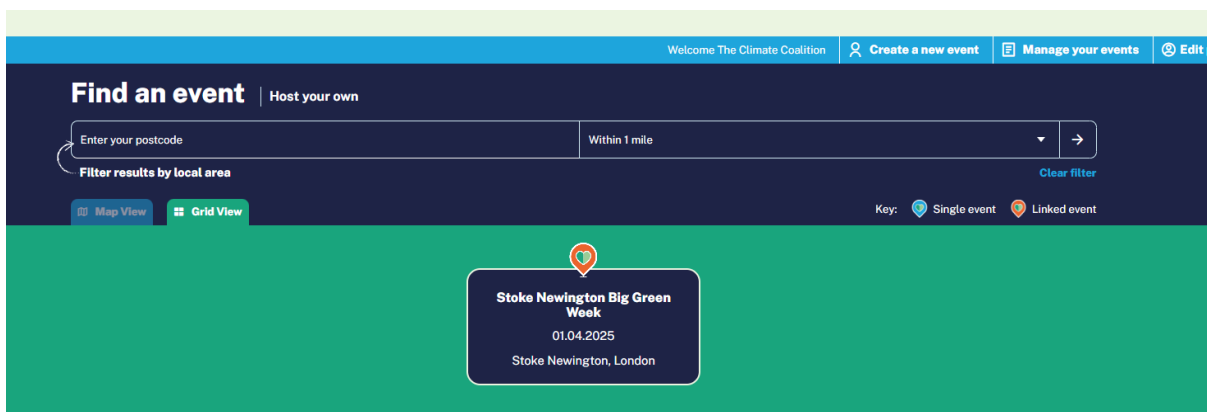
Organising a Green Week and organising an event entail different things. You can find out more about organising something for Great Big Green Week in our [Organiser’s Guide](#) [here](#).



## Adding a Green Week

You can add a Green Week by choosing 'Register a local Green Week'. Once you have inputted all the information needed, this will then be submitted for approval.

Your Green Week will then be visible on the [events calendar](#) section of the **website**. Event organisers can also link their events to this Green Week when uploading their events. This then links all the events in one area together.



You can find out more about the Green Week by clicking on the submission. This will take you to the Green Week page, where you can find out more about the Green Week and see all the events linked to that Green Week in one place.

## Adding an Event

You can add an event by choosing 'Register an event' when creating a new event. You'll be able to specify if this is in person or virtual when inputting information about the event. Once you have inputted all the information needed, this will then be submitted for approval.

Here is an individual event submission 'Stoke Newington Local Climate Action Talk'. This event is part of 'Stoke Newington's Big Green Week'.

This event is part of the Great Big Green Week:  
**Stoke Newington Big Green Week**

This is a draft event

## Stoke Newington Local Climate Action Talk

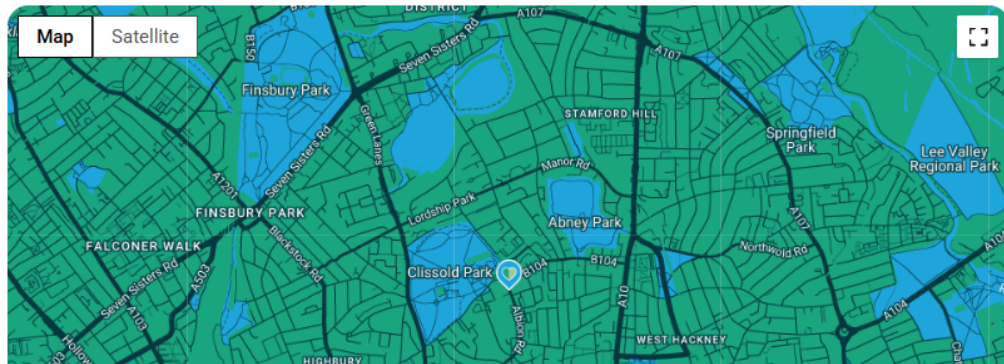
**Date:** April 01, 2025 - 12am

**Location:** Stoke Newington Town Hall, Stoke Newington Town Hall, London , N16 0JR

**Organiser:** The Climate Coalition

**Tickets:** [Click here](#)

Come and hear from local groups in our community working to tackle climate change and protect nature. Each group will talk a bit about what they do and how you can get involved. There will be a chance for networking after the talks.



### Editing events/Green Weeks

Once you have submitted an event or Green Week, you can edit your submission at any time in the '[Manage your events](#)' section. If you would like to edit a submission, click on the 'edit event' button under the event or Green Week you would like to edit. Once you have edited your event, it will have to go through the approval process once more.

You can also view all of your submissions here, and how each event looks on the event calendar by clicking the 'view' button underneath the corresponding event.

### My Events

Create a new event

#### My upcoming events

Stoke Newington Big Green Week (Awaiting approval to modifications)

View

Edit

Duplicate

Stoke Newington Local Climate Action Talk (Awaiting approval)

## Duplicating events

If you are running the same event on multiple days, or the bulk of information will be similar for many event submissions (for example, the event organisation and location information), then you might want to duplicate an event.

To do this, head to 'manage your events', click on the submission you want to copy and click 'duplicate'. This will create a new event or Green Week submission with all the same information as the previous submission. You can then edit the sections that need updating, and leave the rest!

You can then submit this new event for approval.

## Approval process

**Once you have submitted your event or Green Week, it will be reviewed and published by a member of staff.** We aim to approve events within 3 working days, and if your event isn't approved after 5 working days, please get in touch with us.

After you've submitted your event or Green Week, you can also fill out a form to be sent a free pack of branded materials, to show that your event is part of Great Big Green Week. This pack contains resources like posters, bunting and more.