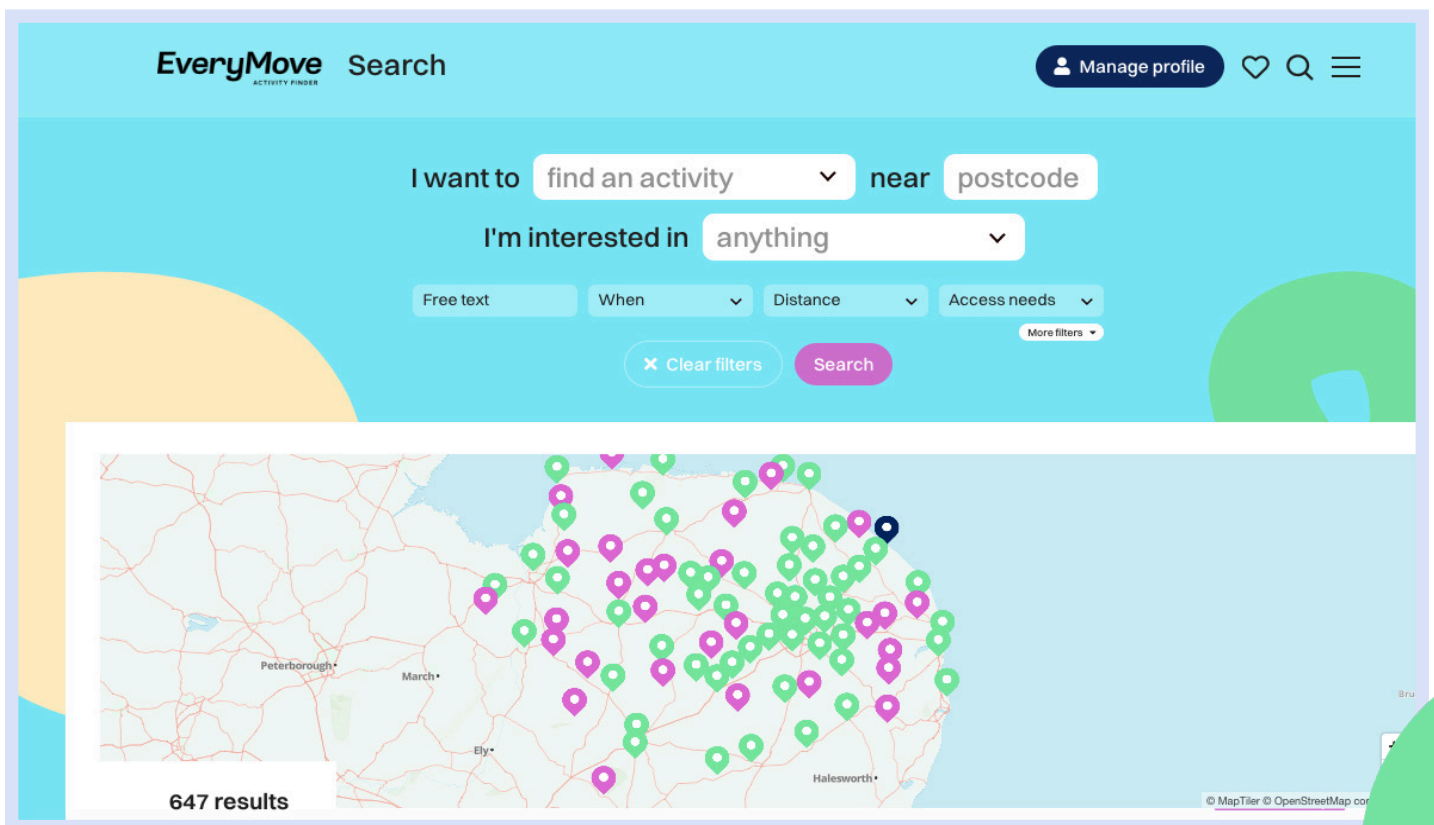




# Big Norfolk Holiday Fun Activity Providers User Guide



**Listing your activities on Every Move is quick and easy, it can be done from your PC or mobile and takes no longer than a few minutes.**

**We advise activity providers to add both plenty of detail and images to their listings. This helps members of the public learn about the sessions and get a full picture of the activities before they book their place.**

**Follow these instructions to list a Big Norfolk Holiday Fun activity on Every Move.**

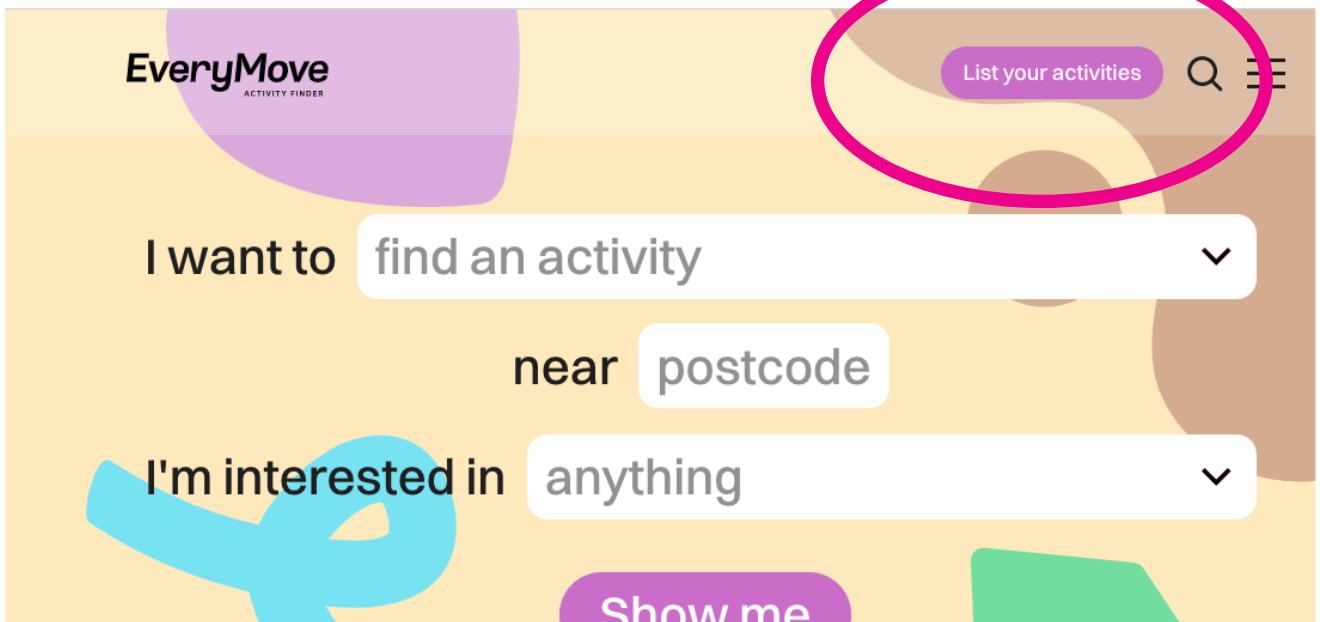
**1**

**Visit: [www.everymove.uk](http://www.everymove.uk)**

**If you already have a provider profile, log in and move to point 5. If you do not have a provider profile continue to point 2.**

**2**

**On the homepage, click on the 'List your activities' button in the top right hand corner of your screen.**



**3**

**Enter your email, password and password confirmation to create an account.**

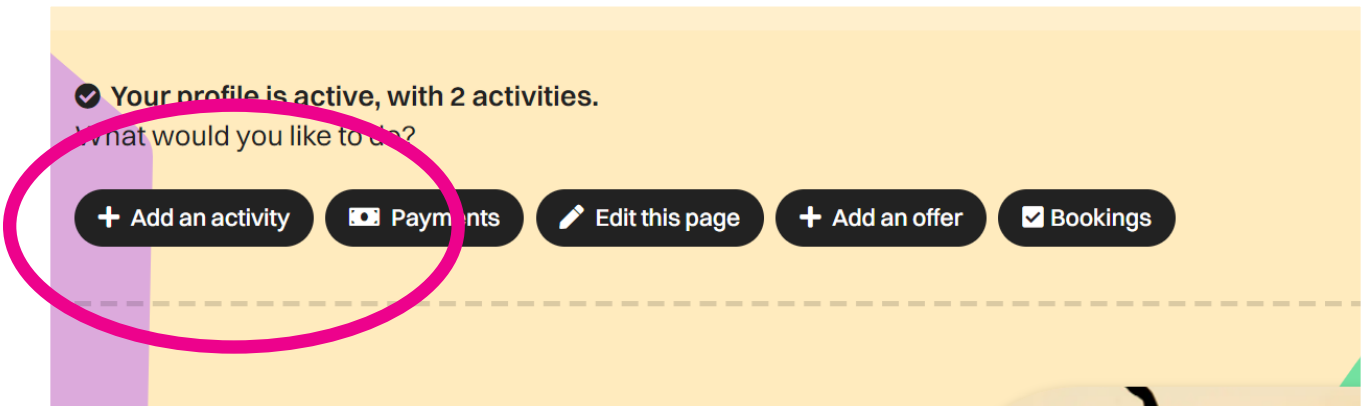
4

Follow instructions to set up your account.

**Tip:** When you get to the address finder section, if your exact address does not appear, simply select any address from the drop down with your postcode. This will put a pin on the map which enables people to find you.

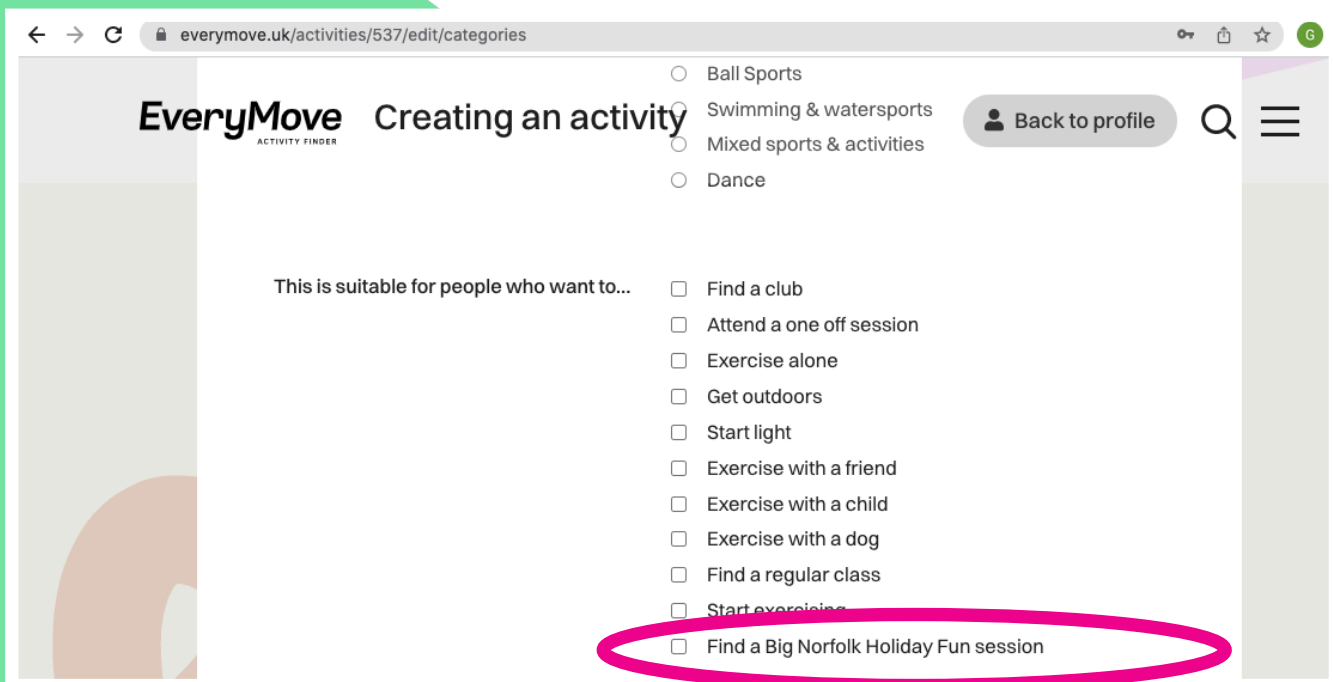
5

Once your profile is complete, from the dashboard, click 'Add an activity' to begin listing your sessions. Follow the instructions to add detail about your sessions.



6

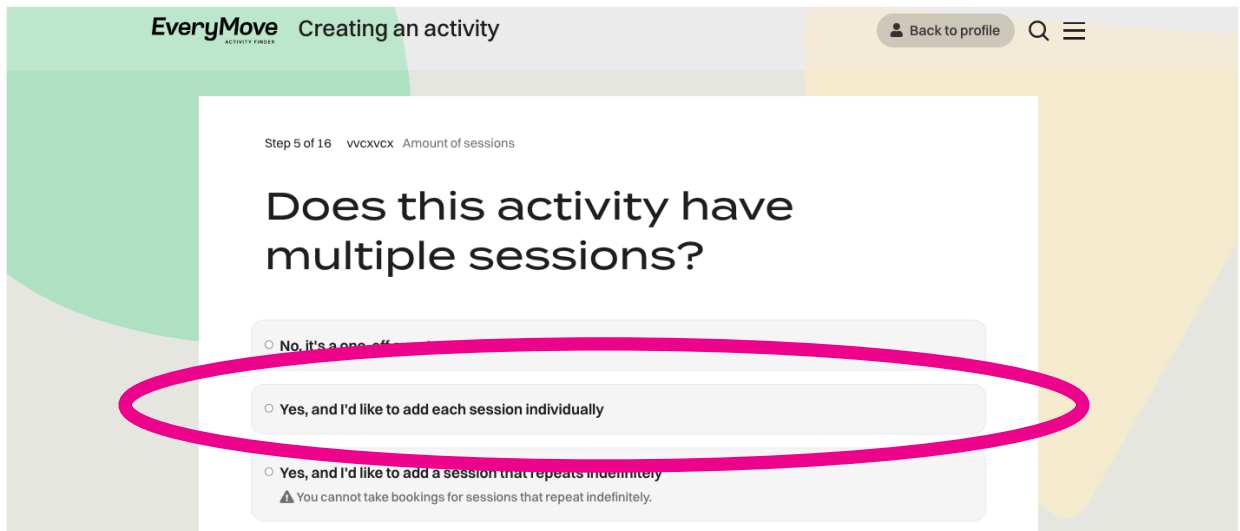
Make sure to select 'Find a Big Norfolk Holiday Fun session' in the categories page of the listings process.



# Bookings and Payments

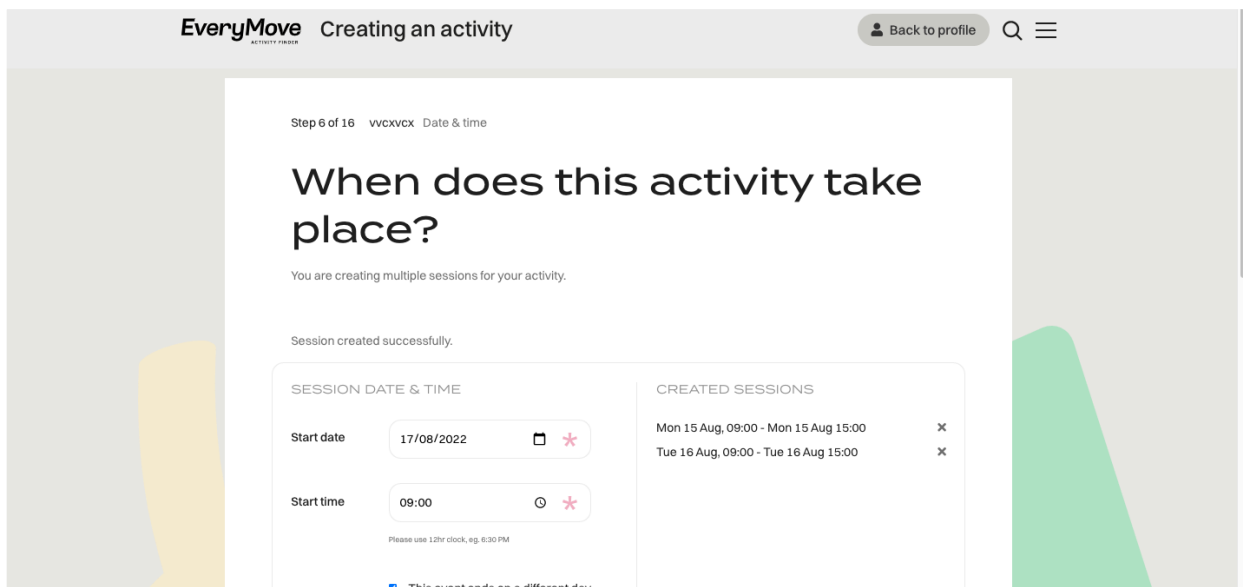
7

Select 'Yes, and I'd like to add each session individually'. This middle option will allow you to set all of your dates for the activity you are creating.



8

Add individual dates to the activity, the bookings will be taken for each date on which the activity session occurs. Add 'create session' to create a list on the right hand side-bar of all the individual dates.



9

Select 'Yes, users must book' from the options available, this will allow you to take bookings for the activity.

EveryMove ACTIVITY FINDER Creating an activity Back to profile Q ≡

Step 7 of 16 vvcxvcx Booking

## Do you want to take bookings using EveryMove?

Yes, users must book (sessions of) this activity  
Bookings can be free or paid, you can choose in the next step.

No, booking is not required

◀ Previous Next ▶

10

Select 'Yes' from the options for taking payments. Even if you are only offering fully funded Big Norfolk Holiday Fun places, you will need to click Yes on this page.

EveryMove ACTIVITY FINDER Creating an activity Back to profile Q ≡

Step 8 of 16 vvcxvcx Needs payment?

## Do you want to take payment for bookings using EveryMove?

Yes, users must pay to book (sessions of) this activity

No, booking is free

◀ Previous Next ▶

## Scenario 1: You are offering both funded places and paid for places, and you intend to use the payment system.

In the first field enter the total number of places you are providing for your activity. Then select 'No, people can pay personally'. You will then need to enter the name and price of the paid for places. E.g. Name: Standard Child. Price: £5.00.

## Scenario 2: You are offering funded places only or, you are offering both funded places and paid for places, but you intend not to use the payment system.

In the first field enter the total number of funded places you have available. Tick the box marked 'Yes, this is only for funded places'.

Step 9 of 16 adfasd Number of spaces

# How many spaces are there?

Total number of spaces

### Holiday Activity and Food

Set how many of your spaces are funded by **Big Norfolk Holiday Fun** funding, if any.

Is this activity **only** for Big Norfolk Holiday Fun attendees?

- Yes, this is only for funded places  
 No, people can pay personally

number of spaces which are funded

12

If you require additional questions specific to your activity you can do so here.

### Add fields

Participants will be able to add a text response.

First question

+ Add another question

13

Populate the fields relevant to the activity location and click 'Next'. You will then need to provide information on the facilities available for your activity.

## Where is this activity held?

Venue name

Address

The address where the activity takes place

14

Set your contact details, make sure these are correct as this will be how users contact you.

## Set contact details...

- Use the contact details from my profile
- Enter new contact details just for this activity

Primary contact / owner name

Active Norfolk

\*

15

If you using the payment system, select 'Save draft & go to payment settings'.

## Nearly done!

To take payments you need to set up your payment details in Your Account. This activity will be saved as a draft until you have done that...

← Previous

Save draft & go to payment settings ▶

Cancel & delete

16

Follow the on-screen instructions to set up your payment method.

Active Norfolk

Active Norfolk partners with Stripe for secure payments and financial services.

Powered by **stripe** ⓘ

### Get paid by Active Norfolk

Fill in a few details so you can start getting paid.

Email

info@activenorfolk.org

We'll email you with important updates.

Continue →

17

Once you have set up your Stripe account you need to publish your activity. Scroll down to the bottom of your page and click the title of your activity. Click 'Publish'.

0 favourites  
6 views

Mixed sports & activities

Join the club

ACTIVITIES

+ Create an activity

Multi Sport Camp <b>INCOMPLETE</b> →	Mon 12 Aug 10:00 - 14:00   Multiple sessions available	No venue set
Multi Sport Camp <b>INCOMPLETE</b> →	Mon 13 Aug 10:00 - 13:00   Multiple sessions available	My House



# Describing your activity

The way that you write your activity listing will impact the number of people who get in touch and book a place on your session. Here are a few tips to give you the best chance of taking as many bookings as possible:

- Always reference the programme as Big Norfolk Holiday Fun. Please do not use the words HAF or Holiday Activity and Food.
- Give as much detail as you can about what parents and children can expect at your sessions.
- Use real pictures of actual sessions, so parents can visualise what their children will be doing.
- Try to make your listing sound friendly, inclusive and fun so everyone feels welcome.

# Example

**EveryMove** Your activity  
ACTIVITY FINDER

[Manage profile](#) [Account details](#) [Log out](#)

✔ This activity is published. [Edit this activity](#)

FROM PROVIDER  
**Active Norfolk**

## Kids Football - Ages 5-9

Team sports BNHF session

0 favourites

Join us for a fun morning of junior football and lunch!

Our qualified coaches will teach the children a series of ball control skills before setting up mini tournaments for the youngsters to show off their skills and compete for the Junior Football Trophy!

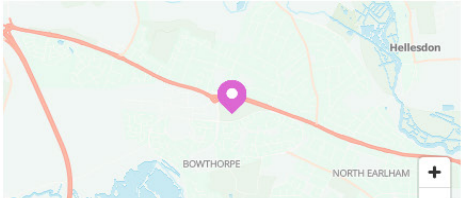
Sessions are open to children of all genders and run throughout the Easter Holidays, except on Saturdays and Sundays and begin at 9am and finish at 1am.

To book, please use the contact details below to register your child's place. The session is part of the Big Norfolk Holiday Fun programme and therefore places are free for children who receive free school meals during term time. There are also paid places available for children who do not receive free school meals.

**When** Mon 11th Apr 9:00 - 13:00 | Every day

**Cost** Paid places also available. Call the number on this page to find out more and book.

**Where** Football Development Centre (FDC)  
The F D C, Bowthorpe Park,  
Clover Hill Road, Norwich,  
Norfolk, NR5 9ED [Directions](#)



Get in touch

Phone **PREFERRED**

**FDC**

▶ 07563898503

### ABOUT THIS ACTIVITY

**Owner**

FDC

**Telephone**

07563898503 **PREFERRED**

**Address**

The F D C, Bowthorpe Park, Clover Hill Road,  
Norwich, Norfolk, NR5 9ED


**Email**

gareth.samuel@activenorfolk.org

### FACILITIES


 Disabled access


 Viewing/waiting space


 Public transport

 Parking

 Café

 First aid

 Toilets

 Disabled parking