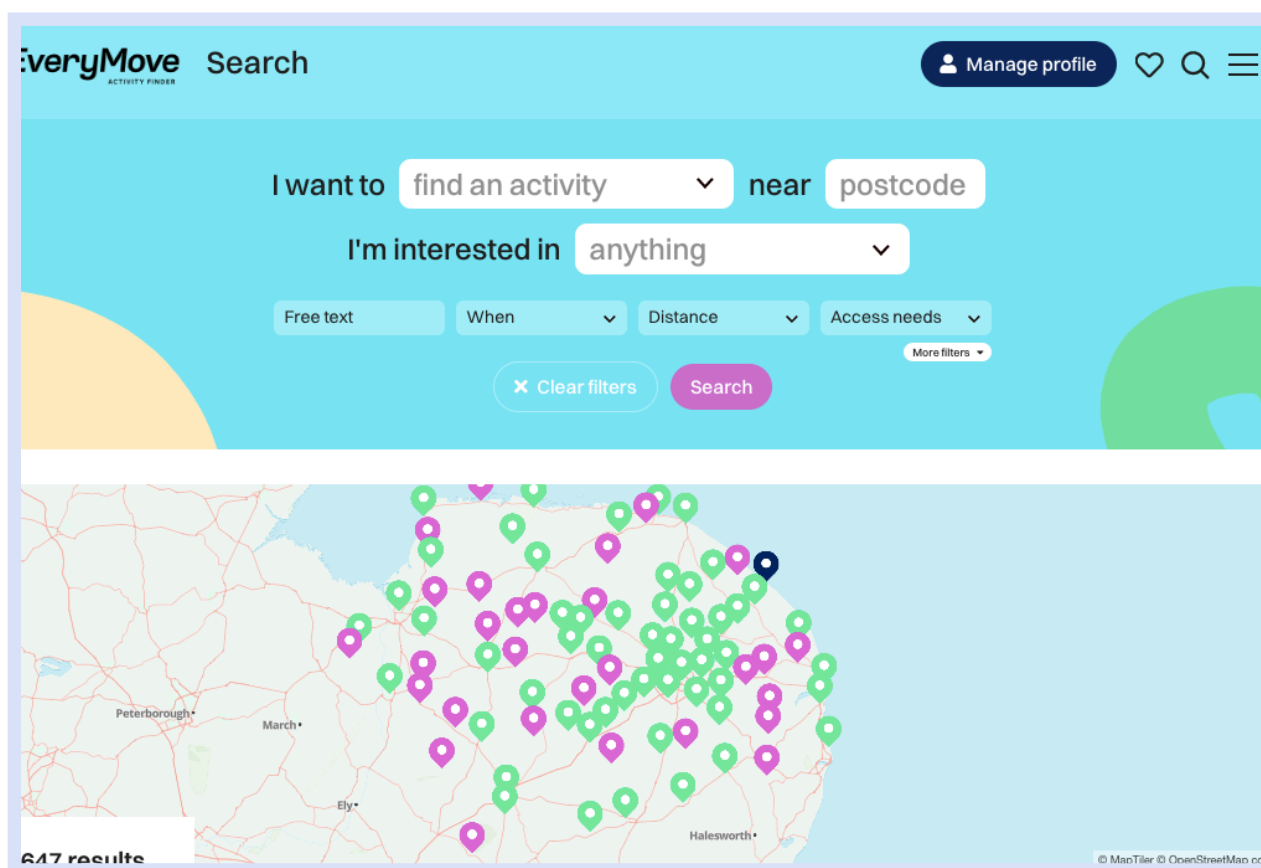


User Guide: Activity Providers



**Big
Norfolk**
Holiday Fun

**Every
Move**
ACTIVITY FINDER

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

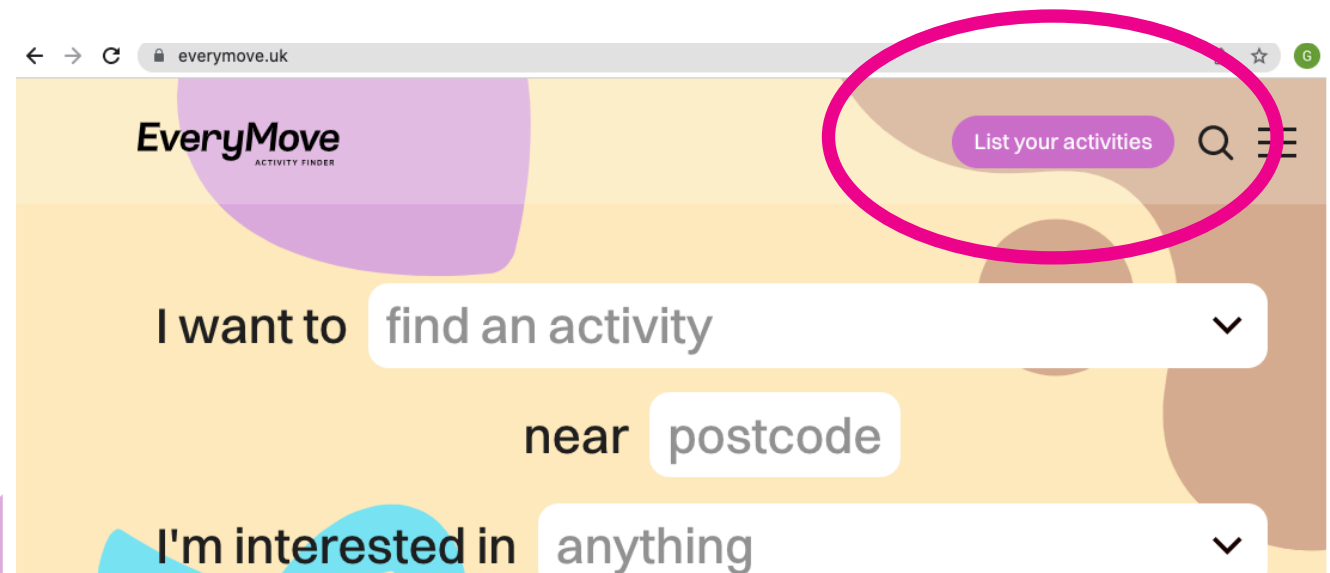
We advise activity providers to add as much detail and images to their listings to help members of the public learn about the sessions and get a full picture of the activities before they book their place. Follow these instructions to list a Big Norfolk Holiday Fun activity on Every Move.

1

Visit www.everymove.uk

2

On the homepage, click on the ‘List Your Activities’ button in the top righthand corner of your screen.



3

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

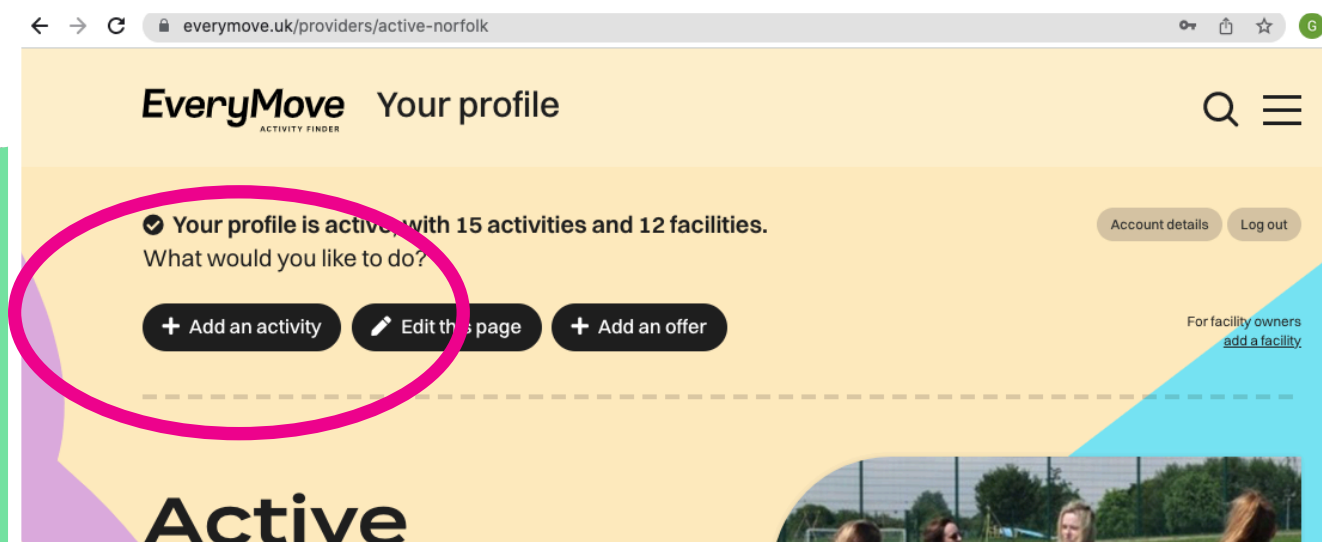
4

Follow the instructions on the screen to create your account.

Tip: When you get to the address finder section, if your exact address does not appear, simply select any address from the dropdown with your postcode. This just puts a pin on the map and people will not go to the wrong address.

5

Once your profile is complete, from the dashboard, click Add an Activity to begin listing your sessions. Follow the on-screen instructions to add detail about your sessions.



6

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

everymove.uk/activities/537/edit/categories

EveryMove ACTIVITY FINDER **Creating an activity**

[Back to profile](#)

☐ Ball Sports
☐ Swimming & watersports
☐ Mixed sports & activities
☐ Dance

This is suitable for people who want to...

☐ Find a club
☐ Attend a one off session
☐ Exercise alone
☐ Get outdoors
☐ Start light
☐ Exercise with a friend
☐ Exercise with a child
☐ Exercise with a dog
☐ Find a regular class
☐ Start exercising
☐ Find a Big Norfolk Holiday Fun session

Bookings and Payments

7

To list your activities, choose the middle option to set all of your dates for the same activity.

EveryMove Creating an activity

Step 5 of 16 vvcxvcx Amount of sessions

Does this activity have multiple sessions?

- ☐ No, it's a one-off event
- ☒ Yes, and I'd like to add each session individually
- ☐ Yes, and I'd like to add...

⚠ You cannot take bookings for sessions that repeat indefinitely.

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 sidebar of all the individual dates when the activity will take place.

EveryMove Creating an activity

Step 6 of 16 vvcxvcx Date & time

When does this activity take place?

You are creating multiple sessions for your activity.

Session created successfully.

| SESSION DATE & TIME | CREATED SESSIONS |
|------------------------|--------------------------------------|
| Start date: 17/08/2022 | Mon 15 Aug, 09:00 - Mon 15 Aug 15:00 |
| Start time: 09:00 | Tue 16 Aug, 09:00 - Tue 16 Aug 15:00 |

Please use 12hr clock, eg. 6:30 PM

☒ This event ends on a different day

9

Select **Yes** from the options for bookings, that you want to take bookings on the activity.

EveryMove Creating an activity

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 HAF places, you will need to click Yes on this page.

EveryMove Creating an activity

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



Select **Yes** from the options for taking payments. Even if you are only offering fully funded HAF places, you will need to click Yes on this page.

EveryMove Creating an activity

Step 9 of 16 vvcxvcx Number of spaces

How many spaces are there?

Total number of spaces

Name

Price (£)

[+ Add cost tier](#)

Holiday activity fund

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

Number of spaces which are funded

[Previous](#) [Next](#)

[Cancel & delete](#)

[Back to profile](#)



Finally, to save your draft, select **Back to Profile**. Please **do not** select publish.

EveryMove Creating an activity

Step 15 of 16 Test Complete

That's it!

Your activity is ready to publish.



[Previous](#) [Publish](#)

[Back to profile](#)



Describing your activity

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

- Give as much detail as you can about what parents and kids 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
ACTIVITY FINDER

Your activity

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

9