Event organisers – how to submit an event

1. Use the "**Submit your event**" button in the EWoS 2023 website (will be available during August / exact date to be communicated).

Or

1. Access directly the url: https://youth.europa.eu/d8/admin/ews

2. You will be asked to login via EU Login, to the European Youth Portal (EYP – https://youth.europa.eu)

3. **If you have already an EU Login account**, you can enter your email and password. If you use EU Login frequently your username/ email will be prefilled, and you will have just to enter your password.

4. **If not, you can create** an EU Login account using the "Create an account" option and your email address. Social media authentication can also be used.

European Youth Portal requires you to authenticate

Sign in to continue

Enter your EU Login username or e-mail address

Create an account   **Next ⟩**

Or

🌐 Sign in with your electronic ID Card

f Sign in with Facebook

🐦 Sign in with Twitter

G Sign in with Google

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3. After successful authentication with EU Login, you will be redirected to the European Week of Sports section

4. Click on "**+Add an event**" button to trigger the creation of a new event.

(i) Useful info:

• If you have already submitted events, they will appear in this list

• If you have already logged in to submit an event one time, you can also use the "Administrator login" option, in EYP (https://youth.europa.eu) 's footer, to login

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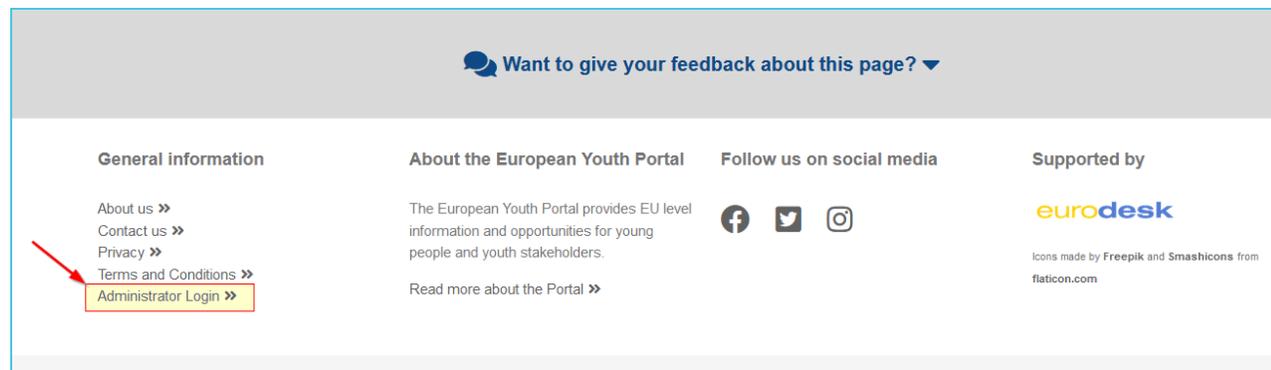
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5. Fill in the event form fields and "Save" your event

• Fields to fill in →

ⓘ

The process is still under development, and there can be minor differences in the last version

	Field	Mandatory	Type	Possible values	Comments
1	**Title**	Yes	Free text	Not applicable - n/a	Max 100 chars
2	**Description**	Yes	Free text	n/a	Max 200 chars
3	**Start date / time**	Yes	Date/time	n/a	Time to be entered in local time zone
4	**End date / time**	Yes	Date/time	n/a	Time to be entered in local time zone
5	**Organised by**	Yes	Free text	n/a	Max 100 chars
	Location		Complex field		For details on how it works, the UI should be taken into account
6	Venue name	No	Free text	n/a	Max 100 chars
7	Address	No	Free text	n/a	Max 100 chars
8	Postal code	No	Free text	n/a	Max 10 chars
9	City	No	Free text	n/a	Max 50 chars
10	Region	No	Free text	n/a	Max 50 chars
11	County	Yes	List / Single select	Countries list	
12	Geocode (coordinates)	Yes	Special field	n/a	n/a
13	**Event Type**	*Yes*	*List / **Single** value*	*Special list:* *1.Education* *2.Home* *3.Workplace* *4.Outdoors* *5.Sport and fitness clubs* *Other*	Single value field
14	**Link**	No	Free text	n/a	url syntax validation

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Since a map will be the final destination of any event, **it is very important to have the correct location** for it.

The form helps you getting the correct coordinates for your event:

1. **Enter the address** of the event (in the fields "Address" , "City" , "Region", "Postal code" , "Country"). You can optionally have a name for the venue – if applicable. Region is not used in the geo-location, you can leave it empty, unless you want to emphasize the region of the event.

2. **Click on the "Geolocate" button**.

3. The EC Geolocation service is used to calculate the coordinates.

4. If it managed to locate coordinates, **you will see a pin on the map** in the co-ordinates calculated

5. **If the location is not correct / accurate**, you can click on the map and the pin will move to the correct point. At the same time the coordinates are automatically updated.

6. If the **geolocation process fails**, you can:

   1. Directly move on the map to the correct place and click on it to place the pin , or

   2. Try to edit / improve the address and click again on "Geolocate"

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