

# THE BURY DIRECTORY

## Helping People to Help Themselves

### Scrolling Banner

The Bury Directory homepage scrolling banner is a great way to promote your service/ organisation initiative and/ or event to residents who live in and around the borough of Bury.

All registered users are welcome to email the Directory Team at [theburymdirectory@bury.gov.uk](mailto:theburymdirectory@bury.gov.uk) to have their service/ event promoted on the scrolling banner. .

**Please note:** The messages on the scrolling banner are limited to special events/ initiatives ONLY.

### So what is the process?

A member of The Bury Directory Team will schedule your page and create a simple message into the scrolling banner calendar. They will then be able to identify an exact date that is best for the message to take place on the banner. Due to high demand, the page will be featured on the banner within 5 working days from the date that the registered user has requested this.

If the registered user's page is about an event, a member of The Bury Directory Team will look at the date of the event and schedule this into the calendar and upload to the banner three weeks prior to the commencement of the event. This is so that if event attendees need to register, they have plenty of notice to do so, making sure that the event organisers get the most out of their scrolling banner promotion.

If the registered user's page is around a special initiative and/ or campaign, then the scrolling banner message will be live on the homepage for up to one week. After one week, the promoted message will come off the scrolling banner. As stated in the above section, if your page is about an event, it will be live on the scrolling banner three weeks prior to the commencement of the event date.

**Please note:** The registered user's service/ community group/ events page will not be completely removed from the live Directory site, it will just be the message on the scrolling banner promoting that page (event or initiative) that will come off in order to make room for other requested messages.

This will have no effect to the overall page that is live on the site.

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### **'What's On' Section**

The What's On events section on The Bury Directory is a simple and easy to use function whereby members of the public can search for events and activities that are taking place in their local area and filter accordingly to the date range and activity type of their choice.

The website now has a feature for registered users who want to set up a new page or update their existing page(s) where they can provide event details to their page. This will automatically go onto the 'what's on' section. Much like the scrolling banner, all registered users are welcome to do this if they have an event that they think would be applicable to be featured under the events section.

### What is classed as an event?

All events on the 'What's On' section are 'one off' events. This means that these events are date specific and are short- term, non- recurring activities such as a family fun day at a local park.

For instance, if your event is a youth club with activities held every Thursday throughout the year, it will not be eligible to feature on the 'What's On' section as it is a regular and recurring activity held on a weekly basis. This, however, does not restrict any registered user to upload a page on the Directory just because they do not think that it will be applicable to feature on the events section. The page will still remain live on our website for members of the public to search for/ find.

### So what is the process?

A member of The Bury Directory Team will review your page to assess whether it can be accepted as an event (using the above requirements).

If the page is promoting a date specific event, The Bury Directory Team will take the appropriate actions to administer the event page onto the featured events section.

Because the event will be date specific, the page will instantly be added to the events section despite there potentially being months/ weeks away from the event itself.

Once the event is over, a member of The Bury Directory Team will schedule the events page to be removed from the website as the event will be finished. This will also reduce any out of date information on the website. **Please note:** If your page is not accepted as an event, the page will still be live on The Bury Directory website for members of the public to search for- it will just not be featured on our 'What's On' section.