

# Cómo registrar su evento de 100 Horas de Astronomía.

Es necesario tener cuenta en el página web, en 'site access'. Esto le permitirá acceder al sistema de registro de eventos. si ya tiene una cuenta, vaya al paso 2. Para registrar un evento en una ubicación ya introducida, vaya al punto 4.

1. Haga click en "Create an Account" (crear una cuenta) en la parte derecha de la página.

The screenshot shows the homepage for the 100 Hours of Astronomy event. The main heading reads "100 Hours of Astronomy An Event 400 Years in the Making 2-5 April 2009". Below this is a map of Australia with several red location pins. To the right, there is a "Site Access" section with fields for Username and Password, a "Remember Me" checkbox, and a "Login" button. Below the login fields are links for "Forgot your password?", "Forgot your username?", and "Create an account", with a red arrow pointing to the last link. The page also includes a "Main Menu" on the left and a "Sponsors" section at the bottom left.

a. Rellene todos los detalles del formulario y haga click en **Register** (Registrar). El sistema le enviará un e-mail de confirmación a la dirección que introdujo.

The screenshot shows the registration form. The form is titled "Registration" and contains the following fields: Name, Username, E-mail, Password, and Verify Password. Below the fields is a "Register" button. A note states: "Fields marked with an asterisk (\*) are required." Below the form, there is a message: "Once registered, an email will be sent to your email address confirming your registration to the 100 Hours of Astronomy website." The page also includes a navigation menu on the left, a "Sponsors" section at the bottom left, and a "Site Access" section on the right.

# Registrando un evento individual.

Es necesario haber entrado en su cuenta en la página web.

2. Para registrar un evento haga click en el botón **Register Event** (Registrar Evento) del menú principal. Este botón está situado en la parte izquierda de la página. Haga click luego en **Register your Event** (Registrar Evento). También puede acceder directamente con este enlace: <http://www.100hoursofastronomy.org/component/eventlist/editevent> . La página mostrada es como la que sigue:

Home >> Register an Event

Major Sponsor Goes Here

## Register an Event

Register your event so visitors can learn about it.  
Fill in the form as completely as possible.  
Place your cursor over the small light bulb icons for more information.  
Click the Submit button when you're finished. If you have questions contact Jennie McCormick at the email address on our Contact page.

Submit Cancel

### Details

- Provide a title to identify your event in the event listings. If there isn't an official title then provide something simple such as "Public Viewing", "Solar Viewing" or anything else descriptive.
- Click "select" to choose a venue (location) from the list. If your venue is not already included then click "Submit new venue" to add it. If your event is online click "No Venue".
- IF YOU ADD A NEW VENUE BE SURE TO RETURN TO THIS PAGE TO ADD DETAILS OF YOUR EVENT
- You can choose more than one Category, if necessary.
- Click on the small calendar icon to easily choose the date.

Title:

Venue:  Select Venue Select Submit New Venue No Venue

Category:  Telescope viewing  
(press control key to select multiple) Lecture  
Film  
Other - Describe Fully

Translate  
Automatic Translation To:  
Spanish Go

You are Logged In  
Your Details

Site Access  
Hi jmccormick,  
Log out

a. Añada primero el título para su evento. En el ejemplo mostrado usamos "Star party". Complete todos los detalles. Nota: **No** haga click todavía en "submit" (aceptar) de momento.

Home >> Register an Event

Major Sponsor Goes Here

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Click the Submit button when you're finished. If you have questions contact Jennie McCormick at the email address on our Contact page.

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Log out

b. Sitúese a la derecha de la pantalla y haga click en **'Submit New Venue'** (Añadir nueva localización)

Home >> Register an Event

Major Sponsor Goes Here

**Register an Event**

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Submit Cancel

**Details**

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- Click "select" to choose a venue (location) from the list. If your venue is not already included then click "Submit new venue" to add it. If your event is online click "No Venue".
- IF YOU ADD A NEW VENUE BE SURE TO RETURN TO THIS PAGE TO ADD DETAILS OF YOUR EVENT
- You can choose more than one Category, if necessary.
- Click on the small calendar icon to easily choose the date.

**Please note:** No more than 60 letters including spaces to be used in the title.

Title:

Venue:

Category:

Sponsors

THE UNIVERSE  
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INTERNATIONAL YEAR OF  
ASTRONOMY  
2009

Translate  
Automatic Translation To:  
Spanish Go

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Log out

c. Se le mostrará una pantalla como la que figura debajo. **"Add Venue"** (Añadir lugar). Rellene todos los campos y asegúrese que la dirección está completa. De esta forma el mapa marará el lugar correcto. La Longitud y latitud se completarán automáticamente. No haga click en **'Submit'** todavía.

Home >> Add Venue

Major Sponsor Goes Here

**Add Venue**

Enter information on the venue (location) of your event. Multiple events may be held at a venue, but the venue only needs to be entered once. Fill in the form as completely as possible. Place your cursor over the small light bulb icons for more information. Click the Submit button when you're finished. If you have questions contact Jennie McCormick at the email address on our Contact page. THIS PAGE REGISTERS YOUR EVENT LOCATION ONLY. BE SURE TO ADD DETAILS OF YOUR EVENT ON THE "REGISTER AN EVENT" PAGE.

Submit Cancel

**Address**

Enter as complete an address as possible. Click on the red push pin icon to open a Google Map. If the venue location is correctly identified, click Apply. If not, move the map as needed, click on the correct location and then click Apply. If you don't have an exact address then just click on the red push pin icon to open the Google Map. Move the map as needed, click on the correct location and then click Apply.

Venue:

Full Address:

ZIP/Postal code:

City:

State/Province:

Country:

Website:

Sponsors

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INTERNATIONAL YEAR OF  
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2009

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Automatic Translation To:  
Spanish Go

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Log out

d. Haga click en el icono **'Push Pin' icon** (Poner marcador). No añada manualmente las coordenadas de latitud y longitud.

BE SURE TO ADD DETAILS OF YOUR EVENT ON THE "REGISTER AN EVENT" PAGE.

Submit Cancel

Your Details

Site Access  
Hi jmccormick,  
Log out

**Address**

Enter as complete an address as possible. Click on the red push pin icon to open a Google Map. If the venue location is correctly identified, click Apply. If not, move the map as needed, click on the correct location and then click Apply. If you don't have an exact address then just click on the red push pin icon to open the Google Map. Move the map as needed, click on the correct location and then click Apply.

Venue:

Full Address:

ZIP/Postal code:

City:


State/Province:


Country:

Website:

Latitude:

Longitude:





e. El icono marcador del mapa debería estar cerca de la dirección del lugar del evento. Si no es así, arrastre con el ratón el cursor pinchando en él. Haga click en **'Apply'** (Aceptar).

2009

Enter as complete an address as possible. Click on the red push pin icon to open a Google Map. If the venue location is correctly identified, click Apply. If not, move the map as needed, click on the correct location and then click Apply. If you don't have an exact address then just click on the red push pin icon to open the Google Map. Move the map as needed, click on the correct location and then click Apply.

Drag the marker, or right click on the map, to change venue location.

Venue: Test Instructions

Full Address: 2-24 Rapallo Pl

ZIP/Postal code: 2100

City: Auckland

State/Province:

Country:


Website: http://www.farmcove.org.nz

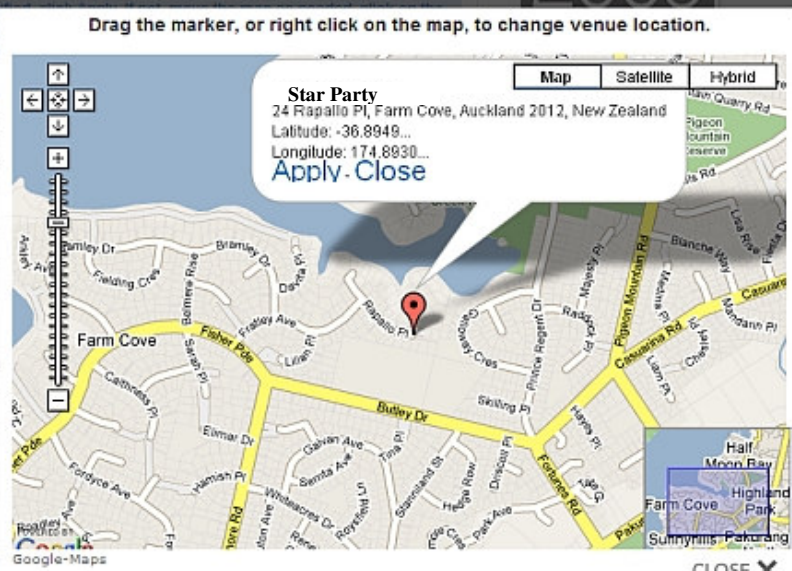
Latitude:

Longitude:

**Image**

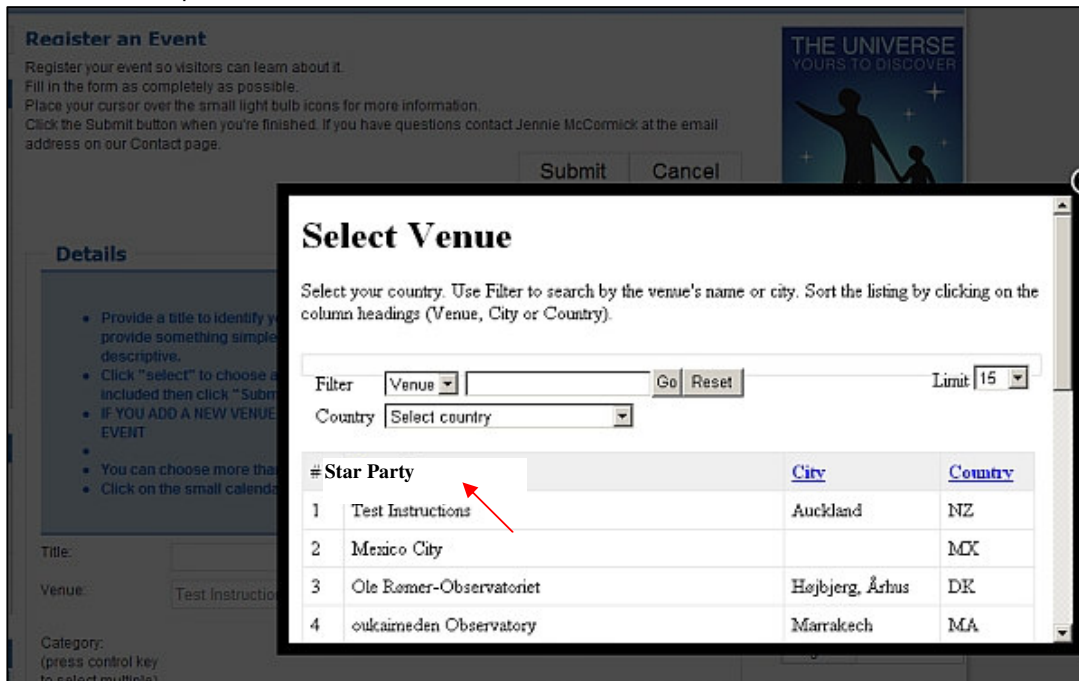
You can upload a logo, photo or other image. Click "Browse..." to locate the image file on your Computer. An image is not required.



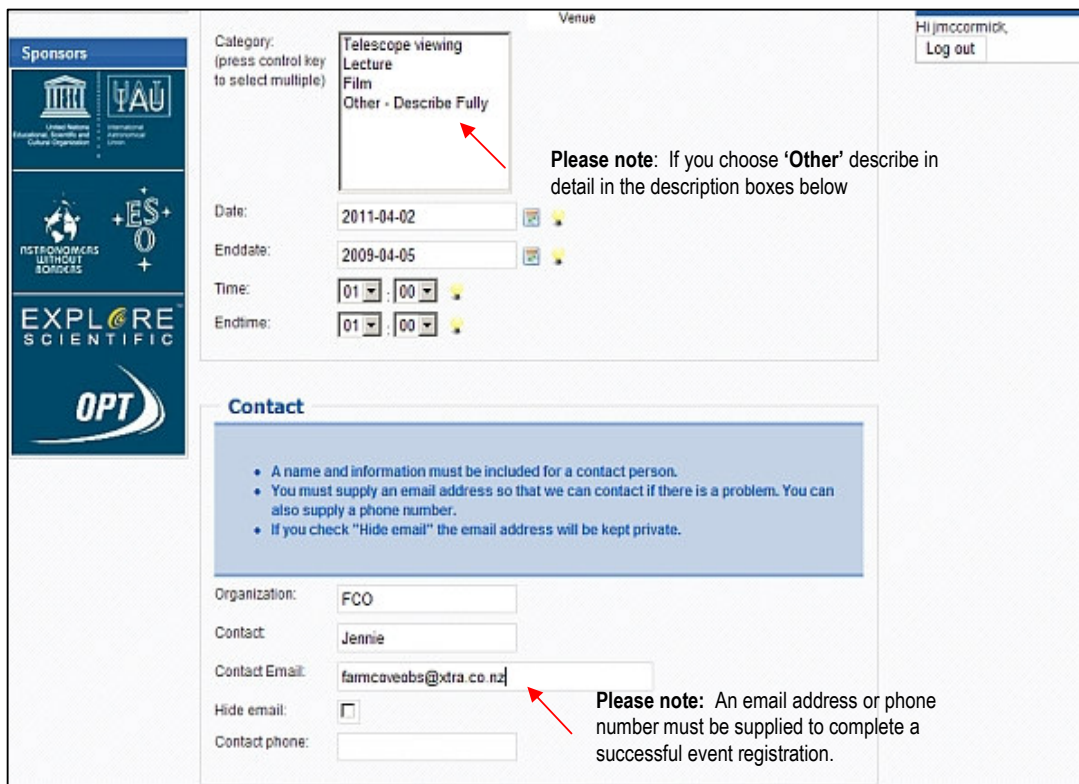


3. El sistema volverá a la página **'Register an Event'** (registrar un evento). La longitud y latitud del mismo estará automáticamente añadida. Rellene el resto de la información sobre el evento. Una vez terminado, haga click en **'Submit'** (Aceptar).

a. Haga click en **"Select Venue"** (seleccionar lugar). Encuentre el lugar del evento en la lista y haga click. Si el lugar no aparece, vuelva al paso 2c.



b. El lugar del evento aparecerá automáticamente en el campo **'Venue'** (lugar). Rellene toda la información requerida. Compruebe que no hay ningún campo en blanco.



**Nota:** Es necesario que proporcione una dirección de email para que podamos ponernos en contacto con usted. Esta dirección también se hará pública, a no ser que seleccione la casilla para ocultar la dirección de email. Si decide ocultar el email es necesario que proporcione un número de teléfono. Obligatoriamente debe proporcionar un método para que el público pueda ponerse en contacto con usted. Añada cualquier información adicional de contacto en el campo de descripción. Una vez haya introducido toda la información haga click en **'Submit'** (aceptar).

Enhorabuena, su evento 100 Horas de Astronomía y el lugar del evento han sido registrados y podrán ser vistos por visitantes de todas partes de mundo.

The screenshot shows the website interface for the 100 Hours of Astronomy event. At the top, there is a banner with the event logo and dates: "2 - 5 April 2009 INTERNATIONAL YEAR OF ASTRONOMY 2009 CORNERSTONE PROJECT". Below the banner, the breadcrumb "Home >> Farm Cove Observatory" is visible. A blue bar indicates "Event saved". On the left, there is a "Main Menu" with links like Home, Program, Find Events, Register Events, FAQ, News, In The News, Resources, Contact, and Join Our Mailing List. Below the menu is an "Authoring Menu" with "Organization: FCO". The main content area shows the event details for "100hoursofastronomv.org":
 

- Event** (with an edit icon and a red arrow pointing to "Edit icon")
- Title:** Farm Cove Observatory
- When:** 02.04.2011 - 05.04.2009 01.00 - 01.00
- Where:** Star Party Auckland
- Category:** Telescope viewing
- Description:** Sorry, no description available
- Contact:** (empty field)
- Organization:** FCO

 On the right side, there is a vertical banner for "THE UNIVERSE YOURS TO DISCOVER INTERNATIONAL YEAR OF ASTRONOMY 2009" and a "Translate" section with a dropdown menu set to "Spanish" and a "Go" button.

### Notas Importantes:

- Al añadir imágenes en el registro de eventos, asegúrese que no ocupan más de 100KB.
- Añada tanto información sobre el evento como sea posible.
- No hace falta que añada la latitud y longitud manualmente en la página **'Add Venue'**. Esta información se calcula automáticamente con Google Maps si añade correctamente la dirección del lugar. Cuanto más precisa sea la dirección, más exacta será la localización del pin en el mapa.

### Editando su evento:

- Es posible editar parte de la información de un evento y del lugar de un evento.
- Busque su evento. en la parte izquierda de la pantalla verá un icono **"edit"** (editar) con un panel y un lápiz.
- Para borrar un evento, póngase en contacto con Jennie McCormick [farmcoveobs@xtra.co.nz](mailto:farmcoveobs@xtra.co.nz)

# Registrando un evento en un lugar ya introducido

Es necesario haber entrado en su cuenta en la página web.

4. Si organiza varios eventos en un mismo lugar, haga click en el botón 'Register Event' (Registrar evento), luego haga click en 'Register your Event' (registrar un evento). Puede ir directamente a esta página con el enlace <http://www.100hoursofastronomy.org/component/eventlist/editevent> . Le aparecerá la siguiente pantalla:

Home >> Register an Event

Major Sponsor Goes Here

## Register an Event

Register your event so visitors can learn about it. Fill in the form as completely as possible. Place your cursor over the small light bulb icons for more information. Click the Submit button when you're finished. If you have questions contact Jennie McCormick at the email address on our Contact page.

Submit Cancel

### Details

- Provide a title to identify your event in the event listings. If there isn't an official title then provide something simple such as "Public Viewing", "Solar Viewing" or anything else descriptive.
- Click "select" to choose a venue (location) from the list. If your venue is not already included then click "Submit new venue" to add it. If your event is online click "No Venue".
- IF YOU ADD A NEW VENUE BE SURE TO RETURN TO THIS PAGE TO ADD DETAILS OF YOUR EVENT
- You can choose more than one Category, if necessary.
- Click on the small calendar icon to easily choose the date.

Title:

Venue:  Select Venue Select Submit New Venue No Venue

Category:  Telescope viewing  
(press control key to select multiple) Lecture  
Film  
Other - Describe Fully

Translate  
Automatic Translation To: Spanish Go

You are Logged In  
Your Details

Site Access  
Hi jmcormick, Log out

a. Añada primero el título de su evento. En este ejemplo hemos usado "Solar Observing". Rellene el resto de los campos. Nota: No haga click en 'Submit' (añadir) todavía.

Home >> Register an Event

Major Sponsor Goes Here

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Submit Cancel

### Details

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- IF YOU ADD A NEW VENUE BE SURE TO RETURN TO THIS PAGE TO ADD DETAILS OF YOUR EVENT
- You can choose more than one Category, if necessary.
- Click on the small calendar icon to easily choose the date.

Title:

Venue:  Select Venue Select Submit New Venue No Venue

Category:  Telescope viewing  
(press control key to select multiple) Lecture  
Film  
Other - Describe Fully

Translate  
Automatic Translation To: Spanish Go

You are Logged In  
Your Details

Site Access  
Hi jmcormick, Log out

b. Sitúese en la parte derecha y haga click en 'Select Venue' (Seleccionar lugar).

Home >> Register an Event

Major Sponsor Goes Here

## Register an Event

Register your event so visitors can learn about it. Fill in the form as completely as possible. Place your cursor over the small light bulb icons for more information. Click the Submit button when you're finished. If you have questions contact Jennie McCormick at the email address on our Contact page.

Submit Cancel

### Details

- Provide a title to identify your event in the event listings. If there isn't an official title then provide something simple such as "Public Viewing", "Solar Viewing" or anything else descriptive.
- Click "select" to choose a venue (location) from the list. If your venue is not already included then click "Submit new venue" to add it. If your event is online click "No Venue".
- IF YOU ADD A NEW VENUE BE SURE TO RETURN TO THIS PAGE TO ADD DETAILS OF YOUR EVENT
- You can choose more than one Category, if necessary.
- Click on the small calendar icon to easily choose the date.

Title: **Solar Observing**

Venue: Select Venue Select Submit New Venue No Venue

Category: (press control key to select multiple)

- Telescope viewing
- Lecture
- Film
- Other - Describe Fully

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INTERNATIONAL YEAR OF ASTRONOMY 2009

Translate Automatic Translation To: Spanish Go

You are Logged In Your Details

Site Access Hi jmcormick, Log out

c. Busque el lugar en la lista y haga click en él.

## Select Venue

Select your country. Use Filter to search by the venue's name or city. Sort the listing by clicking on the column headings (Venue, City or Country).

Filter Venue  Go Reset Limit 15

Country New Zealand

#	Venue	City	Country
1	Star Party	Auckland	NZ
2	Timaru Piazza	Timaru	NZ
3	Geraldine Business & Shopping center	Geraldine	NZ
4	Geraldine Shopping center		NZ

Title: Solar Viewing

Venue: Select Venue Select Venue Submit New Venue No Venue

Category: (press control key to select multiple)

INTERNATIONAL YEAR OF ASTRONOMY 2009

d. El lugar ya introducido se añadirá automáticamente en la casilla 'Venue' lugar. Rellene el resto de los campos en esta página. Compruebe que se ha introducido toda la información relevante y haga click en 'Submit' (Aceptar). Acaba de registrar el nuevo evento.



