ILLUMINATE

ARTS COUNCIL ENGLAND

How to Bulk Upload Locations and Events

Description:
In this module you will learn how to bulk upload event/activity and location data for your organisation, via the bulk upload template.

By 'events' we mean any activity with an audience - this could be exhibitions, performances, workshops, general admission, participatory activities etc.

Uploading events/activity and location details to Illuminate enables organisations to meet data reporting requirements set by the Arts Council. It also allows you to start creating and collecting audience surveys, capturing data to build valuable insights.

Please note that only users with Organisation Admin access will be able to submit the bulk upload template.

> You should input any new location details first, before completing the events tab.

This module will cover:
1. How to download the bulk upload template
2. How to complete the 'Locations' tab
3. How to complete the 'Events' tab
4. How to upload the template to Illuminate

## 1. How to download the bulk upload template

To download the template, select 'Events & Surveys' from the left-hand menu on the homepage.
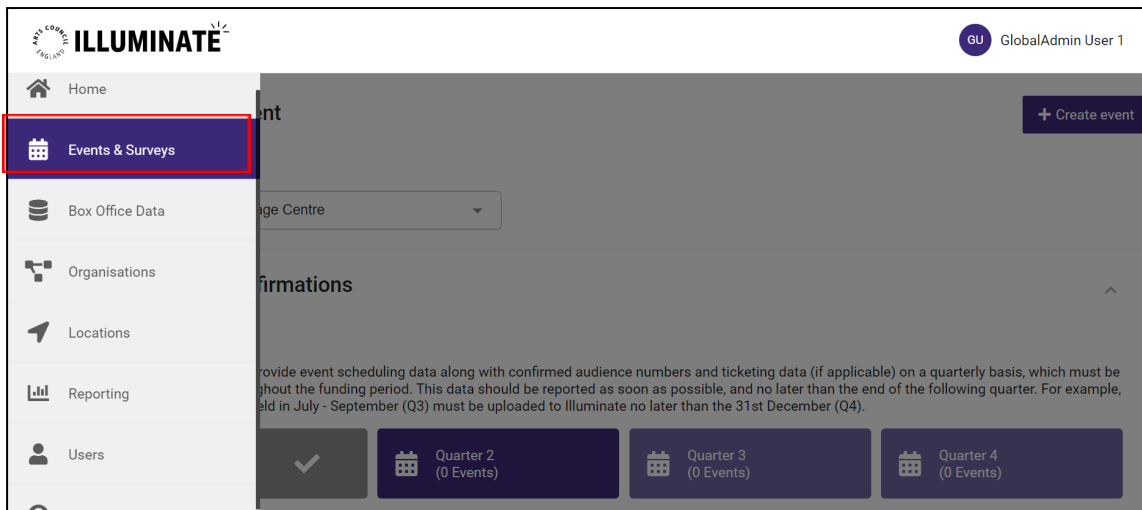
This will display the Event Management screen. Click on the '**Bulk Upload**' button, which can be found towards the top right-hand corner of the screen.
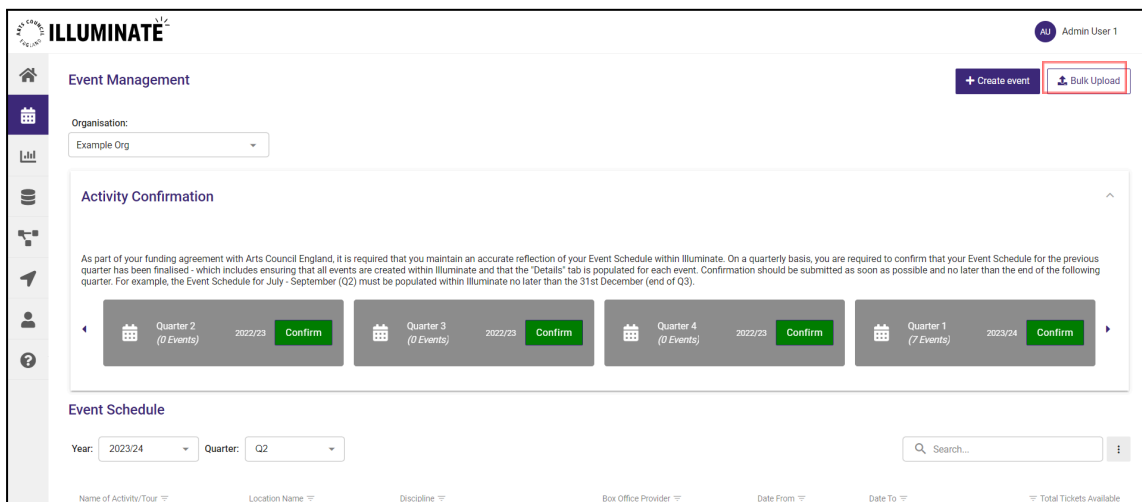

Click on '**Download template**', this will download the Bulk Upload template to your computer for you to open and add your data.
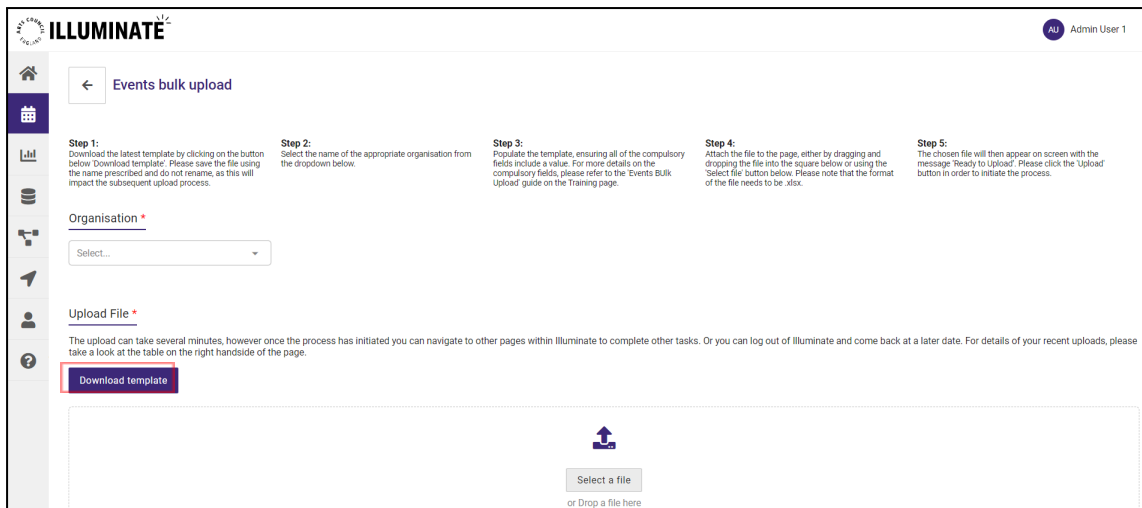
When saving the file to your computer, please make sure that:
- **The file name does not include a special character, such as !,?,()**
  this may occur when downloading the file more than once
- **The file type is saved as a .xlsx file**

Once you open the downloaded template, you will need to select **'Enable Editing'** at the top of the screen before you add your data.
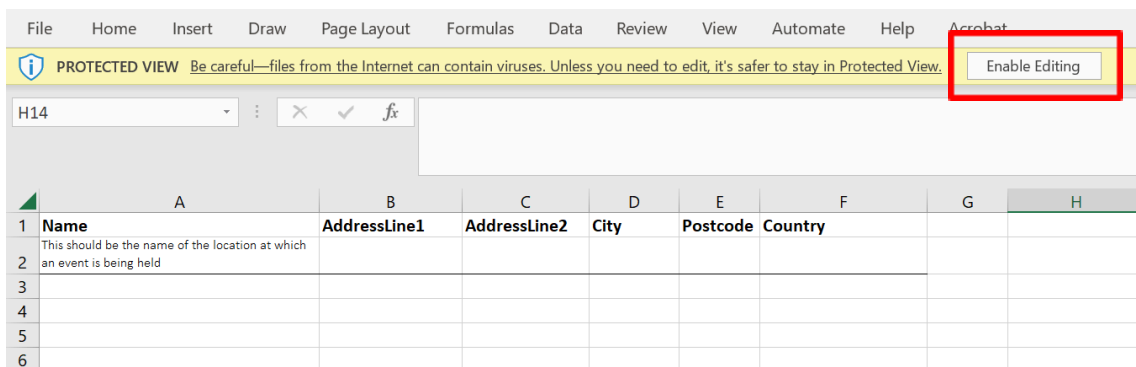
Please note that this editing process will be different for Apple (Mac) users. On these devices, you will need to save and edit as a new file.
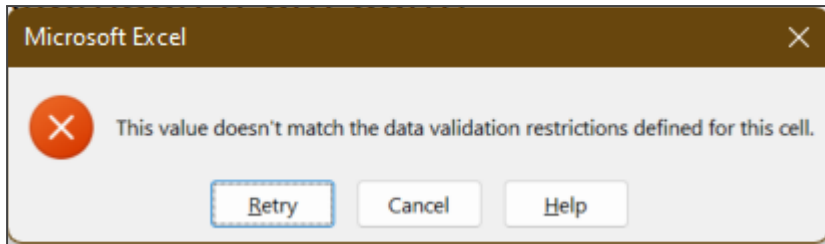
Within the template, you will find four tabs:
1. **Instructions**
2. **Events**: This is where you will need to record your events information
3. **Locations**: This is where you will need to record your locations where the events are held
4. **Options**. This contains a list of all the options available for drop-down menu fields (these can also be found at the end of this training document under Note 1)

If your response does not match one of the options, an error message will appear, as seen below. If this occurs, you will need to update to align with one of the prescribed options.

Microsoft Excel ✕

This value doesn't match the data validation restrictions defined for this cell.

Retry   Cancel   Help

Please ensure all fields described below with the "This is mandatory field" are filled in with the relevant information and not left blank.

2. How to complete the 'Locations' tab

Navigate to the 'Locations' tab within the spreadsheet. Input details for locations of your events/activities in this tab. **If you have previously added a location to Illuminate, it does not need to be added again within this tab.**

- Column A: **Name**
  Name of venue/location. This is a mandatory field.

- Column B: **AddressLine1**
  This is a free text, mandatory field.

- Column C: **AddressLine2**
  This is a free text field.

- Column D: **City**
  This is a free text, mandatory field.

- Column E: **Postcode**

  This is a free text, mandatory field.

- Column F: **Country**

  This is a free text, mandatory field.

  Please use the name of the country and not any acronyms or groups of countries.

3. How to complete the 'Events' tab

Navigate to the 'Events' tab within the spreadsheet. Input details for your events/activities in this tab.

- Column A: **Name**

  Name of your event/activity, in fewer than 255 characters. This is a mandatory field.

- Column B: **EventType**

  Please select the most appropriate option from the drop-down menu. This is a mandatory field. Options can also be found at the end of this training document under Note 1.

- Column C: **IsTicketed**

  Select 'Yes' or 'No' from the drop-down menu. This is a mandatory field.

  If you select 'Yes' and use a ticketing provider currently integrated with Illuminate (such as Ticketsolve, Spektrix etc), you must complete the 'BoxOfficeProvider' and 'BoxOfficeProviderEventRef' fields.

  If you have selected 'Yes' but use a different ticketing provider that does not automatically integrate with Illuminate, enter 'Manual' in the 'BoxOfficeProvider' field.

- Column D: **SubDiscipline**

  Please select the most appropriate option from the drop-down menu. This is a mandatory field. Options can also be found at the end of this training document under Note 1.

- Column E: **StartDate**

  Should be entered in a DD/MM/YYYY format. This is a mandatory field.

- Column F: **EndDate**

  Should be entered in a DD/MM/YYYY format. This is a mandatory field.

- Column G: **IsFunded**

  Select 'Yes' or 'No' from the drop-down menu. This is a mandatory field.

This field refers to whether the event is funded by your Arts Council grant.

- Column H: **Distribution Type**
  Select the most appropriate option from the drop-down menu. This is a mandatory field. Options can also be found at the end of this training document under Note 1.

- Column I: **BoxOfficeProvider**
  You only need to complete this field if you have selected 'Yes' for 'IsTicketed'. This is a mandatory field. If you do not use a ticketing provider currently integrated with Illuminate (such as Ticketsolve, Spektrix etc), please enter 'Manual'.

- Column J: **BoxOfficeProviderEventRef**
  You need to complete this field if you have selected 'Yes' for 'IsTicketed'. If you do not use either Ticketsolve or Spektrix as your ticketing provider, you can leave this column blank.

  *Please note **this field must match the 'Event ID'** you have entered within the ticketing template if manually uploading data, or if your ticketing provider is integrated with Illuminate **the 'Event ID'** that has been automatically generated.*

- Column K: **Venue/Location**
  Name of venue/location. For online events, input 'Online only'. This is a mandatory field.

The name of the location must be an exact match to the name that has already been added to Illuminate or been inputted into the 'Locations' tab on the spreadsheet. Any new locations added in the 'Locations' tab will be automatically included as a new location within Illuminate.

- Column L: **OccurencesAtLocation**
  Please detail the number of occurrences of this event at this location - for example, if your event runs 3 times a day for 5 days in total, then the number of occurrences would be 15. This is a mandatory field.

- Column M: **TotalTicketsAvailable**
  The total tickets available is the number of tickets available across all of these occurrences - for example, 100 potential tickets or venue capacity for each of the 15 occurrences = 1500 total tickets available. If your event is not ticketed, you can leave this field blank.

- Column N: **KnownAttendance**

This can be input after the event/activity, please include the number of people who attended across all occurrences of this event. Use known attendance where you have measured the number of those attending, for example using tickets or a tally counter. If you do not have a known figure, you can provide an estimated attendance figure instead.

- Column O: **EstimatedAttendance**
  Use estimated attendance when the exact number of people who attended is not known. Again this should represent estimated attendance across all occurrences of the event/activity.

4. How to upload the template to Illuminate

To upload the bulk upload template, navigate back to the 'Events bulk upload' page in Illuminate.

Select the relevant organisation from the drop-down list. The drop-down will show your organisation and/or any other organisation you have been granted access to e.g. for a consortium lead. The selected organisation will then be assigned as the default owner of the event for this specific upload. If you wish to add a partner to this event, you will be able to after the event has uploaded onto Illuminate by editing the event details.

Where you are required to upload events data across multiple organisations, please complete this in separate Excel templates and in different upload sessions.

If you are a member of a consortium, you can upload event / location data for any organisation that you have been granted access to.
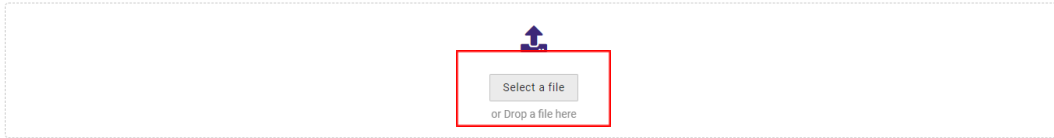
To upload the data, you can drag and drop your completed template file into the 'Upload File' area on the screen or click on **'Select file'** to upload.
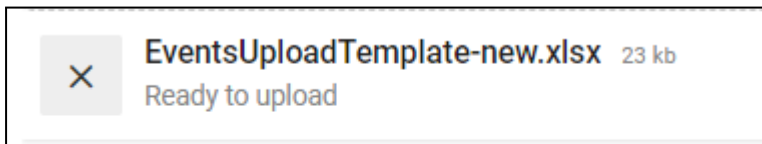
The format of the file must be in .xlsx.

Your chosen file will then appear on screen with the message 'Ready to upload'.

Now you can click **'Upload'** to complete the process.
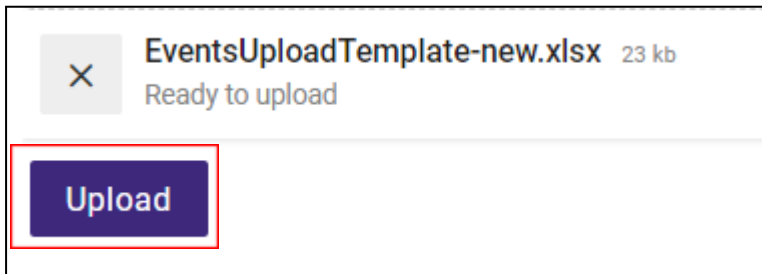
The message "File has been successfully uploaded" will display in green to confirm a successful upload. Once you see this message your data will now be in Illuminate.
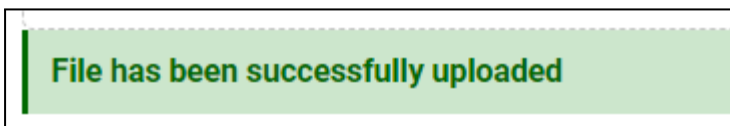
Once you have received a successful file upload, do not upload the same information or events again as this will cause duplicated events.

If an error has been made in the template the file will not be accepted for upload.

If the file has not been saved in the correct .xlsx format the file will not be accepted for upload, as shown in the error message below.
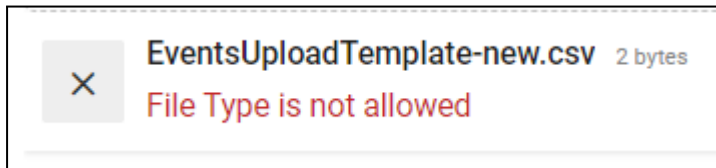
If the file name includes a special character, the file will not be accepted for upload, as shown below.
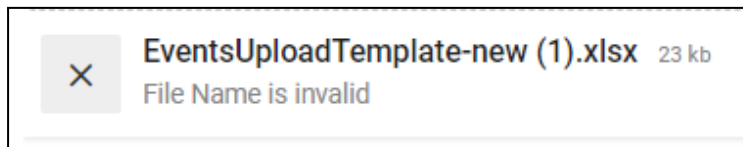
When uploading the completed template, if the file upload is not successful you will receive an error message which explains the reason(s) for the failed upload. For example:

If this occurs, then please resolve the reason(s) for upload failure and then re-upload your updated downloaded template in .xlsx file onto Illuminate.

Note 1: Options for completing the Bulk Upload Locations and Events:

Event Type
Broadcast (e.g. TV and radio)
Exhibition
Festival
Other - non-participatory
Other - participatory
Performance
Screening
Talks/Workshops - Creative Skill
Talks/Workshops - Learning
Web based

Sub Discipline
Carnival
Spectacle
Multi-disciplinary festivals and programmes
Light Art
Ballroom
Contemporary ballet
Contemporary dance
Latin Dance
Traditional ballet
UK & Ireland Traditional dance (Folk)
Other World Dance
CYP Dance
Other Dance
Reading
Information & Digital
Culture & Creativity
Health & Wellbeing
Storytelling
CYP Literature
Other literature
Baroque
Brass & Silver Bands
Chamber & Recitals
Classical Choral
Contemporary Classical
Country & Western
Early Music
Experimental
Gospel

Male/Female Voice Choir
Modern Classical Music
Opera
Orchestral
Orchestral Non-Classical
Other Choral
Popular Classical
Uk & Ireland Folk Music
Other World Music
CYP Music
Other Music
Science, Industry and Technology
Other Museums
Circus
Classical Play
Contemporary Play
Drama New Writing
Experimental Theatre
Puppetry & Visual Theatre
Physical Theatre
Musical Theatre
CYP Theatre
Other Theatre
Film & Video
Photography
Street Art
Live & Performance Art
CYP Visual Arts
Other
Not Discipline Specific
Outdoor/Combined arts Talks/Workshops - Creative Skill
Outdoor/Combined arts Talks/Workshops - Learning
Other Outdoor arts/combined arts
Jazz & Tap Dance
Show & freestyle dance
Street dance & Hip Hop
South Asian Dance
Dance Talks/Workshops - Creative Skill
Dance Talks/Workshops - Learning
Poetry & Spoken Word
Literature talks/workshops - Creative Skill
Literature talks/workshops - Learning
Jazz
Blues

Rock & Pop, Hip Hop & Electronica
Swing & Big Bands
South Asian Music
Music talks/workshops - Creative Skill
Music talks/workshops - Learning
Archaeology
Social History
Natural World
Fine and applied arts
Transport
Encyclopaedic/mixed
Industry and manufacture
Maritime
War and conflict
Belief and identity
CYP Museums
Museums talks/workshops - Creative Skill
Museums talks/workshops - Learning
Theatre talks/workshops - Creative Skill
Theatre talks/workshops - Learning
Contemporary Crafts
Contemporary Design
Traditional Crafts
Traditional Design
Traditional Drawing, Illustration, Painting, Printmaking & Graphic Art
Traditional Sculpture
Contemporary Drawing, Illustration, Painting, Printmaking & Graphic Art
Contemporary Sculpture/Installation
Visual arts talks/workshops - Creative Skill
Visual arts talks/workshops - Learning
Other visual arts
Art-house/Specialist Cinema
Documentary
Film in Other Language
Film talks/workshops - Creative Skill
Film talks/workshops - Learning
Mainstream Film
Other Film
Comedy & Comedians
Ice Shows
Magician/Hypnotism/Supernatural
Personality/Reminiscence/Talk
Sing-a-long
Variety/Cabaret Entertainment

Other General Entertainment

Distribution Type
Direct in person attendance
Live to Digital: Live streamed - with physical attendees (e.g. in a cinema)
Live to Digital: Live streamed - online audiences accessing remotely
Live to Digital: Pre-recorded - with physical attendees (e.g. in a cinema)
Live to Digital: Pre-recorded - online audiences accessing remotely
Online activity
Other