

How to: Update Event Data for the LDW website

If you have any questions, please ask!
Gareth (Web Developer)

1 Navigate to docs.google.com/spreadsheets/d/1eVJLJ7ht23mVm5K...

2 Click a cell

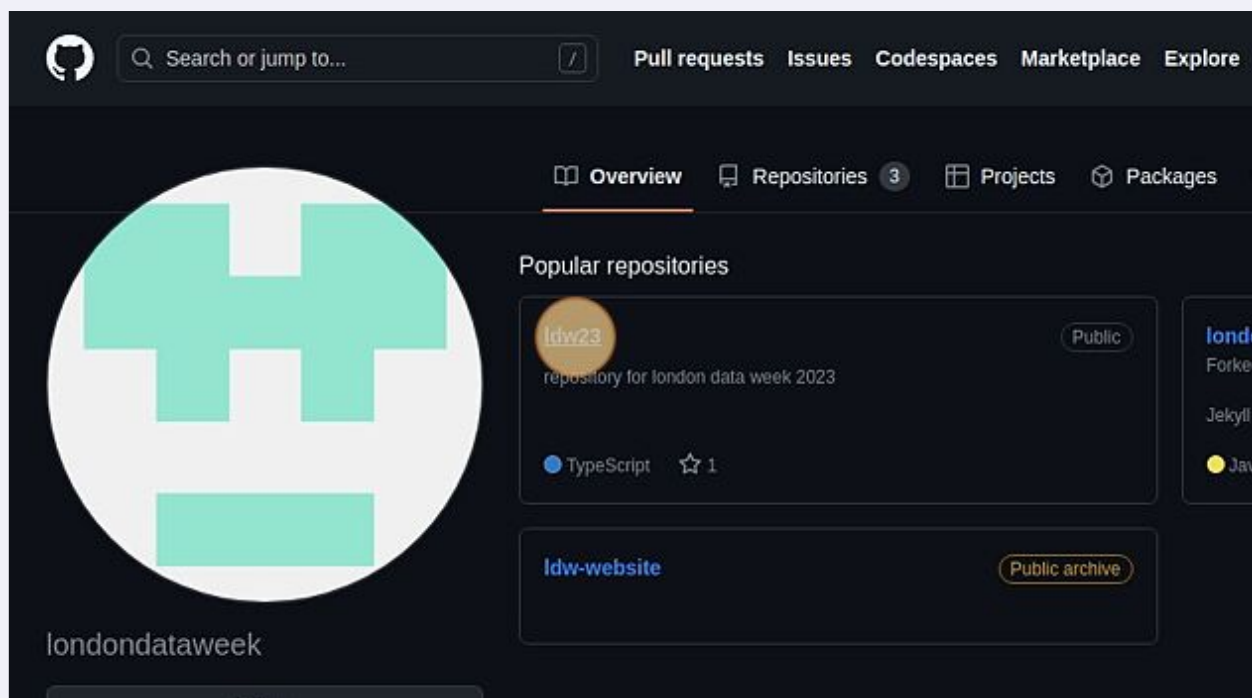
inable Cities (Day 2)	The Alan Turing Institute, UCL, QMUL	4/7/2023	09:00 - 17:30	North West Wing, Lecture Theatre G22, WC1E 6BT	Publ
Today and Tomorrow	Greater London Authority (GLA)	3/7/2023	09:30 - 16:00	City Hall	Publ
for Society	The Royal Statistical Society	4/7/2023	10:00 - 16:00	RSS offices, Errol Street, EC1Y 8LX	Data
ligh Street	Greater London Authority (GLA)	5/7/2023	10:00 - 17:00	32 Shoreditch High Street - Sook	Exhil
				1-19 Torrington Place, Lecture	

3 Press **CTRL + A** to select all the data

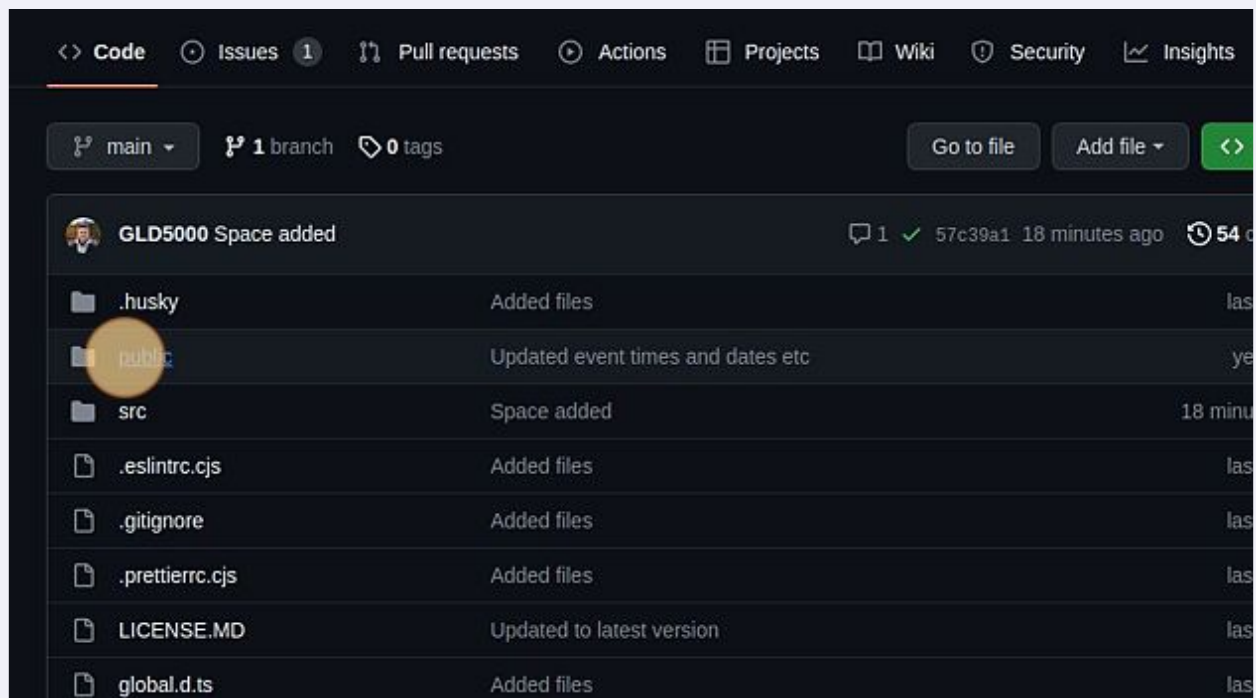
4 Press **CTRL + C** to copy the data to the clipboard

5 Navigate to github.com/londondataweek

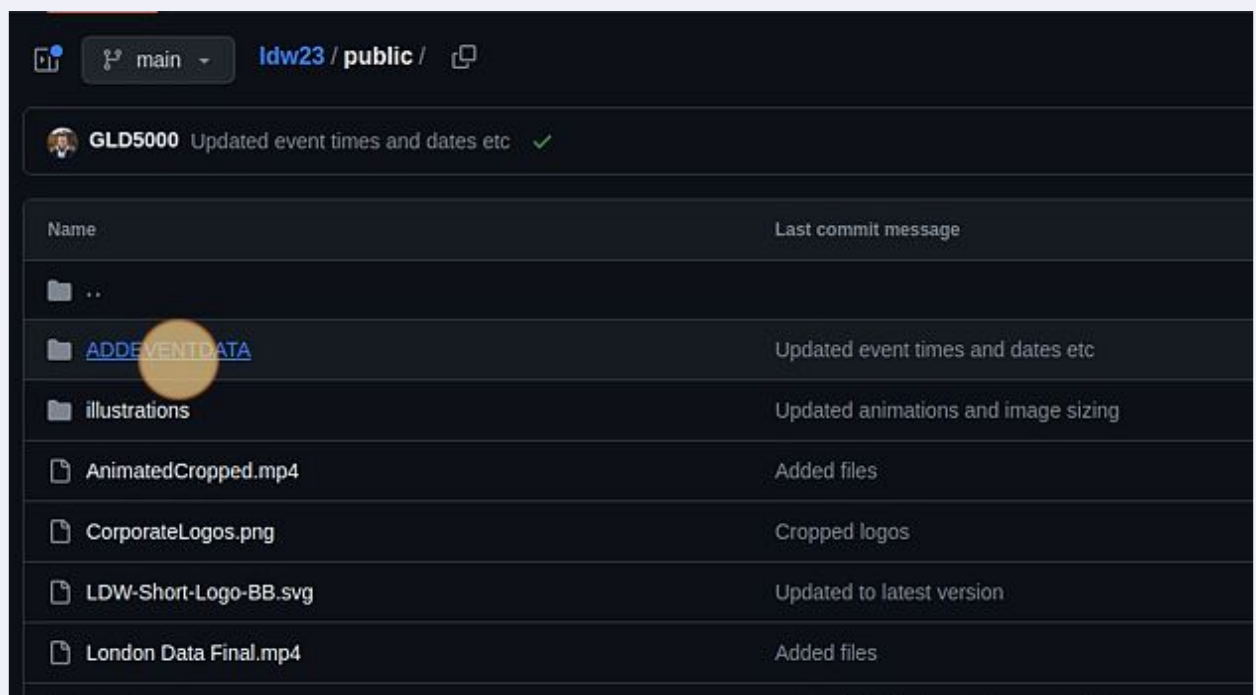
6 Click "ldw23" to enter the repository



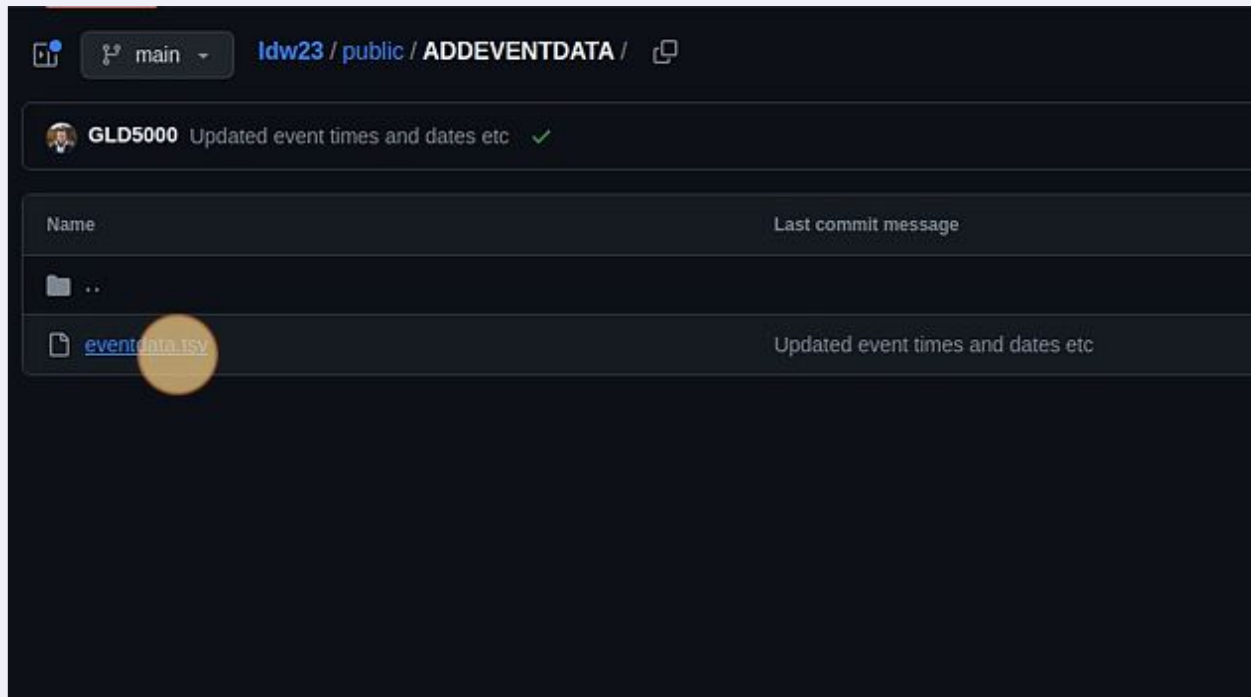
7 Click "public" folder



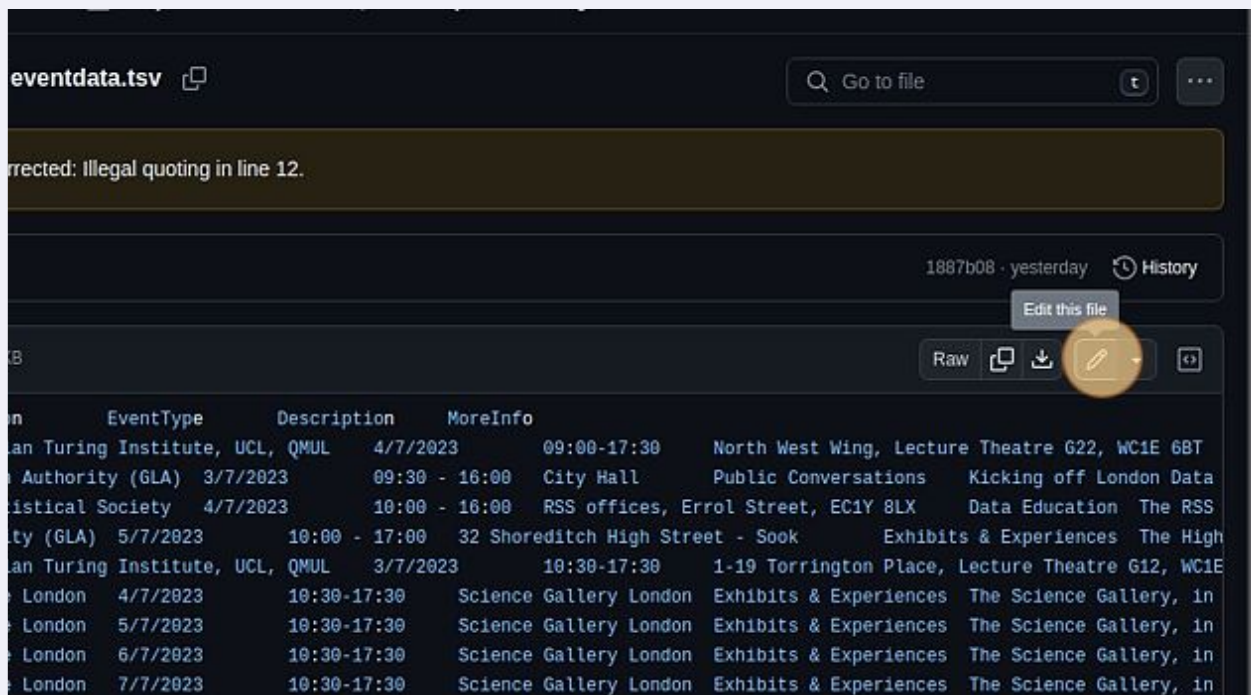
8 Click "ADDEVENTDATA" folder



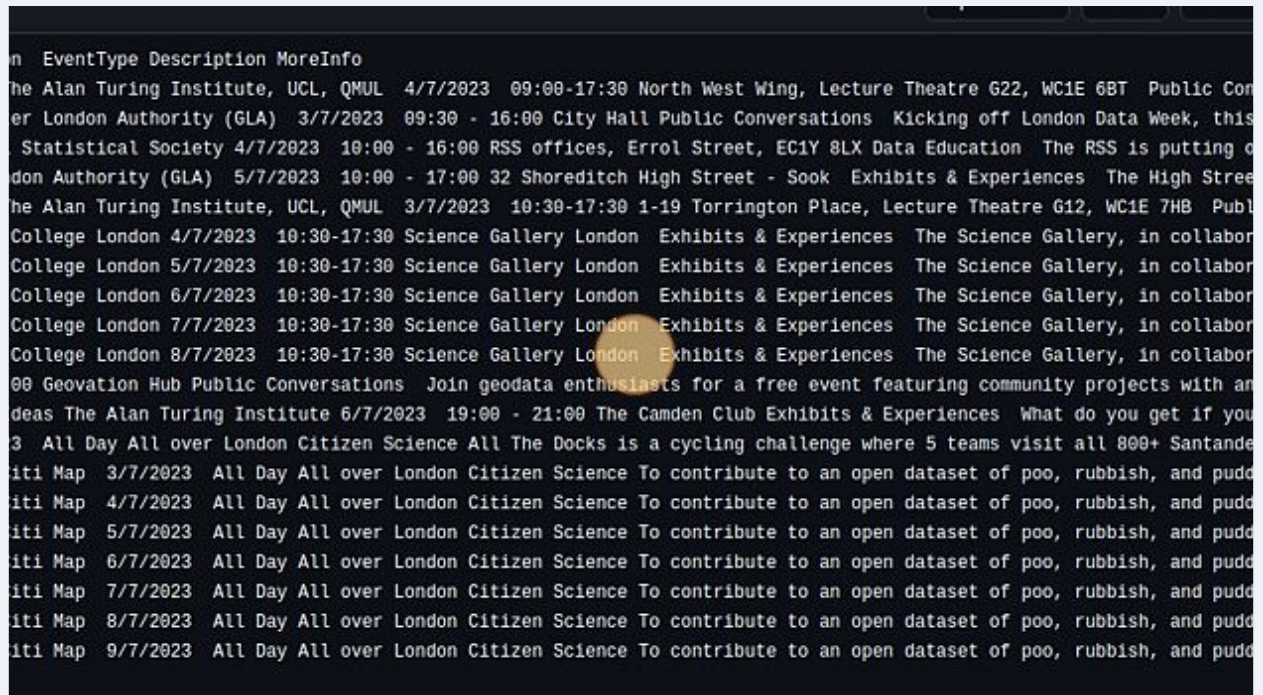
9 Click "eventdata.tsv" file



10 Click pencil icon (edit this file)



11 Click somewhere in the body of text



Event Type	Description	More Info
The Alan Turing Institute, UCL, QMUL	4/7/2023 09:00-17:30 North West Wing, Lecture Theatre G22, WC1E 6BT	Public Con
er London Authority (GLA)	3/7/2023 09:30 - 16:00 City Hall Public Conversations	Kicking off London Data Week, this
Statistical Society	4/7/2023 10:00 - 16:00 RSS offices, Errol Street, EC1Y 8LX	Data Education The RSS is putting o
don Authority (GLA)	5/7/2023 10:00 - 17:00 32 Shoreditch High Street - Sook	Exhibits & Experiences The High Stree
The Alan Turing Institute, UCL, QMUL	3/7/2023 10:30-17:30 1-19 Torrington Place, Lecture Theatre G12, WC1E 7HB	Publ
College London	4/7/2023 10:30-17:30 Science Gallery London	Exhibits & Experiences The Science Gallery, in collabor
College London	5/7/2023 10:30-17:30 Science Gallery London	Exhibits & Experiences The Science Gallery, in collabor
College London	6/7/2023 10:30-17:30 Science Gallery London	Exhibits & Experiences The Science Gallery, in collabor
College London	7/7/2023 10:30-17:30 Science Gallery London	Exhibits & Experiences The Science Gallery, in collabor
College London	8/7/2023 10:30-17:30 Science Gallery London	Exhibits & Experiences The Science Gallery, in collabor
00 Geovation Hub	Public Conversations	Join geodata enthusiasts for a free event featuring community projects with an
deas The Alan Turing Institute	6/7/2023 19:00 - 21:00 The Camden Club	Exhibits & Experiences What do you get if you
3 All Day	All over London Citizen Science All The Docks	is a cycling challenge where 5 teams visit all 800+ Santande
iti Map	3/7/2023 All Day All over London Citizen Science	To contribute to an open dataset of poo, rubbish, and puds
iti Map	4/7/2023 All Day All over London Citizen Science	To contribute to an open dataset of poo, rubbish, and puds
iti Map	5/7/2023 All Day All over London Citizen Science	To contribute to an open dataset of poo, rubbish, and puds
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iti Map	9/7/2023 All Day All over London Citizen Science	To contribute to an open dataset of poo, rubbish, and puds

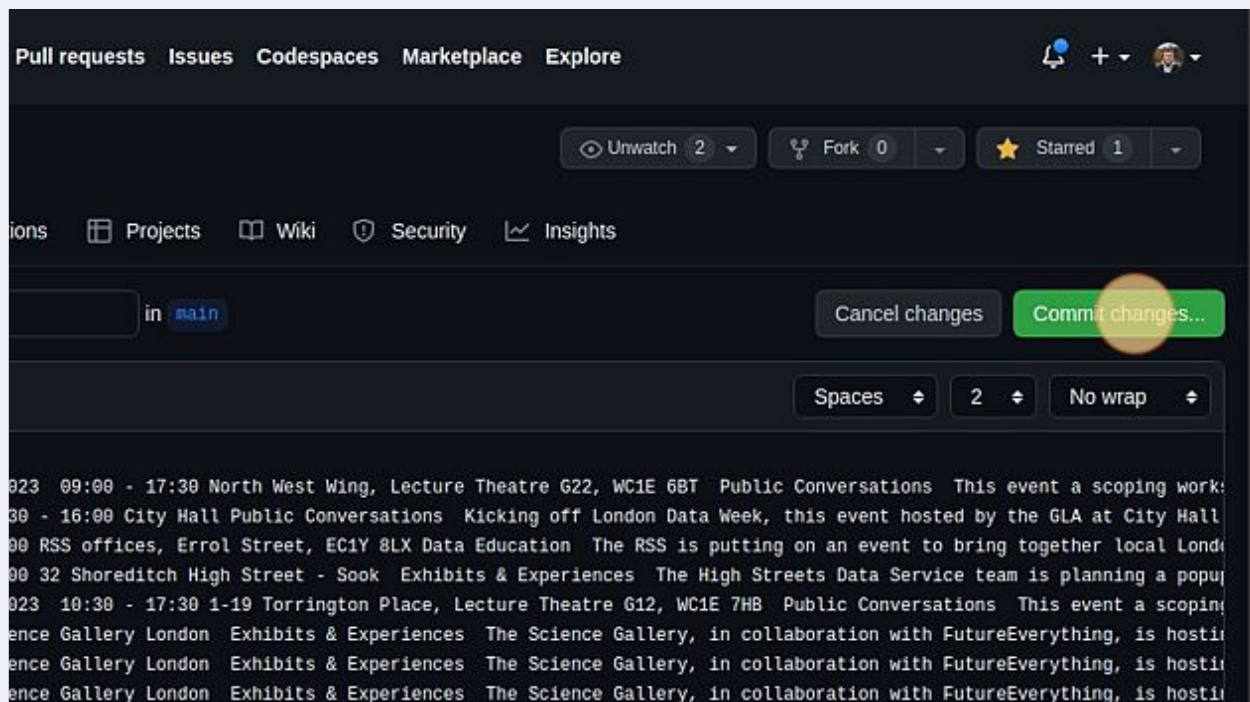
12 Press **CTRL** + **A** to select all

13 Press **CTRL** + **V** to paste the data you copied earlier

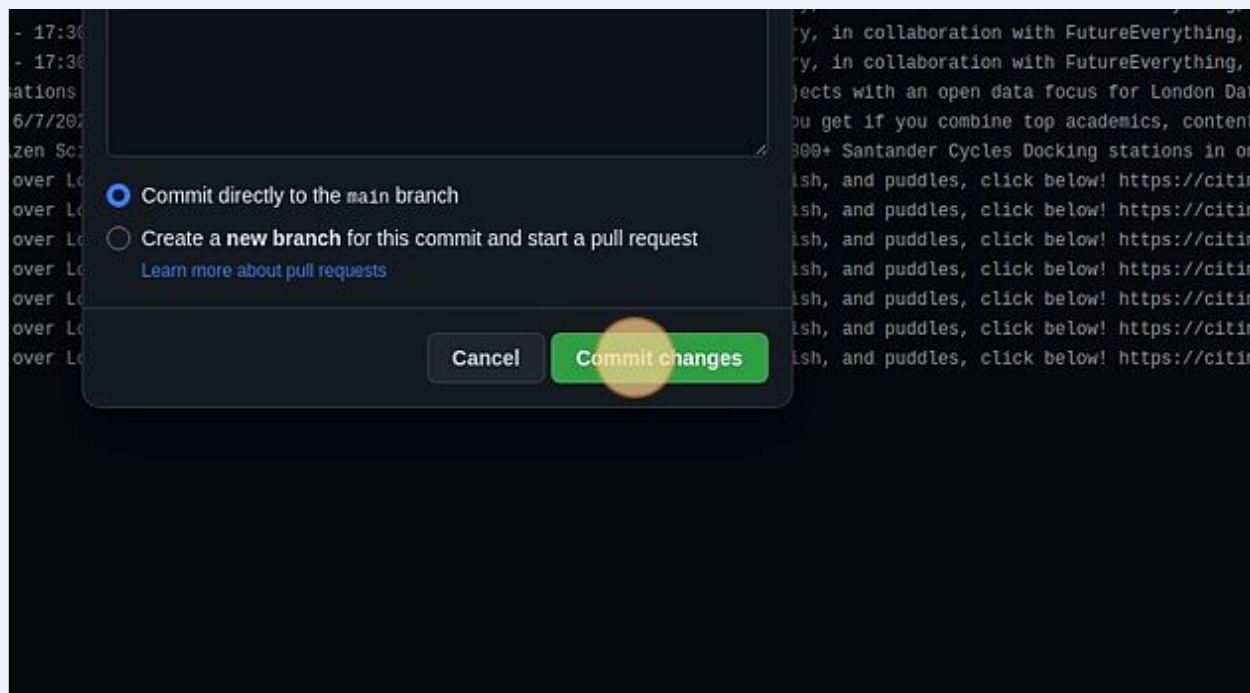


Check the data - if something does not look right, click 'Cancel changes'

14 If all looks good, click "Commit changes..."



15 Confirm "Commit changes" directly to the main branch



16

The changes you made will now be pushed to the main branch and automatically deploy to the Vercel hosting. You should receive an email from Vercel[bot] letting you know deployment was successful

17

Navigate to www.londondataweek.org

18

Check your update has deployed correctly and then you are finished- well done!