How to: Update Event Data for the LDW website

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

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

⚠️ Remember to get rid of any line breaks in your data!

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2 Click a cell

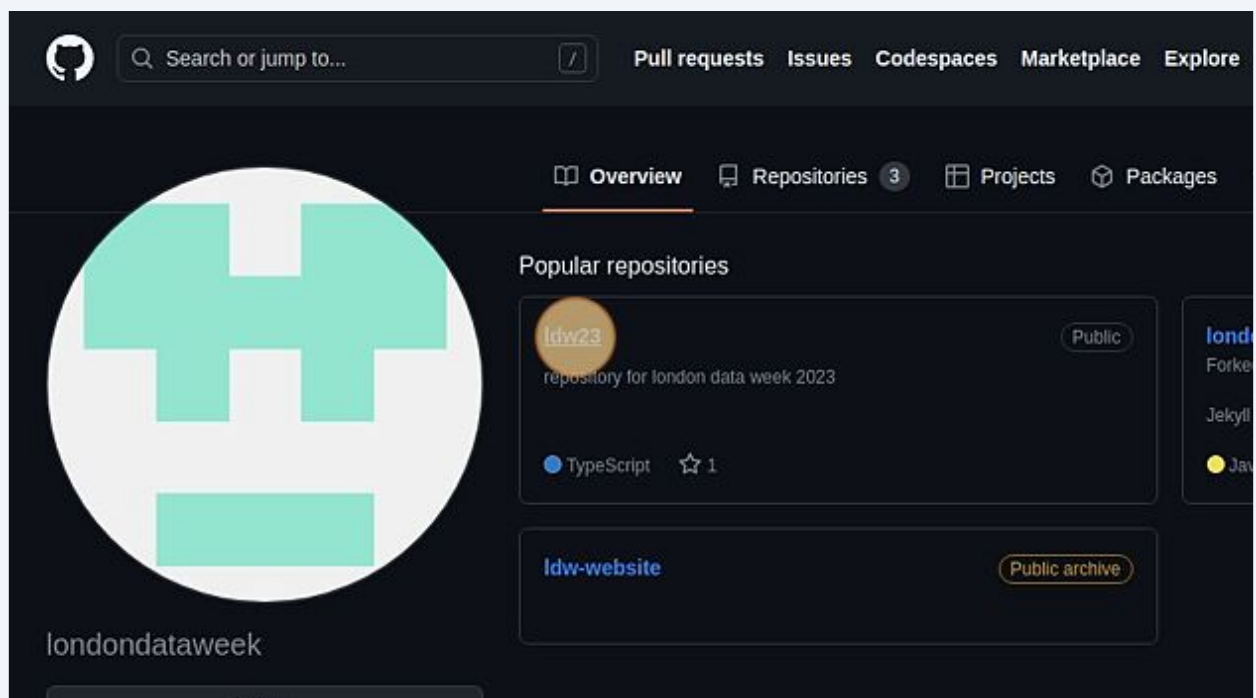|					
inable Cities (Day 2)	The Alan Turing Institute, UCL, QMUL		4/7/2023	09:00 - 17:30	North West Wing, Lecture Theatre G22, WC1E 6BT	Publ
Today and Tomorrow	Greater London Authority (GLA)		3/7/2023	09:30 - 16:00	City Hall	Publ
for Society	The Royal Statistical Society		4/7/2023	10:00 - 16:00	RSS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

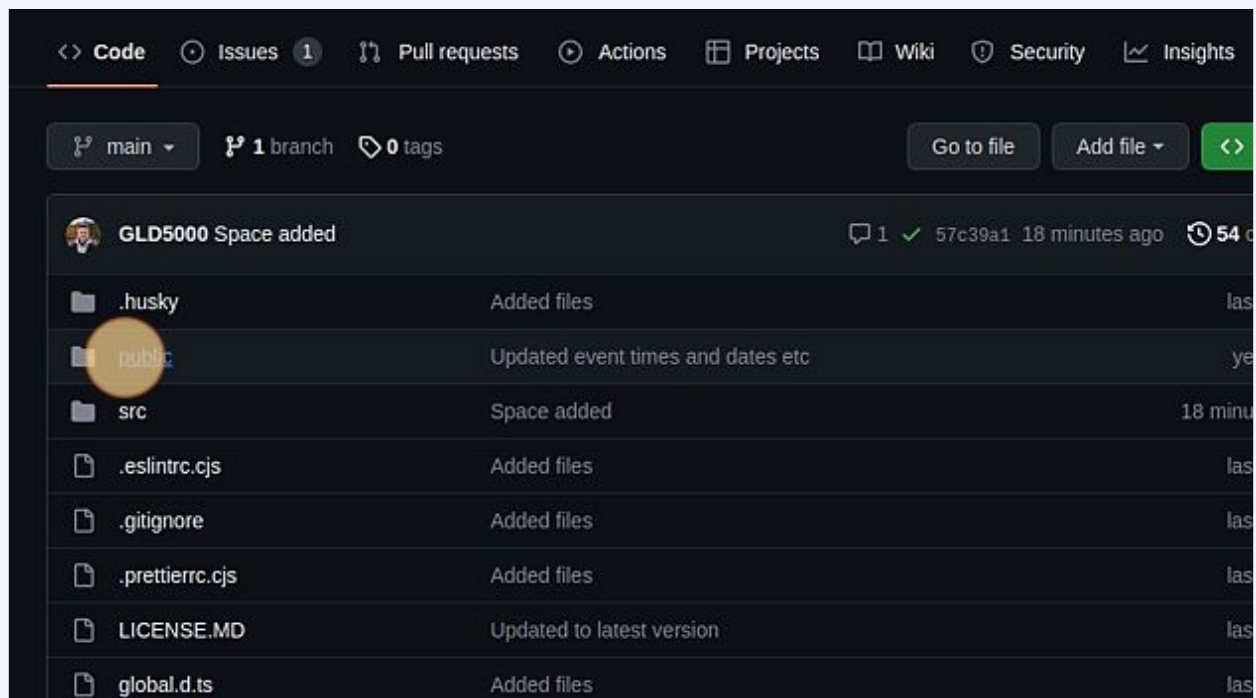**3** Press **CTRL** + **A** to select all the data

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

5   Navigate to github.com/londondataweek
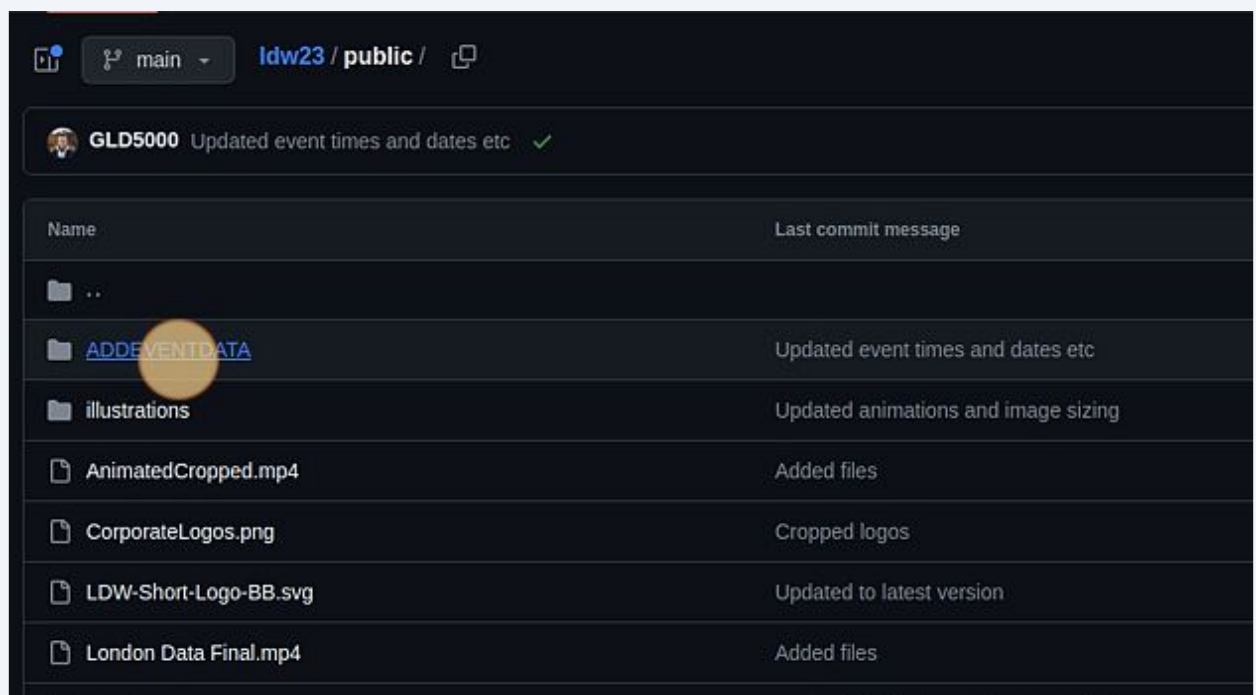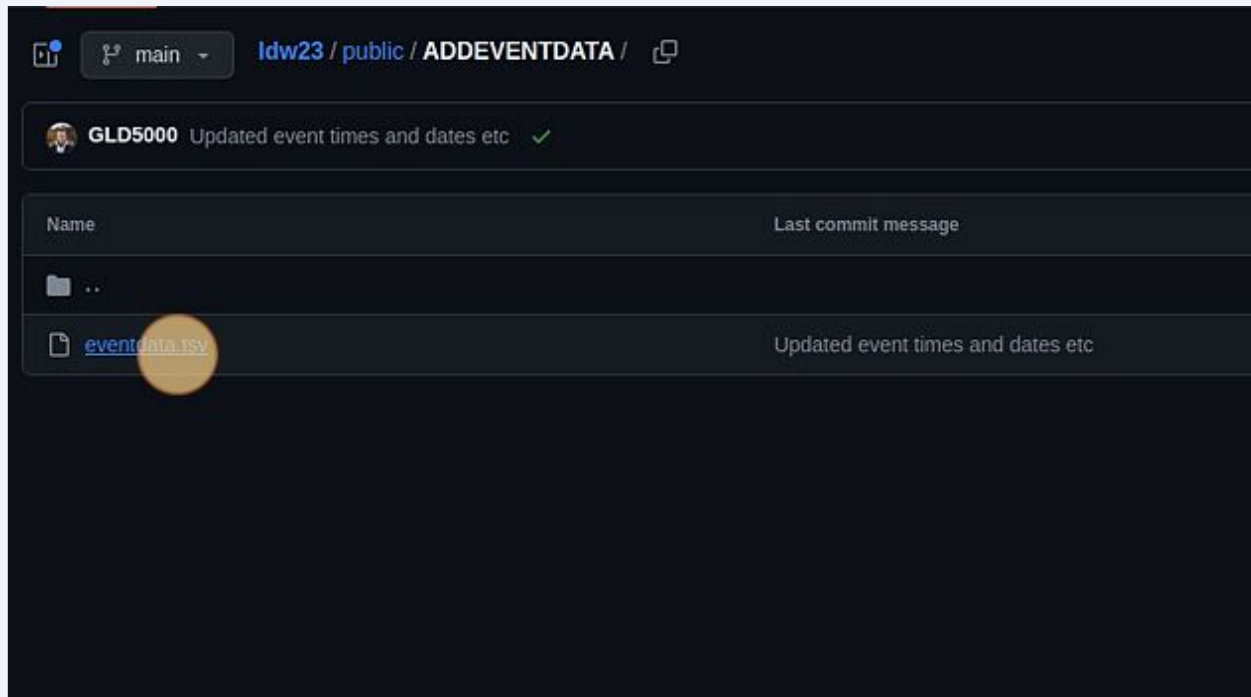
6   Click "ldw23" to enter the repository
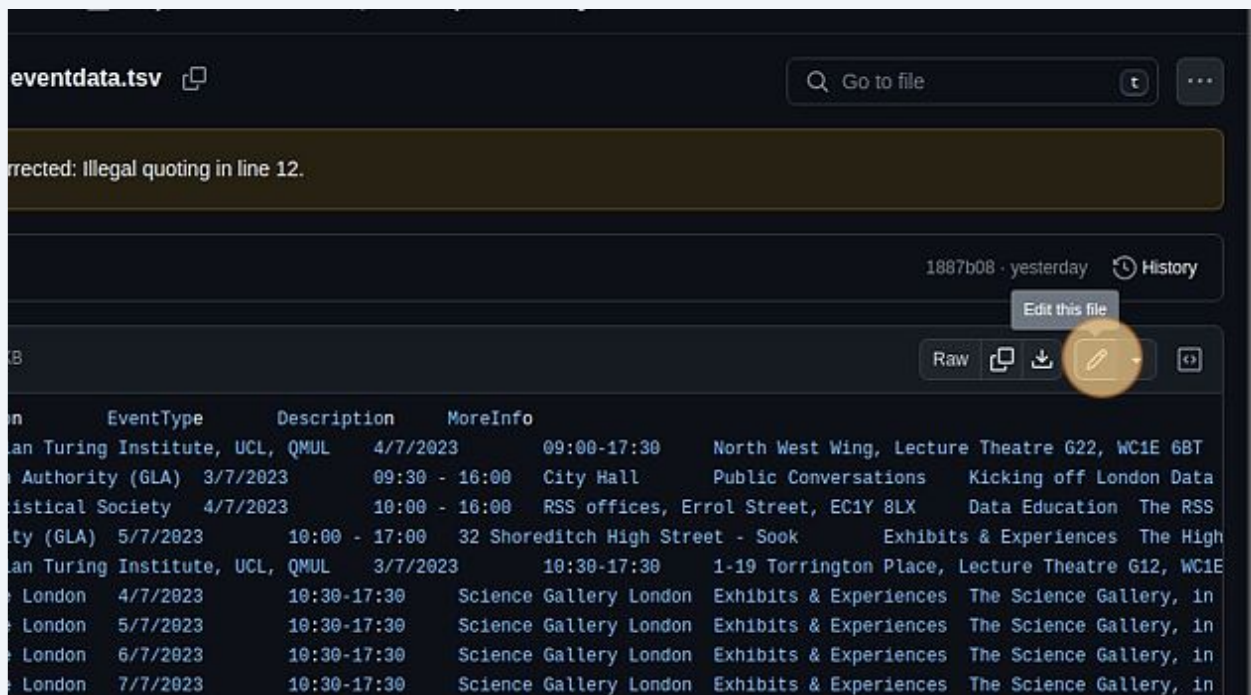
7 Click "public" folder

8 Click "ADDEVENTDATA" folder
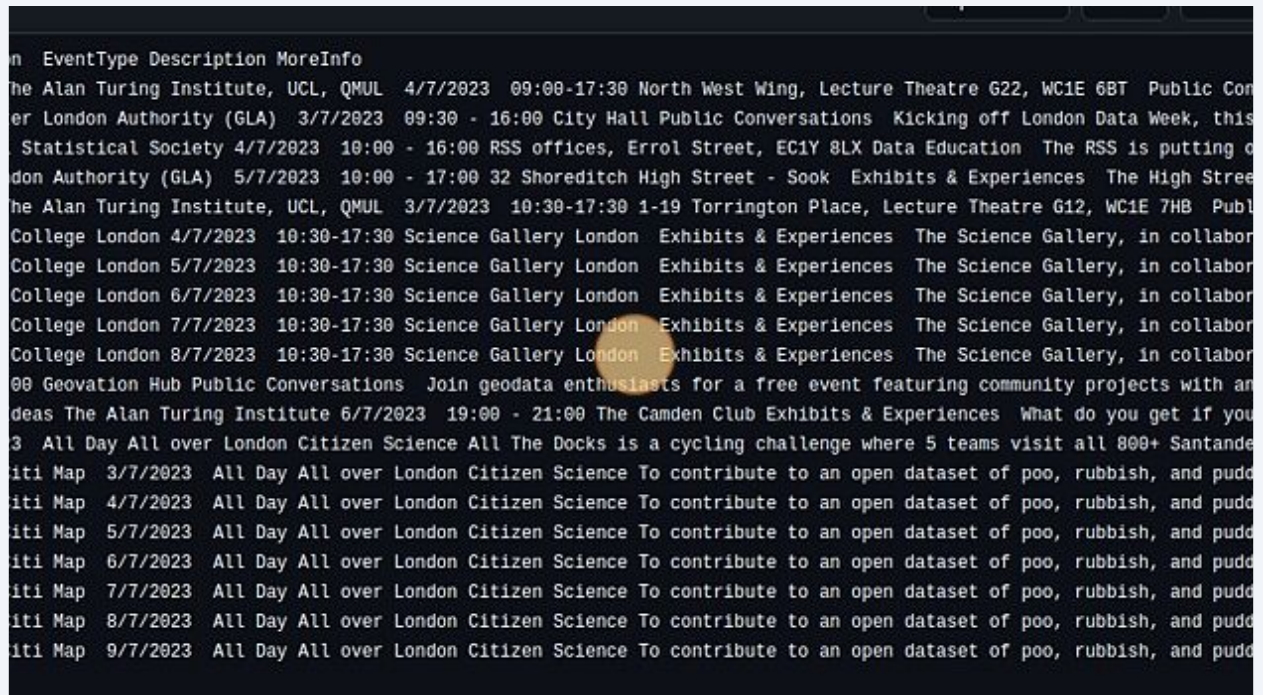
9   Click "eventdata.tsv" file

10   Click pencil icon (edit this file)

11 Click somewhere in the body of text

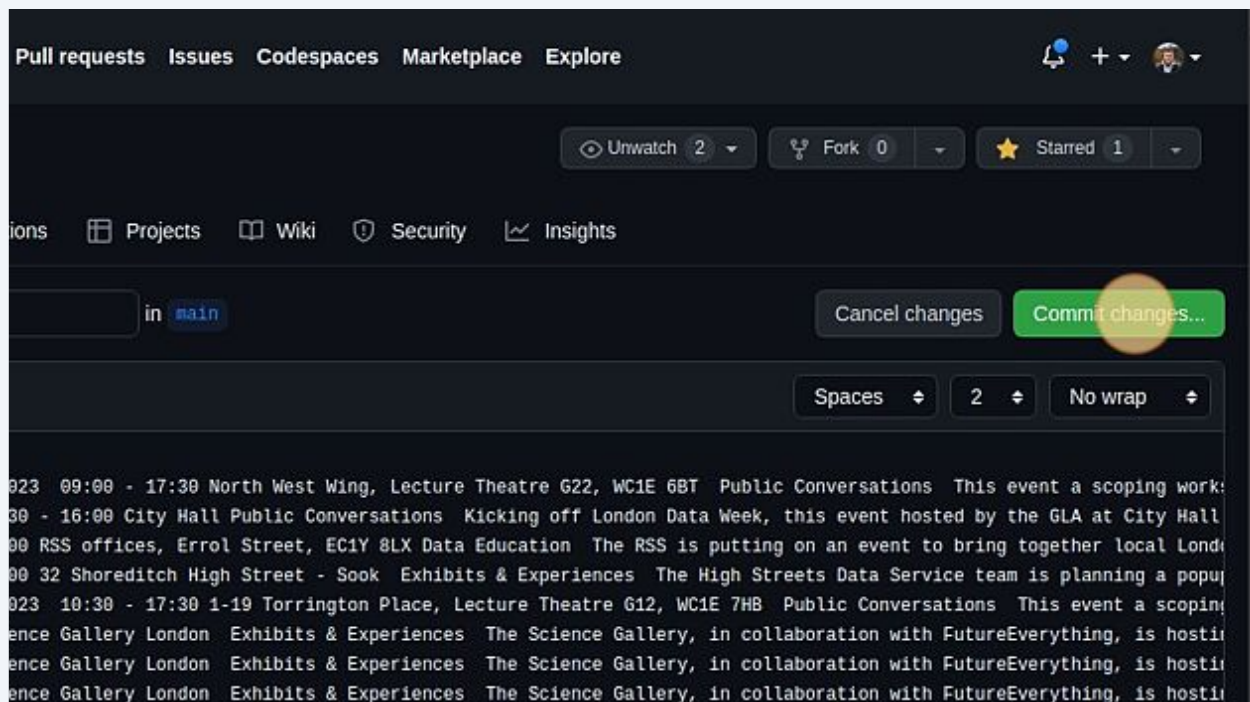**12** Press **CTRL** + **A** to select all

13 Press **CTRL** + **V** to paste the data you copied earlier
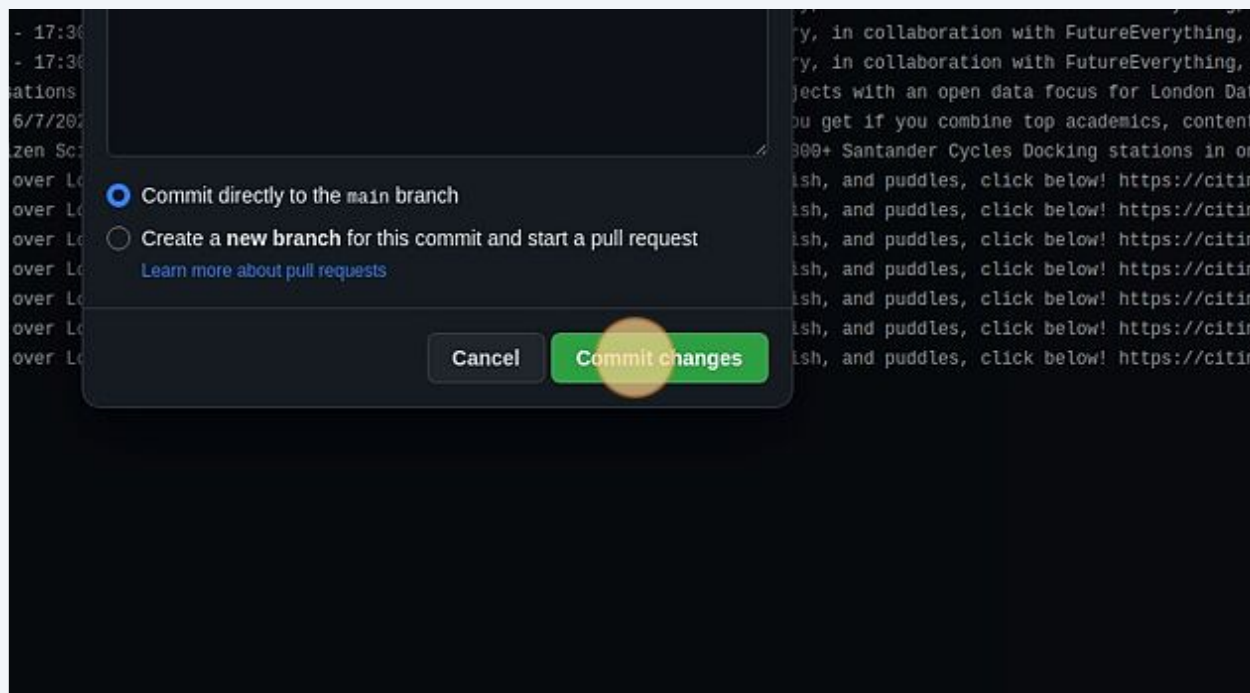
⚠️ Check the data - if something does not look right, click 'Cancel changes'

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 deplyment was successful

17   Navigate to www.londondataweek.org

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