## 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...

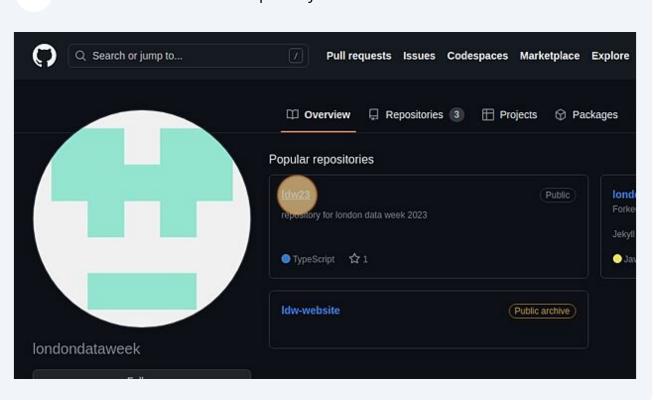


Remember to get rid of any line breaks in your data!

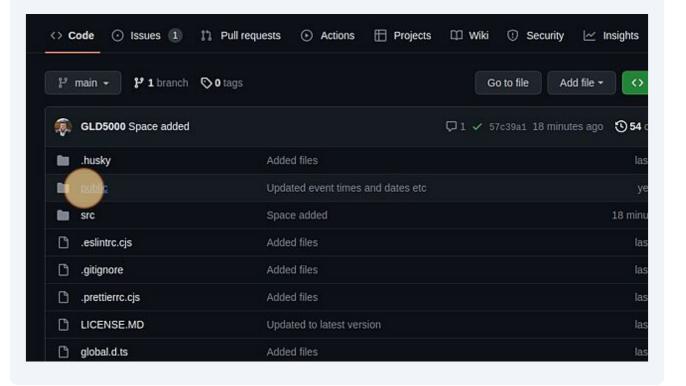
2 Click a cell North West Wing, The Alan Turing Institute, UCL, Lecture Theatre 4/7/2023 09:00 - 17:30 G22, WC1E 6BT inable Cities (Day 2) QMUL 3/7/2023 09:30 - 16:00 City Hall Today and Tomorrow Greater London Authority (GLA) Publ RSS offices, Errol for Society The Royal Statistical Society 4/7/2023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

3 Press CTRL + A to select all the data

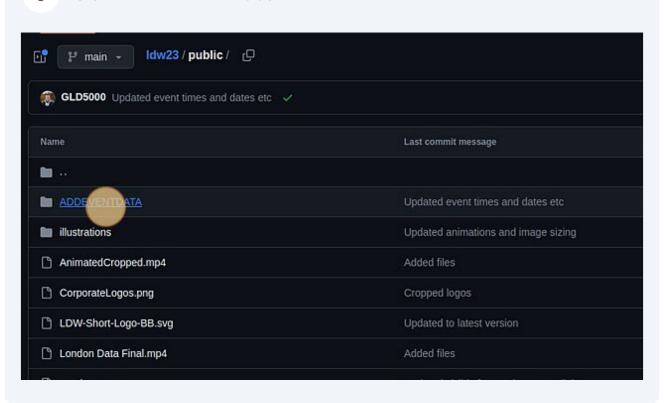
- 4 Press CTRL + C to copy the data to the clipboard
- 5 Navigate to <u>github.com/londondataweek</u>
- 6 Click "Idw23" to enter the repository

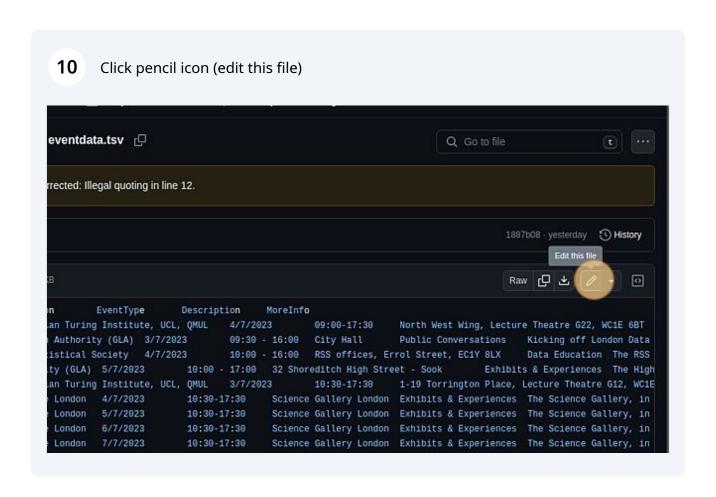


## **7** Click "public" folder



## 8 Click "ADDEVENTDATA" folder





11 Click somewhere in the body of text

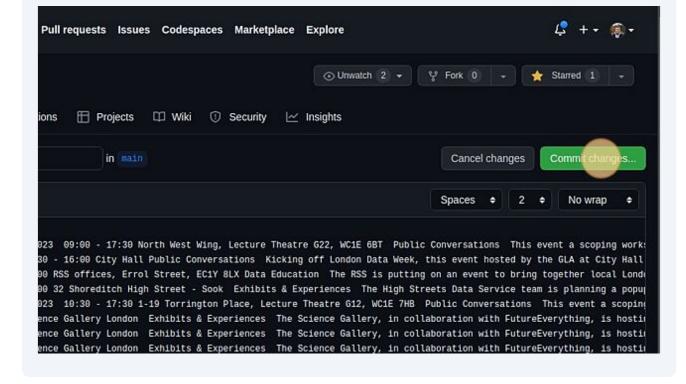
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n EventType Description MoreInfo
he Alan Turing Institute, UCL, QMUL 4/7/2023 09:00-17:30 North West Wing, Lecture Theatre G22, WC1E 6BT Public Cor
er London Authority (GLA) 3/7/2023 09:30 - 16:00 City Hall Public Conversations Kicking off London Data Week, this
Statistical Society 4/7/2023 10:00 - 16:00 RSS offices, Errol Street, EC1Y 8LX Data Education The RSS is putting of
don Authority (GLA) 5/7/2023 10:00 - 17:00 32 Shoreditch High Street - Sook Exhibits & Experiences The High Street
he Alan Turing Institute, UCL, QMUL 3/7/2023 10:30-17:30 1-19 Torrington Place, Lecture Theatre G12, WC1E 7HB Publ
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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 pudd
iti Map  4/7/2023  All Day All over London Citizen Science To contribute to an open dataset of poo, rubbish, and pudd
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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 pudd
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- 12 Press CTRL + A to select all
- Press CTRL + V to paste the data you copied earlier

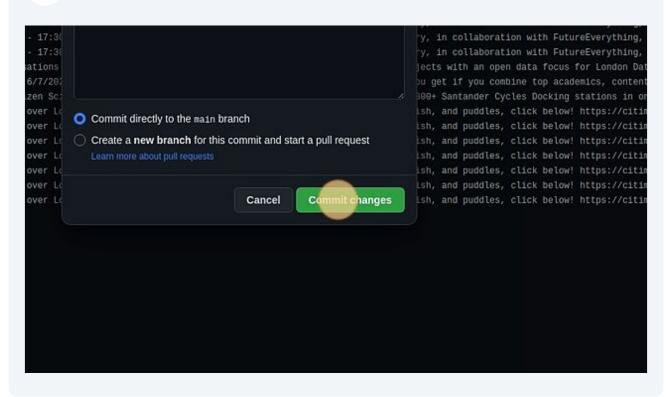


Check the data - if something does not look right, click 'Cancel changes'

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







- 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 <u>www.londondataweek.org</u>
- 18 Check your update has deployed correctly and then you are finished- well done!