

How to update your Venue/Event/Item details via Guestlink

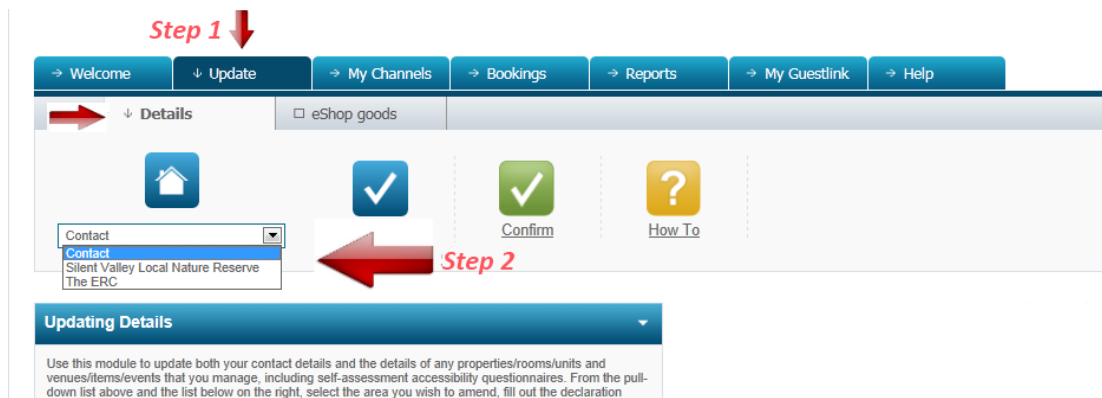
Go to www.guestlink.co.uk/cymru and select 'login to guestlink' - If do not have your unique log In please contact your data steward on 0845 5190511

LOGIN TO GUESTLINK

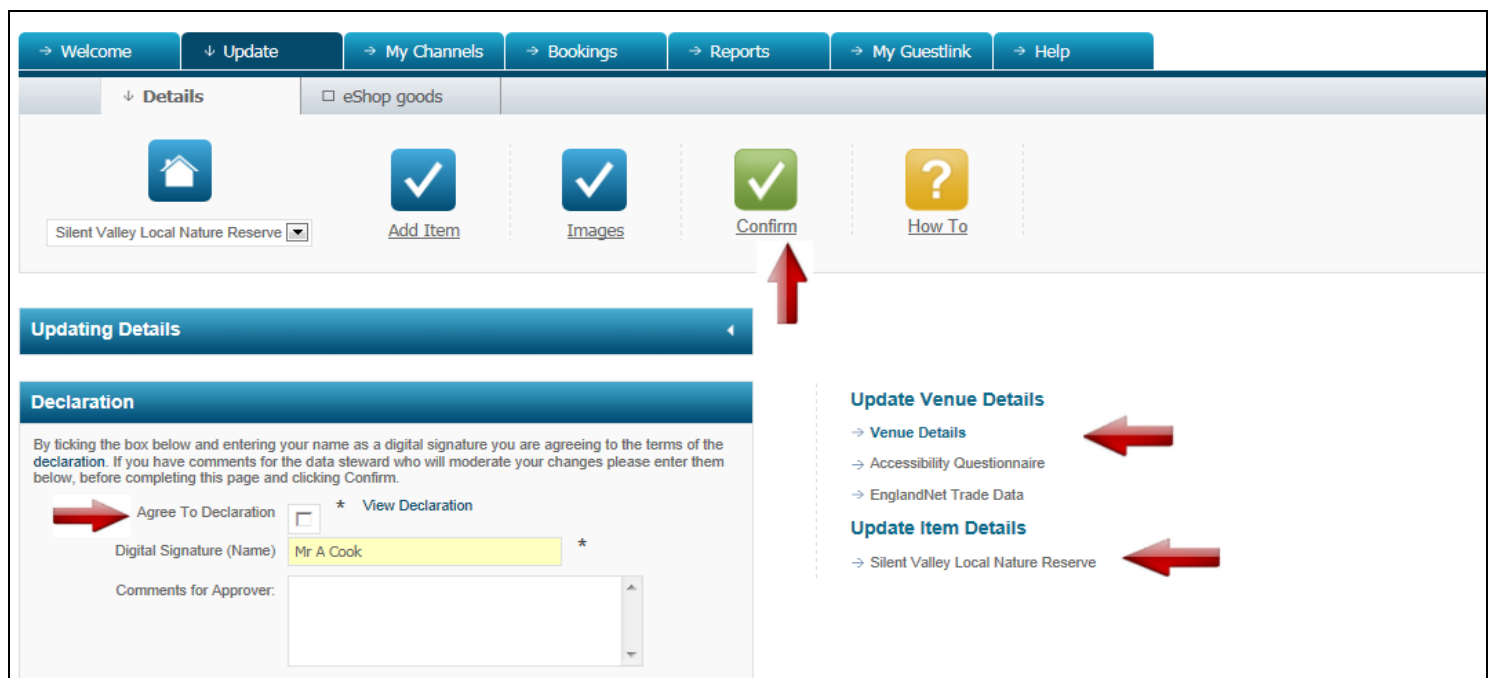
Step 1) once you have logged into Guestlink Cymru, click '**Update**' on the main menu and then select '**Details**' from the sub-menu below

Step 2) Select 'contact/ 'your venue name' from the drop down list located under the house icon

(Scroll down the page to view selected details)



NB: If you make any changes to your details please put a tick in the '**agree to declaration box**' and then click the green '**confirm**' button found at the top and bottom of each page to save the changes



On the right hand side you will notice an option for **'accessibility questionnaire'** and **'Travel trade'**. You have access to update any of this information directly online if you wish to take part in travel trade and provide accessibility information.

Below **'Update venue Details'** Section you will notice the **'Update item detail section'** Here is where you find all the items you currently have listed e.g. the nature reserve is listed, if you had a café, walking routes etc you could also include these entries. This is also where you would find your events listed once included

Agreement

If you agree to your information being used in the following ways, please tick the appropriate boxes:

- The tourism promoters sometimes make data available to carefully selected organisations whose products and services may be of interest to you. Please tick if you wish your data to be passed on in this way.
- The tourism promoters sometimes make data available to carefully selected organisations for inclusion in tourism-related publications and websites for the purpose of, but not limited to, providing you with potential additional customers and/or sales leads. Please tick if you wish your data to be passed on in this way.
- Please tick if you consent to the tourism promoters passing the information you have supplied to persons and/or organisations located outside the European Economic Area.

NB: Please also read and ensure the appropriate data protection questions are selected at the bottom of your contact information page

To add additional item types/events

Steps 1) on your business page select **'Add Item'**

Step 2) Select the **type** of item you wish to add to your entry.


Type Of Dates & Times

To add a new event, please select 'Event Times' from the list and then click 'Set Type'

Open all day, every day

Seasonal opening times

Event times

 [Set Type](#)

Step 3) fill in all the relevant information ensuring your description, item type etc are correct.

Once happy with the above information please click **'Confirm'** to bring up a date box to add the **time and date** of the event/item.