

How to list on Eggmeg

1. REGISTER. Click on the register link, found on the left hand menu - Complete your details. Your e-mail address will be your user name
2. LOGIN
3. SHOPPING CART. Pay by credit card. Choose your suitable package. You will be taken to a secure site, then you can login and start listing
4. SHOPPING CART. Pay by cheque, simply click the "details here" link at the top. This will bring you to an identical shopping cart, choose a suitable package. The next screen will inform you of where to send the payment. Print off this form – enclose it with your payment. Your account will be activated upon receipt of payment and a confirmation e-mail will be sent to you.
5. LOGIN
6. To start listing, choose "List an event"
7. There are three pull-down menus to choose from: "Events Organiser" or "Instructor", type of activity, then the style of activity. (If the descriptive text in the pull-down menus does not describe your event, just let us know, we can add it in!
8. Now start telling us about the event.
9. DATE – the date defaults to today – make sure you set the right date!
10. TIME – There are two boxes for the time – one is "free" text. Write in whatever is appropriate for you. I.e. "Doors open at 7.30pm, talk starts at 8pm" or "7.30am until 9.30am". The second box is a pull-down menu, this positions your event in time order.
11. The "NEXT" page is for full address, transport, tube, bus details.
12. POSTCODE – the area for the postcode is important. There is a search area that captures "local" events according to postcode. To enable you to capture a larger audience, please add in three neighbouring postcodes. If you are not sure what these could be – give us a call.
13. Nearly done. Add in your contact telephone number and decide if you want e-mail contact.
14. PLACE AN EVENT – Once this is done, you can easily edit your information at any time.