Adding your events to the Better Media Calendar:
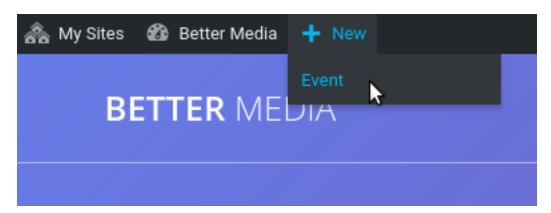
Log in

Go to https://bettermedia.uk/calendar/add-your-events/ and log in with any web service you already use:
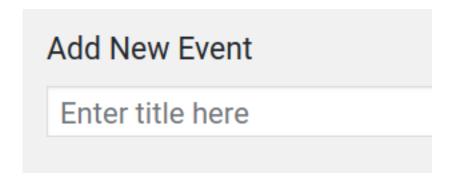

New Event
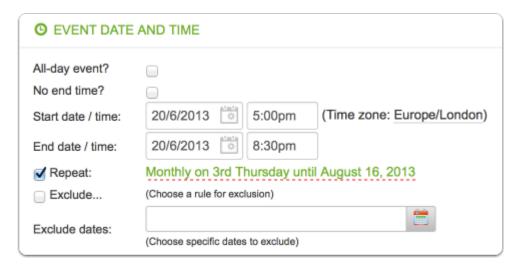
A tool bar and menu appears at the top of screen when you have logged in. Click '+ New' and then 'Event'.
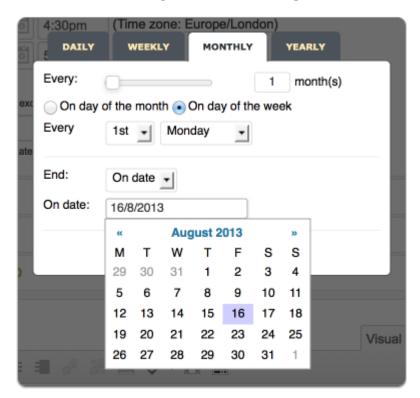

Add Event title

Enter Event date and time
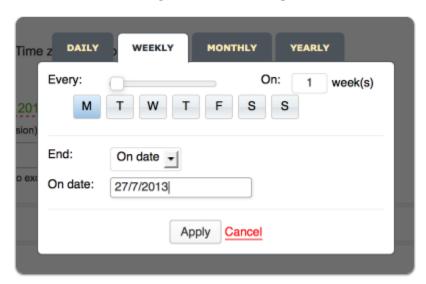

Add Event date and time.

IMPORTANT: the 'End date' should be the end of the first occurrence of your event if it repeats so will almost always be the same date. Here an event is already set to 'Repeat' monthly ending in August.
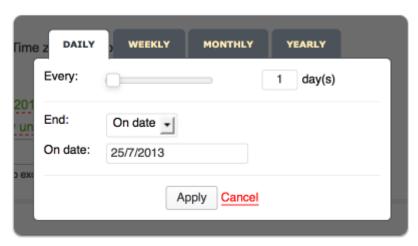
Set event to repeat - monthly

If you are adding a repeating event you need to make selections to show on what basis your event repeats. Here the 'Monthly' tab is set to repeat an event on the 1st Monday every month ending on the 16th August. Click 'Apply' when done (hidden by the calendar in this view).
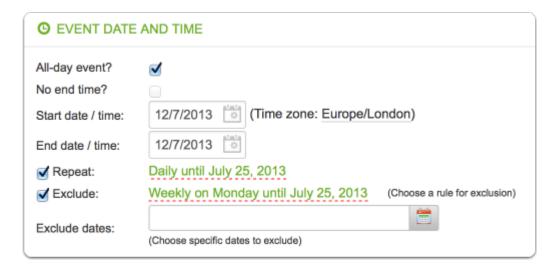
Set event to repeat - weekly

Here an event is being set to repeat weekly on a Monday.
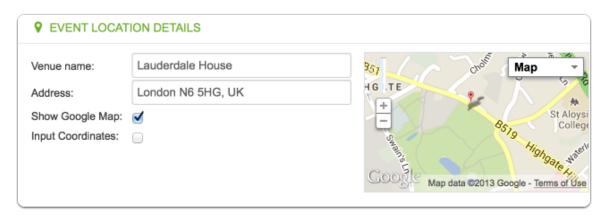
Set event to repeat - daily

An event repeating daily every day of the week. If the number top right was 2 it would repeat every other day.

Event date and time - exclude

You can also set to exclude one or more days in a week. Set to repeat daily and then tick 'Exclude' and make the relevant choices.
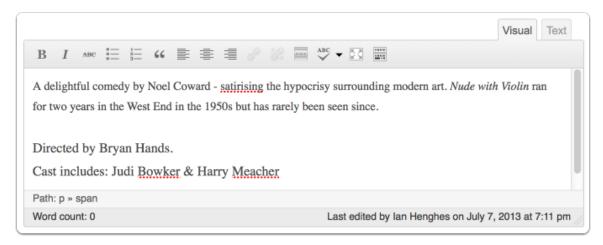
Event location details

It is very important to enter the name of your venue - this will appear after the @ in the event listing. Also enter 'London' and at least the postcode to be able to tick to 'Show Google Map' (on the details page)
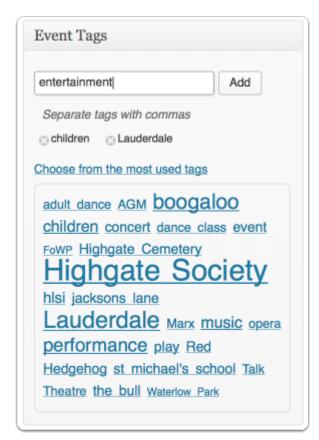
Further event details

Optionally add details for cost and contact details.

Event description

A delightful comedy by Noel Coward - satirising the hypocrisy surrounding modern art. *Nude with Violin* ran for two years in the West End in the 1950s but has rarely been seen since.

Directed by Bryan Hands.

Cast includes: Judi Bowker & Harry Meacher

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Word count: 0   Last edited by Ian Henghes on July 7, 2013 at 7:11 pm

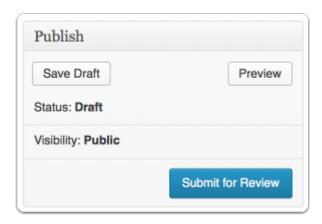You can enter further free text about your event in the textarea.

Add Event Tags

Add event tags to make it easier for people to find your event. Click 'choose from the most used tags' and click on each you want, you can also enter free text and click 'Add'. If you want to remove a tag click the small 'x' in a circle to the left of the tag to remove.

Submit Event

Click 'Submit for Review' when done. Your event will generally be reviewed within a few days and made live.

If you want to check how your event will look once published please make sure to click to 'Save Draft' before you 'Preview'.