

Step by Step Guide

How To List Your Event With Perth City & Towns

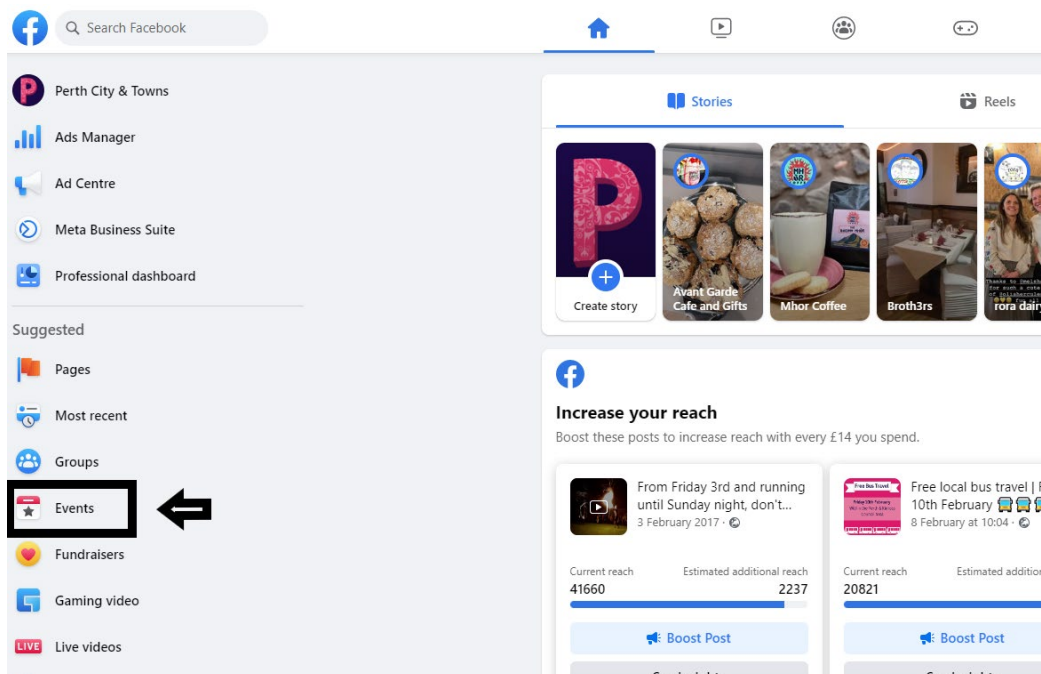
Perth City & Towns is the promotional arm of Perth & Kinross Council, supporting the tourism, retail and hospitality sector. As well as social media channels including Facebook, Instagram and YouTube, the brand has an extensive website which attracts circa 30,000 page views each month, with peaks of 100,000 at busy times such as Christmas.

Our [What's On page](#) is open to all Perth & Kinross based businesses and is currently managed via a Facebook plug-in. If you would like to list your event on our channels all you have to do is set up a Facebook event, add us a co-host and email us to let us know to look out for it.

The following step-by-step guide is here to help. Should you have any issues please contact social@perthcity.co.uk.

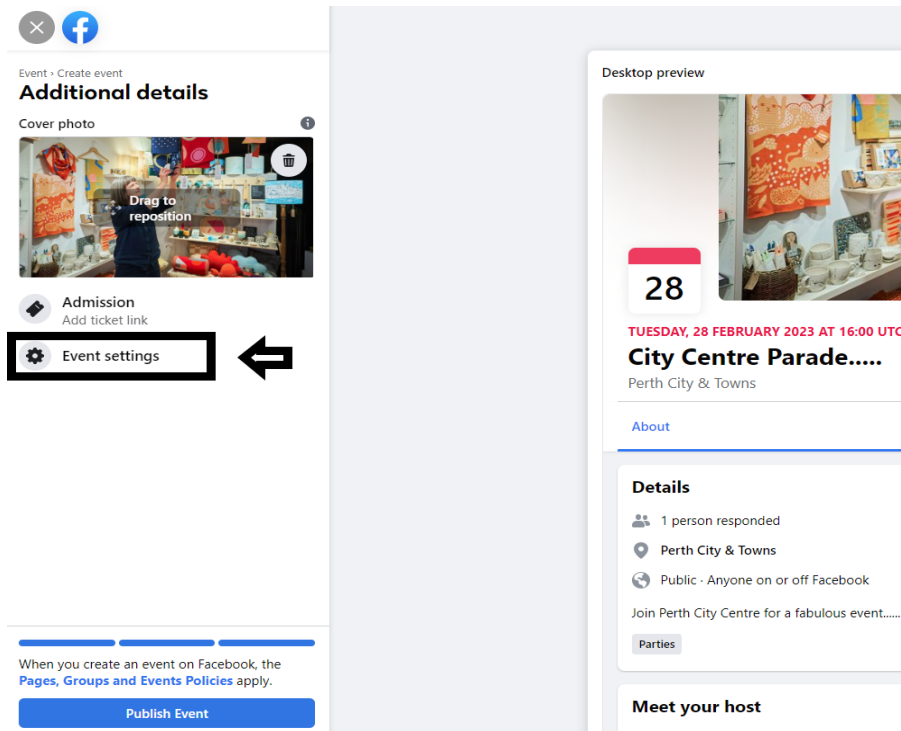
Add Perth City & Towns to a New Event

- 1. Create a new event:** From your business page news feed, select Events from the menu on the left-hand side and continue with the event process as normal.

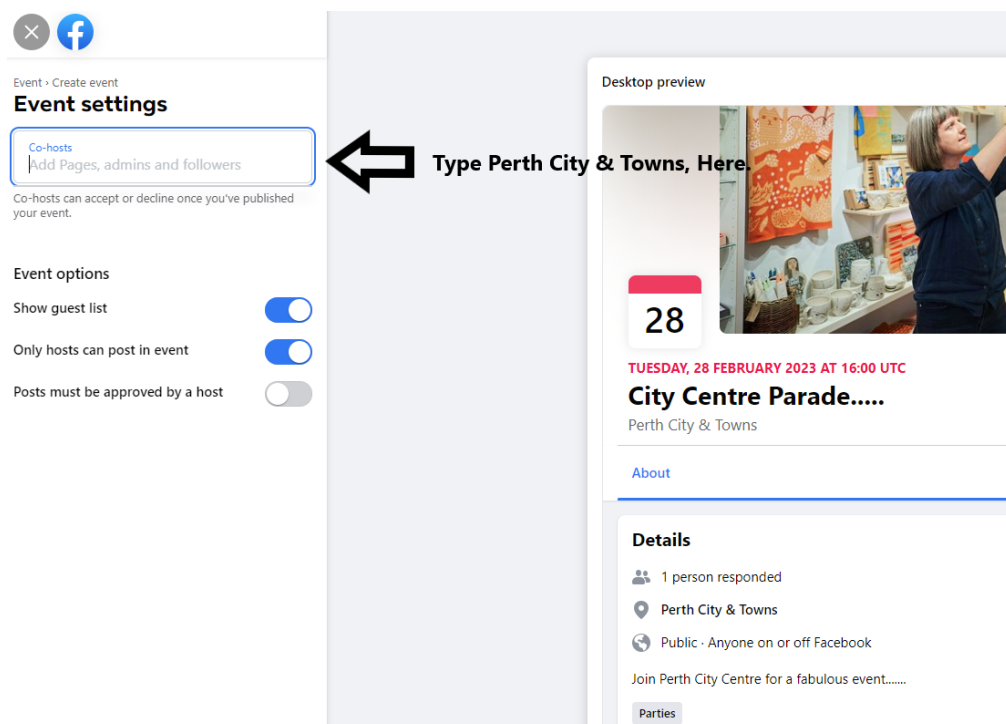


For those new to Facebook Events, please visit [Create A Facebook Event](#). This step-by-step guide from Meta will assist you in completing this first stage. We strongly recommend you follow this guidance if you are not familiar in setting up an In-Person or Online Event.

2. **Click Event Settings:** Once you have added in the Event details, name, dates, times, and description, you can add additional details. This is where you add a Co-host. Click on Event Settings.



3. **Add A Co-Host:** Add Perth City & Towns as shown below. Please ensure you type this name exactly. The co-host will show as pending until it is accepted at our end.



4. Publish your Event. Click save and publish your event.

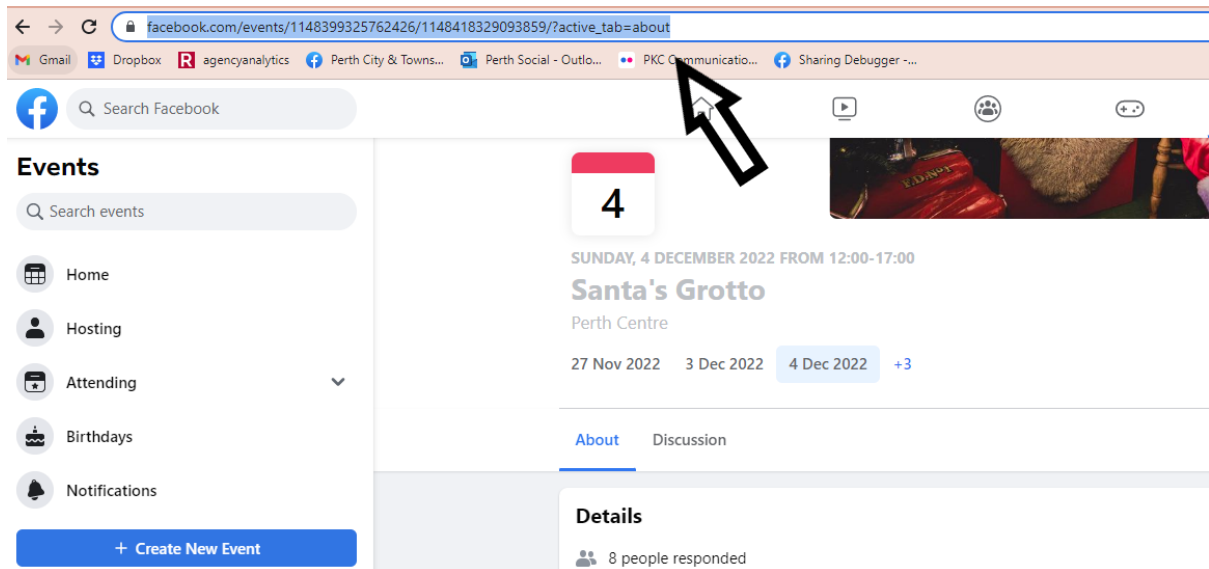
The screenshot shows the Facebook 'Event settings' interface on the left and a 'Desktop preview' on the right. The settings panel includes a 'Co-hosts' section with a search bar for 'Add Pages, admins and followers', a 'Pending' list with 'Perth & Kinross Council', and 'Event options' with three toggle switches: 'Show guest list' (on), 'Only hosts can post in event' (on), and 'Posts must be approved by a host' (off). The desktop preview shows an event titled 'City Centre Parade.....' for Tuesday, 28 February 2023 at 16:00 UTC, with details for 1 person responded, location 'Perth City & Towns', and a public audience.

5. View Upcoming Events. In the events section, navigate to “Hosting”. This will show your upcoming events. Click into the events that list us as a pending Co-Host. We recommend you do this immediately after publishing to ensure none are missed.

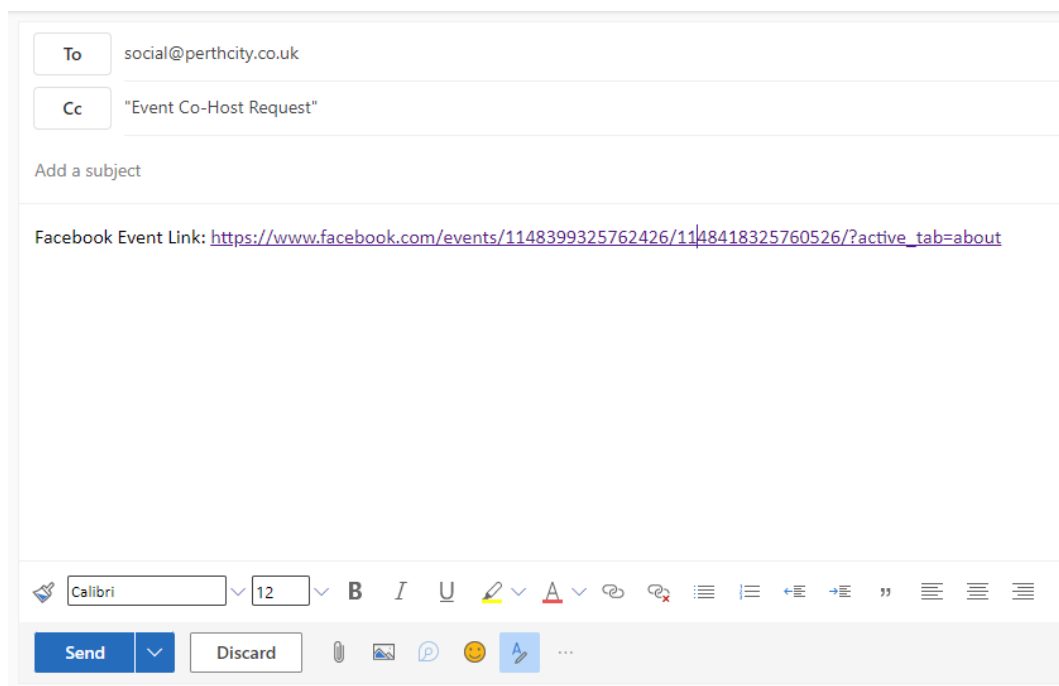
The screenshot shows the Facebook 'Events' page. The left sidebar has a navigation menu with 'Hosting' selected, indicated by a large black arrow. The main content area shows 'Your events' and 'Upcoming events' for February 2023. Three events are listed: 'Curious Minds: Dr Rebecca Sharman – Camouflage' (Friday 19:30), 'Birding for beginners' (Saturday 07:00), and 'Hello Again - A Tribute to Neil Diamond' (Saturday 19:30).

6. **Copy the Event Link:** Place your cursor in the browser bar and highlight the URL Link as shown below. Press Ctrl+C or right click your mouse and select “Copy” to copy this link.

You **must** send this link to us in order that we can accept the co-host request. In the past Facebook has notified co-hosts with regards to requests but this function is no longer reliable.



7. Compose a new email to social@perthcity.co.uk and paste the event Link within the body of the email. Please add “Co-Host Request” to the subject line.



8. What Happens Now?

Once your request has been reviewed and accepted, your event will appear on the [Perth City & Towns events section](#) on our website. The event will also appear in our news feed to our followers on Facebook and may be used in our e-newsletter to 20,000 people.

PERTH Perth City Centre ▾ Things To Do ▾ Be Inspired Think Big Perthshire Blog Business Directory | 🔍

Check out more Ideas for a fantastic Perthshire break here:


- [Quirky Accommodation in Perthshire >](#)
- [Spa Breaks and Hot Tub Hideaways >](#)
- [City Centre Restaurants >](#)
- [Think Big Perthshire Activities >](#)

Keep an eye on our [Facebook page](#) for full updates on all of the events and festivals listed below, and the new ones yet to come.

< Feb 20, 2023 > Search events here... 🔍 List Masonry Month Export Calendar

Events from February 20, 2023

24
FEB




Feb 24, 2023 @ 7:30 pm - 9:30 pm

CURIOUS MINDS: DR REBECCA SHARMAN – CAMOUFLAGE

A K Bell Library, 17 York Place, Perth, United Kingdom

[Read More](#) [Get Tickets](#)

25
FEB



Feb 25, 2023 @ 7:00 am - 8:30 am

BIRDING FOR BEGINNERS

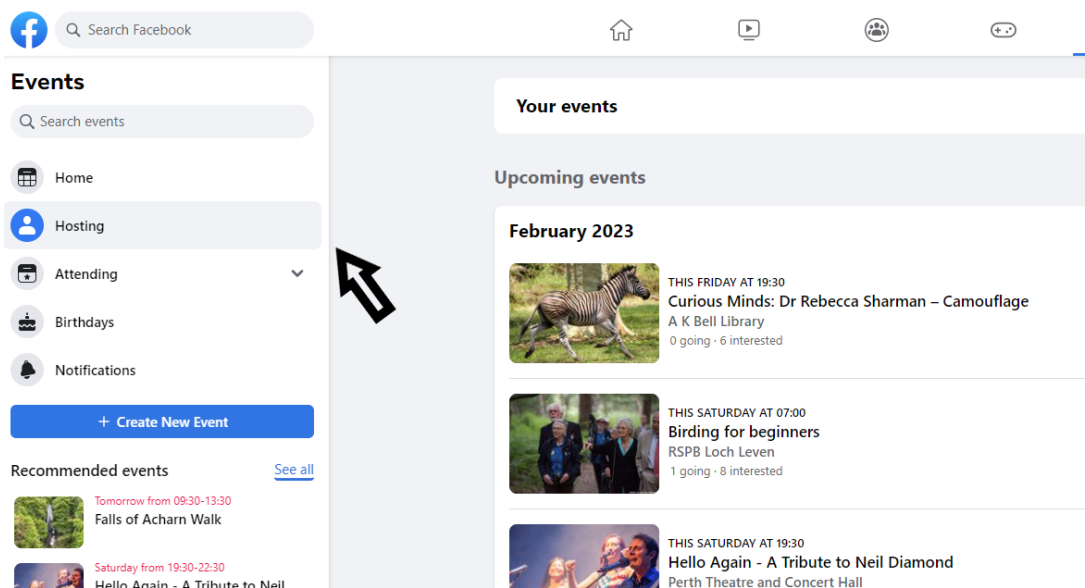
RSPB Loch Leven, RSPB Scotland Loch Leven, Kinross, United Kingdom

[Read More](#) [Get Tickets](#)

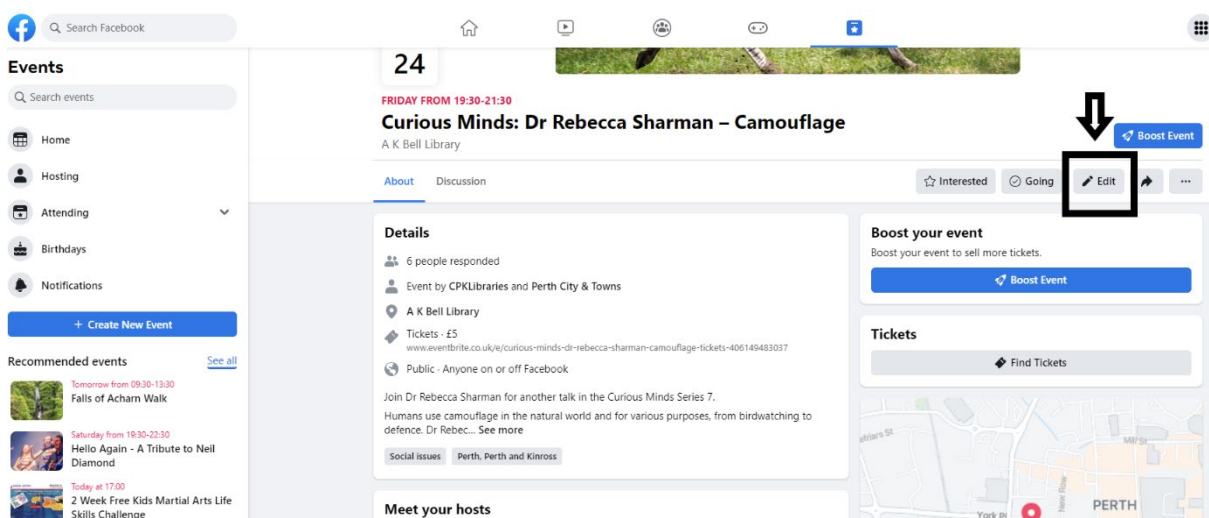
Add Perth City & Towns to an Existing Event

If you have already created your facebook event and would like to add us as a Co-Host retrospectively, please follow the steps below.

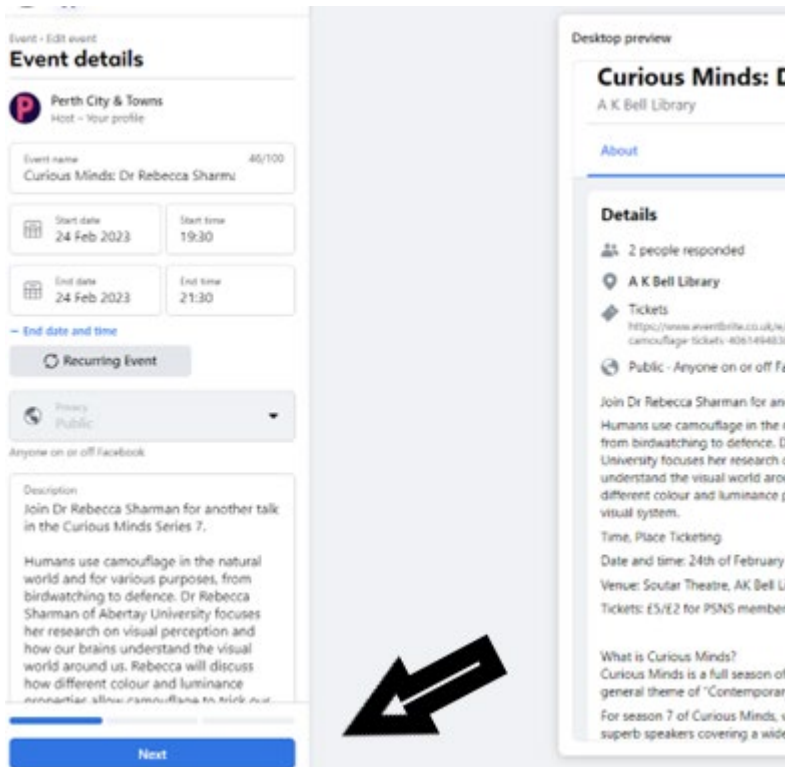
1. **View Upcoming Events.** Find the event you would like to add us to. In the Events section, navigate to “Hosting”. This will show your upcoming event / events.
2. **Select the Event:** From here select the event you wish to add us to by clicking into the event. This will open the event.



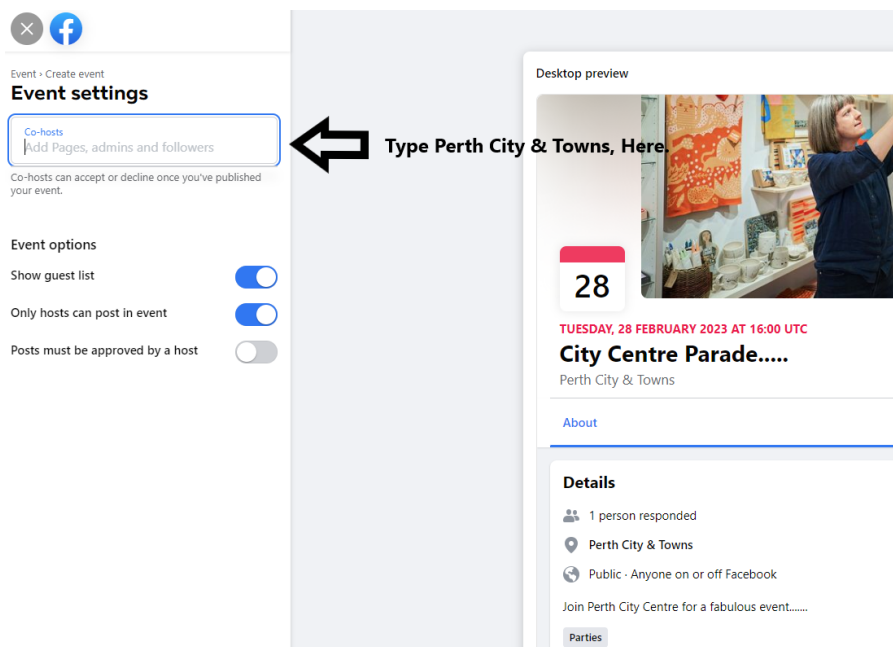
3. **Edit Your Event:** Once opened, edit your event by clicking the pencil icon with “Edit”.



4. **Click The Next Button:** Your Event details will appear on the left-hand side. Click next button twice until you get to the “Additional Details” section.



5. **Click Event Settings:** Add Perth City & Towns as a Co-Host and click save.



Follow steps 6 to 8 as per section above for creating new event.