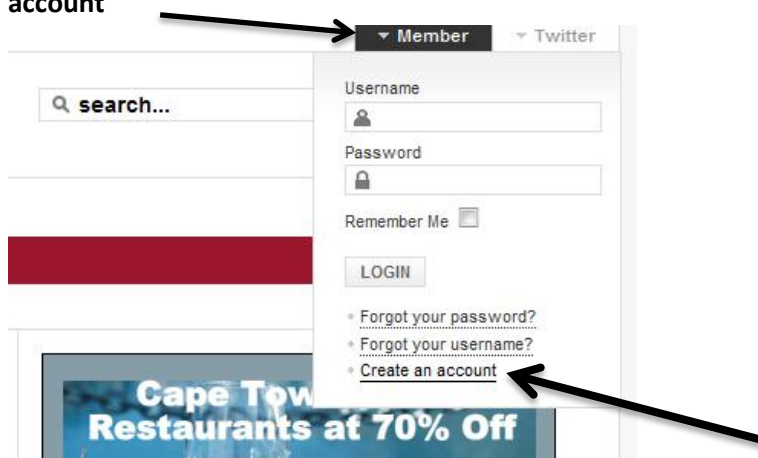


This guide will show you how to:

- Register on CapeTownToday.co.za
- Submit an event on CapeTownToday.co.za
- Upload a press release and photograph on CapeTownToday.co.za

Register on CapeTownToday.co.za

1. Mouse over “**member**” at the top right hand of the screen and then click on “**Create an account**”



2. Fill in the registration form, complete the spam check and click on **Register**.

YOU ARE HERE: NEW

Registration

Fields marked with an asterisk (*) are required.

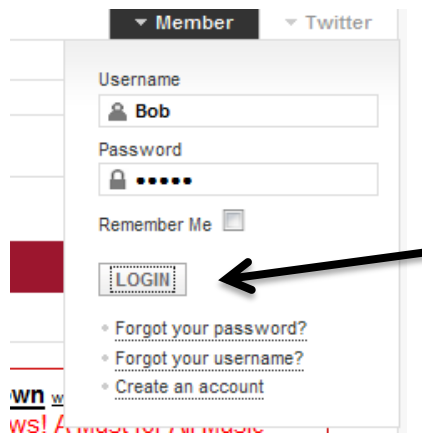
Name: *	<input type="text" value="Bob"/>
Username: *	<input type="text" value="Bob"/>
E-mail: *	<input type="text" value="bob@smith.com"/>
Password: *	<input type="password" value="•••••"/>
Verify Password: *	<input type="password" value="••••"/>
Spam Check: 2 plus 15 equals	<input type="text" value="17"/> *

A screenshot of the registration form on CapeTownToday.co.za. The form includes fields for Name, Username, E-mail, Password, and Verify Password, all marked with an asterisk as required. A 'Spam Check' section asks for the sum of 2 plus 15, with the answer '17' entered. A 'REGISTER' button is located at the bottom right of the form, with a black arrow pointing to it.

3. You will receive an automated email saying you have registered on CapeTownToday.co.za
4. NB: You will need to activate your username as per the automated registration mail.
5. **NB: You will only be able to submit an event or press release once a CapeTownToday.co.za team member has reviewed your subscription and granted you author privileges. This can take up to 24 hours.**

Submit an event on CapeTownToday.co.za

1. First you need to log in to CapeTownToday.co.za using the username and password you created above.



Member Twitter

Username
Bob

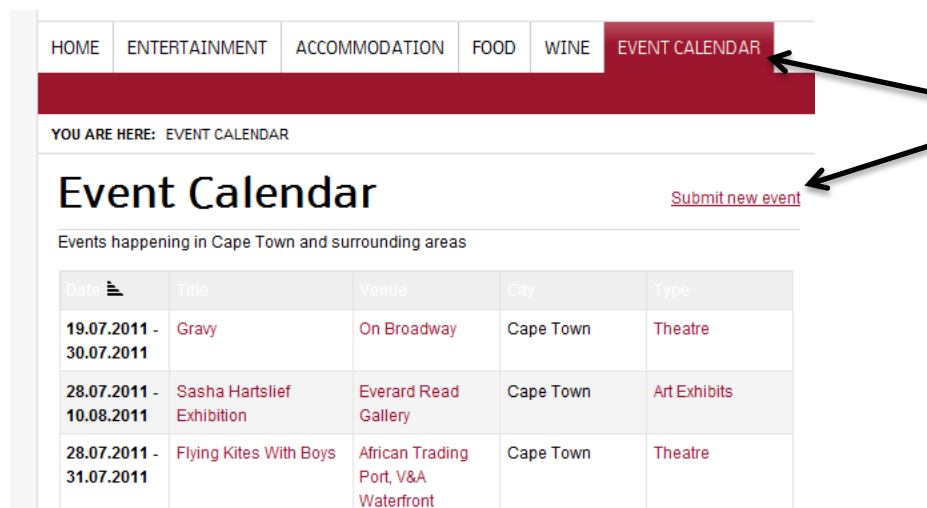
Password
.....

Remember Me

LOGIN

- [Forgot your password?](#)
- [Forgot your username?](#)
- [Create an account](#)

2. Click on the “Event Calendar” link and then on “Submit New Event”



HOME ENTERTAINMENT ACCOMMODATION FOOD WINE **EVENT CALENDAR**

YOU ARE HERE: EVENT CALENDAR

Event Calendar

[Submit new event](#)

Events happening in Cape Town and surrounding areas

Date	Title	Venue	City	Type
19.07.2011 - 30.07.2011	Gravy	On Broadway	Cape Town	Theatre
28.07.2011 - 10.08.2011	Sasha Hartsliof Exhibition	Everard Read Gallery	Cape Town	Art Exhibits
28.07.2011 - 31.07.2011	Flying Kites With Boys	African Trading Port, V&A Waterfront	Cape Town	Theatre

3. Click on “Select” to choose a venue from our list of pre-existing venues, or on “Submit New Venue” to create a new venue in our database:

Event Calendar

Save CANCEL

Details

Title:

Venue:

- If you want to submit a new venue, Fill in the information **for venue, street and city** and click on **“Save”**

YOU ARE HERE: [EVENT CALENDAR](#) > [ADD VENUE](#)

Event Calendar

Save Cancel

Address

Venue:

Street:

ZIP:

City:

- On the screen that comes up with the submitted venue information, click on **“Submit New Event”**

YOU ARE HERE: [EVENT CALENDAR](#) > [ALLIANCE FRANCAISE](#)

Venue saved

Alliance Francaise

[Submit new event](#)

Street:

City:

- Fill in your event title, select your venue from the drop down, select a category and complete all other event information. Then click save.

Event Calendar

Details

Title:

Venue:

Category:

Date:

Enddate:

Time:

Endtime:

7. Once we have reviewed and approved the event, it will be published to our front end.

Event saved

Event Calendar

Event

Title: Carol Thorns - Red Cello

When: 11.08.2011 20.30 h

Where: Alliance Francaise - Cape Town

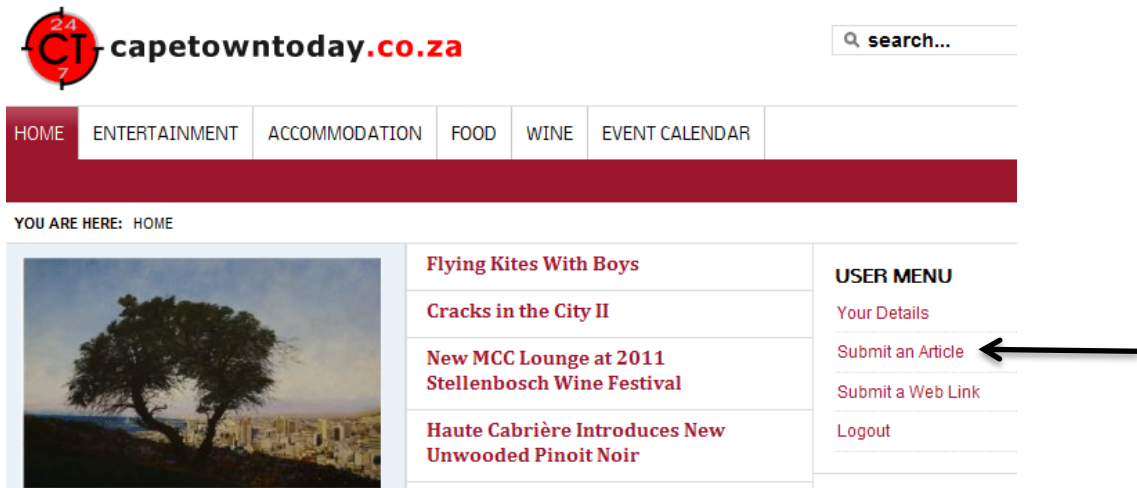
Category: **Music**

Description

The Alliance Francaise will be celebrating women during the month of August with a series of concerts by top female artists. Following a sell-out concert earlier this year, South Africa's premier electric cellist, Carol Thorns will be performing her show Red Cello. Tickets are R60 at the door or R50 for Alliance Francaise members.

Upload a press release and photograph on CapeTownToday.co.za

1. Once you've logged in on our home page, click on the submit article button



2. Paste the contents of your article into the editor.

Submit an Article

Editor

Title:

The proudly South African 100% single grain whisky, Bain's Cape Mountain Whisky, has returned home for the second consecutive year with a gold medal from the 2011 International Wine and Spirits Competition. The judges praised the whisky for its "excellent, clean, lively entry into the mouth with sweet grain firmness and beautiful balance."

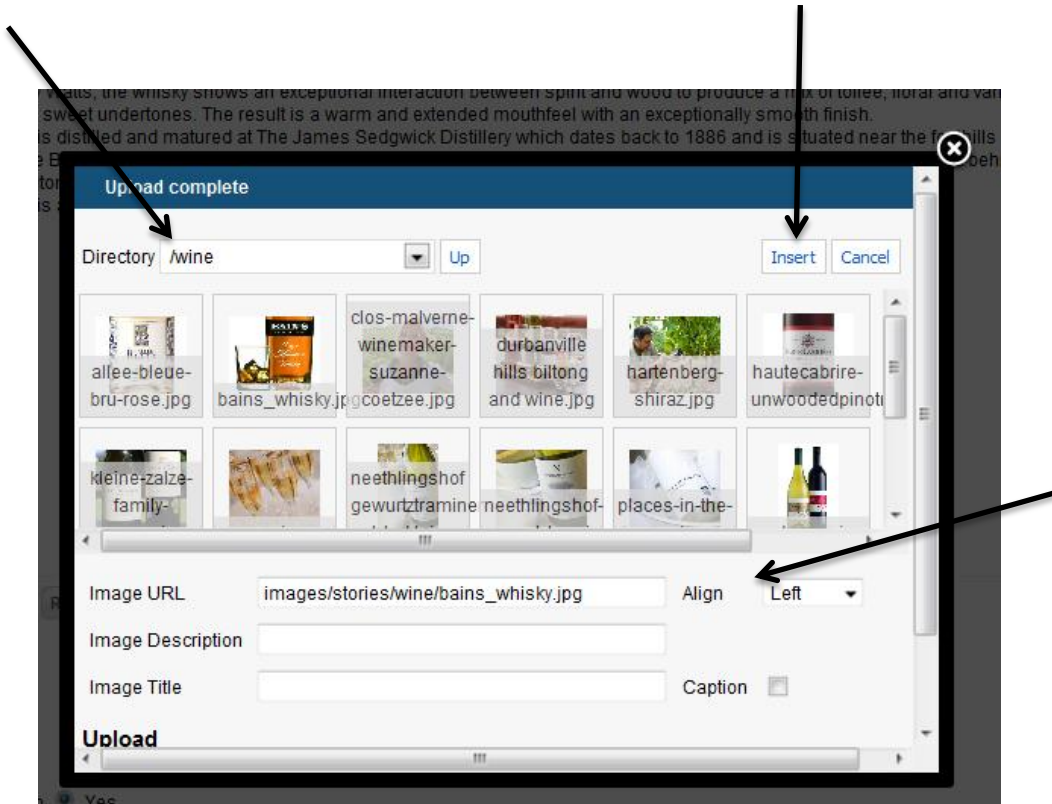
Inspired by the Bain's Kloof Pass and its natural beauty, Bain's Cape Mountain Whisky is crafted from the finest South African grain. It is South Africa's first single grain whisky and its double-maturation imparts flavour and complexity, resulting in an exceptionally smooth and distinctive whisky.

Crafted by master distiller Andy Watts, the whisky shows an exceptional interaction between spirit and wood to produce a mix of toffee, floral and vanilla aromas and flavours with a hint of spice softened by sweet undertones. The result is a warm and extended mouthfeel with an exceptionally smooth finish.

Bain's Cape Mountain Whisky is distilled and matured at The James Sedgwick Distillery which dates back to 1886 and is situated near the foothills of the Bain's Kloof Pass in Wellington, in the heart of the Boland. The whisky pays tribute to Andrew Geddes Bain the pioneering pass builder who was the mastermind behind the Bain's Kloof Pass which connected Wellington to the interior in the mid-1850s.

Bain's Cape Mountain Whisky is available from leading liquor outlets and retails for around R180 per 750ml bottle.

3. Before uploading an image, ensure that it is resampled to 72dpi, and has dimensions of 260 pixels by 220 pixels. To insert the image, click the cursor in the text editor to the left of the first word in your article, then click on **"image"** at the bottom of the editor. Select the relevant directory to upload the image to, then click on **"browse"** to search for the image on your computer. Once you have found it, select the image and click on **"start upload"**. Once the image has been uploaded, select it and make sure alignment is set to left. Then click on **"Insert"**.



- Once you have uploaded the image, you will see the “img src” html code for the picture in the body of the text editor. Then click on “save”.

Submit an Article

Editor

Title: Bain's Whisky Wins Gold

Save Cancel

``The proudly South African 100% single grain whisky, Bain's Cape Mountain Whisky, has returned home for the second consecutive year with a gold medal from the 2011 International Wine and Spirits Competition. The judges praised the whisky for its "excellent, clean, lively entry into the mouth with sweet grain firmness and beautiful balance."

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5. You will then be taken back to the home page where you will see a message thanking you for your submission. Once our moderators have reviewed the article and found the content to be appropriate, it will be made live on our site.

The screenshot displays the Capetown Today website interface. At the top left is the logo for 'CT 24 7 capetowntoday.co.za'. To the right is a search bar with the text 'search...' and a 'Search' button. Below the logo is a navigation menu with links for 'HOME', 'ENTERTAINMENT', 'ACCOMMODATION', 'FOOD', 'WINE', and 'EVENT CALENDAR'. A dark red horizontal bar is positioned below the navigation menu. Underneath this bar, the text 'YOU ARE HERE: HOME' is visible. A blue banner contains the message: 'Thank you for your submission. It will be reviewed before being posted on the site.' To the right of this banner is a 'USER MENU' with links for 'Your Details', 'Submit an Article', 'Submit a Web Link', and 'Logout'. Below the banner, a featured article is shown with a thumbnail image of a tree and the title 'FLYING KITES WITH BOYS'. The article text reads: 'Flying Kites With Boys is a pop musical story that follows the life of a 17 year old young woman, My...'