

Registration Tutorial for the European Archaeology Days – Data Entry Guide on OpenAgenda



The calendars for the **European Archaeology Days 2026** are now open!

The program is entered online by the participants themselves on OpenAgenda (one calendar per country).

Link to the list of calendars:

<https://journéesarcheologie.culture.gouv.fr/espace-organisateurs>

All the information entered will be used to:

- appear in the official programme on the national website dedicated to the event
- be featured in regional, national or European selections distributed to the media, etc.
- increase your visibility with the media.
- compile statistics and reports

Event registration deadline: **Saturday 13 June 2026, midnight**

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* The example screenshots in this document are from the English form. You will find the instructions for your form in your native language.

OpenAgenda Data Entry Guide

After clicking on the link <https://journeesarcheologie.culture.gouv.fr/espace-organisateurs>, you will reach the following page where you can choose the calendar for your country:


The screenshot shows the 'Organizing area' page for the European Days of Archaeology 2026. The page is organized into a header, a main content area, and a sidebar. The header includes the logos for the Ministry of Culture and Inrap, along with the event title and dates (12, 13 and 14 June 2026). The main content area features a large heading 'Organizing area' and a sub-heading 'Find in this space all the information related to the organization of the 2026 edition.' The sidebar on the left contains a 'Summary' section with links to 'How to participate?', 'Who are the organizers?', 'The letter of the organizers: inform yourself about the event', 'Objectives of the JEA', 'What kind of activities to program?', and 'Communication kit'. The main content area also has a 'How to participate?' section with a sub-heading 'Registration for the JEA 2026 is open for France, you can now add your events for this year:' followed by a list of countries with links: France, Albania, Andorra, Armenia, Austria, Azerbaijan, Belgium, Bosnia-Herzegovina, and Bulgaria.

Then, log in to OpenAgenda or create an account:

The screenshot shows the OpenAgenda interface for the 'European Archaeology Days - England' event. The interface includes a search bar at the top, a navigation menu with 'Help', 'English', 'Sign in', and 'Sign up' buttons, and a main content area. The main content area features a circular profile picture of a vase, the event title 'European Archaeology Days - England', a description 'Come and discover your history on 12, 13 and 14 June 2026 across Europe!', and the URL 'https://journees-archeologie.eu'. Below the main content area, there are buttons for 'Contact', 'Export', 'Aggregate', and 'Add an event'.

You will then reach the **member identification form** :

openagenda Search an agenda [Help](#) [gondoles](#)

 **European Archaeology Days - England**
Come and discover your history on 12, 13 and 14 June 2026 across Europe!
<https://journes-archeologie.eu>

Add an event

1 Member form — 2 My event — 3 Confirmation

Welcome !

Present yourself to the agenda administrators before starting typing your events

This information will be visible to the agenda moderators.
[Read more](#)

First name - last name (Required field)

Role (Required field)

Mail (Required field)

Fill in the fields that will allow us to identify and contact you, then proceed to the next step to complete the **event creation form** :

Add an event

1 Member form — 2 My event — 3 Confirmation

Some advice to register your event :

Follow the instructions mentioned in each field of the form. When the forms are completed, your event will be submitted for validation before being published by the coordinator.

For any question, please use our contact form. <https://journesarcheologie.culture.gouv.fr/en/contact-us>

Thank you !
French ministry of Culture

Name of the event (Required field)
Specify the type and name of the activity
 150

Types of events (Required field)

The event creation form

Read the instructions text carefully as it provides all the information you need to easily and fully complete your event entry.

One entry per event

A visitor searching for an event in the program needs to know what they can visit and how (where, what, when).

If you are offering several different events, you will need to create one entry per event. Similarly, if the event takes place at several different locations, you will need to create as many entries as there are locations.

For the first part of the form, simply click on the boxes that match your offer :

Name of the event (Required field)
Specify the type and name of the activity

150

Types of events (Required field)

- Workshop / demonstration
- Circuit / journey
- Conference
- Degustation
- Exhibition
- Game / Quizz
- Reading
- Show / concert
- Projection / Digital
- Free visit
- Guided tour
- Open doors

Specificities

- First participation
- Exceptional opening
- Sign language

The title and description refer to your event, not to the location you are opening.

For example: “theatrical tours”, “lecture by”, “workshop on...”
Specify the details and schedule of the event in the description (further on in the form).

Your event image

For the “Image” section, by clicking on “upload an image” you can upload the photo of your choice from your computer.

Warning it must be in landscape format, at least 500 pixels wide and no larger than 1 MB.

Once your photo is uploaded, it will appear on screen. You must then fill in the credit by indicating the name of the photographer and any rights holders or institution that holds the

Event image

Events that include an image receive twice as many clicks from users.

In compliance with intellectual property law, usage rights must be granted by ticking the box and indicating the name of the author and any rights holders of the image.

moral and/or artistic rights to the image you uploaded, and tick the box authorising us to use it.

Participation mode

Several participation modes are available:

- On-site : the event takes place physically at a location
- Online : the event is only available online via a computer or mobile device
- Hybrid : the event takes place physically on-site but can also be followed remotely via a computer or mobile device.

For online or hybrid events, the “Access link” field must be filled in with the link to follow the event online. Do not enter your location website or ticketing website in this field, as these should appear in your location entry.

Location

You will then reach the field “**Location**” which allows you to **link your event to the location where it takes place**.

The locations of events already registered in your country are in a database and suggested to you. **If you can't find your location**, the message “No results match your search” appears. Then click on “**Create a new location**” at the bottom of the list and fill in the fields in the dedicated window, as indicated below in the location form section (page 10).

Your event schedule

Simply position yourself in the “Schedule” grid at the day and opening start time, click and drag over the desired time slot. A small blue rectangle will appear, as shown below.

The screenshot shows a 'Timings' form with a calendar grid. The title is 'Timings (Required field) Help' and the subtitle is 'Add and modify timings'. It indicates '1 defined timing at 6/12/26' with a 'Clear' button. Navigation arrows and dropdowns for 'June' and '2026' are present. The calendar grid shows days from Monday 8 to Sunday 14 and times from 08:00 to 16:00. A blue rectangle is selected on Friday, June 12, from 11:00 to 15:00. A 'Define a recurrence' link is at the bottom left, and the number '799' is at the bottom right.

To set the full opening range for that day, simply click on the = (equals) sign at the bottom of the blue box and drag downwards until the desired time appears.

You then simply need to repeat this process for the other time slots or opening days.

Description

Once the schedule is set, you can now write a description of your event :

- A short description (200 characters) that will serve as a teaser in event list exports for the event coordinators;
- A long description that will appear on the website.

Participation conditions

Then indicate the participation conditions for the event :

Conditions for participation (Required field)

Free entrance
 Exceptional free entrance
 Paid entrance
 Reduced fare
 No registration required
 Registration required

For required registrations, please provide a phone number, e-mail address or reservation link. (include http:// or https:// for booking links) Placeholder
(Required field)

Separate each item with tabs or commas

Separate each item with tabs or commas

Conditions of participation
Specify fares, conditions of free entrance, number of places available or any other request.
Placeholder
Maximum 20 persons

Maximum 20 persons

255

If **booking is required**, you must specify how to make a booking by providing a booking link,

Why this event data is important

It helps facilitate searches via the online program filters, describe the event with as much information as possible for visitors, and also allows the coordination to compile statistics and reports.

a phone number or an email address.

There is one last step to validate the entries you have just made: **click on the blue “create” button at the bottom left, or “save as draft” if you wish to edit your entry later.**

Save as draft

Create the event

Warning: If you skip this last step, you will lose all the entries you have just made.

Once this last step is completed, a window will appear confirming that your event has been successfully created, and you can view it at this point to check your entry.

Your event is subject to moderation by the coordinators. A confirmation of its publication will be sent to you by email.

Add an event

1 Member form — 2 My event — **Confirmation**

Thank you for your contribution.

The events in this agenda will be validated before being published by the national coordination.

For any question, you can send us a message with our contact form. <https://journesarcheologie.culture.gouv.fr/en/contact-us>

French ministry of Culture

View my event

Add another event

Duplicate event

List all my events

Contact the agenda administrators

The location form

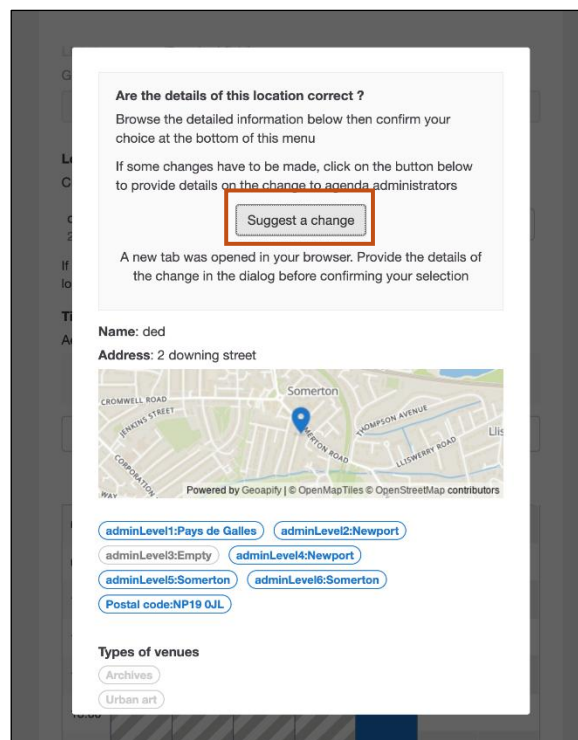
The database of locations in your country is populated as events are added via OpenAgenda. The data for these locations is either already created or needs to be created in OpenAgenda.

Fill in all the information about your location.

This will facilitate searches via the search filters in the event programme, allow visitors to learn about your location, know how to contact you, know how to get there, etc.

The location types and SIRET number are important data for identifying your establishment and compiling statistics.

You can submit changes by writing to the coordination team.



The screenshot shows a web form for editing location details. At the top, it asks 'Are the details of this location correct?' and provides instructions. A red box highlights the 'Suggest a change' button. Below this, there are fields for 'Name: ded' and 'Address: 2 downing street'. A map shows the location in Somerton, with a blue pin. Below the map are several dropdown menus for administrative levels: 'adminLevel1:Pays de Galles', 'adminLevel2:Newport', 'adminLevel3:Empty', 'adminLevel4:Newport', 'adminLevel5:Somerton', and 'adminLevel6:Somerton'. There is also a 'Postal code:NP19 0JL' field. At the bottom, there are 'Types of venues' options: 'Archives' and 'Urban art'.

That's it for contributing to the EAD 2026 calendar! Thank you for your participation.

If you have any questions, please do not hesitate to contact jea@inrap.fr