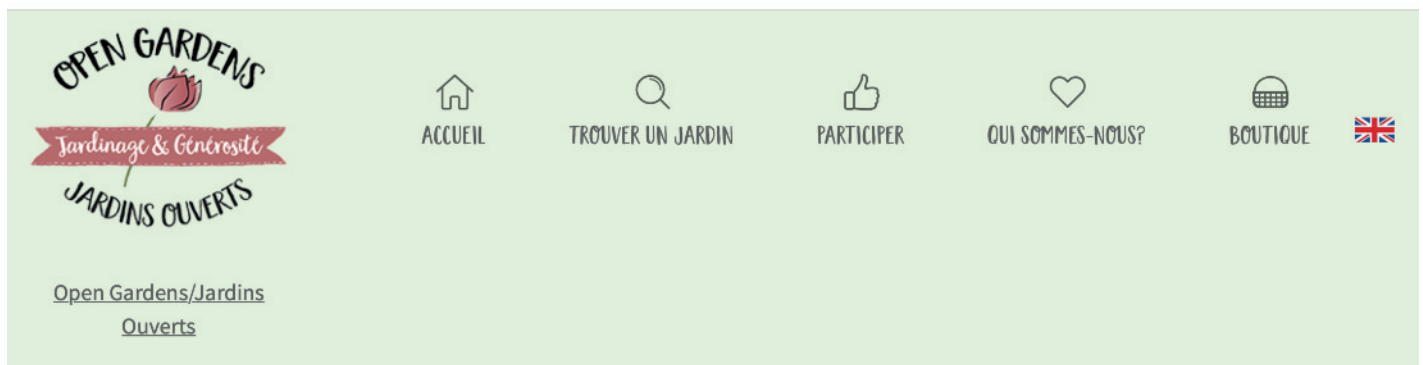
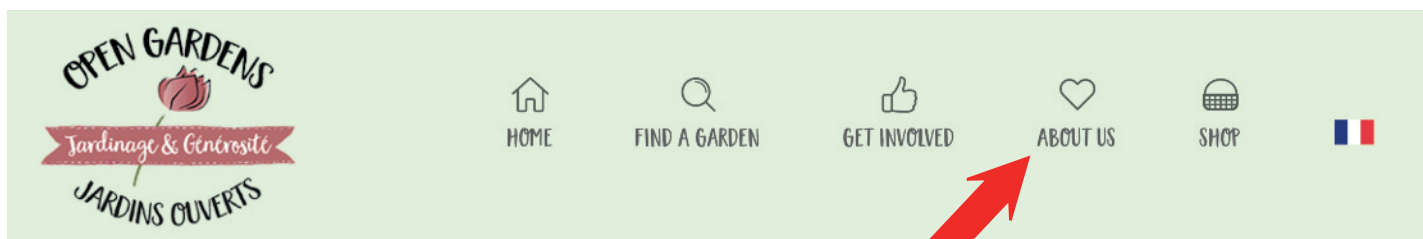


This is a brief guide to enable garden owners to update information about their garden on the Open Gardens/Jardins Ouverts website. At the finish of the tutorial a garden owner should be able to change information such as the garden description, directions, add additional information, put in opening dates and add or change photographs. There is nothing to be frightened about and if you have problems then the Garden Support person is in place to help. They are just an email away at gardensupport@opengardens.eu.

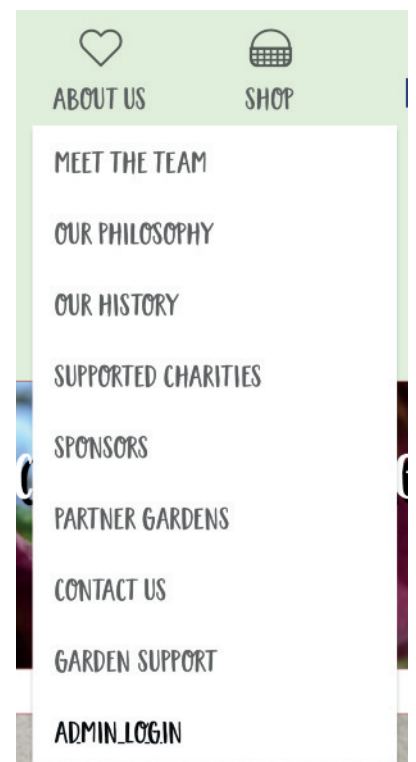
Once your garden has been put on the Open Gardens website by your coordinator or by the tech team you should have received by email your log on details, user name and password. Have these at the ready.



In your web-browser navigate to the Open Gardens/Jardins Ouverts website. www.opengardens.eu. Once you have landed on the home page you may need to press the Union Jack up in the right-hand corner to go to the English version of the website.



Select >ABOUT US icon.



A drop down menu now appears
Select > ADMIN LOGIN

Enter your login details

Username:

WhizzKid87

Password:

.....



SUBMIT

From the next screen enter your Username and Password then click the button <SUBMITt>.

[EDIT GARDEN DETAILS](#)

[EDIT GARDEN IMAGES](#)

[GARDEN PACK \(FR\)](#)

[GARDEN PACK \(EN\)](#)

[MAIN SITE](#)

[LOG OUT](#)

Ajouter des détails sur ce jardin/ Edit Garden details

Adresse courte / Short address:

17 La Poste S, 87160 Arnac-la-Poste, France

Adresse complète / Full address:

17 La Poste S, 87160 Arnac-la-Poste, France

Commune / Town:

Arnac-la-Poste

Département / Department:

Haute-Vienne

Région / Region:

Nouvelle-Aquitaine

Code postal / Postcode:

87160

Latitude / Latitude:

46.238047

Longitude / Longitude:

1.382703

If you have entered your details correctly you will now be seeing your garden details on the screen.

You are now ready to start entering or changing information about your garden.

Your address and GPS coordinates along with your name and contact details will already be filled in as this is the minimum required to start a new garden on the website.

You can now proceed to fill in or alter details as you require. There is nothing complicated to worry about, so relax.

Description du jardin (FR) / Garden Description (FR):

B
I
|
 $\frac{1}{2}$
 $\frac{1}{3}$
 $\frac{1}{4}$
 $\frac{1}{5}$
 $\frac{1}{6}$
 $\frac{1}{7}$
 $\frac{1}{8}$
 $\frac{1}{9}$
 $\frac{1}{10}$

Ceci est un jardin animalier très mature. Les plantes sont des mauvaises herbes cultivées localement, il n'est donc pas nécessaire d'en prendre soin, elles survivent et se multiplient facilement.

Updated:

Description du jardin (ENG) / Garden Description (ENG):

B
I
|
 $\frac{1}{2}$
 $\frac{1}{3}$
 $\frac{1}{4}$
 $\frac{1}{5}$
 $\frac{1}{6}$
 $\frac{1}{7}$
 $\frac{1}{8}$
 $\frac{1}{9}$
 $\frac{1}{10}$

This is a very mature wildlife garden. The plants are locally grown weeds so there is no need to take care of them, they survive and multiply easily.

Updated:

The first boxes that you will come to are the garden descriptions, one in French and the other in English. Just click inside the box enter or change the details. If you are able to do both languages please do. Any text that is entered or changed is sent away to be translated or verified. You may use the icons on the top strip (blue arrow) of the text box to highlight text or add lists.

Comment nous trouver (FR) / Directions (FR):

B
I
|
 $\frac{1}{2}$
 $\frac{1}{3}$
 $\frac{1}{4}$
 $\frac{1}{5}$
 $\frac{1}{6}$
 $\frac{1}{7}$
 $\frac{1}{8}$
 $\frac{1}{9}$
 $\frac{1}{10}$

Vous nous trouverez sur la D220 entre la sortie 22 et la sortie 23 de l'autoroute A20.

Updated:

Comment nous trouver (ENG) / Directions (ENG):

B
I
|
 $\frac{1}{2}$
 $\frac{1}{3}$
 $\frac{1}{4}$
 $\frac{1}{5}$
 $\frac{1}{6}$
 $\frac{1}{7}$
 $\frac{1}{8}$
 $\frac{1}{9}$
 $\frac{1}{10}$

You will find us on the D220 between exit 22 and exit 23 Of the A20 Autoroute.

Updated:

Next we come to the directions. Two boxes again for the two languages. Exactly the same instructions as for garden descriptions. Easy.

The next sections is also very easy to complete. ‘Facilities at your garden’ is just a series of check boxes. Just click on which ever ones your will be offering to the visitors to your garden. If you are offeering none the select the bottom check box.

If you decide that you will also be available to open by appointment this will be passed to the webmaster and your garden will be entered into the section of the website. You may wish to enter information about making an appointment in ‘Garden Description’ section or in the ‘Notes’ section which is the next bit we will come to.

Commodités disponibles pour ce jardin / Facilities at your Garden

Sur rendez-vous / By appointment: ☐

Places de stationnement disponibles / Parking available: ☒

Boissons et/ou pâtisseries / Refreshments: ☐

Accès possible à des toilettes / Toilet facilities: ☐

Accessible pour personnes handicapées / Disabled access: ☐

Accessible en partie pour personnes handicapées / Partial disabled access: ☐

Chiens en laisse acceptés / Dogs on lead: ☐

Chiens non acceptés / No dogs: ☐

Vente de plant(e)s / Plants for sale: ☐

Aucun / None: ☐

The ‘Notes’ section is edited in exactly the same way as described for ‘Garden Descriptions’.You may use this to make comments about a special opening you have, particular hazards that people may encounter or how to make an appointment for a viewing of your garden

Notes (FR) / Notes (FR):

B *I* |

Updated:

Notes (ENG) / Notes (ENG):

B *I* |

Updated:

Vos renseignements / Your details

Votre nom / Last name:

Kid

Votre prénom / First name:

Whizz

Adresse électronique / Email:

gardensupport@opengardens.eu

Updated:

Identifiant d'utilisateur / Username:

WhizzKid87

Téléphone / Telephone number:

0555606740

Updated:

Numéro du jardin / Garden number:

220408

Catégorie de jardin / Garden type:

private

Coordinateur régional / Area Coordinator:

Tim ROPER

Adresse-courriel du Coordinateur régional / Area Coordinator email:

tim.cloudmail@gmail.com

Moving further down the web page we come to your details most of which should be already filled.

Please check the details as occasionally names are misspelt. Overall there should be no need to change anything here.

Now we move down the page to enter the dates and times that the garden will be open to the public

If this is the first time that the dates have been added you will find all of the fields blank. If there are already dates registered do not worry as the process is exactly the same. Click in the 'Choose date' box and a menu appears. It will be for the current month.

Choisissez vos dates d'ouverture / Choose your opening dates

Date d'ouverture 1/Opening date 1:

Heures d'ouverture 1/
Opening times 1: à/to

Heures d'ouverture 2/
Opening times 2: à/to

Date d'ouverture 2/Opening date 2:

Heures d'ouverture 1/
Opening times 1: à/to

Heures d'ouverture 2/
Opening times 2: à/to

Use the arrow buttons on either side of month to navigate to your desired month.

février 2022

L	M	M	J	V	S	D
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

à/to

à/to

à/to

Now choose which day of your chosen month you want. In this case it is the first day of the month.

septembre 2022

L	M	M	J	V	S	D
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Opening times 1: à/to

à/to

à/to

The box should now show the chosen month and day of open. Now for the time(s) of opening

Date d'ouverture 1/Opening date 1:

To select the time that you are opening click on select. A drop down menu appears and all you need to do is scroll down until you find the time that you want to open. Do exactly the same for the time that you wish to close or the time that you are stopping for a break. If you are reopening after a break repeat the previous steps for 'Opening times 2:'

Heures d'ouverture 1/
Opening times 1:

Heures d'ouverture 2/
Opening times 2: à/to

Heures d'ouverture 1/

You should now have your first opening date entered and you will see something similar to the date on the right.

1st September 2022
opening for 9 am to 11.30
then after lunch from 2 pm
until 4.30 pm.

If you are opening on more than one date just repeat the process. There is room for 10 dates.

Choose your opening dates

Date d'ouverture 1/Opening date 1:

2022-09-01

Heures d'ouverture 1/

Opening times 1:

09:00

à/to

11:30

Heures d'ouverture 2/

Opening times 2:

14:00

à/to

16:30

Heures d'ouverture 1/

Opening times 1:

--SELECT--

à/to

--SELECT--

Heures d'ouverture 2/

Opening times 2:

--SELECT--

à/to

--SELECT--

ENREGISTRER

ENREGISTRER ET ALLER À MODIFIER L'IMAGE

Once you have finished putting in, changing or editing your information you can register it. You will be able to return at anytime to makes changes.

An email is automatically generated that notifies Garden Support that changes have been made. They will then review the changes and take any action needed to rectify any problems. Within a few days your garden will be on view.

You may wish to go on to add photos, delete any or change some. Press this button and you will be able to do just that.

The information will be saved automatically before moving on.

Once you are on the page to insert new photos or replace existing ones you will see there is room for up to ten photos. This garden already has three but we will increase the number. The process is exactly the same for inserting new photos or changing them. Infact you can even delete any that are no longer required.

Click on the button that says ‘Ajouter image’.

**Modifier l'image pour / Edit images for
17 La Poste S, 87160 Arnac-la-Poste, France**

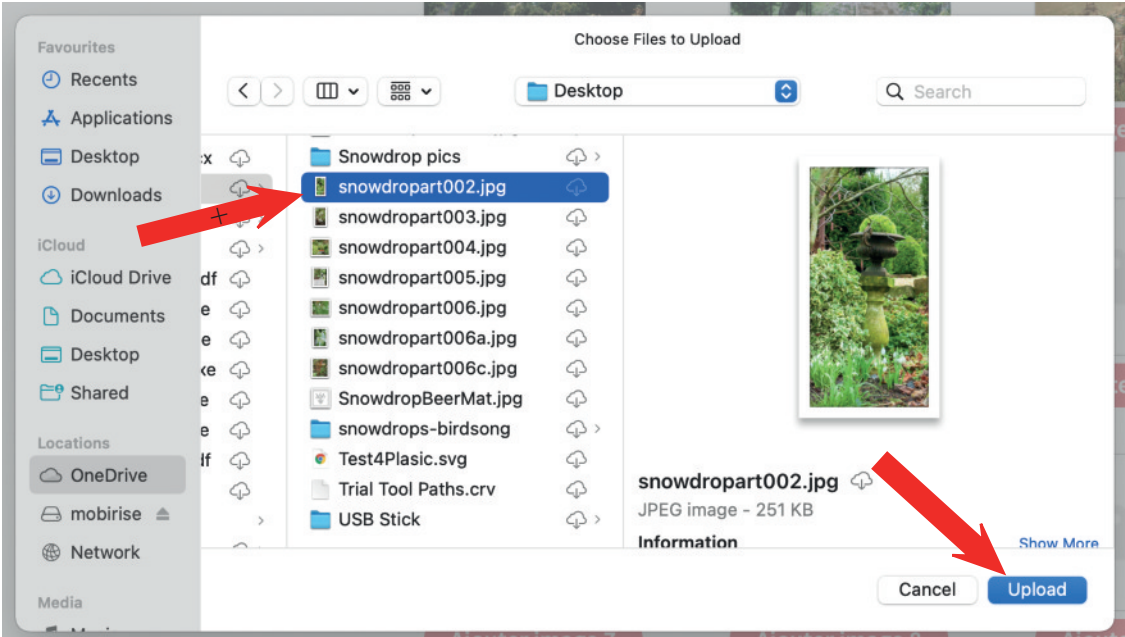
Insérer de nouvelles images du jardin ou remplacer les actuelles. / Upload new garden images or replace the existing ones.

(3 au minimum, 10 maximum SVP) / (minimum of 3, maximum of 10 please).
La première de ces images servira pour la prévisualisation des résultats de la recherche. / The first image will be used for the search results preview.



A menu will appear that let's you navigate to the folder that has your photos in. The picture here shows the menu from an Apple laptop. Windows computers are very similar so you should not have any problems finding your photos.

Select your chosen photo then click ‘Upload’
Windows simply says ‘Open’.



Please note that photos need to be around 1mb for the website to function properly.

If you are unable to deal with large photos then please contact gardensupport@opengardens.eu.

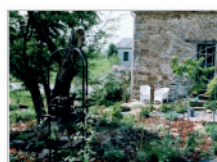
Once you have pressed the button the screen should change back to the photos of your garden with the new photo added.

Repeat the steps until you have added your chosen photos.

Now go to the bottom of the page.



Changer l'image 1



Changer l'image 2



Changer l'image 3



Ajouter image 4



Ajouter image 5



Ajouter image 6



Press 'ENREGISTRER' and the website will finish uploading your photos in the form that it uses. This can take quite a few seconds so please be patient



Ajouter image 10



ENREGISTRER

OPEN GARDENS / JARDINS OUVERTS
Jardinage & Générosité

[EDIT GARDEN DETAILS](#)

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Nous avons bien reçu vos renseignements / Your details have been submitted

Merci d'avoir envoyé/modifié les renseignements sur votre jardin. Ils seront mis en ligne sur notre site dans plus ou moins 48 heures. Si vous voulez poser des questions, veuillez contacter votre Coordinateur régional.

Thank you for uploading/editing your Garden details. These should be published to the website within approximately 48 hours, but if you have any concerns, please contact your Area Co-ordinator.

You will be greeted by a webpage like this to show that your endeavours have been successful. This is the same page that you will see if you have only entered or change some details.

All you need to do now is 'LOG OUT'

Well done!!

It can take several days for everything to be reviewed.