

# Things To Do

Activity Maker Guide for  
organisations

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## Section 1: What is Things To Do?

Things To Do ([bbc.co.uk/thingstodo](http://bbc.co.uk/thingstodo)) helps the public discover great local activities offered by the BBC and our partners connected to our TV and radio programmes, and other BBC campaigns. We're working with hundreds of organisations such as the RSPB and The Wildlife Trusts as well as aggregate partners such as Culture24. Visit the Things To Do About section for more information - [bbc.co.uk/thingstodo/about](http://bbc.co.uk/thingstodo/about).

### What kind of activities do you feature?

All the activities we feature are free or not-for-profit, offered by the BBC or one of our partners and connected to BBC TV, radio and campaigns content.

A typical partner activity could be a Hands on History (the BBC's history campaign) Norman shield making activity at a local museum, a nature walk run by the Ramblers or an adventure sports taster session at a local sports centre.

### Why is the BBC offering Things To Do?

The BBC already provides information about activities relating to our Learning campaigns and many other programmes across [bbc.co.uk](http://bbc.co.uk). Things To Do aims to bring this activity information together on one site to inspire audiences to get involved in 'hands on' activities across a range of genres.

### Is this a new listings site?

Things To Do is not a listings website so it will not offer comprehensive regional listings. All activities are related to BBC TV, radio and campaign content. We will, however, include links to websites that do have this sort of information.

### Who are Things To Do partners?

Things To Do partners are third-party, not-for-profit and publicly funded organisations who offer activities to the public and whose goals match those of our current campaigns. Things To Do Partners are not affiliated with the BBC; they run their activities independently from the BBC.

## Section 2: What are the key criteria for becoming a Things To Do partner?

Our partners range in size from big organisations to smaller partners such as local museums, libraries and nature groups. In order for your organisation's activities to appear on the Things To Do website, you'll need to apply to become a partner.

### The key criteria for partnership are:

- You are a **not-for-profit or publicly funded organisation**.
- You run **activities** which involve an element of active participation and/or learning and which are open to the public.
- The activities you run are **free or cost-recovery**.
- The activities you offer **have similar aims and objectives to current BBC projects or campaigns**. You'll need to read and accept the BBC project's Terms and Conditions when you register.
- You have **read and accepted the Things To Do Terms and Conditions** – these are listed at the bottom of this document for your interest.

There are two sets of terms and conditions to sign up to – one 'generic' set for the Things To Do site itself and one supplementary set for each individual project. You'll do this during the registration process. Please do take the time to read these through in order to ensure you meet all the relevant criteria.

### What is a BBC project?

A BBC project is a campaign or brand which aims to build on the interest generated by our TV and radio programmes to encourage and enable people to learn through experience. Recent projects include; Breathing Places, Dig In, Hands On History and ThrillSeeker.

For an activity to appear on the Things To Do website, it **must be connected with a BBC project**. When you register as a partner you'll be asked to join a relevant project. Partners need to sign up to a BBC project and agree to the terms and conditions for that project before they can create an activity for the Things To Do website. Partners will be approved on a project by project basis.

**NOTE:** You can sign up and create activities for multiple projects but each activity can only belong to one project.

### How do I find out which BBC projects are currently running?

All the projects currently running will appear on the Activity Maker homepage, with a link to a PDF guide with more information about the project. Before you sign up, you can read these PDFs to find out which

project might be suitable for activities run by your organisation. New projects will constantly be added to the site but we are currently running the following projects:

### **Hands on History project - The BBC's History campaign**

**What kind of activities?** Free or cost-recovery history-based activities.

### **Autumnwatch/Springwatch project - The BBC's Nature campaign**

**What kind of activities?** Free or cost-recovery nature-based activities

**NOTE:** This campaign was formerly called Breathing Places. Not-for-profit or publicly funded partners that previously created activities for the Breathing Places website should now create them via Things To Do.

### **Countryfile project - The BBC's Outdoors & Adventure campaign**

**What kind of activities?** Free or cost-recovery outdoors and adventure-based activities.

**NOTE:** This campaign replaces the ThrillSeeker campaign. Not-for-profit or publicly funded partners that previously created activities for the ThrillSeeker website can now create them via Things To Do.

If you think your organisation might be suitable for any of the projects listed above, please read our project guides on the home page of the Activity Maker [www.bbc.co.uk/thingstodo/activitymaker](http://www.bbc.co.uk/thingstodo/activitymaker) to find out more.

### **What if my organisation doesn't offer any of these activities?**

If your organisation does not currently offer any activities relating to the above projects but you'd be interested in being a Things To Do Partner for future projects, we'd love to hear from you. Email us at [activitymaker@bbc.co.uk](mailto:activitymaker@bbc.co.uk). Please include in your subject line 'Partner - Expression of Interest' and include in your email details about the kind of activities offered by your organisation.

#### **More information about cost recovery**

**Why do activities have to be free or not-for-profit / cost recovery?** As the BBC is publicly funded, we cannot list or promote commercial (for-profit) activities.

**What does cost recovery mean?** Cost recovery means the host of the activity charging a price which is no greater than the cost of actually running the activity itself. These can include activity specific equipment and materials, venue hire, trainers and staffing, promotional materials or insurance. Non-activity specific overheads cannot be included.

**What is an acceptable amount for cost recovery for my activity to be included?** We aim to list only free activities or those which include an acceptable cost recovery. There is no maximum allowance as cost recovery depends on the activity taking place. For example, an outdoors adventure activity that requires the hire of specialist equipment might have a higher cost recovery rate BUT still not be profit making.

**NOTE:** It is worth bearing in mind that audience research shows that most users are looking for free or low-cost activities. Where there are costs these must be detailed within the activity information.

## Section 3: My organisation meets the criteria, how do I apply to become a partner?

### The process for applying to become a partner is as follows:

**Step 1:** Register via Culture24 (cultural organisations) or via BBC Activity Maker (non-cultural organisations)

**Step 2:** Read and agree to the generic Things To Do Terms and Conditions

**Step 3:** Join a BBC Project - read and agree to the supplementary BBC project Terms and Conditions

**Step 4:** Start creating activities whilst you wait for partnership approval or wait for approval and then create activities.

**Step 5:** You're informed whether your partnership has been approved or not

If you meet the key criteria and your organisation is running activities which could tie with one of the projects listed in the section above, we'd love to hear from you. There are two different routes by which you can apply to become a partner, which route you take depends on the nature of your organisation:

### 1: Organisations in the cultural sector - apply via Culture24

If you work for an organisation in the cultural sector and would like to find out more about whether activities you run could feature on the Things To Do website, **please see more information on the Culture24 at:** <http://www.culture24.org.uk/bbcpartnership>.

**Who are Culture24?** Culture24 already work directly with cultural venues across the UK to collect, promote and share their data. They are the official cultural data provider for the BBC Things To Do website and a not-for-profit organisation part-funded by the Museums, Libraries and Archives Council (MLA). The Culture24 website ([www.culture24.org.uk](http://www.culture24.org.uk)) also includes news, reviews and complete listings from the UK's arts and heritage sectors.

### 2: All other organisations - apply via the BBC Activity Maker

If you work for not-for-profit or publicly funded organisation outside of the culture sector (e.g. a nature charity) which offers free and / or cost-recovery activities and would like to register as a Things To Do partner, **please register here:** [bbc.co.uk/thingstodo/activitymaker](http://bbc.co.uk/thingstodo/activitymaker)

**What is the BBC Activity Maker?** The Activity Maker is a tool which enables organisations to sign up as a partner and then create and edit activities for the Things To Do website.

### How does the registration process work from there?

The process of registering (whether via Culture24 or BBC Activity Maker) works as follows:

**Step 1) Fill in your registration details for your organisation:** A quick form asking for your contact details and some information about your organisation.

**NOTE:** Please double check that all of your organisation information is correct at the time of registration, as you will be unable to change this information at a later stage without contacting a member of the Things To Do Team.

**Step 2) Read and agree to the generic Things To Do Terms & Conditions:** Listed at the bottom of this document for your interest.

**Step 3) Read and agree to the relevant supplementary BBC project Terms & Conditions.**

**Step 4) Start creating activities:** Organisations which come via Activity Maker can start adding activities at the same time as registering (i.e. before their partner status is approved).

**NOTE:** Activities will only appear on the Things To Do site if your partnership request is approved and once the activities have been checked for suitability to the site.

**Step 5) Partnership approval:** We will email you to let you know if your partner status has been approved.

### **I've not been approved as a partner, why?**

We endeavour to work with as many not-for-profit or publicly funded organisations as possible. However if we haven't approved your organisation, it will be for one of the following reasons:

- Your organisation does not fulfil our key criteria, see listed above
- The activities you run do not match any of our current BBC projects

As partner approval is done on a project-by-project basis, if you are not approved on this occasion, please do register again if a project comes up in the future which you think your organisation is suitable for. We keep a record of all non-approved partners and will email you if an appropriate project comes up in the future but do also feel free to get in touch at any point if you hear of a project which your organisation might be suitable for.

### **I'm not from a very big organisation, can I still register?**

Absolutely. We encourage a range of partners to register, big and small, and all are equally important to us. Even if your organisation has only one activity which would fit with one of the Things To Do projects, you are eligible to become a partner.

## Section 4: I have been approved as a partner, how do I create activities?

### What do I do after registering and being approved?

**Step 1:** Login using the login/passcode details you've been provided with, either to the Activity Maker or Culture24 system, depending on who you've registered with.

**Step 2:** Start creating activities

**Step 3:** Your activities will then be checked by a member of the Things To Do team. If the activity is suitable, it will go live on the Things To Do website. If there is a problem with the activity, we will contact you to let you know.

### How the process works from here with Culture24:

Once you've been approved as a partner you can start to create activities on the Culture24 system. After you create and submit these activities, they are checked by a member of the Culture24 team. If they spot any problems with your activity featuring on the Things To Do website, they will contact you to let you know. If there are no problems and the activity is suitable, they will send it over to the Things To Do site (via an XML feed). The activity will then go live on the Things To Do website.

### How the process works from here on Activity Maker:

When you are approved as a partner, you'll be sent an email to let you know. That email will include a passcode (the code you use to login to Activity Maker every time you visit).

#### IMPORTANT INFORMATION ABOUT PASSCODES:

This passcode gives you login access to the full Activity Maker where you can create, edit and manage your activities. You'll need to use it whenever you log into the Activity Maker.

Only **one authorised person** from an organisation should register on behalf of the organisation. If more than one person from your organisation will be creating activities, it is worth registering with an email address that you can both access.

### Step 1: Logging in

- Go to the [www.bbc.co.uk/thingstodo/activitymaker](http://www.bbc.co.uk/thingstodo/activitymaker), type in your passcode and hit go.
- **When you login, you'll be taken to your homepage in the Activity Maker.** On this homepage you will find a list of 'your projects'. By clicking the 'create activity' link next to the project which you've already joined, you can start creating activities for your organisation.

**NOTE:** On this page you'll also see a section called 'Other Projects' – see the section below on joining

new projects for more information.

## Step 2: Start creating activities

You will be taken to a create activity page, where you can add details such as location, facilities, a photo and all other information related to your activity. See Section 6 and 7 below for tips on how to write your activity and find the right photos.

### IMPORTANT INFORMATION ABOUT LOCATIONS:

#### Location details are shared by all organisations using our system!

When you are filling out the activity location, type in the name of the venue where your activity is being held and click 'find'.

- If that location is already stored in our database, it will appear in a list and you can add it to your activity (instead of creating the location again).
- If it does not appear in the list, you'll need to create that location on our database before you create your activity. To create a location go to the 'locations' tab and hit the 'create location' button. Once you've created the location, it will then be stored on our database, for you and other organisations to use for future activities. If you are creating a location, please make sure all the details you fill in are correct, as they will be shared by other organisations running activities at this location.

### BE CAREFUL ABOUT EDITING LOCATIONS!!

If you spot an error with one of the locations listed on our database, it would be great if you can correct it. However, please be very careful about editing locations and ensure that the location details you change are definitely correct as this location will be shared with all other organisations on our system.

Equally, if your activity is taking place in a certain part of a location e.g. a building within the location, please do not edit an existing location. Instead either create a new location for that building or use the location as it is but make a note of the building where your activity is happening in the 'Meeting Point' field when you create your activity.

**NOTE:** Any changes you make to a location will be checked by the Things To Do team before going live.

Once you've filled in all the details for your activity, you can then choose to:

- **Save as a draft:** If you want to submit your activity at a later stage, you can save it as a draft if you have entered all of the required information. To access it again, log in to Activity Maker and click on 'Your Activities' in the top navigation. The activity will then appear in the list with status 'Draft'. If you want to submit it, click on the name of the activity, make any changes and hit 'Submit'.
- **Preview:** We recommend that you preview your activity before it's submitted for review. If you're happy with the preview, you can then submit your activity. Please note: preview will not display

the activity exactly as it will appear on the Things To Do website.

- **Submit:** Once submitted, your activity will then be checked and if suitable, go live.
- **Cancel:** You can cancel your activity if you no longer wish to create it.

### Step 3: Your activity is then checked

- The Things To Do team will then check (and in some cases edit\*) your activity before it is put live on the Things To Do website.

\*Editing occurs if we notice something requires a change e.g. if we spot grammatical errors, or problems with your photos. In the latter instance, we may recommend you change it or we may change it ourselves.

### Flagged activities:

If there is a problem with the activity that requires more attention, you will receive an email to let you know. When you log in, the problem will also be flagged at the top of the page – text will appear saying ‘The following activities were not approved – please review:’ along with a link to a list of all your activities/locations. The unapproved activity/location will appear in your list of activities/locations with the status ‘Not approved’.

Click into the activity/location and you’ll see a note on the page outlining the problem.

- **If the issue is resolvable**, it will be referred back to you to be re-edited. You can then re-submit the activity/location.
- **If the problem is unresolvable** (e.g. your activity isn’t suitable for the project or is commercial etc.) this will be outlined in the notes.

### NOTE ON ACCREDITATION

Certain activities, in particular activities which fall under the Outdoors and Adventure category and involve sports, require information about their accreditation. Please include this on the activity form.

## Section 5: How do I view, edit or manage my activities and projects?

Once you've created an activity (either as a draft or as a submission) it will appear in your full list of activities. You can access this list by clicking on the 'Your Activities' header in the top navigation when you're logged into Activity Maker. Listed against each activity will be a status.

### STATUS EXPLAINED

There are six statuses for activities (or locations):

- **Draft:** Your activity/location has not yet been submitted. To submit it, click on the name of the activity/location, edit it and hit submit.
- **Submitted:** Your activity/location has been submitted to our system but the Things To Do team have not yet seen it or seen your changes.
- **Not Approved:** Your activity/location has been checked by our team and there are some issues with it, please see the notes in the history section as to whether the issue is resolvable.
- **Live:** Your activity is live on the Things To Do website.
- **Expired:** The date of your activity has passed and the status automatically changes to expired. It no longer appears on the Things To Do website.
- **Archived:** Your activity has been archived. It no longer appears on the Things To Do website.

### How do I edit an activity?

For example, if your activity details have changed, you have extra details to add etc.

We'd prefer you not to edit activities unless it's absolutely necessary because every time you edit and re-submit, your activity will need to be re-checked by a member of the Things To Do team. So, ensuring you include all the relevant information first time round will really help. However, we appreciate that sometimes it is necessary to edit an activity. You can do so by finding the activity in 'Your Activities' list and click on the 'Edit' link next to the activity and amend/add details to the relevant section and click 'Submit'.

**NOTE:** Re-checking your activity is not immediate and during that period the older version of your activity will appear on the Things To Do site. If the change you've made needs to be urgently made live, please contact our team to let us know – [activitymaker@bbc.co.uk](mailto:activitymaker@bbc.co.uk).

### Finding your activities

To make it easier for you to find your activities, we have included a search box on 'Your Activities' page, as well as a browse panel and a 'sort by' dropdown box. You can also create activities from here.

## Creating multiple versions of an activity

**I'm running the same activity at lots of different locations/on different dates, do I have to create a new activity for each event?**

No! To make it easier for you to create multiple versions of the same activity, we've introduced the 'Clone' link. To clone, login to Activity Maker and go to 'Your Activities' and click on the 'Clone' link next to your activity.

Cloning allows you to create a duplicate version of the activity which you can then edit to change the date, location and photo for the other events you're running. To change a location, click on 'Change to a new location' in the activity form. Once you're happy with the new version, press 'Submit'. Once we've checked the activity it will go live.

You can repeat this process as many times as you require. You can also change any other details if you need to (e.g. different facilities, information etc.)

**NOTE:** if you are just adding extra dates for an activity but no other details are changing (i.e. the exact same activity is running at the same location over a number of dates), you can either clone the activity and change the date or add extra dates to the activity when you first create it by clicking 'add date & time(s)'.

## Finding and editing your locations

All the locations which you've created or used for your activities are listed in the 'Locations' section – you can access this page by clicking on 'Locations' in the top navigation when you're signed in.

From this page you can also create new locations, edit locations or create activities at a location. However, please see the note above about being careful when editing locations, as locations are shared between partners.

## Joining a new project

When you log in to Activity Maker you will be taken to your homepage. On this page it lists all projects which you have joined. There is also a section called 'Other Projects' which lists all other projects which the BBC is currently running. If you think your organisation might be suitable for any other projects, click on the 'Find out more' link to access information about how to join other projects. If you join another project though, you will have to be approved for that project by the Things To Do team.

**See the FAQ section on Activity Maker for other information and general advice on creating and editing activities.**

## Section 6: Tips on ways to write your activities

Here are some tips on how to improve how your activity appears on the Things To Do website:

- **Long titles or descriptions:** There are limits to the length of titles and descriptions. Titles may not be more than 35 characters and short descriptions may not be more than 200 characters. Titles must not include the names of commercial companies or sponsorship details.
- **Please don't fill in the form in block capitals.**
- **Include the most important information first:** When your activity appears in search results, only the first few lines of text may appear, with links to 'read more' etc. For this reason, please include the most important information in the first lines. This is especially important for the activity name and short description field. For instance, if it's not clear from your activity title what the activity is about, include this in the first line of your short description e.g. 'A wildlife walk for all the family'.
- **Photos:** All our activities require a photo. Please avoid using generic photos of venues etc. for activities. If you're having problems sourcing a photo, see our photo guide for information on where you can source rights-free photos that you can use.
- **Child-safety issues:** Please be very careful about including any information in your activity which could cause any child-safety issues e.g. a child being identifiable through the photo or description.
- **Double-checking your activity:** We'd really appreciate it if before you submit your activity you could double check all the facts, check for typos, spelling, grammar and whether any vital information about your activity is missing.
- **Don't use words which might go out of date:** For instance 'tomorrow', 'next week' etc.
- **Promotion/Advertising/commercial:** Please don't use overly promotional language or use your activity to advertise - including commercial activities run by your organisation or references to commercial sponsors.
- **Walks:** If your activity is a walk, the location should be the starting point of the walk e.g. Sherbourne Railway Station. Please also include the word 'walk' in your activity title.

### TIP - YOU CAN INSTALL A FREE SPELLCHECKER ADD-ON FOR YOUR BROWSER

Before you create activities or locations, you might want to download a free spellchecker extension/add-on for your browser that spell checks text fields on a webpage.

## Section 7: Photos for activities

**NOTE:** All activities must have a photo in order to go live on the Things To Do website.

### PHOTOS NEED TO BE:

- **Rights-cleared, licensed and properly credited:** Photos must only be used with full permission of the rights holder.
- **Correctly sized:** photos must be 608 x 342 pixels. They should not be more than 3MB.
- **Format:** JPG (this should be in RGB web format, not CMYK)
- **Used with parental consent,** if featuring children. You must have written parental consent for any under 18s who appear in photos.
- **High-quality, enticing and exciting:** Hi-resolution images will sell your activity better and entice the viewer to find out more.
- **Clearly related to the activity:** The images should clearly indicate to the public what kind of activity you are running.

### PHOTOS SHOULDN'T BE:

- **Generic:** Please use different images for each activity and avoid using generic photos for your organisation.
- **Promotional:** They must be free from any logos, sponsorship detail, product advertising, promotions for commercial activity, or any suggestion of a BBC endorsement of any commercial product or activity.
- **Portraits:** Photos of people doing activities are great but please do not use single or group portraits with people all looking into the camera.

### MORE INFORMATION ON PHOTOS?

We have produced a separate guide on photos, please see this guide for further information. It includes information on what images work best, what to do if you don't have an image, where you can find images and how to size your images correctly.

## Section 8: Contact Us

Before you contact us, it would be great if you could check to see if your question is answered in the help

section of our Activity Maker: [www.bbc.co.uk/thingstodo/activitymaker/help](http://www.bbc.co.uk/thingstodo/activitymaker/help)

If it is not, you can email us at [activitymaker@bbc.co.uk](mailto:activitymaker@bbc.co.uk) with any questions. Please include in your email subject title the nature of your enquiry e.g. 'Technical question', 'Question about becoming a partner' etc. to make it quicker for us to make sure the right member of our team sees your email.

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## Section 9: Things To Do: Generic Terms & Conditions

These terms and conditions apply to organisations who wish to register their activities on the BBC's Things To Do site.

### 1. BACKGROUND

The BBC has an ongoing commitment to inspire knowledge and engage audiences in:

- hands-on and mass participation activities that inform, entertain and inspire further engagement;
- activities that bring communities and the nation together;
- a range of new hobbies, interests and passions; and
- events and activities linked to programmes and content

To meet this commitment the BBC, through its Learning Division, has produced a searchable activities product called Things To Do ("TTD").

TTD will aggregate all broadcast related activities run by the BBC and relevant activities run by other organisations enabling the public to locate activities near them via a single, simple search mechanism. Activities run by other organisations will relate to subjects raised by BBC television and radio programmes, and other specific campaigns and / or BBC driven projects.

The BBC seeks to collaborate with organisations which have similar aims and objectives to those of BBC programmes or campaigns ("Collaborating Organisations"). These organisations will collaborate by uploading information about their activities ("Collaborating Organisation Activities") to TTD. Such collaboration is non-exclusive and nothing in these Terms and Conditions shall prevent either Party from engaging in similar relationships or activities with other organisations.

Collaborations are subject to relevant BBC policies including the the BBC's Editorial Guidelines, in particular guidelines relating to partnerships: (<http://www.bbc.co.uk/guidelines/editorialguidelines/page/guidance-partnerships>)

### 2. TTD COLLABORATING ORGANISATIONS ELIGIBILITY CRITERIA

Thank you for agreeing to register your activities and host a BBC broadcast related activity. To be eligible to be a Collaborating Organisation and thus to include your activities on TTD you must fulfil the following, generic, TTD criteria:

- Collaborating Organisations must be publicly funded or not for profit
- Collaborating Organisation Activities must be linked to a BBC project i.e. a BBC television or radio programme, or other specific BBC campaign or project ("BBC Project") and, in order to make this link

- clear, must carry that BBC Project's logo e.g. history activities which carry the Hands on History logo
- Collaborating Organisation Activities must happen at a specific time on a specific day
  - Collaborating Organisation Activities must include active participation or learning and/or be designed to engage new audiences in the underlying goal of the project
  - Collaborating Organisation Activities must be free of charge to the public or be run on a cost-recovery basis (but may be sited within a paid-for visitor attraction).

NB: "Cost-recovery basis" means charging a price which is no greater than the costs directly attributed to the specific Collaborating Organisation Activity (and it makes no contribution to fundraising and/or profit etc). "Cost-recovery" overheads related directly to a Collaborating Organisation's activity can be included. These can include activity specific equipment and materials, venue hire, trainers and staffing, promotional materials or insurance. Non-activity specific overheads cannot be included.

- Collaborating Organisation Activities must be accessible to the general public. If held on a private site e.g. business premises or school, provision must be made to grant appropriate access to the local community.

Collaborating Organisations should also consider how to make Collaborating Organisation Activities accessible for those with disabilities.

In addition to these generic TTD criteria Collaborating Organisations will need to fulfil supplementary project specific criteria ("Supplementary Criteria"). The appropriate Supplementary Criteria will be available during the registration process once you have indicated the type of activity you wish to run.

### 3. TERMS & CONDITIONS

These terms & conditions apply between you (whether an organisation or an individual) and the BBC.

#### 3.1. Roles and Responsibilities

**The BBC agrees:**

- to publish details of Collaborating Organisation Activities on its TTD database and to promote these, when editorially appropriate (without any obligation and on a non-exclusive basis);
- to establish and maintain, when appropriate (without any obligation and on a non-exclusive basis), a non-branded hypertext link from the TTD website to your website, if any, subject to relevant BBC policies including the BBC's Editorial Guidelines (<http://www.bbc.co.uk/guidelines/editorialguidelines>);
- to provide you with branded promotional and educational materials ("Activity Materials"), as applicable and when these are produced, to use and distribute to the public at your Collaborating Organisation Activity.

Activity Materials are materials created by the BBC and provided to you cost free in order to promote the project and your associated activities and to provide educational support to members of the public.

**You, the Collaborating Organisation, agree:**

By providing details of your Collaborating Organisation Activities to the BBC, you are confirming that:

- you meet the eligibility criteria set out in Section Two above.
  - you meet the supplementary eligibility criteria which are specific to each Collaborating Organisation Activity. Collaborating Organisations should refer to the supplementary Terms &

Conditions for additional requirements, including those related to Health & Safety. These will be made available during the registration process once you have indicated the type of activity you wish to run.

- you provide all Activity Materials, if supplied, free of charge to the public;
- no alteration or modification is made to the Activity Materials;
- no Activity Materials are attached directly to any commercial products or activity;
- you won't do anything that could give the impression that the BBC is endorsing any commercial product or activities;
- you will not use or make any reference to the BBC or the project in which you are participating to advertise or promote any services provided by you that are not directly linked to your Collaborating Organisation Activity;
- Contributing Organisations must seek the BBC's written permission to use any BBC logos or trademarks (e.g. on posters or other publicity material). BBC logos and trademarks include not only the BBC blocks logo, but words and logos such as "Springwatch" or "Autumnwatch". If you do wish to use a BBC logo, you will need to sign a trademark agreement. Requests should be sent to your regular BBC Learning contact or [activitymaker@bbc.co.uk](mailto:activitymaker@bbc.co.uk) with „trademark agreement“ in the subject line.
- Collaborating Organisations can refer to their involvement with the project via their own website, in print publicity materials and press releases. The BBC would need to approve such publicity before it is published or distributed;
- Collaborating Organisation should seek BBC approval of any proposed television and radio publicity for Collaboration Organisation Activities at an early stage in the publicity planning process, and before any such activity is agreed;
- all details related to the cost of attending or participating in Collaborating Organisation Activities, including entry fees must be entered by the Collaborating Organisation on to the database when that Activity is entered onto the TTD site;
- you have read and agree to the BBC's Privacy and Cookies policy (<http://www.bbc.co.uk/privacy>) and Terms of Use (<http://www.bbc.co.uk/terms>); and
- you will provide feedback to the BBC as required.

- The information and images that you provide on the BBC's TTD database may be used by the BBC to promote your Collaborating Organisation Activity. You hereby grant to the BBC an irrevocable royalty-free licence to publish such images in all media (for example, the BBC's website or printed materials related to the campaign) in perpetuity, and you warrant that such use by the BBC will not infringe the rights of any third party.

- By uploading an image, you also agree that you have obtained written consent to include on TTD from the parents / guardians of any children (under the age of 18 years) featured in any images.

- By entering contact details, you agree that the BBC or Culture24 (which is gathering data for Cultural Sector Collaborating Organisation activities to include in the TTD site) may contact you regarding project initiatives and changes to the database and website.

- Collaborating Organisations entering Collaborating Organisation Activities on to the database will be required to provide information about these. This information should contain content:

- clearly relevant to the BBC radio or television programme, or other campaign;
- suitable for the likely audience, which in some cases may be children;
- that does not feature the name of any sponsor or organiser in the title;

- contains no sponsorship detail, product advertising or promotions for commercial activity. BBC reserves the right not to publish this information if it does not meet BBC Editorial Guidelines (<http://www.bbc.co.uk/guidelines/editorialguidelines>);
- that is factually accurate.

- Collaborating Organisations entering data into the database will be also able to include a web link to their own site. The page to which this links should only contain content that is:

- clearly relevant to the content of the BBC page where the link is placed;
- suitable for the likely audience, which in some cases may be children;
- regularly updated and refreshed;
- free to access;
- free from any sponsorship detail, product advertising, promotions for commercial activity, or any suggestion of a BBC endorsement of any commercial product or activity. BBC reserves the right not to publish this link if the site does not meet BBC Editorial Guidelines (<http://www.bbc.co.uk/guidelines/editorialguidelines>);
- factually accurate.

- By providing the information that relates to Collaborating Organisation Activity during the registration process you agree that you are authorised for and on behalf of the relevant organisation to provide such information and to accept for and on behalf of the organisation to be bound by these terms and conditions.

- By providing the requested information, you agree to assign in perpetuity to the BBC all necessary rights and permissions to use the information that you upload on [bbc.co.uk](http://bbc.co.uk) and on third party websites via:

- widgets (e.g. small search boxes, lists or images constructed from HTML that are embedded into websites, and through which TTD activity information - including your own - can be accessed)
- shared data (data feeds that allow TTD information - including your own - to be incorporated into third party, commercial and non-commercial [publicly funded or not for profit] websites)

- The TTD database will be administered by the BBC and the BBC reserves the right to remove any or all information held on it at any time at the BBC's sole discretion.

- The BBC may update these terms and conditions from time to time. You should check this website to see updates.

### **3.2. Intellectual Property**

In addition to the intellectual property related points included above, all copyright, trade marks, design rights, patents and other intellectual property rights (registered and unregistered) in and on any project related materials produced by the BBC for use at activities shall remain vested in the BBC or its licensors. You may not copy, reproduce, republish, disassemble, decompile, reverse engineer, download, post, broadcast, transmit, make available to the public, or otherwise use BBC material in any way except as agreed in these terms and conditions. Any other use of BBC owned material requires the prior written permission of the BBC.

The names, images and logos identifying the BBC or third parties and their products and services are subject to copyright, design rights and trade marks of the BBC and / or third parties. Nothing contained

in these terms shall be construed as conferring any licence or right to use any trade mark, design right or copyright of the BBC or any other third party.

Copyright in any material owned by yourself will remain with you and this permission is not exclusive, so you can continue to use the material in any way including allowing others to use it.

### **3.3. General Health & Safety**

The BBC is not vetting Collaborating Organisations and is not responsible for Collaborating Organisation Activities. As such, all Collaborating Organisations and sub-contractors, where relevant shall comply with all applicable disability discrimination legislation; data protection legislation; health, safety and fire legislation; and all codes of practice made under such legislation.

This shall include but not be limited to those issued by the Health & Safety Executive, the Home Office and any BBC safety requirements notified to you.

All providers should designate their Collaborating Organisation Activity as being suitable for beginners, intermediate or advanced. All Collaborating Organisations and sub-contractors, where relevant shall arrange and maintain with a reputable insurer adequate insurance, including General/Public Liability Insurance, with a limit and scope of cover appropriate to the activity(s) in question.

### **3.4. Child Protection**

Many Collaborating Organisation Activities will be aimed at families and adults. As such, and unless otherwise stated in the relevant Supplementary Criteria, a Collaborating Organisation Activities should stipulate that under 18s attending their Activities should be accompanied by a parent or guardian.

All providers shall apply a Child Protection Policy, the scope of which is no less than that of the BBC's Child Protection Policy ([http://www.bbc.co.uk/aboutthebbc/policies/child\\_protection.shtml](http://www.bbc.co.uk/aboutthebbc/policies/child_protection.shtml)). In particular, but without limitation, you will carry out CRB checks as appropriate

### **3.5. Data Protection**

The Data Protection Act 1998 regulates the processing of personal information, setting rules for processing and increasing individuals' rights to control how information about them is used. Within the conditions of this Act, your agreement to these Terms and Conditions grants the BBC to hold your personal details within the database. Collaborating Organisation profile and user details will not be given to anyone outside those organisations without permission. You hereby confirm that you have obtained permission from any person whose details you list on your Collaborating Organisation Activity pages that their details may be published on the website.

### **3.7. Applicable Law**

These terms shall be governed by and interpreted in accordance with the laws of England and Wales.