Culture Mapper: 'How To' Guide

Contents

1. Registering to use Culture Mapper

To use Culture Mapper, you will need to be registered as a **User**.

1.1.   Go to www.southampton.culturemapper.org.uk.

1.2.   Click on the blue 'Register' button in the top right corner.

1.3.   Fill out the 'Register Account' form, giving detail of your organisation and job title in the 'Description' field. Click on the blue 'Register' button at the bottom when complete.

1.4.   Your registration request will then be sent to a site administrator for approval. This will be processed as soon as possible. Once approved, you will have access to the Culture Mapper tool and you will be able to begin inputting your data.
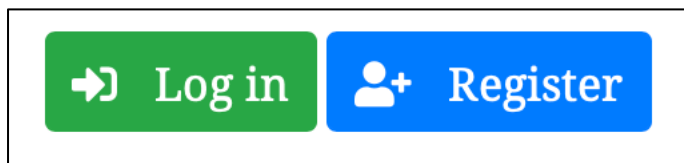

2. Logging in to Culture Mapper

Once your registration has been approved by a site administrator, you will be able to log in.

2.1.   Go to www.southampton.culturemapper.org.uk.

2.2.   Click on the green 'Log in' button in the top right corner.

2.3.   Enter the email and password you entered when registering and click 'Log in'.

2.4.   If you've forgotten your password, click the 'Forgotten Password?' button and follow the instructions to reset it.

3. <u>Providers</u>

Within Culture Mapper, a **Provider** is defined as an organisation that delivers cultural engagement activities in Southampton.

For example, John Hansard Gallery is the Provider of their weekly 'Space to Create' family engagement activity.

In order to start recording data on cultural engagement activities and events delivered by your organisation, you will need to list your organisation as a Provider.

This step only needs to be done once and, if your organisation has already been listed as a Provider, you won't need to list it again.

<u>How to add a new Provider</u>

3.1.   Once logged in, click 'Providers' in the top menu.
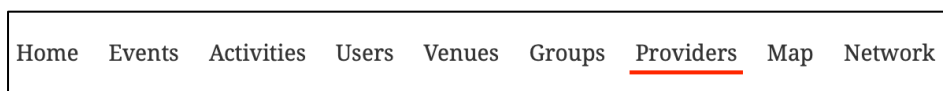
3.2.   Click on the green 'New Provider' button.

3.3.   Fill out the 'Provider/Create' form, filling out all mandatory fields and giving as much detail about your organisation as you would like in the 'Description' field. Click the

green 'Create' button at the bottom when complete.

🏛 Provider / Create

Name*

> Name

Description

> Description

3.4. After clicking 'Create', you will be taken to your organisation's new Provider listing.

🏛 Fun House

[Delete] [Update] [Network View]

Really fun

Venue	Fun House
Address (street)	Fun House, 111 Fun Street
Address (town)	Fun Town
Postcode	FUN T0N

👤 Roles

[New Role]

Name	User	Account	
Administrator	Jen Harris	None	[Details]

3.5. You will see that your **User** account is listed under the 'Roles' field, and you can edit this if you want to by clicking the 'Details' button and then clicking the yellow 'Update' button.

3.6. You can also add a colleague to a Role with a Provider by clicking the green 'New Role' button and filling out the form. Your colleague will need to be registered as a User of the Culture Mapper site for this to work.

3.7. You can edit the details on your organisation's Provider listing as much as you need to by going to the Providers page, clicking on the 'Details' button next to your Provider listing and then clicking the yellow 'Update' button.

4. <u>Venues</u>

Within Culture Mapper, a **Venue** is the place at which a particular cultural engagement event has taken place. The Provider (see **section 3**) and the Venue may be one and the same organisation, or they may be different.

For example, John Hansard Gallery is both the Provider and the Venue for their weekly 'Space to Create' family engagement activity. However, for the SO: Write Festival, the provider is ArtfulScribe and the Venue is John Hansard Gallery

If your cultural engagement event took place at a particular Venue that isn't already listed on Culture Mapper, you will need to add details of that Venue to the database.

Please note: a database of Hampshire schools has been uploaded to Culture Mapper and many venues will have already been inputted, so it is worth using the 'Search' function at the top of the page to check if the particular Venue is listed before creating a new one.
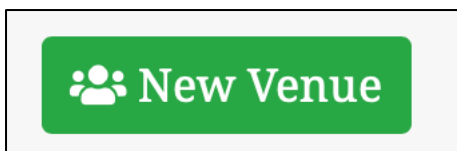
<u>How to add a new Venue</u>

4.1.   Once logged in, click 'Venues' in the top menu.

| Home | Events | Activities | Users | <u>Venues</u> | Groups | Providers | Map | Network |

4.2.   Click on the green 'New Venue' button.

4.3.   Fill out the 'Venue/Create' form, filling out all mandatory fields and giving as much detail about your organisation as you would like in the 'Description' field. Click the green 'Create' button at the bottom when complete.

Venue / Create

Name*

Name

Description

Description

4.4. After clicking 'Create', you will be taken to the new Venue listing.

Gorgeous Gallery Delete Update

Really gorgeous gallery with gorgeous art

Type	Art Gallery
Address (street)	Gorgeous Avenue
Address (town)	Georgeousville
Postcode	G0R G4L

View larger map

4.5. You can edit the details on the Venue listing as much as you need to by going to the 'Venues' page, clicking on the 'Details' button next to the relevant Venue listing and then clicking the yellow 'Update' button.

5. Groups

For the purposes of the Culture Mapper tool, a **Group** is the body of people that have taken part in a cultural engagement activity and these Groups are divided in to two categories: **Formal** and **Informal Groups**.

A **Formal Group** is a **Group** participating in an event as part of structed, formal education -

e.g. 'Bevois Town Primary School' or 'Southampton City College'. An **Informal Group** is a **Group** participating in an event outside of a formal education context - e.g. 'No Limits Youth Group', 'University Society', 'General Public', or 'General Public: Young Children'.

Please note: a database of Hampshire schools has been uploaded to Culture Mapper and many Groups will have already been inputted (particularly generic Groups such as 'General Public'), so it is worth using the 'Search' function at the top of the page to check if the Group you have worked with is listed before creating a new one.

How to add a new Group

5.1.   Once logged in, click 'Groups' in the top menu.

| Home | Events | Activities | Users | Venues | Groups | Providers | Map | Network |
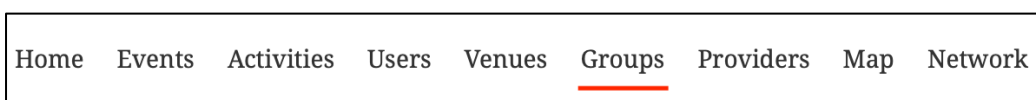
5.2.   Depending on whether you want to add a new 'Formal' or 'Informal' Group, click on the relevant button.

New Formal Group   **New Informal Group**

5.3.   Fill out the 'Group/Create (Formal)' or 'Group/Create (Informal)' form, filling out all mandatory fields and giving as much detail about as you would like in the 'Description' field. Please also be sure to add information to the 'Age (Lower)' and 'Age (Upper)' fields where this information is available. Click the green 'Create' button at the bottom when complete.

Group / Create (Formal)

A **Group** is a collection of people who can attend **Events**. children) or associated with a particular location (e.g. a yc

A **formal Group** is a **Group** that only attends **Events** in th would be a **formal Group**, as would a SEN/D group withir

Name*

Name

Description

Description

Group / Create (Informal)

A **Group** is a collection of people who can attend **Events**. **Group** children) or associated with a particular location (e.g. a youth gr

An **informal Group** attends **Events** outside of these settings. A **Group**, as would a youth group.

Name*

Name

Description

Description

5.4.   After clicking 'Create', you will be taken to the new Group page.

Great Group

Delete Update Copy Network View

Type	General Public
Age(s)	10 - 18
Tags	None

👁 **Attendances**

Event	Count	Active
No Attendances found.		

5.5. You can edit the details on the Group listing as much as you need to by going to the 'Groups' page, clicking on the 'Details' button next to the relevant Group listing and then clicking the yellow 'Update' button.

6. Activities

Within Culture Mapper, an **Activity** is a type or programme of cultural engagement activity that is to be delivered to Groups of people at different Events (see **section 7**).

For instance, 'Space to Create' held every Saturday at John Hansard Gallery would be considered an **Activity**, and each occurrence of 'Space to Create' would be considered an **Event**. Likewise, City Eye's 'Film School' programme held during school holidays would be considered an **Activity**, and each occurrence of 'Film School' would be considered an **Event**.

How to add a new Activity

6.1. Once logged in, click 'Activities' in the top menu.

Home   Events   Activities   Users   Venues   Groups   Providers   Map   Network

6.2. Click on the green 'New Activity' button.

6.3. Fill out the 'Activity/Create' form, filling out all mandatory fields and giving as much detail about the activity as you would like in the 'Description' field. Please also be

sure to add information to the 'Lower age bound' and 'Upper age bound' fields where this information is available

🎭 Activity / Create

Name*

> Name

Description

> Description

6.4.   You will see that there is an option to list your Activity as a 'Super Event' (more on this in **section 8**). If your Activity is a 'Super Event', please check this box.

☐ Is this Activity a type of Super-Event?
> Super-Events are festivals or programmes as part of which other Events take place (e.g. Southampton Film Week)

6.5.   You will see an Activity requires one or more 'Owning Providers', so if your organisation is not already listed as a Provider, please add your organisation as a provider before adding an Activity, following the steps outlined in **section 3.**

Owning Providers*

× Arts at University of Southampton

Which Provider(s) are considered to own this Activity?

6.6.   Click the green 'Create' button at the bottom when complete.

6.7.   After clicking 'Create', you will be taken to the new Activity page.

🎭 **Amazing art workshop**		Delete Update Network View
Lots of fun making amazing art		
Age Range	14 - 20	
Type	Workshop	
Artform	Visual Arts (drawing, photography, painting, sculpture, installation)	
Is this a Super-Event?	False	
Co-ordinators	Jennifer Harris	
Owning Providers	Arts at University of Southampton	

6.8.   You can edit the details on the Activity listing as much as you need to by going to the 'Activities' page, clicking on the 'Details' button next to the relevant Activity listing and then clicking the yellow 'Update' button.

7. <u>Events</u>

For the purposes of Culture Mapper, an **Event** is defined as an occurrence of a particular cultural engagement **Activity** (see **section 6**).

For instance, each occurrence of 'Space to Create', held every Saturday at John Hansard Gallery, would be considered an **Event**, whilst the programme as a whole would be defined as an **Activity** (see **section 6**). Likewise, each occurrence of City Eye's 'Film School' programme held during school holidays would be considered an **Event**, whilst the programme as a whole would be defined as an **Activity**.

<u>How to add a new Event</u>

7.1.   Once logged in, click 'Events' in the top menu.

| Home | Events | Activities | Users | Venues | Groups | Providers | Map | Network |
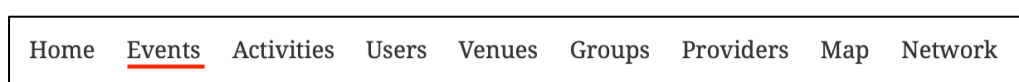
7.2.   Click on the green 'New Event' button.

📅 New Event

7.3.   Fill out the 'Event/Create' form, making sure to select the Activity (see **section 6**) that took place at the Event, along with the Venue (see **section 4)** at which the Event took place, and also selecting the date(s) on which the Event took place.

📅 **Event / Create**

Activity*

Amazing art workshop

Choose the Activity that took place

Participants*

× Jennifer Harris

Select all Users who participated

Venue*

John Hansard Gallery (Southampton)

Select the Venue of the Event

Notes

Notes

7.4.   If the Event is part of a 'Super Event' (see **section 5** on how to add a Super Event), make sure to select the Super Event which this Event falls under.

Super-Event

No Super-Event

If this event is part of a Super-Event (a festival or program of events e.g. Southampton Film Week), which one?

7.5.   After clicking 'Create', you will be taken to the new Event page.

📅 **Amazing art workshop 2020-06-16**   Delete Update

Notes: Everyone had loads of fun and made great art.

Activity	Amazing art workshop
Date	2020-06-16
Venue	John Hansard Gallery
Address (street)	142–144 Above Bar Street
Address (town)	Southampton
Postcode	SO14 7DU

👁 **Attendances**

Group	Count	Active

7.6.   One the new page, you will see a section labelled 'Attendances'.

Select the name of the Group (see **section 5**) that participated in the Event from the drop-down menu and select how many participants from that Group attended. You can add participants from more than one Group. Also select 'Yes' or 'No' for the question 'Is this Group an active participant in the Event?'. This question establishes whether or not the Group took an active role in the event (e.g. performed in a play or took part in a workshop) or a passive role (e.g. watched from the audience). Click the green 'Add' button.

7.7.   You can edit the details on the Event listing as much as you need to by going to the 'Events' page, clicking on the 'Details' button next to the relevant Event listing and then clicking the yellow 'Update' button or by editing the Attendances field.

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8. <u>Super Events</u>

Within Culture Mapper, a **Super Event** is defined as 'a festival or programme of events.' An **Activity** (see **section 6**) can be tagged as a **Super Event**, and **Events** (see **section 7**) can be labelled as being part of a particular **Super Event**. Individual occurrences of **Super Events** must also be listed as **Events** before other **Events** can be associated with them.

For instance, City Eye's 'Southampton Film Week' would be listed as an **Activity** and tagged as a **Super Event**. An occurrence of the Southampton Film Week **Super Event**, e.g. Southampton Film Week 2020, would be considered an **Event**. City Eye's 'Film School' held during and as part of Southampton Film Week 2020 would also be considered an **Event** but can be labelled as siting within the Southampton Film Week 2020 **Super Event.**

<u>How to add a new Super Event</u>

8.1.   **Go to section 6** of this manual and follow the instructions to add an Activity. When you reach **step 6.4**, be sure to **c**heck the box labelled 'Is this Activity a type of Super-Event?'

> ☐ Is this Activity a type of Super-Event?
> Super-Events are festivals or programmes as part of which other Events take place (e.g. Southampton Film Week)

8.2.   Once you have created the Super Event as an Activity, you will need to create an Event entry for an individual occurrence of the Super Event. You need to do this before you can list other Events as being part of the Super Event.

8.3.   To do this, **go to section 7** of this manual and follow **steps 7.1 to 7.5**. If the Super Event took place over a range of dates, select the correct date range under the 'Dates' field.

8.4.   You should now have created an occurrence of your Super Event.

📅 **Southampton Film Week 2020-06-05 – 2020-06-12**   Delete Update

Activity	Southampton Film Week
Date	2020-06-05 – 2020-06-12
Venue	City Eye
Address (street)	City Eye, Studio 144, 142 - 144 Above Bar Street
Address (town)	Southampton
Postcode	SO14 7DU

👁 **Attendances**

How to list an Event as being part of a Super Event

8.5.   **Go to section 7** of this guide and follow the instructions to add an Event. When you get to **step 7.4**, select the corresponding Super Event from the drop-down menu. **Please note:** you will only be able to list an Event as part of a particular Super Event if the date of the Event sits within the date range of the Super Event.

Dates *

2020-06-11 - 2020-06-11

Super-Event

Southampton Film Week 2020-06-05 – 2020-06-12

If this event is part of a Super-Event (a festival or program of events

9. Using the Event Map

The 'Event Map' (accessed by clicking 'Map' in the top menu) is live, interactive map of Southampton populated with data entered into Culture Mapper. The Event Map is a useful tool to visualise and analyse the geographical spread of cultural engagement activity happening across Southampton. It can be used to identify and ultimately address geographical disparities or gaps within the city's cultural engagement provision.

🗺️ **Event Map**

A live, interactive map of Southampton populated with data entered into **Culture Mapper**, showing the geographical spread of cultural engagement activity across the city.

Click on a marker to open an information window about that location.

| **White** | Visit planned | **Red** | Visited June 16, 2020 | **Blue** | Visited June 16, 2018 | **Grey** | No visit recorded |

Filter ▾   🔍

The Cedar School

Last visit: Connecting Culture - Creative Consultation Art Workshop 2020-01-13

Each Event entered into Culture Mapper will appear on the map, with a 'marker' located according to the venue at which the Event took place. Information about the Events that have taken place at a Venue can be accessed by clicking a Venue marker on the Event Map.
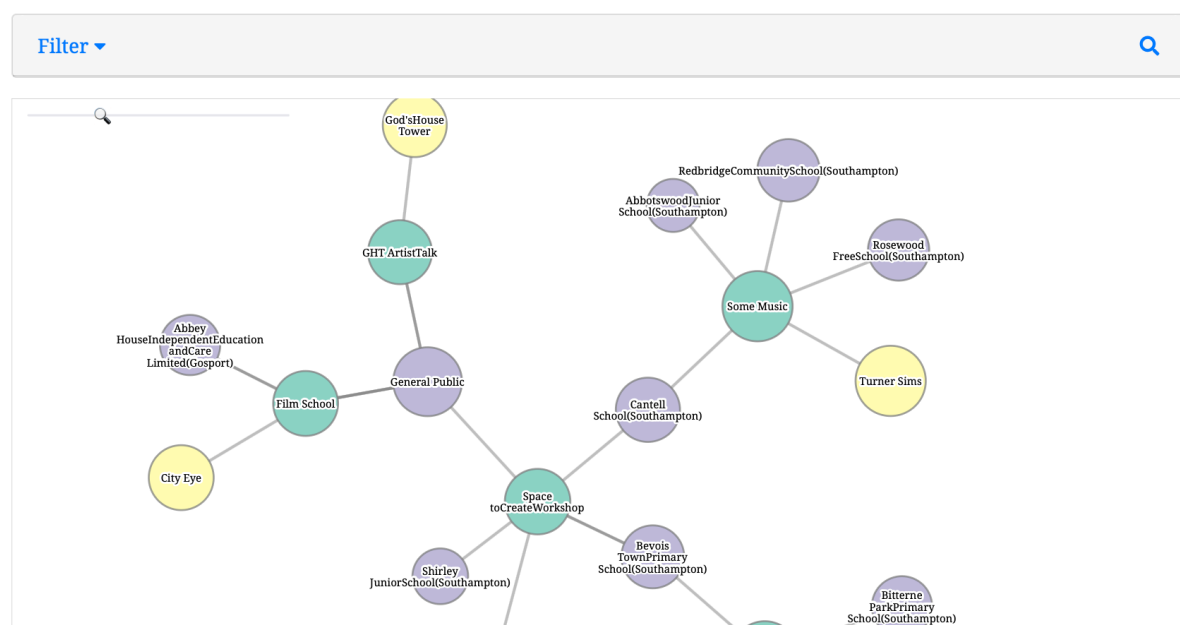
10.   Using the Activity Network

Similarly to the Event Map, the 'Activity Network' (accessed by clicking 'Network' in the top menu) is a live, interactive graphic showing the links between Activities, Providers and Groups as entered into Culture Mapper. It is a useful, visual tool for examining which children and young people have participated in cultural engagement Activities and which Providers have delivered them. Again, like the Event Map, the Activity Network can be used to identify and ultimately address disparities or gaps within the city's cultural engagement provision, whilst also illustrating the interconnectedness of Southampton's cultural sector.

Within the Activity Network view, users can click and drag on the background to move the Network around, and can scroll up and down to zoom in and out. Each 'node' is coloured

depending on what it represents: Activities are green, Providers are yellow, and Groups are purple. Clicking on the text of a node takes you to the corresponding information page within Culture Mapper. Users can click, hold and drag on a node to move it around the network. The size of a node represents the number of attendees at linked Events.