

# Adding Place Standard engagement activities to Involve

Please follow these 3 steps to make sure that our information is up-to-date on Involve:

## 1. Add the basic details

Create a new Involve entry as soon as we know when the activity will take place, who is leading on the activity, which specific area (or areas) it will happen in, and what the title is.

Please use this format for the entry title:

How Good Is Our Place – Activity title

(for example: How Good Is Our Place – Ask Meltham)

## 2. Let people know how to participate

When the web pages for the activity have been published on [HowGoodIsOurPlace.org.uk](http://HowGoodIsOurPlace.org.uk), please update your Involve entry. Make sure you add a link to the main web page for the activity (so that people know how to take part), and include any new information you have.

Please use this format for the link title:

Activity title

## 3. Share the results

When the results page for the activity has been published on [HowGoodIsOurPlace.org.uk](http://HowGoodIsOurPlace.org.uk), please update your Involve entry. Make sure you add links to the results page and to the summary document (and to the separate score sheet, if there is one). You should also add information about who took part in the activity, plus any other updates that you have.

Please use this format for the link titles:

Activity title results

Activity title results summary (PDF)

Activity title score sheet (PDF)



[www.Kirklees.gov.uk/Involve](http://www.Kirklees.gov.uk/Involve)