

Screening Map - Instructions

NOTE - If your screening is within ten days, please also email us at info@nebriefing.org to ensure we get a download link to you ASAP.

If you run multiple screenings, we'd be very grateful if you could add pins to the map for all the screenings. This is very useful information for the press, and helps build momentum.

Any problems with this guide, please email Simon Oldridge at simon@nebriefing.org

International screenings: please follow the instructions below - no longer using a separate form.

Organiser feedback is showing that your screening will be much more effective, and audiences much more engaged, if you use our [Screening Guide](#) to support your event.

This guide explains how to create / edit a pin on NEB's [interactive screening map](#).

Step 1. Create an account

Click here: <https://nebscreeningmap.netlify.app/signup>

The name and email that you enter here will **not** be publicly visible. It's so that we can contact you if there are any issues.

Please make a note of the email address and password. You'll need these to come back and edit the info on your pin

Create an account

Sign up to submit pins to the map.

Full name

Email (Internal use only - will not appear on map)

Password



Confirm password



Sign up

Already have an account? [Log in](#)

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Step 2. Add your screening to the map

You will automatically be taken to the following page after creating an account. If not, use this link: <https://nebscreeningmap.netlify.app/submit>

Add your screening to the map

Add a location to the map. It will appear after an admin approves it.

Venue Name / Screening Title *

E.g. Tiverton Community Hall

0/200

PLEASE AVOID:

- Political names (if possible) which might deter some people - MPs listen when they hear from a broad audience
- Names that sound like home addresses. We are reserving screenings to public gatherings for now to help draw in MPs. Our FAQs page explains further.

Organisation Name *

Your organisation name

If not applicable, enter N/A

Contact name - to appear on the map (optional)

Full name

Contact email

email@example.com

If you prefer for your name not to appear publicly, leave blank - but please do enter an email for people to contact you for further info. The map has now been upgraded so that email addresses do not appear publicly. People can click on a button to contact you without seeing your email address

Screening Date *

26/05/2026

Date status

Confirmed date

Date TBC

If you don't have all the details yet, please select Date TBC ("To be confirmed" - getting it on the map, potentially bringing in helpers, and helping avoid double booking with another group.

Start Time *

12:30

Time is in 24 hour format - e.g. 19:00 for 7pm

Web link for the More Info button. Please provide a link to an event page for people to find out more, and book tickets if applicable.

https://...

Please copy your event web address (e.g. from Ticket Tailor or Eventbrite) and paste it here. This feeds the More Info button on your map pin.

Online ticketing is a real benefit - helping you manage capacity automatically. It also allows you to send reminder emails easily.

CONTINUED OVERLEAF

Note: Our current priority is to support in-person community screenings that can help attract MPs and build visible local momentum.

We also approve internal workplace screenings (e.g. hospitals, schools, councils), which can be very effective in carrying the message out more widely - and seeding further public screenings with people inspired to host a screening in their own community.

At this stage, we are not approving small private screenings (e.g. for family or friends), as we want to encourage attendance at public events to maximise impact and MP engagement.

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Event visibility

Open to the Public Invitation only

Set to Invitation only if this event is not open to the public.

Tick if this is for a cinema requiring a special film format

Event location type *

UK International

Event postcode *

e.g. SW1A 1AA

Validate Postcode

Click on Validate after postcode entry

Brief description for map (280 character limit) *

Describe the screening or event

A short description helps - especially to explain why it's

0/280

Validate location first to enable save.

Submit for approval

Your pin will appear once we check it. We will also send you a confirmation email within the next business day. If the button isn't clickable, make sure you've clicked on Validate Postcode above.

Notes

- If the "Submit" button doesn't work, please ensure you've pressed the **Validate Postcode** button
- See next page for guidance on international screenings
- Your pin will appear on the map after we've checked it. Generally within a few hours. Please could you either provide a public contact email or a web link (e.g. Ticket Tailor event link) so that people can find out more.
- **NOTE** Please if at all possible add a **booking web link** for the **More Info** button. If you aren't using online ticketing, please consider instead including a link to a simple Google doc with info about the event. You will need to make the Google doc viewable publicly by clicking on the Share button and changing the settings from "Restricted" to "Anyone with the link - Viewer".

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Adding an international screening - with a zip code

Our system handles postcodes or zip codes for some countries. If your country is listed, just select it and add the zip code - then press validate

Event location type *

UK **International**

Country *

United States

Postal code / ZIP code *

e.g. 10001

Select your country then enter the postcode / zip code. Then press **Validate Location**

If your country isn't listed, please click "Enter coordinates manually" and see instructions below.

Can't find it? [Enter coordinates manually](#)

Adding an international screening - without a zip code

If your country isn't listed, you can locate the pin on the map with the **latitude** and **longitude**.

You can find those two numbers by **right clicking** on your event location in Google maps. The first option in the pop-up list gives you the option to copy the latitude and longitude numbers. Then paste them into any program like Word or even an email. Here's an example: 51.50080756843862, -0.12464599997197169. That allows you then to copy and paste the numbers individually into the latitude and longitude boxes - the first number is latitude.

Country *

United States

Postal code / ZIP code *

e.g. 10001 **Leave blank unless your country is listed above**

[Hide manual coordinates](#)

Location label (city/country) *

e.g. Accra, Ghana

Enter the zip code or other key address line. This text appears on the pin.

Latitude *

e.g. 5.6037

Longitude *

e.g. -0.1870

Find the latitude and longitude of your venue: right-click on it in Google maps and select the first option to copy. Paste into Word to get the 2 numbers. Then copy here.

Brief description for map (280 character limit) *

Describe the screening or event

Then press **Validate Location**

0/280

Screening Map - Instructions

How to edit an existing screening

Video walkthrough - the editing segment is from 2 minutes in this [short video](#).

Log back in here: <https://nebscreeningmap.netlify.app/login> using the email and password you used when creating the account. Then click the edit button. Screenshot below for illustration.

My Submissions

View, edit, or delete your submitted pins.

Register a new screening

Staverton Library	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
N/A		
Approved		
Submitted 23/03/2026		

As soon as you enter your changes, they will be live on the map once you refresh it.

How to add more screenings

For those organising more than one screening, please repeat step 2: <https://nebscreeningmap.netlify.app/submit>, creating a pin for each screening.

We'd be grateful if you could fill in a separate [NEB Host Confirmation Form](#) for each additional screening.

Resetting your password if you forget it

1. Click to log in: <https://nebscreeningmap.netlify.app/login>
2. Enter your email and click on Forgot password
3. You'll receive an email that looks like this



4. Click on the link in the email and enter a new password
5. It takes you back to the login page. Now log in with your new password.