GBG Submissions with Pubzilla

30th January 2016

1 Background

Branches can use Pubzilla to maintain their pub data and have it displayed on WhatPub. Branches who choose to do this must also use Pubzilla to submit their Good Beer Guide entries each year.
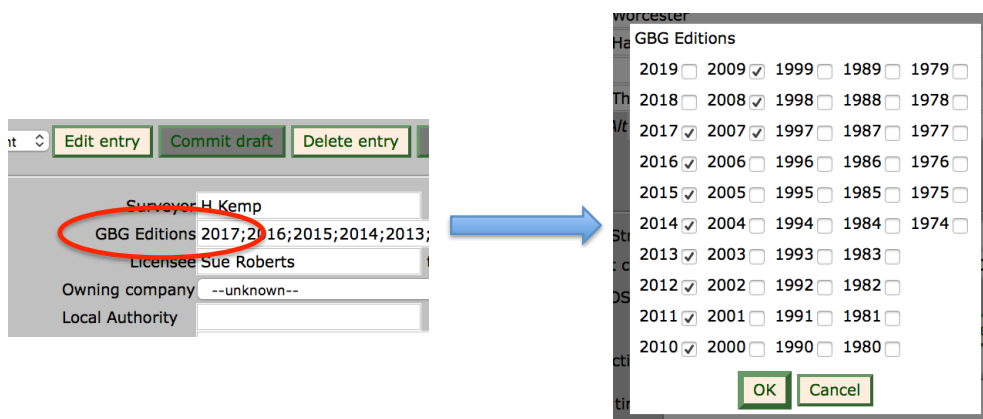
This document describes the process for making GBG submissions using Pubzilla. See the Pubzilla user guide for general information about using the system.

2 Survey

The first part of the process is to clear out any candidates for 2016 that didn't make the guide. This is just to make sure your records of which pubs have been in are accurate. So remove 2016 from the GBG editions field and set the Reserve field to 'none' for these pubs.

Next, survey your pubs and make the selection. The data held for candidate pubs will inevitably need to be edited and this is done in the usual way. The only essential extra thing to do here is mark the pub as being a candidate for this year's guide. Do this by editing the GBG Editions field and adding 2017 to the list.
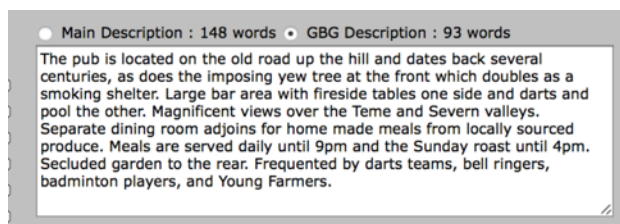
To edit the GBG Editions list, make sure the pub entry is in a draft state, and then click on the GBG Editions field. This brings up a year picker dialog.

Initially there is not need to set the Reserve field. Survey all your shortlisted pubs and mark them as 2017. This makes it easier to search for them, using the GBG Edition filter on the search page. After the final selection, remove 2017 from any pubs that didn't make it and set the Reserve number for your reserves.

If the pub's description in WhatPub is not appropriate for the Good Beer Guide – either it is too long or is phrased inappropriately – you may give an alternative GBG specific description.

Either the main or GBG description are displayed at any one time and you can flip between them using the radio buttons above the description text. The word count of each description is displayed so you can easily see if you have a description of suitable length for the guide.

If you leave the GBG Description blank, the main description will be used for the GBG. Do not leave the main description blank, as this will mean WhatPub will show nothing.
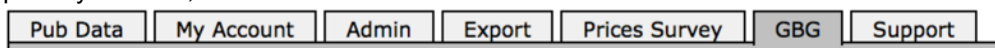
You are not required to make the GBG Description different to the main one that appears in WhatPub. However, the main description is not constrained in terms of length and can have multiple paragraphs, so is an opportunity to provide GBG pubs with a far richer and complete description in WhatPub than they can have in the GBG itself.

3   Uploading

Once the pubs have been surveyed, make sure the entries are committed and exported to WhatPub. This process performs the checks that make sure the entries conform to the standards needed for WhatPub.
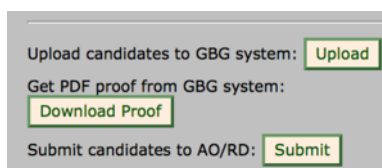
The next step is to upload your candidates to the GBG system. This allows the data to be checked in more detail, to make sure it conforms to GBG guidelines, and allows you to get a proof of the submission to make it easy to check your data.

To upload your data, visit the GBG tab in Pubzilla.

When you select this tab, the system gathers a list of your candidates and checks their entries. This may take a moment. But initially the list will be empty and so it will display quickly.

At the bottom of the page you will see a button for uploading candidates to the GBG system. Click this to send your data from WhatPub to the GBG system.

After you've clicked the button there is a lengthy delay while the data is uploaded and analysed. Once complete, you are shown a list of candidates and their status. You need to check this, as discussed in section 4.

If you need to make changes to your data, edit the entries in Pubzilla – but then you must export to WhatPub and Upload to the GBG system again.

4   Checking

Once you have uploaded entries to the GBG system, the next step is to check that the data meets the additional requirements of the Good Beer Guide. Many of these checks are of subjective guidelines and you will just be warned that there is the possibility of the data being

wrong. You must use your judgement to determine if the warning needs to be ignored, but bear in mind if you submit data that doesn't conform to the guidelines the editors have to change your data. Section 8 describes the warnings and errors that might be given.

The list of candidates displayed in the GBG tab shows the pub's ID, County, Town, District and Name plus information about the status of its submission.

The Type column shows whether the pub is a main candidate or a reserve.

The Pubzilla Entry column indicates whether the data held in Pubzilla is the same or different to that in the GBG system. If you send data to the GBG system and then edit it without re-exporting and uploading, this will tell you the data is different.

The WhatPub status column shows whether the data held in WhatPub conforms to the GBG guidelines. If it shows 'ok' then the system can see no problems with the data. If it shows a number of errors then there is something wrong that must be fixed. If it shows a number of warnings then there are potential issues with the entry and these need to be checked. If there are no issues – the warning is spurious – then the warning is ignored.
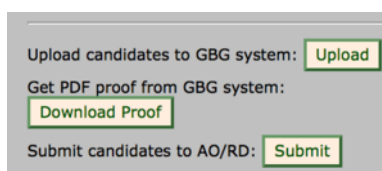
The GBG Signoff column shows whether the data in the GBG system is with the branch or the AO/RD. Initially data upload to the GBG system "belongs" to the branch. In this state the entry can be edited and amended by the branch. However, once all the editing is done, the branch hands the data over to the AO or RD. Once this 'sign-off' is complete, the branch cannot change the data any more – unless the AO/RD sends the entry back to the branch.

The GBG Upload Date column shows the date and time when the entry in the GBG system was uploaded. This is in the format YYYY-MM-DD HH:MM:SS.

If you need to view or edit one of the entries on the list, click the row and you will be taken to the Pubzilla data entry page. If the pub's entry is committed, you will have to click the Edit button to make any changes.

Once you have uploaded some entries to the GBG system you can get a proof in PDF format. You can do this at any time – there's not need to wait until all your candidates are uploaded.

Obtain a proof by clicking the Download Proof button on the GBG tab.

The proof shows your entries just as they would appear in the printed guide. Note that both main and reserve entries are shown.

WORCESTERSHIRE

Birtsmorton

Farmers Arms
Birts Street, WR13 6AP (off B4208) SO790363
11-4, 6-midnight; 12-4, 6-midnight Sun
(01684) 833308 ⊕ farmersarmsbirtsmorton.co.uk
Hook Norton Hooky, Old Hooky; 2 changing beers
(sourced locally) Ⓗ
A black and white village pub dating from 1480,
grade II listed, found down a quiet country lane. The
large bar area has a splendid inglenook fireplace
while the cosy lounge has old settles and very low
beams. Good value, home-made, traditional food is
on offer daily (lunch until 2pm, evening meals until
9.30pm weekday, 9pm Sunday). Often a beer from

green near the church has been run by the Roberts
family since 1911. The three-room interior
comprises a small snug with large inglenook,
serving hatch and settle wall; a small sideroom (no
bar); and Nell's Lounge with another inglenook,
beams and own entrance. Three guest ales on
offer, often from local breweries. Weston's Old
Rosie draught cider. Regular live music sessions.
Popular beer festival November.
Q⌂⚘Ⓓ⬦⬤PⓋ(363)⬤

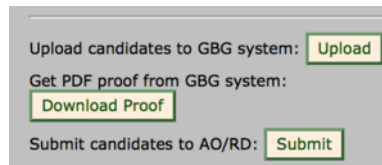**Kempsey Green Street**

Huntsman Inn

ENGLAND

Read the proof to check what's being submitted. If you need to make changes, edit the data
in Pubzilla, export the changes to WhatPub and then upload the amended candidates to the
GBG system. Generate another proof and check your changes have had the effect you
desire.

5 Sign Off

Once you have assembled your list of candidates, updated their entries, uploaded them to the
GBG system and checked the proof, you are ready to sign off your submission.

Some branches will sign off to the AO and some to the RD – the system knows which. All you
need to do is click the Submit button.

Upload candidates to GBG system: [Upload]
Get PDF proof from GBG system:
[Download Proof]
Submit candidates to AO/RD: [Submit]

But there's one last check to make before doing this. You should make sure you have the
right number of candidates to fit your allocation and that these are all in the GBG system.

The number of candidates from your branch is displayed at the bottom of the list on the GBG
tab along with the allocation for the county, or counties, covered by your branch. Note this is
not showing your branch's specific allocation – just the allocation for the relevant counties.

26 candidates
Allocation of 56 for WORC: 26 from branch, 50 in total

What this reveals is the total number of candidates received for the county and its allocation.
If the numbers are wildly different, then either some branch has not yet uploaded their
candidates or something is missing.

If you are asked to provide additional candidates after signing off your submission, simply
mark the new candidates as GBG 2017 entries, export to WhatPub and upload to GBG. Go
through the checks for these new candidates and click Submit again. The new candidates will
then be signed off to join the others.

6 Problems

Things are bound to go wrong. If they do, contact Pubzilla support by email. Details on how to
do this are given on the Support tab.

7   Surveying Guidelines

Follow the GBG guidelines when surveying pubs, but bear in mind that WhatPub holds more data than is shown in the GBG. Always give the fullest information possible in your entry as the system takes care of these differences.

- **Comments** on facilities are not sent to the GBG. If they are important and need to be in the guide, add them as text in the description using the GBG description field.

- **Rare Changing Beer Styles** are not reported in the GBG. If they are important and need to be in the guide, add them as text in the description using the GBG description field.

- **Meal Times**, **Club Allows CAMRA Visitors**, **Historic Interest**, **Alternate** and **Previous** names, **Beer Festival** and **Events** data are not shown in the GBG, so describe them in the GBG description field.

- The **Town** and **District** fields have special treatment:
    - For Central London pubs the postal district is used in place of the Town, suffixed by the Town or by the District where the town is "London".
    - For pubs in London outside the centre, the District is used as the Town.
    - For pubs in metropolitan areas outside London, the Town is a concatenation of the Town and District fields.
    - For pubs outside metropolitan areas the District field is ignored.

- Note that the pub's **Email** address is not shown in WhatPub or the GBG unless the "publish" box is ticked.

- The **Ordnance Survey** reference is only included in the GBG if the Hard To Find box is ticked.

- **Directions** should not start with a capital letter and certain words should be abbreviated (junction => jct, opposite => opp). There's no reason why the same guidelines should not be followed for WhatPub.

- Where a pub has no **Telephone** number, choose "none" in Pubzilla – this prevents the telephone symbol appearing in the GBG.

- In Pubzilla, the **Cask Breather** and **Misleading Dispense** tick boxes indicate that the pub uses these devices. Most GBG entries will not have the boxes ticked and you are required to check that they should not be ticked.

- If the **GBG Description** is not blank this is used in place of the **Description**. If the description is multi-line, all the lines are concatenated for the GBG.

- **Railway** stations etc. are only included in the GBG if the stop is less that 810 metres from the pub. In Pubzilla, the full name of the station must be given, but in the GBG the name of the station is not always shown in full. Where stations have ambiguous names, their full names provide the context needed to distinguish them, but a shortened form of the name is used for the GBG. If the short station name starts with the name of the Town, the short name is further shortened to remove the leading town name. Where the station name is the same as the town, this means nothing is shown in the guide except the railway symbol.

- **Bus Routes** in Pubzilla and WhatPub give much more detail than is used in the GBG, and the information is only used if the stop is within 810 metres of the pub. Bus route details only use the route name or number and then only if each is short and there are no more than 3. If too much information is given, only the bus symbol is displayed in the guide.

- **Regular Beers** are shown in the guide, but are treated specially:

  - Only the first 6 are used – any more are simply ignored.
  - Regular beers that are only served as Real Ale in a Bottle are ignored.
  - Beers given as Seasonal, Varies and Other are not listed, but are instead their breweries are counted as Typical Changing Beers if they are not already listed as such.
  - Only the brewery is shown for House beers.

- Only one **House Beer** is shown in the guide, and only the brewery is shown. If a pub has multiple house beers from different breweries one is picked at random.

- **Typical Changing Beers** are shown, but only the first three given are used and only the brewery name is shown.

8   Errors and Warnings

Once GBG candidate entries have been uploaded to the GBG system, you may receive some errors and warnings. Many of these cannot appear when Pubzilla is used to manage the pub data, but they are given here for completeness.

- Name: fixed name (fixedName)
  - The pub's name starts "The" or "Ye" or contains "and", which isn't allowed in the GBG. This has been changed automatically.

- District: Districts included in address for *townName*
  - The GBG includes the District in the Town name only for certain metropolitan areas. If a District is given for other towns, as in this case, it is shown as part of the pub's Address.

- Postcode: Town is 'London' with non-London postcode *postcode*
  - Setting the Town to London means the entry is handled specially, but in this case the given Postcode isn't one for London. So something is probably wrong and you need to check.

- District: London Postcode but no District name given
  - Pubs with London postcodes must be given a District.

- Directions: Changing 'junction' to 'jct' in directions
  - In the GBG, you must not use the word "junction" in the Directions – use the abbreviation "jct" instead.

- Directions: Changing 'opposite' to 'opp' in directions
  - In the GBG, you must not use the word "opposite" in the Directions – use the abbreviation "opp" instead.

- Telephone: none given
  - GBG entries must either be given a telephone number or explicitly marked as having no phone number. You cannot leave the field blank.

- Telephone: Non standard telephone number format: *given* should be *standard*
  - The GBG requires telephone numbers be given in their proper format, with the correct use of brackets and spaces. The warning shows the value given and what it should be.

- Telephone: Inappropriate number: *telephone*
  - The GBG does not list Freephone or international telephone numbers.

- Telephone: Invalid number: *telephone*
  - The given telephone number is invalid – either the area code is not valid or the subscriber number has the wrong number of digits.

- OpeningHours: none given
  - The GBG requires the pub's opening hours to be given.

- OpeningHours: '*hours*' is invalid because *message*
  - The given opening hours cannot be understood. Some attempt to explain what is wrong is given in the message.

- Description: *count* words is too short (need 50)
  - The GBG requires the description to be at least 50 words, but the given description is only *count* words long.

- Description: *count* words is a bit short, should be at least 60
  - The GBG prefers the description to be at least 60 words, but only *count* have been given.

- Description: *count* words is too long
  - The GBG doesn't accept descriptions longer than 105 words.

- Description: *count* words is a bit too long, should be no more than 95
  - The GBG doesn't want descriptions longer than 95 words, but some leeway is given – this entry is on the limit.

- Description: Ampersand in description (*sentence*)
  - Use "and" rather than "&" in GBG descriptions.

- Description: uses 'Grade 2' not 'Grade II' (*sentence*)
  - Use "Grade II" rather than "Grade 2" in GBG descriptions.

- Description: uses 'Morris Dancing' not 'morris dancing' (*sentence*)
  - Do not capitalise morris dancing in GBG descriptions.

- Description: uses 'Bank Holiday' not 'bank holiday' (*sentence*)
  - Do not capitalise bank holiday in GBG descriptions.

- Description: uses 'this guide' not 'this Guide' (*sentence*)
  - Capitalise "this Guide" in GBG descriptions.

- Description: sentence starts with lower case letter (*sentence*)
  - Do not start sentences with lower case letters in GBG descriptions.

- Description: uses '-ize' not '-ise' word (*word*)
  - Most words in GBG descriptions should use '-ise' endings rather than '-ize'.

- Description uses 'whilst' not 'while'
  - Do not use 'whilst' in GBG descriptions.

- Description: uses 'amongst' not 'among'
  - Do not use ''amongst' in GBG descriptions.

- Description: uses 'orientated' not 'oriented'
  - Do not use ''orientated' in GBG descriptions.

- Description: uses 'don't' not 'do not'
  - Do not abbreviate "do not" in GBG descriptions.

- Description uses digit *word* not number in words (*sentence*)
  - GBG descriptions should not use the names of numbers but show them as digits.

- Description: Victorian not capitalised
  - The word "Victorian" should be capitalised in GBG descriptions.

- Description: Georgian not capitalised
  - The word "Georgian" should be capitalised in GBG descriptions.

- Description: Tudor not capitalised
  - The word "Tudor" should be capitalised in GBG descriptions.

- Description: uses 'mon' not 'Monday'
- Description: uses 'tue' not 'Tuesday'
- Description: uses 'wed' not 'Wednesday'
- Description uses 'thu' not 'Thursday'
- Description uses 'fri' not 'Friday'
- Description uses 'Sat' not 'Saturday'
- Description: uses 'Sun' not 'Sunday'
  - Spell weekday names in full in GBG descriptions.

- Description: uses 'eg.' not 'eg'
  - Do not use full stops when abbreviating "for example".

- Description: uses 'ie.' not 'ie'
  - Do not use full stops when abbreviating "that is".

- Description: uses 'etc.' not 'etc'
  - Do not use full stops when abbreviating "et cetera".

- Description: uses 'Dr.' not 'Dr'
  - Do not use full stops when abbreviating "Doctor".

- Description: uses 'Mr.' not 'Mr'
  - Do not use full stops when abbreviating "Mister".

- Description: uses 'Mrs.' not 'Mrs'
  - Do not use full stops when abbreviating "Missus".

- Description uses 'Revd.' not 'Revd'
  - Do not use full stops when abbreviating "Reverend".

- Description: uses 'St.' not 'St'
  - Do not use full stops when abbreviating "Saint".

- Description: uses *word* without capitalisation (*sentence*)"
  - The word should be capitalised in the GBG description.

- Description: mentions *name* which is a keg cider
  - GBG descriptions should not mention keg ciders.

- Description: *'word'* is a possible mis-spelling
  - The GBG description appears to contain a word that is commonly mis-spelled – Wetherspoon is perhaps the most common example.

- Station: Near station *name*?
  - The pub is not listed as being near a railway station, but there is one quite close as the crow flies. Obviously the walking distance might be longer than the crow-flies distance, in which case the warning should be ignored.

- Station: Not near station?
    - The pub is listed as being near a railway station, but the system has no record of a station within reasonable distance of the pub.

- Metro: Near metro *name*?
    - The pub is not listed as being near a metro stop, but there is one quite close as the crow flies. Obviously the walking distance might be longer than the crow-flies distance, in which case the warning should be ignored.

- Metro: Not near metro?
    - The pub is listed as being near a metro stop, but the system has no record of a stop within reasonable distance of the pub.

- Underground: Near underground *name*?
    - The pub is not listed as being near an underground (TfL) station, but there is one quite close as the crow flies. Obviously the walking distance might be longer than the crow-flies distance, in which case the warning should be ignored.

- Underground: Not near underground?
    - The pub is listed as being near an underground station, but the system has no record of a station within reasonable distance of the pub.

- BusRoutes: Bus routes listed but not near bus stop
    - Bus routes are listed but the entry is not flagged as being near a bus stop.

- RegularBeers: Bottled beers are ignored
    - WhatPub shows Real Ale in a Bottle as regular beers, but the GBG does not. This warning is just pointing out that these are ignored in the GBG.

- RegularBeers: 'other'/'varies'/'seasonal' beers are ignored
    - Where a pub serves a regular beer from a particular brewery, but the actual beer varies, WhatPub shows this but the GBG does not. In this case, although the beer is not listed as a regular beer in the GBG, the number of changing beers specified is incremented to reflect the varying beer.

- RegularBeers: *error*
    - Something is wrong with the supplied regular beer information. The error message attempts to explain what the problem is.

- RegularBeers: Data in old format? (*regularBeers*)
    - Something is wrong with the supplied regular beer information. It could be the database is storing data in the old format and so has not been updated recently.

- TypicalChangingBeers: *error*
    - Something is wrong with the supplied Typical Changing Beer information. The error message attempts to explain what the problem is.