Adding Events

Adding an event into a community group

1. Navigate to your online community group.
2. Select ‘Events’ in the community’s navigation menu
3. Select the ‘Add Event’ button on that page to open a blank event template
4. Fill in the relevant fields with your event information. (Note: Fields marked with an * asterisk are mandatory)

   - Add a suitable title for your event and include a description/synopsis
   - Choose your audience: **Only attendees and invited users** – only visible to community members personally invited to the event. **Community members only** – only visible to the members of the community group. **Anyone, make it public** - visible to all members of the online community and the general public. *(Please note: Once published, the event audience cannot be changed)*

   - Select an appropriate event type category from the list (applicable to ‘Public’ events only)
   - Select both an event start and end date/time.
   - Enter venue and address information
   - Add the ticket price if tickets are required
   - Include a link to find further information about the event
   - Add a link to where tickets can be purchased, or where to register for the event if registration is necessary

5. Select ‘Save’ to save and publish your event.

6. Add images to your event.

   - Select the camera icon in the event’s cover image.
   - ‘Drag and drop’ your image files or browse to it’s location on your device to upload. *For optimum display, images should be no larger than 1900 px wide by 570 px tall and be of relevant subject matter. Please avoid using text heavy image ‘banners’ to ensure best possible image display.*
   - To change the cover image (i.e. the first image to display) click on the image in the event details to display the associated images and use the side arrows to navigate through the slide deck. On the image you wish to be used as the cover image, select the three dot menu in the top right of the window and choose ‘Set as Cover Photo’ from the dropdown list. Deleting images from the slide deck is done using the same process.
Note: For ‘Public’ events a default category image is displayed depicting the type of event added. This default image can be changed for a more suitable image/s of your own if necessary. Please note: all images uploaded to the online community should comply with our guidelines.

7. Some events require approval by a Community Admin before they are included in the Community’s Events Calendar. Please be aware that approval may take up to 24 to 48hrs. If after this time your event has not been approved, please contact a member of the Admin team for that Community. To find a list of the Admins for the group, visit the ‘group members’ area where they are identified in the ‘Community Administrators’ section.

8. Notifications are sent to community members who subscribe to 'New Event' alerts from the community.