WHAT'S ON MILDURA USER GUIDE

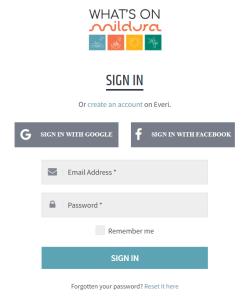
1. Go to the What's On Mildura Website - www.eventsmildura.com.au



2. Select 'Submit an event'



3. This will prompt you to the Sign In page, either log in or create an account



4. Enter in the Event Details

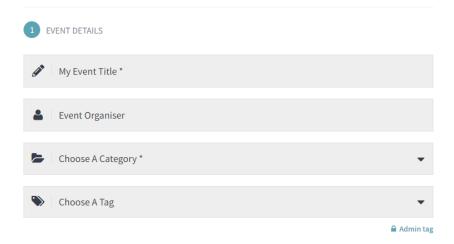
SUBMIT AN EVENT

Please check that your event isn't already listed, as we automatically source a large number of events from across the Mildura region.

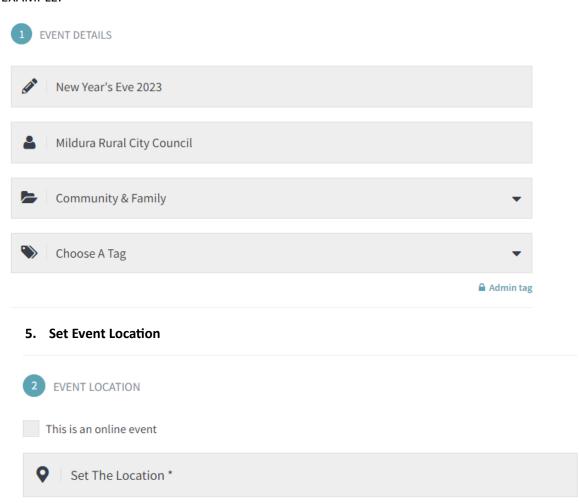
For more event questions please visit our FAQ page.

By submitting your event you acknowledge reading and agreeing to the Event Guidelines.

Please fill out your event details below. Required fields are marked with an asterisk *.

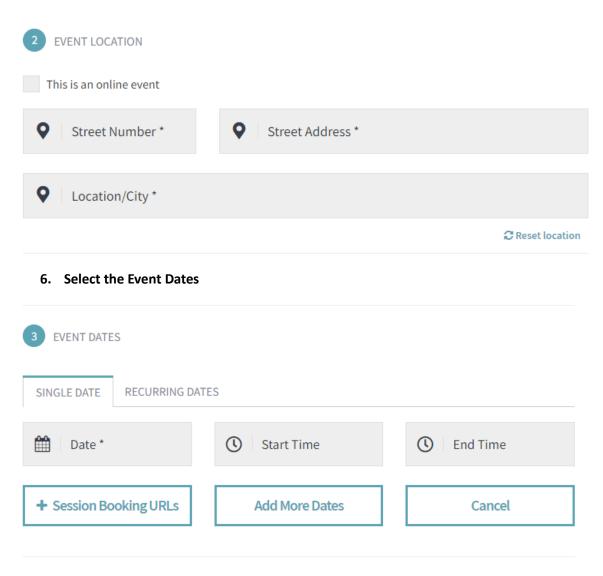


EXAMPLE:

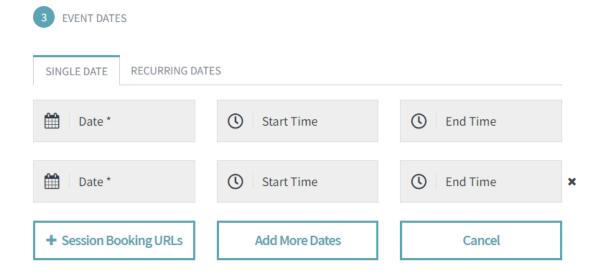


♀ Enter an address manually

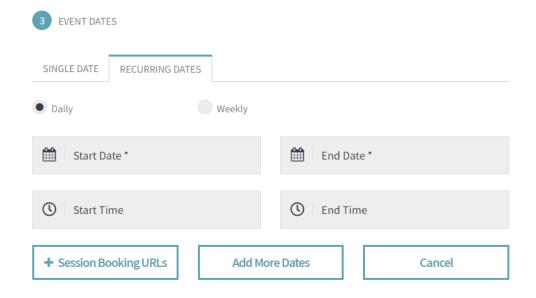
If you can't find the location, select 'Enter an address manually' and the screen will look like this



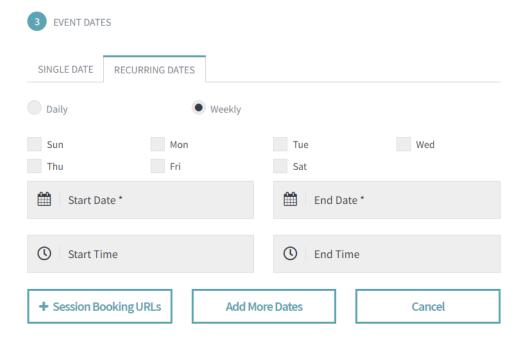
If your event is spanning over more than one day, click 'Add More Dates' and another row will appear



If your event occurs regularly, select 'Recurring Dates' – if it is a daily occurrence it will look like this:



If it is a weekly occurrence, select 'Weekly' and it will look like this:

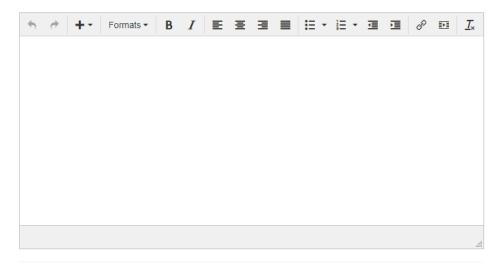


Simply select the day(s) the event occurs on with the start date of the first occurrence and the end date as the last occurrence.

7. Next enter in a description of the event

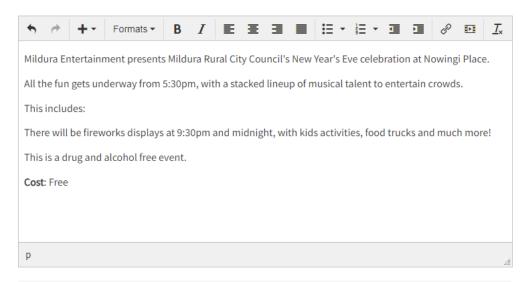
The more information you can provide in the description the better to help the public get a feel for what the event involves.





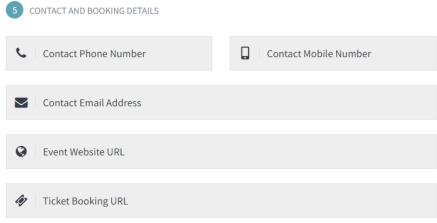
EXAMPLE:





8. Add contact and booking details

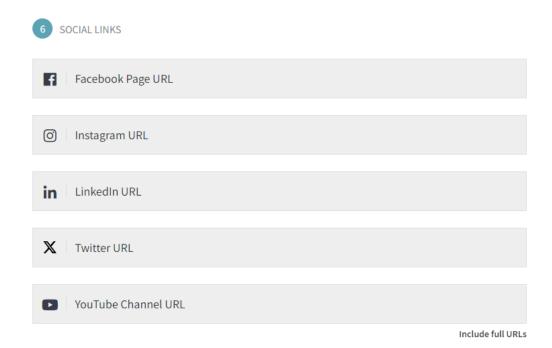
This section is not mandatory but very helpful for if the public have any questions so they know who to contact and where to find more information.



Include full URLs

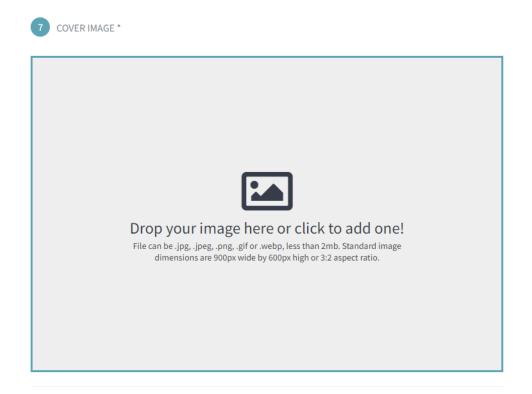
9. Add any social media links

Enter in any links to relevant social media pages you have for the event or your organisation. This section is not mandatory but very useful to the public.



10. Select a cover image for the event

This is the first thing members of the public will see so it is best to use an image or graphic that best represents what your event is.



EXAMPLES: For New Years Eve the graphic below is all that needs to be said. In the Sprintcar example, you can see that the image accurately reflects the event which will spark interest from the first sighting.





Mildura Speedway Drivers Club presents

Australian Sprintcar Allstars - Col Beasley Classic

- ## Sat 9th Dec, 6:00 PM 10:30 PM
- Timmis Speedway, 3342 Deakin Avenue, Mildura VIC
- **BOOK TICKET**

Once you have selected the image you want as the cover photo, it will come up with options to Zoom In, Full Size, Zoom Out, Delete or Save.

Make sure you select the green save button once you are happy with the position of the image.





Resize and position your image and Save when done.



11. After saving the image, the only thing left to do is to review your submission and submit it.

Once you click 'Review' if there are any errors they will come up in red that need to be fixed before you can submit.

You're nearly done

Click review to see how your event will look before submitting for approval.

REVIEW

CANCEL

12. Once you have reviewed the submission and you are happy with it, hit 'Publish'



Once you have submitted the application for publishing, a member of the Events Team will review the submission and approve it to be published on the website and accessible for the public to view.