

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

A screenshot of the 'Sign In' page on the website. It features the 'What's On Mildura' logo at the top. Below the logo is the text 'SIGN IN' and a link 'Or create an account on Everi.' There are two buttons for social login: 'SIGN IN WITH GOOGLE' and 'SIGN IN WITH FACEBOOK'. Below these are input fields for 'Email Address *' and 'Password *'. A 'Remember me' checkbox is located below the password field. At the bottom is a large 'SIGN IN' button. A link 'Forgotten your password? Reset it here' is at the very bottom.

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 *.

1

EVENT DETAILS

 My Event Title *

 Event Organiser

 Choose A Category *


 Choose A Tag


 Admin tag


EXAMPLE:


1


EVENT DETAILS

 New Year's Eve 2023

 Mildura Rural City Council

 Community & Family

 Choose A Tag


 Admin tag


5. Set Event Location

2

EVENT LOCATION

☐ This is an online event

 Set The Location *

 Enter an address manually

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

2

EVENT LOCATION

☐ This is an online event

Street Number *

Street Address *

Location/City *

[Reset location](#)

6. Select the Event Dates

3

EVENT DATES

SINGLE DATE

RECURRING DATES

Date *

Start Time

End Time

+ Session Booking URLs

Add More Dates

Cancel

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

3

EVENT DATES

SINGLE DATE

RECURRING DATES

Date *

Start Time

End Time

Date *

Start Time

End Time

+ Session Booking URLs

Add More Dates

Cancel


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


3 EVENT DATES


SINGLE DATE


RECURRING DATES

☒ Daily☐ Weekly

 Start Date *

 End Date *

 Start Time

 End Time

+ Session Booking URLs

Add More Dates

Cancel

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

3 EVENT DATES


SINGLE DATE


RECURRING DATES


☐ Daily☒ Weekly


☐ Sun☐ Mon☐ Tue☐ Wed

☐ Thu☐ Fri☐ Sat

 Start Date *

 End Date *

 Start Time

 End Time

+ Session Booking URLs

Add More Dates

Cancel

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.

4

EXAMPLE:

4

p

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.


5


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.


6 SOCIAL LINKS

 Facebook Page URL

 Instagram URL

 LinkedIn URL

 Twitter URL


 YouTube Channel URL

Include full URLs

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.

7 COVER IMAGE *



Drop your image here or click to add one!

File can be .jpg, .jpeg, .png, .gif or .webp, less than 2mb. Standard image dimensions are 900px wide by 600px high or 3:2 aspect ratio.

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.

7 COVER 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'


EDIT


EVENT PREVIEW


PUBLISH



New Year's Eve 2023

 Sun 31st Dec [+ 1 MORE DATE](#)

 Nowingi Place, Mildura VIC

 [VIEW WEBSITE](#)

Mildura Entertainment presents Mildura Rural City Council's New Year's Eve celebration at Nowingi Place.

All the fun gets underway from 5:30pm, with a stacked lineup of musical talent to entertain crowds.

This includes:

There will be fireworks displays at 9:30pm and midnight, with kids activities, food trucks and much more!

This is a drug and alcohol free event.

Cost: Free

[SHOW MORE DATES AND TIMES](#)

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.