

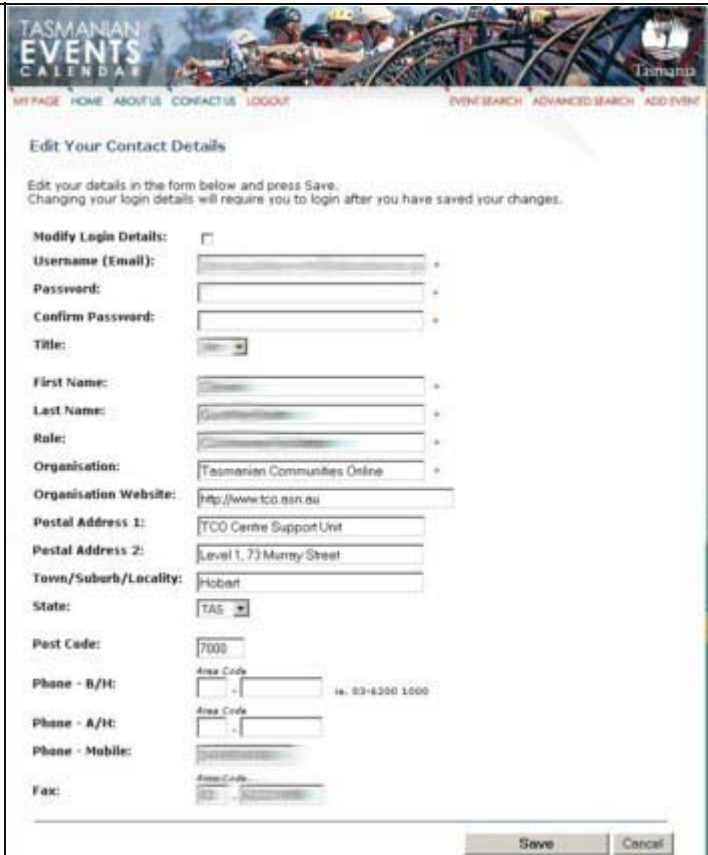
How to Add Events to Tourism Tasmania's Events Calendar

Step 1: Become a registered user ...

Before you can add events, you must become a Registered User for the Tourism Tasmania [Events Calendar](#).

You will need to provide an email address as the 'user name' and choose a password. The email address is not displayed publicly.

NOTE: A 'Registered User' can enter and modify their own events **and** can enter details for events that are being run by other event organisers and/or community groups.



The screenshot shows the 'Edit Your Contact Details' form on the Tourism Tasmania Events Calendar website. The form is titled 'Edit Your Contact Details' and includes a sub-heading 'Edit your details in the form below and press Save. Changing your login details will require you to login after you have saved your changes.' The form fields are as follows:

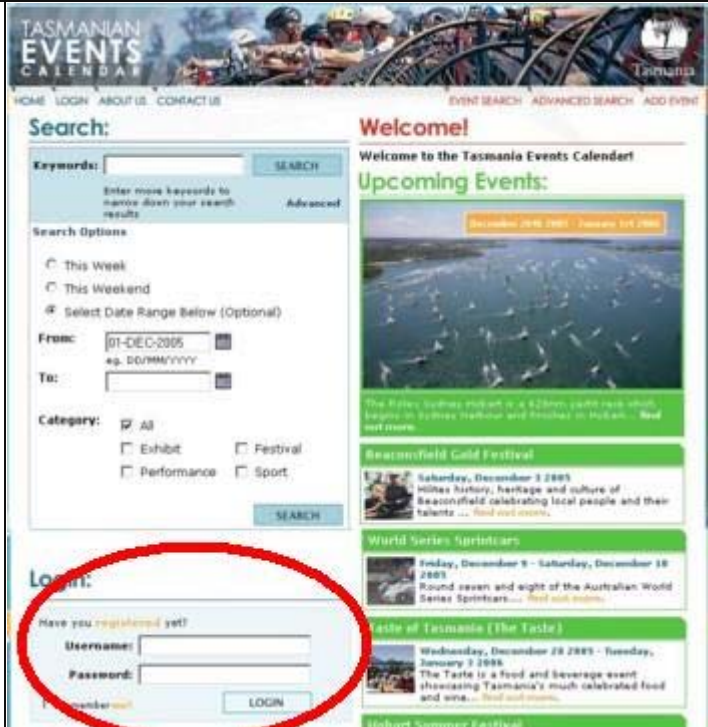
- Modify Login Details:**
- Username (Email):** [Text input field]
- Password:** [Text input field]
- Confirm Password:** [Text input field]
- Title:** [Dropdown menu]
- First Name:** [Text input field]
- Last Name:** [Text input field]
- Role:** [Text input field]
- Organisation:** [Text input field, value: Tasmanian Communities Online]
- Organisation Website:** [Text input field, value: http://www.tco.asn.au]
- Postal Address 1:** [Text input field, value: TCO Centre Support Unit]
- Postal Address 2:** [Text input field, value: Level 1, 73 Murray Street]
- Town/Suburb/Locality:** [Text input field, value: Hobart]
- State:** [Dropdown menu, value: TAS]
- Post Code:** [Text input field, value: 7000]
- Phone - B/H:** [Text input field, value: Area Code] [Text input field, value: Area Code] [Text input field, value: 03-6300 1000]
- Phone - A/H:** [Text input field]
- Phone - Mobile:** [Text input field]
- Fax:** [Text input field]

At the bottom right of the form are 'Save' and 'Cancel' buttons.

Step 2: Log in to to the Events Calendar ...

To enter a new event or modify an existing event, you must log in using your user name (email address) and password.

If you forget your password, email events@discovertasmania.com or call Imagination Corporation on (03) 6331-6895. Staff will reset your password (remember to change it next time you log in).



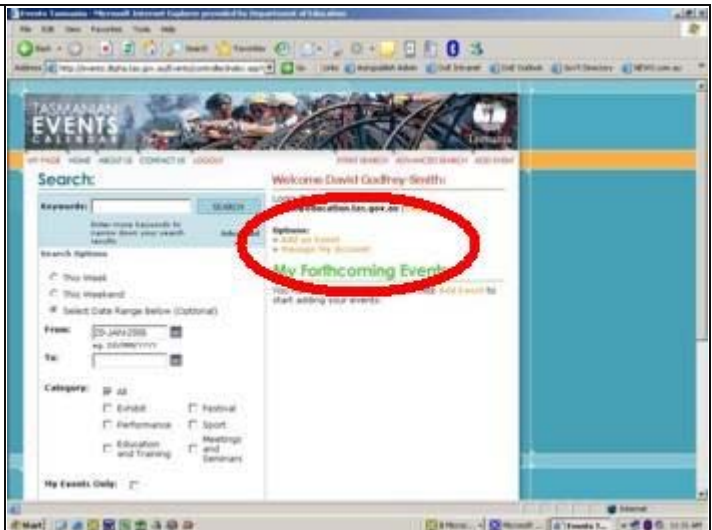
The screenshot shows the homepage of the Tourism Tasmania Events Calendar website. The page features a search bar, a 'Welcome!' message, and a list of 'Upcoming Events'. The search bar is titled 'Search:' and includes a 'Keywords:' field, a 'SEARCH' button, and a 'Advanced' link. Below the search bar are 'Search Options' including radio buttons for 'This Week' and 'This Weekend', and a 'Select Date Range Below (Optional)' section with 'From:' and 'To:' fields. The 'Category:' section has checkboxes for 'All', 'Exhibit', 'Festival', 'Performance', and 'Sport'. A 'LOGIN:' section is highlighted with a red circle, containing a 'Have you registered yet?' message, 'Username:' and 'Password:' fields, and a 'LOGIN' button. The 'Upcoming Events' section lists several events, including 'The River, Sydney row off is a 6.2km race which begins in Sydney Harbour and finishes in Hobart', 'Beaconsfield Gold Festival', 'World Series Sprintcars', 'Taste of Tasmania (The Taste)', and 'Hobart Summer Festival'.

Each Registered User has their own 'welcome' page listing all events they are currently managing. From this screen you can **Add An Event** or **Manage Your Account** (including changing your password or your contact details) or **Edit Existing Events** that you entered previously.

If you have previously entered one or more events, they will be listed under My Forthcoming Events as either **pending**, **approved** or **declined**. You will have the option to edit, view or delete previously entered events.

NOTE: If you edit an existing event, the status will revert to "pending" even if the event has been previously approved.

TIP: If you have an existing event, you can 'clone' it to create a new occurrence of the same event with new dates. This is useful when scheduling additional classes or other events where all the information remains the same except the date/time.



Step 3: Fill in the Event Details tab ...

Keep your Event Title succinct (and don't include the date or venue as part of the title). Avoid ampersands (&) in event titles or in any of the description boxes.

Duplicate your **Brief Description** at the start of the **Full Description**. These are used separately by different systems (the brief description appears on OAC Community Calendars and in the future may be used for SMS etc.; the full description is what appears on the DPTHA events calendar).

If your event repeats with a regular pattern (eg. monthly), you can enter the pattern on this screen. If you choose anything other than "once off event" from the pull-down box, the various repeat pattern options will be displayed. If your event repeats but there is no regular pattern, use the **Future Dates** section (see below).

If you don't check the "Are these dates confirmed?" tick-box, your event listing will include **"to be confirmed"** under the dates.

The **Future Dates** section can be used to list future occurrences of the same event where there is no regular pattern. You can enter up to three additional sets of dates; these dates can be in the same year or any future year.

Add Event

1. Event Details | 2. Location & Contact | 3. Categories | 4. Price Information | 5. Notes

Event Name:

Brief Description:

Full Description:

Date From: To:

Frequency:

Are these dates confirmed?

Future Dates
If this event will be run again in the future, please enter up to 3 future dates (confirmed or unconfirmed) in the fields below.

Future Date #1 From: To:

Notes: Is date confirmed?

Future Date #2 From: To:

Notes: Is date confirmed?

Future Date #3 From: To:

Notes: Is date confirmed?

Event Opening Times:

Logo Image:

Event URL:

Event opening times is an optional free-text field.

To enhance an event listing on the DPTHA website, upload the TCO logo, the group's logo or a topical image as the Logo Image (optimally ~100Kb .jpg file or .gif).

If you have additional images for an event eg. photos taken at the same event the previous year, you can email these to events@discovertasmania.com (be sure to clearly identify the event as part of the email).

The event URL is also entered on this screen. Be sure to include the "http://" at the beginning.

TIP: If you enter the AutoPublish URL of a Community Group, Service Provider or Education Provider from your OAC community website, the event will also be linked to their AutoPublish record. See the related document [How to Add Events to a Community Group's TCN Record](#) for more details.

The screenshot shows the 'Add Event' form with the following sections and fields:

- 1. Event Details** (selected tab)
- Event Name:** Text input field
- Brief Description:** Text input field
- Full Description:** Text area
- Date From:** Date picker
- Frequency:** Dropdown menu (set to 'Once Off Event')
- Are these dates confirmed?:** Check box
- Future Dates:** Section for scheduling future occurrences, including 'Future Date #1 From', 'To', 'Notes', and 'Is date confirmed?' checkboxes.
- Event Opening Times:** Text input field (highlighted with a red box)
- Logo Image:** Text input field with a 'Browse...' button (highlighted with a red box)
- Event URL:** Text input field with 'http://' pre-filled (highlighted with a red box)

Navigation buttons at the bottom: '< Previous', 'Next >', and 'Cancel'.

Step 4: Enter the event location and contact details ...

Where possible choose the Event Venue from the pull-down list rather than typing it in as a 'new' venue. **The quickest way to find an existing venue is to enter the first two or three letters into the search box.**

If you enter details for a new venue (ie. one that is not already in the DPTHA database) please include the post code.

The screenshot shows the 'Add Event' form with two main sections: 'Venue/Location' and 'Event Contact'. The 'Venue/Location' section is highlighted with a red box and includes a 'Choose Venue' dropdown menu (currently set to 'None'), an 'OR Venue/Location Text' search box, and fields for 'Town', 'Area Code', 'Phone', 'Email', and 'Web'. The 'Event Contact' section includes a dropdown for 'Organising Body' (currently 'None'), a search box for 'Or Enter New Organising Body', and various contact details fields: 'Organising Body Website', 'Alternate Contact details', 'Title', 'First name', 'Last Name', 'Email', 'Postal Address 1', 'Postal Address 2', 'Town/Suburb/Locality', 'State', 'Post Code', 'Phone - B/H', 'Phone - A/H', 'Phone - Mobile', and 'Phone - Fax'. A search results window is open over the 'Organising Body' dropdown, listing various organizations like 'Arts@work', 'Ashlonen Enterprises Pty Ltd', 'Athletics Tasmania', etc. At the bottom of the form are 'Previous', 'Next', and 'Cancel' buttons.

If you are entering an event on behalf of another organisation, be sure to enter them as the Organising Body **AND** check the Alternate Contact Details box so that you can overwrite your contact details with their contact details.

Enter phone numbers without brackets or spaces.

NOTE: If you do not overwrite your contact details, you will be listed on the DPTHA website as the contact person for people with questions about the event.

TIP: If you (or the event organiser) want to remain anonymous, you can enter a generic term in the last name box, eg. "Reception Desk" or "Box Office".

Step 5: Specify if this is an 'umbrella' event or part of an umbrella event ...

'Umbrella events' are major regional events such as the Taste of Tasmania, 10 Days on the Island, the Hobart Summer Festival, Burnie Shines etc.

If you are organising an umbrella event, check first to make sure it isn't already listed on the DTPHA website before selecting [yes].

If your event is part of an umbrella event, you should select the applicable event from the pull-down list.

Event profile choices are local, regional, state, national or international. Most events entered through OACs will be **local or regional**.

Level 1	Level 2	Level 3
Select...		

Step 6: Choose a category for your event ...

There are six choices for Level 1 categories:

- Event
- Festival
- Performance
- Sport
- Education & Training
- Meetings & Seminars

Some of these Level 1 categories have further sub-categories (called Level 2 categories). Once you have chosen a Level 1 category, if there Level 2 categories they will be displayed.

Adding a Level 2 or Level 3 category is optional.

You can have multiple categories, but you must add each applicable category to your record before selecting another one.

NOTE: You must click on [Add Category] to add your category selection(s) to your event record before proceeding to the next tab.

The screenshot shows the 'Categories' tab in an event management system. At the top, there are navigation tabs: 1. Event Details, 2. Location & Contact, 3. Categories (active), 4. Price Information, and 5. Notes. Below the tabs, there are two radio button options: 'Is this an Umbrella Event?' with 'Yes' and 'No' options. Below that, a text prompt asks 'OR...Is this part of an umbrella event?...if so, pick one from the list below:' followed by a dropdown menu currently set to 'None'. An 'Event Profile' dropdown menu is also visible. The main section is titled 'Categories:' and contains instructions: 'Please select one or more categories that your event falls under. This will make it much easier for users to find your event when searching by the type of event.' Below this, it says 'Selected Categories:' and 'No categories are currently selected. Use the selector below and click [Add Category] to add categories.' There is a 'Select a New Category:' section with a table for Level 1, Level 2, and Level 3 categories. The Level 1 column has a dropdown menu with 'Select...' as the current selection. An 'Add Category' button is located at the bottom right of the table. At the very bottom of the form, there are three buttons: '< Previous', 'Next >', and 'Cancel'.

Step 7: Enter the price details ...

If an event is free, you can skip this tab completely by clicking on the [Next] button.

Click on the "Free" checkbox to remove the tick if you want to add event costs.

Add costs with the \$ sign (eg. "\$5").

If prices are more complicated than the two boxes allow, explain the prices under "Other Information".

Concession Information and Other Information are free text fields.

The screenshot shows the 'Price Information' tab in an event management system. At the top, there are navigation tabs: 1. Event Details, 2. Location & Contact, 3. Categories, 4. Price Information (active), and 5. Notes. Below the tabs, there is a 'Free Entry:' checkbox which is currently checked. Below that are three input fields: 'Price - Adult:', 'Price - Child:', and 'Child Age Limit - Lower:'. To the right of the 'Child Age Limit - Lower:' field is another input field labeled 'Child Age Limit - Upper:'. Below these fields is a section titled 'Concessions Information:' with a large text area. Below that is a section titled 'Other Information:' with another large text area. At the bottom of the form, there are three buttons: '< Previous', 'Next >', and 'Cancel'.

Step 8: Type in any notes ...

On Tab 5 (Notes): - be sure to click on the check box if you want the **Disabled Access** heading and your disabled access explanatory text to display as part of an event listing.

Weather Note is an optional free-text field. For example, you could enter "Event will proceed if there is light rain otherwise please listen to your local radio station for cancellation information".

If you can't work out how to show something as part of your event listing, use the **Author's Note** to send comments or explanatory information to Imagination Corporation staff who will be happy to fix it up for you. The author's note is internal and does not display on any public website.

Expected Visitor data is not required for Local or Regional events, but is welcomed if you want to add it in.

Add Event

1. Event Details | 2. Location & Contact | 3. Categories | 4. Price Information | 5. Notes

Check this box if you would like to publicly display the heading and information relating to disabled access:

Disabled Access Text:

Weather Note:

Expected Visitors

Local Visitors (<=10km distance):

Intrastate Visitors (>-100km distance):

Interstate Visitors:

International Visitors:

Total Visitors:

Author's Note (Not displayed to public):

Previous Next Cancel

Save Cancel

Step 9: Submit your event ...

As soon as an event is approved it will appear on the DPTHHA website as part of the Discover Tasmania Events Calendar. Event data is transferred to OAC Community Websites overnight by XML, so approved events will not appear as part of OAC Community Calendars until the next morning.

You will receive advice by email when Imagination Corporation moderates your submission. In general, the event will be approved or declined. If your event is declined the email will explain why. In some cases, Imagination Corporation may request further information before approving or declining an event.

NOTE: If you receive email advice from Imagination Corporation, it will be automatically generated. Do not reply to the email as this will not be delivered. If you need to respond, you should reply to events@discovertasmania.com