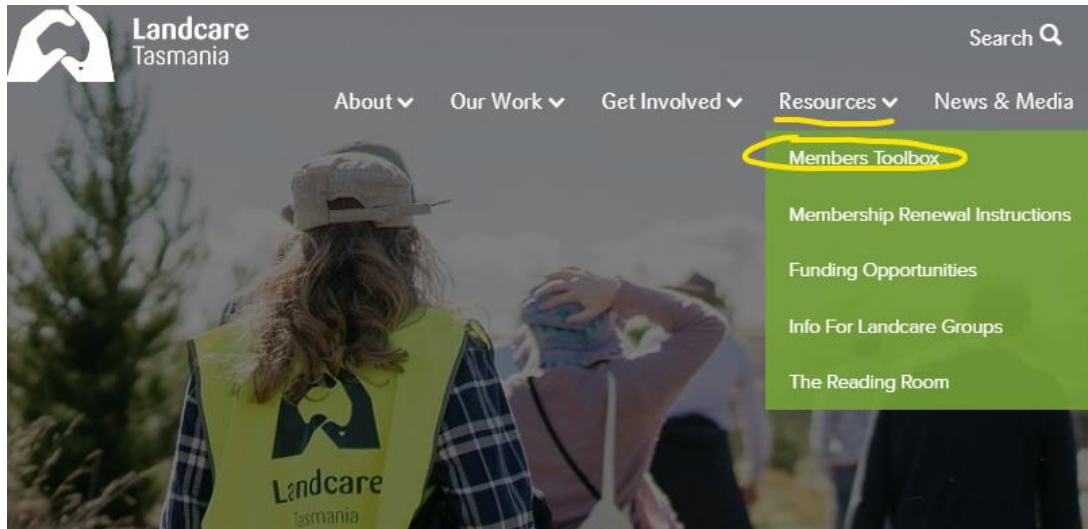




Posting an Event to the Landcare Tasmania [Community Events Calendar](#)

Event Posting

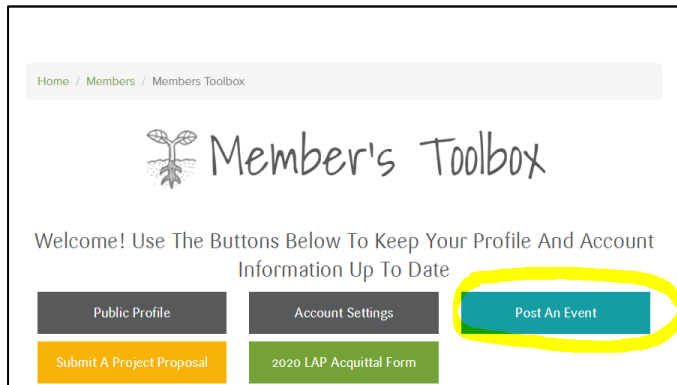
1. Go to the Members Toolbox:



2. Sign in with the Group's Primary Contact email address

A screenshot of the Landcare Tasmania website's "Members: Sign In With Your Email Address" page. The page has a dark header with the Landcare Tasmania logo, a search bar, and links for Sign In and Donate. Below the header, there are two main sections: "New Member? Enter Your Email Address To Activate Your Account" and "Members Login Here". The "New Member" section includes a text input field for "Email Address" and a green "Activate My New Account" button. The "Members Login Here" section includes text input fields for "Email Address" and "Password", a checkbox for "Remember me", and a green "Sign In With Email" button. A note states: "Expired Members Can Not Log In. The Members Toolbox is only accessible to approved, active (not expired) Individual and Group Members."

3. Click the Post an Event button



4. Enter your event details with as much detail as possible. As a minimum:

- **Headline** – Please include your group's name so it doesn't get confused with similar events around the state
- **Date**
- **Duration**
- **Contact name and email or phone number**
- **Location: Venue** (Describe the meeting point, or enter 'Contact the Organiser' if you don't want to list the specific venue)
- **Location: Address** (Without a full address, the event won't show up on the website map, but will still be in the listings)
- **Description** – very important! Describe what you will do, what to bring, how to get there, how you want people to register (or just turn up), whether it's family-friendly or not, and any relevant health and safety info.



[Home](#) / [Get Dirty](#) / [Events Calendar](#)

Post Your Event

Headline (Please include your group name)

When

Length

Time zone

Maximum capacity

Contact Info

Name

Email

Phone

☐ Don't publish email address

☐ Don't publish phone number



Location

Venue name

Address

City

State

Postal code

Country

Australia ▼

Ticket Price

If free, just leave at 0.00.

Amount

0.00

Currency

AUD ▼

Ticket purchase URL

Description, Include Directions

Normal ▼ B I U         

☒ Allow people to RSVP

☒ Allow people to bring guests (+1)

☒ Show who is coming

☐ Keep the RSVP page hidden from the rest of the site

Save And Post



5. Think about whether you want the last 4 tickboxes turned on or off.

Allow people to RSVP

The default is ON. Keep it ticked if you want to use our site to collect registrations for your events. You'll get an email notifying you whenever anyone registers or cancels a registration. If you already have your own system for collecting registrations, put those instructions in the 'Description' section above, and UNTICK this box.

Allow people to bring guests (+1)

The default is ON. Keep it ticked if you want people to be able to bring people. If you want everyone to have to register individually (so that you have a full list of names and email addresses), UNTICK this box.

Show who is coming

The default is ON. Keep it ticked if you want the website event listing to show a list of who's already signed up (It just shows their profile picture. Most people don't have a profile picture anyway!). UNTICK if you're not keen on this.

Keep the RSVP page hidden from the rest of the site

The default is OFF. Once approved by Landcare Tas, your event will appear on the Community Events Calendar webpage. If instead you want to keep it private and only distribute the event link to a select few people, TICK this box.

6. Click Save And Post to submit your event listing



7. Share your event

You'll be emailed a link, and you'll be prompted to share your newly created event if you like. This is what it will look like:

Test Event

Posted by **Testing Group** **758ac** on April 21, 2021

Volunteer induction. Find us on level 3. Bring your enthusiasm!

📅 WHEN
April 27, 2021 at 10am - 1pm

📍 WHERE
Landcare Tasmania office
Hobart, TAS 7000
Australia
[Google map and directions](#)

👤 CONTACT
Testing Group - support@landcaretas.org.au - 6234 7117

Will You Come?

Email

Mobile phone (optional)

☒ Send me email updates ☒ Send me text messages

How many other people are you bringing?

Did a host refer you?

No ▾

First Name **Last Name**

Send RSVP



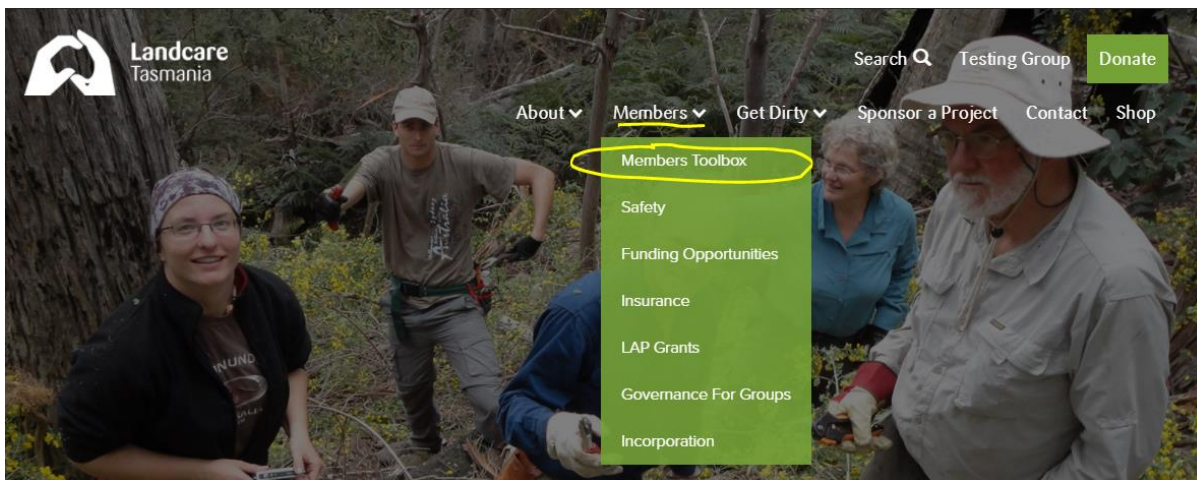
Event Management

After your event is submitted for review, a Landcare Tas staff member will review your event and make it live on the website. **Events are reviewed once per week**, so please make sure you post your event with plenty of notice.

You will be emailed a link to your event so you can find it any time. You will get an email every time someone RSVPs, and every time someone cancels an RSVP (if you ticked the box to collect RSVPs via the website).

Event Editing

1. Go to Members Toolbox



2. Scroll down to the menu on the bottom right-hand side of the screen. Click YOUR PAGES

Important Dates	Date
Submit a Project Proposal	Open All Year
Announcement of the 2021 LAP Grant \$\$\$ amount	April 2021
Deadline for renewing members to send us an invoice to receive the LAP grant 2021	16 May 2021
Deadline for NEW Member Groups to be eligible for the 2021 LAP Grant	01 Oct 2021
2021 Membership Renewal, Insurance & LAP Grant applications OPEN	mid-December 2021
Annual Membership Expiry	31 Jan 2022
Deadline for 2022 Insurance policy renewal (on Membership Renewal Form)	01 Mar 2022
Deadline for renewing members to apply for the 2022 LAP (on Membership Renewal Form)	01 Mar 2022

[RODENTICIDES](#)
[ONLINE EVENT SUGGESTIONS](#)
[2021 OUTREACH EVENTS CALENDAR](#)
[YOUR PAGES](#)
[SETTINGS](#)

[LAP GRANT INFO](#)
[SAFETY FOR GROUPS](#)

Membership Agreement

You'll get a list of all the events you've ever listed, even if they've expired and no longer show on the website.



3. Click the name of the event you want to edit:

Your Pages

	Page name	Date authored
edit	Events Calendar → Test event	Apr 21 2021
edit	Events Calendar → Test event	

4. Scroll down and click Edit this Page on the right-hand menu

How many other people are you bringing?

Did a host refer you?

No

Organisation Name:

Testing Group

Send RSVP

Account Manager:

Priscilla Richards (test)

POST AN EVENT

RODENTICIDES

ONLINE EVENT SUGGESTIONS

2021 OUTREACH EVENTS CALENDAR

YOUR PAGES

SETTINGS

EDIT THIS PAGE

5. You'll be able to edit everything. Click Save and Update Page when done



Home / Your pages

Test Event

When

April 21, 2021 at 10am

Length

3 hrs

Time zone

Australia

Maximum capacity

Contact Info

Name

Testing Group

Email

support@landcaretas.org.au

☐ Don't publish email address

Phone

6234 1234

☐ Don't publish phone number

Location

Venue name

Landcare Tasmania office

Address

City

Hobart

State

TAS

Postal code

7000

Ticket Price

none, just name at 0.00

Amount

0.00

Currency

AUD

Ticket purchase URL

Description, Include Directions

Normal

Volunteer induction. Find us on level 3. Bring your enthusiasm!


☒ Allow people to RSVP

☒ Allow people to bring guests (+1)

☒ Show who is coming

☒ Keep the RSVP page hidden from the rest of the site

Save And Update Page



Landcare Tasmania works to represent, support, strengthen and grow community Landcare. Landcare Tasmania has more than 750 member groups across the state, representing over 4,000 Tasmanians.

TESTING GROUP

Public profile (Sign out)

Details

COVID-19 UPDATE

MEMBERS TOOLBOX

EVENT FEEDBACK

THE READING ROOM

POST AN EVENT

RODENTICIDES

ONLINE EVENT SUGGESTIONS

2021 OUTREACH EVENTS CALENDAR

YOUR PAGES

54 THINGS

LAP GRANT INFO

SAFETY FOR GROUPS

Point person

Peter Stronach