

Uploading events to the City of Gold Coast website

Overview

There are millions of visits to our website each year, so it's a great place to promote your event.

Register through the Events page on the City of Gold Coast website to be included in the extensive list of what's on in our great city.

Listings are generally limited to those with family entertainment value open to residents and visitors to attend for free or at minimal cost.

If attendance is restricted, e.g. members only, the event listing will not be approved.

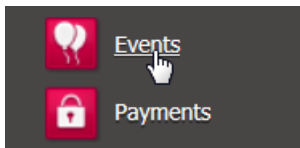
To be included in the City of Gold Coast event calendar, events must meet at least one of the following:

- be held on the Gold Coast (with the exception of those held in Tweed Heads by not-for-profit organisations such as Services Clubs due to their proximity for Gold Coast residents)
- be family-friendly and have broad appeal to residents and visitors
- be free or a minimal cost
- not be of a commercial nature (except when the cost is for an event deemed to provide a broader benefit to the Gold Coast community and/or businesses (e.g. community education, fundraising, tourism, business development and attraction) or when the event is hosted by a not-for-profit organisation (e.g. RSL Club)).
- Series of events or regular permanent attractions, courses or activities described as monthly, weekly or daily will not be accepted. You can however include sessions as individual events, e.g. weekly yoga class.

This guide will step you through how to register, create and manage your events and maintain your personal information.

How to register

1. Select the **Events** icon from the quick links menu on the right-hand side of the screen to get to the events page.



2. On the Gold Coast events page select the **events** link.

These events benefit our economy
of our city. We are investing

3. Select **Register to list your event**.



4. Complete personal details and select Register. You must read and accept the terms and conditions. Please note: user name and password are case sensitive. A disclaimer provides information about the types of events you can list.

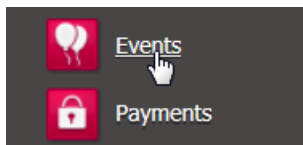


Once submitted, an acknowledgement message will appear.

Your request will be processed within two (2) business days. You'll receive an approval notice email containing a link to the login screen.

How to create an event

1. Select the **Events** icon from the quick links menu on the right-hand side of the screen to navigate to the events page.



2. On the Gold Coast events page select the **events** link

City of Gold Coast (City) plays a large role in supporting events on the Gold Coast. These [events](#) benefit our economy and our community, and are an important element in the culture and overall image of our city. We are investing approximately \$200 million into new and redeveloped event infrastructure to increase our ability to support major

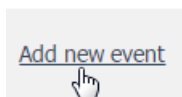
3. On the **Events calendar** page select **Login**.



4. From **My Events** enter your username and password and select **Login**. Both Username and Password are case sensitive.



5. Select **Add new event**.



- Use only letters, numbers spaces and hyphens in the event name. Characters such as &, @ and # will cause an error.
- For maximum impact it's recommended you keep the description concise. There are fields below for cost, website and contact details.
- Enter times in 24 hour time e.g. 8am as 08:00 or 2pm as 14:00.
- You can include an image and a map.

6. Select **Register**.



You'll receive an email advising your event has been submitted and will be reviewed.

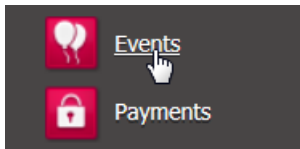
If deemed suitable for display will be published to the website within two (2) business days.

You will receive an email if it isn't accepted.

Manage 'My events'

Edit/delete an event

1. Select the **Events** icon from the quick links menu on the right-hand side of the screen to navigate to the events page.



2. On the Gold Coast events page select the **events** link

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3. On the **Events calendar** page select **Login**.



4. From **My Events** enter your username and password and select **Login**. Both Username and Password are case sensitive.



To **edit** an existing event select the **Edit** link, make the changes and select **Save**.

Note: You can't delete an event from the City's website once published. If it is cancelled or postponed please edit the title to reflect the change e.g. Event Name - Cancelled. The calendar administrator will remove the entry on your behalf.

The **delete** option is so you can remove old items from your list.

A **status** of 'under review' indicates the item is pending approval.

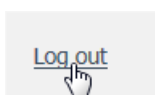
Add new event	My details		Logged in as: Poppy	Log out
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My Events

Event title	Start Date	Status	Edit	Delete
Dog Splash	08/03/2013		Edit	Delete

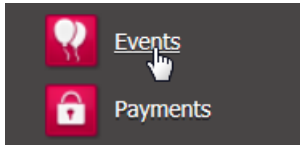
Please Note: Your access does not allow an event to be deleted from council's website once published. If it is cancelled or postponed please amend the title to reflect the change e.g. Event Name - Cancelled.

3. Select **Log out** to exit.



Change password

1. Select the **Events** icon from the quick links menu on the right-hand side of the screen to navigate to the events page.



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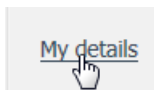
3. On the Events calendar page select **Login**.



4. From **My Events** enter your username and password and select **Login**. Both Username and Password are case sensitive.



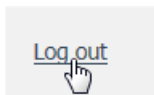
5. Select **My details** and scroll to the bottom of the screen.



6. Change your **Account Password** at the bottom of the screen and select **Save**.



7. Select **Log out**.



More information

If you require further assistance please email Web Services on webcontent@goldcoast.qld.gov.au or phone 07 5581 6859.