

Adding an Adult Learners Week event

Go to: <http://www.adultlearnersweek.org/add-events-form/>

Or from the Adult Learners Week website choose:

Run an event / Register your event



Add New Event VIEW YOUR SUBMITTED EVENTS

Enter your event title → **EVENT TITLE:** (required)

Enter the details of your event here → **EVENT DESCRIPTION:** (required)

Select Date and Time → **EVENT TIME & DATE**

If your event is more than one day click multiple events → Start/End: 02/07/2021 8:00am to 5:00pm 02/07/2021 Timezone: Australia/Melbourne
 All Day Event
Event Series: **SCHEDULE MULTIPLE EVENTS**

Select an image from your computer. For best results use a landscape image with a width of at least 1000px. → **EVENT IMAGE**
Choose a .jpg, .png, or .gif file under 800 MB in size.
CHOOSE IMAGE

Select one or more Categories → **EVENT CATEGORIES**
from existing categories

Type the title of your venue. If it is not in the list then press enter and fields will appear to add the new venue → **VENUE DETAILS**
Venue: Create or Find a Venue*

Type the name of your organiser. If it is not in the list then press enter and fields will appear to add a new organiser → **ORGANIZER DETAILS**
Organizer: Create or Find an Organi...
ADD ANOTHER ORGANIZER

Paste a link to the event website if there is one. → **EVENT WEBSITE**
External Link: Enter URL for event information

For a virtual online event select Virtual Event. For a physical event select Physical. Select both if both apply. → **ADDITIONAL FIELDS**
Event State: NSW VIC TAS WA NT WA SA
Virtual / Physical: Physical Event Virtual Event
Event Link: _____

Select State. If this is a Virtual online event, please select all states. →

Paste the online event link here. eg. https://eventbrite.com.au/xxxxxx Please include the https:// section →

Add cost or leave empty for free event → **EVENT COST**
Cost: _____
Leave blank to hide the field. Enter a 0 for events that are free.

Submit event. The event will then be queued for review, then published. → **SUBMIT EVENT**