



Step 1: In order to post your events on the calendar you must have signed up for a Premier Listing, which is **free** for community groups. Fill out a **free** Premier Listing form at <http://www.thepinkdirectory.com.au/community.asp>. Please provide the following details in the extended description box on the second page of the form:

- Days that you meet
- The number of members you have
- How much a membership is
- The aims & objectives of your organisation
- Current issues (e.g. need funding, more members, etc)
- Future projects.

Step 2: Register your interest in the calendar by emailing thefruitloop@thepinkdirectory.com.au

Step 3: You will then be issued with a login and password. Go to <http://www.thepinkdirectory.com.au/thefruitloop/login.asp> to log into the calendar using your provided login and password.

Step 4: Once logged in you can click 'Add event' in the navigation bar, or navigate to the date you wish to add an event on and click the add event icon.

Step 5: You are then taken to the 'Add/Edit Events' page. Each organisation is assigned a category so that people visiting the calendar can choose to view events from only that organisation. When adding an event you **must** select **your** category.

Step 6: Fill in the title and description of your event.

Step 7: If the event is an all day event you can leave the 'All day event' box ticked, otherwise fill in the start and finish time of the event. **Note:** the date is in American format, i.e. month/day/year instead of day/month/year. To prevent confusion, you should click on the calendar icon next to the box where you fill in a date and select a date from the pop up mini-calendar that appears.

Step 8: If it is a recurring event you can set up recurrence by selecting the 'Recurrence' tick box.

Step 9: All events added should have the 'Public event' ticked! If this box is not ticked, only organisations that have a login account will be able to see the event and it will not show up unless they are logged in. This is bad because we want everyone who accesses the calendar to be able to see events.

Step 10: Other details about the event can be filled in, for example Location, Cost and a URL containing a link to either your premier page or an external page that has more information about the event. The direct link to your premier page will be provided along with your login and password upon registering your interest in the calendar. Alternatively, you can search for your organisation via the pink search page, visit your premier page, copy the link out of the address bar and paste it into the URL field in the calendar.

Note: Once you have clicked the 'Add' button, the event is posted on the calendar and only the organisation who created that event (or the administrator) can edit or delete that event. The 'Edit event' link is used to edit or delete an event.

Note: If you wish to see a list of all the events you have posted, click 'Profile' in the navigation bar then click 'My Events' in the 'Profile' box.