



Create an event quick reference guide

In groups, you can create an event to publicise an event of interest to your group.

Events published to a public group can be viewed by any accessing the HSNet site, including non-members. Events published to member only groups can only be viewed by members of that group.

To create an event, log on to the HSNet website www.hsnet.nsw.gov.au.

Follow these steps to create an event:

1. Click on the **Groups** tab and select **Create an event** link.

The screenshot shows the HSNet website interface for the 'Carers NSW' group. The navigation menu includes 'Home', 'Search', 'Groups' (highlighted with a red box), and 'Referral'. Below the navigation, there is a search bar and a 'Search within this group' button. The main content area is titled 'Create an event' and includes the following fields and options:

- Title ***: act to present at the Carers NSW 2015 Biennial Conference
- Tag**: Carers, Conference
- Event description ***: The Carers NSW 2015 Biennial Conference is a must-do event for professionals, disability and other service providers, government representatives and employers working with carers to share strategies, research and innovative approaches in carer support.
- From ***: 21 May 2015, 09:00am
- To ***: 22 May 2015, 05:00pm
- Repeat
- Location ***: Novotel Sydney Olympic Park
- Event website URL**: http://www.carersnsw.org.au/page/762
- Contact name**: Stuart Rayner
- Contact phone**: (02) 9280 4745
- Contact email**: conference@carersnsw.org.au
- Group audience ***: Carers NSW
- Supporting material**: A file upload field with a 'Browse...' button and an 'Upload' button. The file path shown is 'I:\PRODUCTIVITY PAK\Projects\BZ-7289 HSNet Enhance'. Below the field, it says 'Files must be less than 20 MB.'

At the bottom of the form, there are 'Post' and 'Cancel' buttons. On the right side of the form, there is an 'Events' section with the text 'There is no upcoming event.' and links for 'Future events' and 'Past events'. A 'Create an event' button is highlighted with a red box.



2. The **Create an event** form will be displayed. Complete the required fields.

Note: * indicates mandatory field.

Field	Description									
Title *	Description title for your event.									
Tag/s	A keyword or term assigned to the event to help identify and categories the event and allow the event to be found by searching. Tip: To add multiple tags, separate the keyword or term with a comma (,) . For example: <i>carers, conference, 2015</i>									
Event description *	Describe the purpose of the event, event type, cost, RSVP details, dress code and other important information about the event.									
From *	The start date and time for your event. Insert the date and time format: <table border="0" style="margin-left: 40px;"> <tr> <td></td> <td style="text-align: center;">Date</td> <td style="text-align: center;">Time</td> </tr> <tr> <td>Format</td> <td style="text-align: center;">Dd month yyyy</td> <td style="text-align: center;">Hh:mm am/pm</td> </tr> <tr> <td>Example</td> <td style="text-align: center;">21 May 2015</td> <td style="text-align: center;">09:00am</td> </tr> </table> Tip¹: Click in the date field to display the pop-up calendar and select a date. Tip²: Click in the time field to highlight hh to enter the hour, highlight mm to enter the minutes and am or pm to change.		Date	Time	Format	Dd month yyyy	Hh:mm am/pm	Example	21 May 2015	09:00am
	Date	Time								
Format	Dd month yyyy	Hh:mm am/pm								
Example	21 May 2015	09:00am								
To *	Final date for the event.									
Repeat	Click on the Repeat checkbox to set the reoccurrence pattern for your event. Note: Depending on the type of occurrence you select (daily, weekly, monthly or yearly), different options will be displayed.									
Location	Location of the event.									
Event website URL	Website about the event.									
Contact name	Name of the contact person for the event.									
Contact email	Event contact email address.									
Group audience *	The targeted audience for the event. Select a group from the dropdown list. Note: When creating an event from within a specific group, this field is pre populated and cannot be changed.									
Supporting material	Event materials e.g. brochures, flyers, documents etc. Click on Browse... button to find and select file. Click on Upload button to upload file on to HSNet. Note: Multiple files can be uploaded for a single post. Each file must be less than 20MB.									

3. Click on the **Post** button to publish your event.