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 groups can only be viewed by members of that group.

To create an event, log into 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.
2.	The **Create an event** form will be displayed. Complete the required fields. *Note:* * indicates mandatory field.

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HSNet — HUMAN SERVICES NETWORK

Home   Search   **Groups**   Referral   Capacity Management   Add your service

Liming Ma | Sign out

HSNet Team
You are a HSNet admin of this group ▾

e.g. keywords or group names   **Search within groups**

☐ Search within this group

Create an event

* indicates a required field

Title *   HSNet Webinar - Search and view services in the HSNet ser

Tag   Webinar training, 2019

Event description *

HSNet is a FREE website open to anyone looking for services in NSW, and can be used by Government Departments, Non-Governments, community organisations and the general public.

More information about text formats

Text format

plain text accept links ▾

- No HTML tags allowed.
- Lines and paragraphs break automatically.
- Web page addresses and e-mail addresses turn into links automatically.

From *   27/07/2019 10:00 AM

To *   27/07/2019 11:00 AM

☐ Repeat

Location *   Online

Cost   Free event ▾

Event website URL   https://www.hsnet.nsw.gov.au/system/files/composer/HSN

Contact name *   Liming Ma

Contact phone   0297162200

Contact email   hsnet@facs.nsw.gov.au

Include RSVP buttons?   ☐

Group audience *   HSNet Team ▾

Supporting material

Browse...   HSNet is a FREE website open to a... looking for services i   **Upload**

Files must be less than **20 MB**.

By clicking on the 'Post' button I confirm the information I provide is accurate and I agree to comply with the HSNet Privacy and Security Policy and Disclaimer.

Post   **Cancel**

Groups

Community Announce... 0 ▾
HSNet General   7 ▾
HSNet / IXA - Data Meet... 0 ▾
HSNet / IXA - Defects an... 0 ▾
HSNet News   0 ▾
HSNet Team   0 ▾
HSNet Training Group ▾   0
HSNet Webinar test gro... 0 ▾
Jobs Board   2 ▾
Mid North Coast Family ... 0 ▾
Training Opportunities ... 7 ▾

⊕ Create a new group

Events

There are no upcoming events.

» Future events
» Past events

⊕ Create an event

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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: webinar training, 2019*
Event description *	Describe the purpose of the event, event type, cost, RSVP details, dress code and other important information about the event.
Text format	The style of the text that will be displayed. Select a format from the dropdown list.
From *	The start date and time for your event. Insert the date and time format: |	**Date**	**Time** | |---|---|---| | **Format** | Dd month yyyy | Hh:mm am/pm | | **Example** | 21 May 2015 | 09:00am | *Tip 1: Click in the date field to display the pop-up calendar and select a date.* *Tip 2: Click in the time field to highlight **hh** to enter the hour, highlight **mm** to enter the minutes and am or pm to change.*
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.
Cost	Click on the dropdown list to select free attend or cost to attend.
Event website URL	Website about the event.
Contact name	Name of the contact person for the event.
Contact phone	Phone number of the contact person for the event.
Contact email	Event contact email address.
Include RSVP buttons	Option for RSVP.
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.

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		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.		For security and privacy purposes, please refer to the HSNet Privacy and Security Policy and Disclaimer documents.
4.		Click on the **Post** button to publish your event.

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