




## Edit an event quick reference guide

To edit an event you must be the creator of the event or the moderator of the group the event is published to.

Log on to the HSNet website [www.hsnet.nsw.gov.au](http://www.hsnet.nsw.gov.au) and access the Groups area.

### Follow these steps to edit an event:

1. Find your event and click on the dropdown menu icon  next to the event name.

The screenshot shows the HSNet website interface. At the top, there is a navigation bar with 'Home', 'Search', 'Groups' (highlighted with a red box), 'Referral', and 'Capacity Management'. Below this is a 'Community Announcements' section with a search bar. The main content area displays a list of groups on the left and a detailed view of an event on the right. The event is titled 'Australasian Academy of Cerebral Palsy and Developmental Medicine 8th Biennial Conference - 30 March - 2 April 2016'. A dropdown menu is open next to the event title, with 'Edit' highlighted by a red box. Other options in the menu include 'Delete', 'Unapprove', 'Subscribe', and 'Share'. The event details include the date, location (Adelaide Convention Centre), and a registration link.

2. Select **Edit** from the menu. Update the information as required.

**Note:** \* indicates mandatory field.

**Edit Event** Australasian Academy of Cerebral Palsy and Developmental Medicine 8th Biennial Conference - 30 March - 2 April 2016

Title \*  
Australasian Academy of Cerebral Palsy and Developmental Medicine 8th Biennial Conference - 30 March -

Tag  
Conference

Event description \*(Edit summary)  
The AusACPDM Scientific Conference provides a forum for the exchange of ideas, a chance to network with like-minded colleagues and friends as well as the opportunity to discuss the latest research findings and advances.  
Registration Fees and Information  
[http://www.dconferences.com.au/ausacpdm2016/registration\\_info\\_and\\_fees](http://www.dconferences.com.au/ausacpdm2016/registration_info_and_fees)

From \* 30 Mar 2016 01:00am  
To \* 2 Apr 2016 01:00am

Repeat Event location (Region, Suburb) \*  
Adelaide Convention Centre

Event website URL  
<http://www.dconferences.com.au/ausacpdm2016/home>

[Save](#) [Delete](#)



Field	Description									
<b>Title *</b>	Description title for your event.									
<b>Tag/s</b>	A keyword or term assigned to the event to help identify and categories the event and allow the event to be found by searching. <i>Tip: To add multiple tags, separate the keyword or term with a <b>comma (,)</b>. For example: carers, conference, 2015</i>									
<b>Event description *</b>	Describe the purpose of the event, event type, cost, RSVP details, dress code and other important information about the event.									
<b>From *</b>	The start date and time for your event. Insert the date and time format: <table border="1" style="margin-left: 20px; margin-top: 10px;"> <thead> <tr> <th></th> <th>Date</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td><b>Format</b></td> <td>Dd month yyyy</td> <td>Hh:mm am/pm</td> </tr> <tr> <td><b>Example</b></td> <td>21 May 2015</td> <td>09:00am</td> </tr> </tbody> </table> <i>Tip<sup>1</sup>: Click in the date field to display the pop-up calendar and select a date.</i> <i>Tip<sup>2</sup>: Click in the time field to highlight <b>hh</b> to enter the hour, highlight <b>mm</b> to enter the minutes and <b>am</b> or <b>pm</b> to change.</i>		Date	Time	<b>Format</b>	Dd month yyyy	Hh:mm am/pm	<b>Example</b>	21 May 2015	09:00am
	Date	Time								
<b>Format</b>	Dd month yyyy	Hh:mm am/pm								
<b>Example</b>	21 May 2015	09:00am								
<b>To *</b>	Final date for the event.									
<b>Repeat</b>	Click on the <b>Repeat</b> checkbox to set the reoccurrence pattern for your event. <i>Note: Depending on the type of occurrence you select (daily, weekly, monthly or yearly), different options will be displayed.</i>									
<b>Location</b>	Location of the event.									
<b>Event website URL</b>	Website about the event.									
<b>Contact name</b>	Name of the contact person for the event.									
<b>Contact email</b>	Event contact email address.									
<b>Group audience *</b>	The targeted audience for the event. Select a group from the dropdown list. <i>Note: When creating an event from within a specific group, this field is pre populated and cannot be changed.</i>									
<b>Supporting material</b>	Event materials e.g. brochures, flyers, documents etc. Click on <b>Browse...</b> button to find and select file. Click on <b>Upload</b> button to upload file on to HSNet. <i>Note: Multiple files can be uploaded for a single event. Each file must be less than 20MB.</i>									
3.	Click on the <b>Save</b> button to save the changes you have made to the event.									