

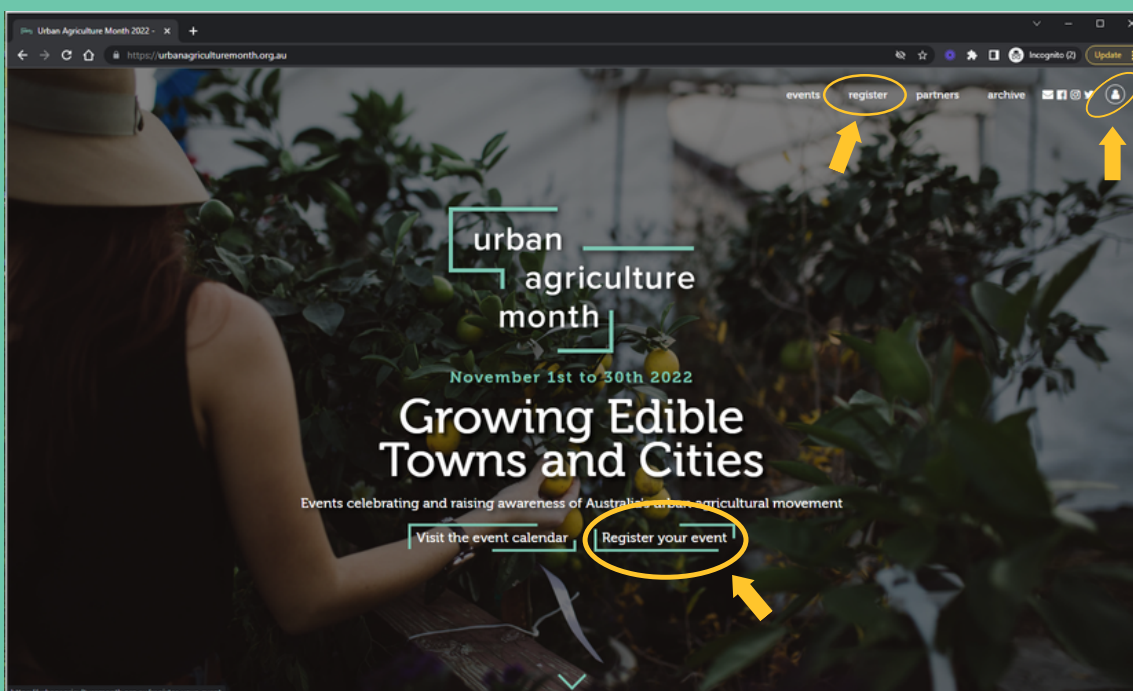
How to add your Urban Agriculture Month event to our public events listing/map

How to register your event in three steps:

1. If this is your first time here, you'll need to create a user account;
2. Log in to your user account;
3. Create a new event, and add all the relevant details.

1. How to create a new user account

You can create a new account by clicking the 'register' option on the top menu bar, 'person' icon in the top right hand corner, or the 'register your event' button on the home screen.



Find out more at:

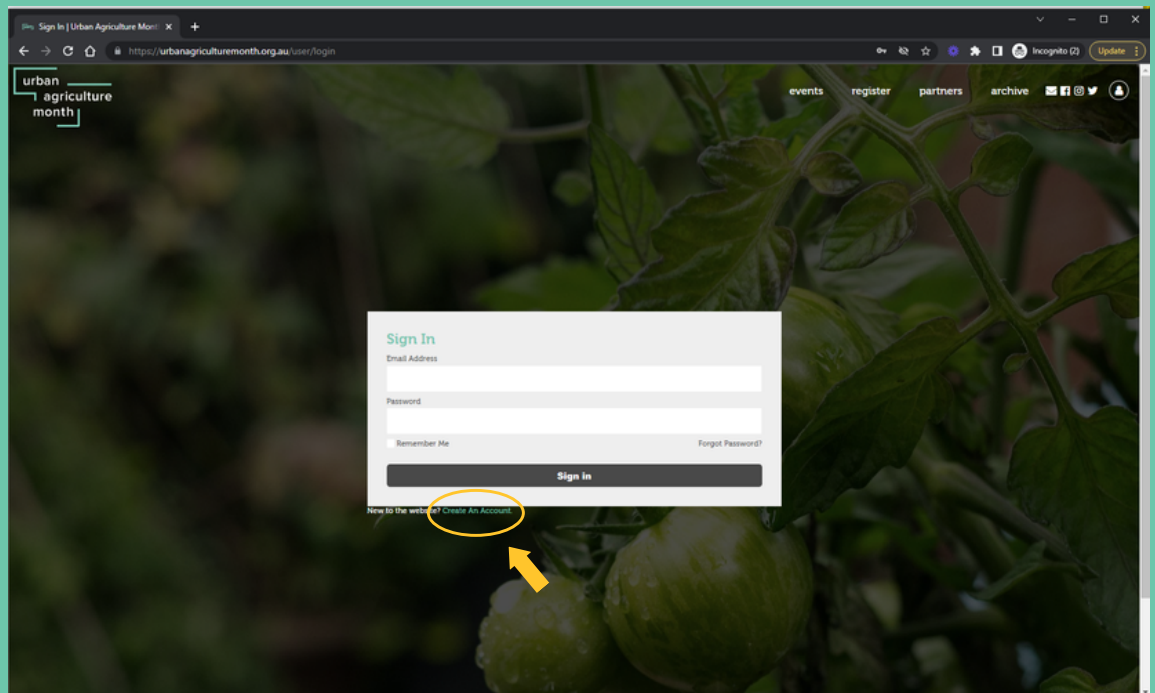
urbanagriculturemonth.org.au

Sustain: The Australian Food Network

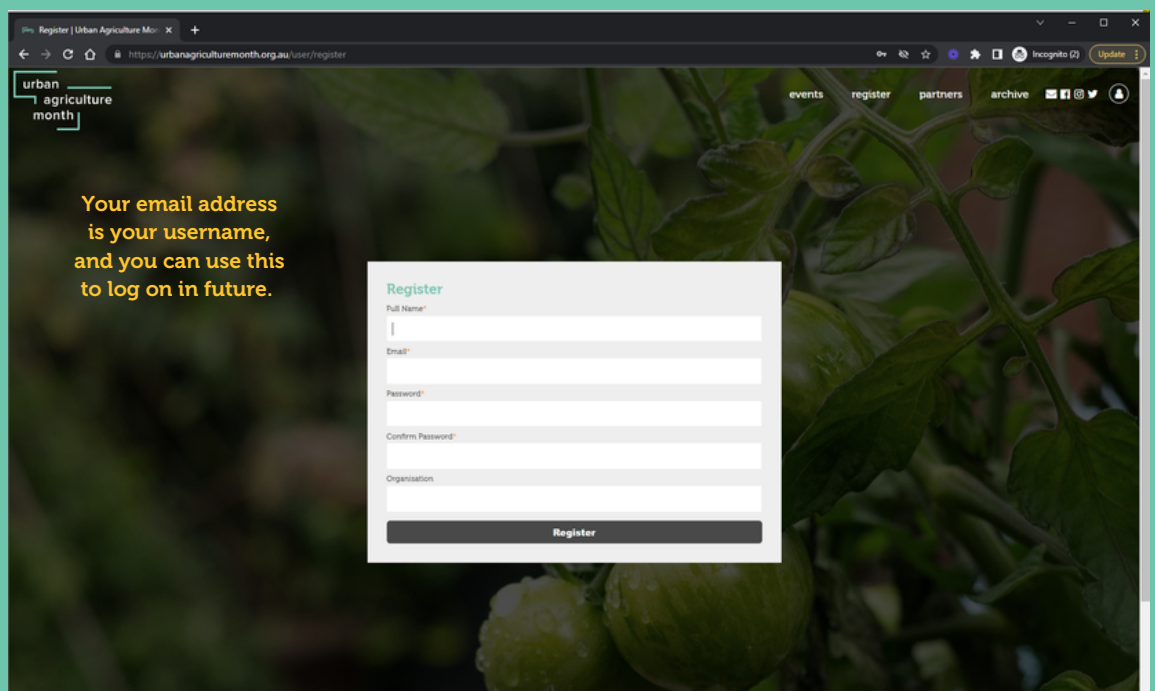
555 La Trobe Street, Melbourne 3000

urban
agriculture
month

SUSTAIN the Australian
food network



To create an account, you'll need to provide your name and email address, and create a password that you'll use to log in. If you're part of an organisation, fill in this detail too.



Find out more at:

urbanagriculturemonth.org.au



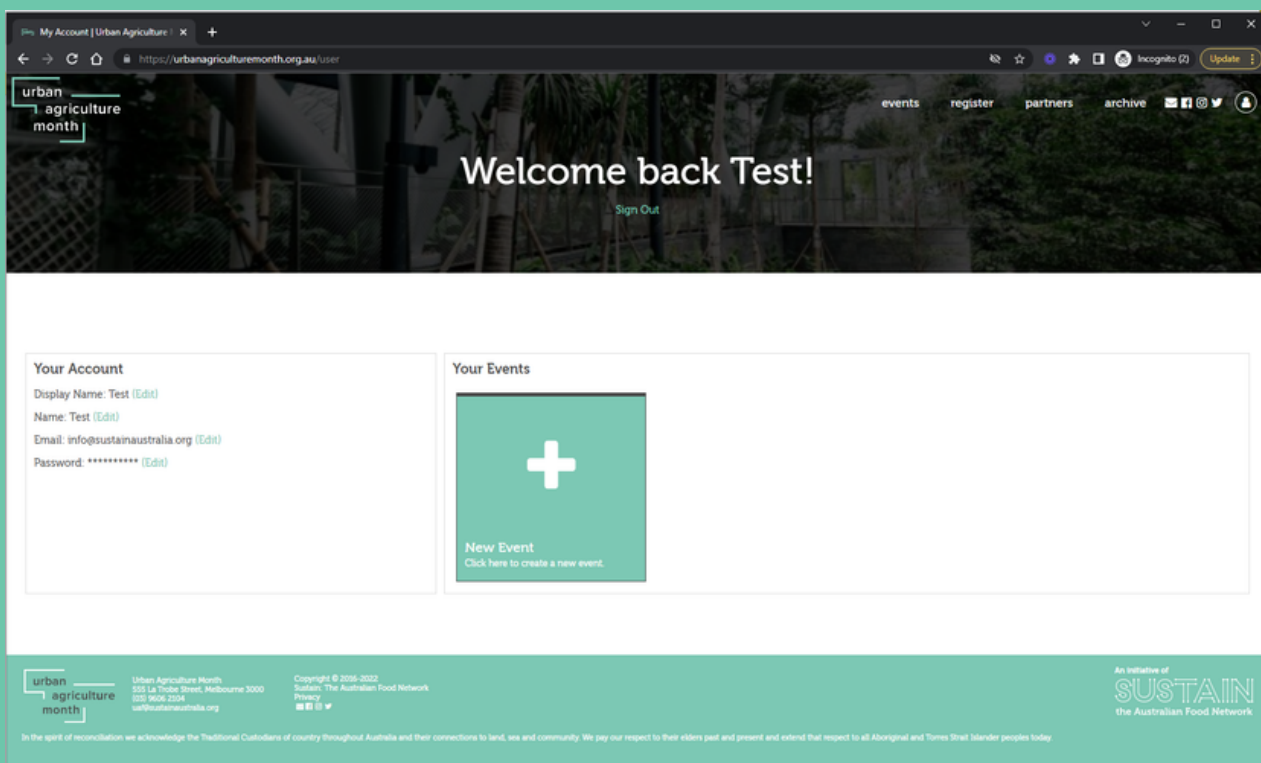
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2. Log in to your user account

Click the person icon in the top right hand corner, and enter your user name (email address) and the password you chose when you created your account.

Once logged in, you'll see your user account details (which you can edit at any time), and an 'Events' section. Here you can add/create new events, and view/edit events you've already created.



3. How to add a new event

Click on the 'create a new event' button, and you'll be taken to the 'event' page to add your details. The more information you provide, the better, but you'll be able to log in and edit later.

IMAGE: upload a high-resolution landscape image here. You can use a photo, your logo or your own design.

EVENT TITLE: Briefly name your event in a way a viewer will understand. Ten words or less displays best.

EVENT DESCRIPTION: Provide as much detail as you need about your event in this space.

EVENT URL: This can be a link to your website, or a link to ticket sales/registrations, or to a Facebook event.

ENTER WEB & SOCIAL LINKS: If you have social media accounts, you can add these here.

DATE, TIME & PRICING: write when your event is happening, and costs (leave price blank for free events)

The screenshot shows a web form titled 'Event' with the following fields and callouts:

- Image Upload:** A large box with a camera icon. Callout: "IMAGE: upload a high-resolution landscape image here. You can use a photo, your logo or your own design."
- Event Title:** A text input field. Callout: "EVENT TITLE: Briefly name your event in a way a viewer will understand. Ten words or less displays best."
- Event Description:** A large text area. Callout: "EVENT DESCRIPTION: Provide as much detail as you need about your event in this space."
- Event Link:** A text input field labeled 'URL'. Callout: "EVENT URL: This can be a link to your website, or a link to ticket sales/registrations, or to a Facebook event."
- Enter Web & Social Links:** A button with a plus icon. Callout: "ENTER WEB & SOCIAL LINKS: If you have social media accounts, you can add these here."
- Start Date:** A date picker showing 'dd/11/2022'.
- Start Time:** A time picker showing '--:--'.
- Lowest Price:** A text input field with a note 'Enter 0 for Free Events'.
- Highest Price:** A text input field.

ONLINE ONLY EVENT: click to toggle this to select the 'online only event' option

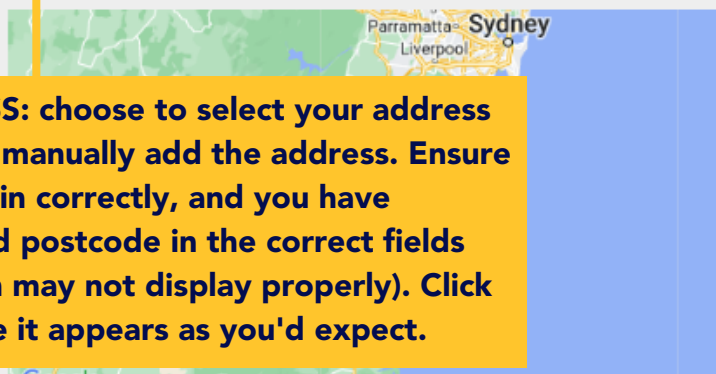
✗ Online only event?

Search Address

Enter your address

Manually Enter/Edit Address

Update Map



ENTER YOUR ADDRESS: choose to select your address from pre-filled date or manually add the address. Ensure all information is filled in correctly, and you have included your state and postcode in the correct fields (otherwise the location may not display properly). Click 'update map' to ensure it appears as you'd expect.

Google Keyboard shortcuts Map data ©2022 Google Terms of Use Report a map error

Events without at least a city set will not appear on the Urban Agriculture Month map, though they will still appear in the list. Even if your event is online, we still recommended including a city.

If you enter/change an address, click "update map" and make sure the map is accurate before continuing.

Contact Person

Contact Email

Contact Phone

CONTACT DETAILS: this information will appear publicly so that people can contact you about your event. You can choose to add an email address, or a contact phone number, or both.

✓ Include this event in the Urban Agriculture Month listing?

✓ Grant permission to Urban Agriculture Forum (Sustain) to publish the above information?

Including on the website where indicated above, and in other Urban Agriculture Month listings: The

TOGGLE BUTTONS: ensure these options display a green 'tick' if you'd like your event to display publicly.

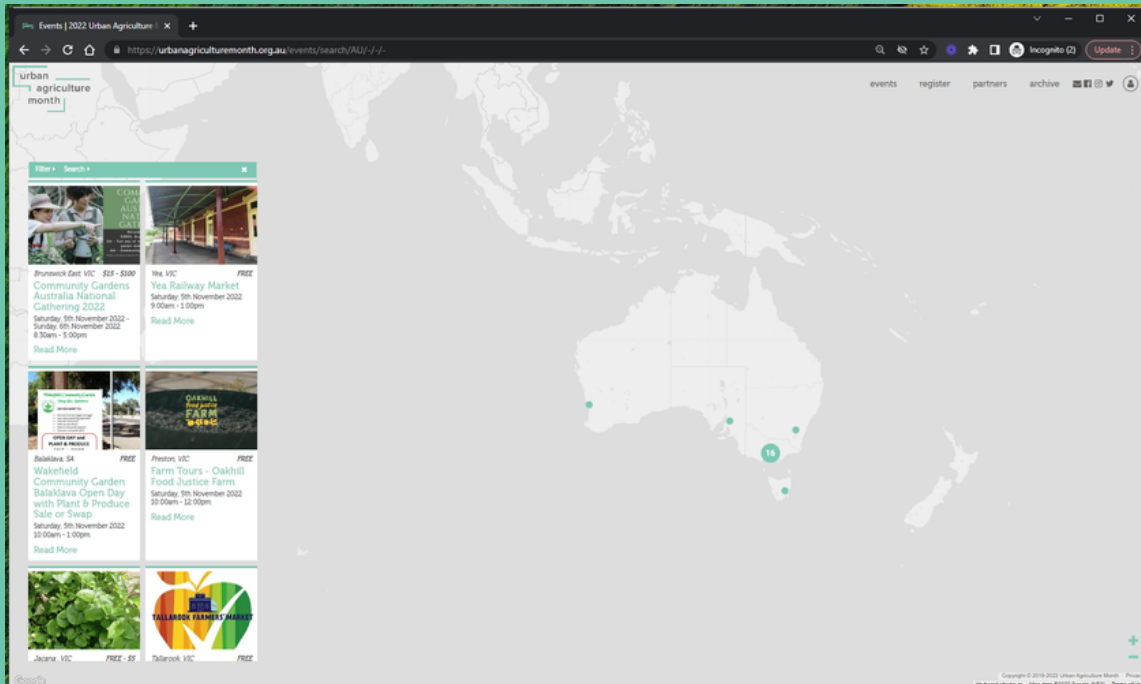
By proceeding, you are agreeing that you are authorised to create/manage this event. Proceeding without authorisation is a violation of our [terms of use](#).

Update

UPDATE: check details and click here to submit.

Checking your event on our map

Once a member of our team has approved your event, it will appear on our map.



If you need to edit or amend your event listing, you can do so from your user account once you have logged in.

If you have any difficulties registering or editing an event, please get in touch at info@sustainaustralia.org and our team will be happy to help.

Thanks so much for joining us to celebrate Urban Agriculture Month!