

Procedure to add/edit an event on The Nomads website

CONTENTS

[The Detailed Steps for Adding an Event](#)

[Checklist - Adding An Event](#)

[How to Edit existing upcoming events](#)

[How to change the Leader Email link to YOUR Leader Email](#)

[How to Set Up a New Leader's Email Address](#)

To add/edit an event on the TidyHQ website, you must be a website administrator with the "Events" permission granted to you. With *Events* permission you have full access to all events, allowing you permission to edit/create/delete any event.

You should ONLY edit events you are responsible for, and SHOULD NOT alter any others.

The Detailed Steps for Adding an Event

Note there are blue "i" symbols (to the right of most fields), which bring up help as you go.

1. Log in to nomads.org.au to go directly to **Dashboard** (or if you're logged in already in public view, click on your initials at the top right and select "**Admin Dashboard**").
2. **Please follow the next steps carefully:**
 - Click on **Events** on the LHS menu.
 - Then click on **Upcoming Events**, (**NOT** on **+ New Event**) to get a list of events.
 - **DO NOT** click on the **Create New Event** button but scroll down near the bottom of the list to find the event titled **PRO FORMA EVENT**
 - Click on "**View details**" to open it. You'll see a sample of an event without an image.

IMPORTANT: Don't edit this event, but **duplicate** it by clicking "**More options**" (top RHS), and then "**Duplicate Event**". Your new event is now created, with the name "**Copy of PRO FORMA EVENT**". **This is the event you should edit.**

3. **Name:** Enter the event name.
4. **Image:** Add an image for impact. You can get one off the Internet (providing it's not copyrighted), or use a catchy photo you have saved, or a pic from a past event (see the [Nomads Photo Gallery](#), but remember to respect privacy - as a general rule neither faces nor nude photos should be used on public pages). First delete the current image (if there is one already) by clicking on the "x" in the top right corner of the image. Next click anywhere in the image area to browse to find the image on your computer. The recommended size is 1920 x 1080 pixels - it's not a huge problem if your image is of a lower resolution but **the width should be twice the height**. If you're not sure how to make your image the right size, don't attempt to! Email the original to the newsletter editor and he will do it for you.
5. **Date/time:** type in the Start/End date and time. The start time is when you plan to meet to start the event. If you are not sure what the end time will be, just use 16:00.

6. **Location:** copy or type in the meeting point address. It will prompt you with an address if it recognises the location. It's preferable to click on the correct address so that a map is added for you. You may need to try a few variations (often just the first few characters works best). If you can't get it to recognise your location, or you don't want to divulge it, just leave the location blank.

If there is a limit on numbers, tick "*Venue limit*", and add the maximum permitted number.

7. **Event Info:** type or copy in the description in the standard format. At the top of the event don't forget to put a catchy summary line, as this is what a prospective attendee will see first. It's best to **not** overwrite the *BOOKING* and *LEADER* sections - just change them as needed.

CAUTION - be careful about doing Copy-Paste into the Event Info area, since it can bring unwanted formatting that causes problems. If copying from Word, Google docs, email etc, first copy the text into a text editor such as WordPad or Notepad (on a PC) or Textedit (on a MAC), then recopy it from there. Afterwards you'll need to manually add any special formatting such as bold, italics or hyperlinks (hyperlinks are links to web pages - for help in adding these see *How to add a Hyperlink* in [How to add/change website content](#)).

Towards the bottom of the event **Description** is the highlighted *Leader* email link. To change this to your email, right click ->**Edit link**. Then you can paste in your Leader email link to **both** the **E-mail Address** and **Display Text**. (The leader emails are all in the format: LeaderNNNNNN@nomads.org.au, where NNNNNN is your first name and the first letter of your surname. For example, the publicly listed email address for Roger Hatten is LeaderRogerH@nomads.org.au). Click **OK** to save.

Note - The RSVP date that you put in **BOOKING** is free text and does not link to the website ticketing. It simply advises participants when the leader **wants** to know numbers by.

8. **Ignore Add Schedule:** the "Add Schedule" option won't generally be used. It could be used to add sub-activities, with times, within the event. For example, meet at 10am; walk until 4pm; dinner at 7pm, etc. Not much use for us.

9. **Tickets:** all of the ticketing, finance and attendee settings have been pre-filled in the pro forma event.

CAUTION - don't go into the "*Settings*", or if you do, don't press *Save* (except for free events - see below), otherwise the ticketing conditions text will get scrambled. If this inadvertently happens, you can recreate it based on the [standard messages listed in the Leaders area](#) (see **Leaders / Resources for Leaders: Standard Ticket Messages**). The default settings are.

- **Standard Events:** members can get one free ticket and aren't asked to provide contact details, but visitors are forced to provide some safety information (such as Emergency Contacts), then pay the Visitor fee when checking out.
- **Free events:** are free for both Members and Visitors, but visitors are asked to provide contact details.
- **Note:** by default the event is open for online registrations until midnight of the last day of the event. This allows a person to register online on the day of an event (i.e. during the event)!

10. **Auto-add contacts:** [be sure to check the "Auto-add Contacts to Group" box](#) at the very bottom. This creates an email group for your event to which people will be automatically added when they register. You will then be able to send out an email to this group (for instructions, see [Event Leaders information and training: How do I communicate with people who have registered for my event?](#)).

11. **Save:** click on “Save” (bottom right). It will prompt in RED if there are any missing mandatory fields.
12. **Preview:** click on “Preview” to see what the event looks like - it will open in another tab in exactly the format that it will appear to site visitors. You might have overlooked something in the rush of excitement! If you decide you’d like to change something, go back to the original tab and click “Edit event info” to make the changes.
Don’t forget to **save when you have finished!**
13. **Publish event:** [once your new event has been checked by at least one other person](#), don’t forget to click on “Publish Event” - this makes the event appear for site visitors in the list of events under the *Events* tab. **Be careful to not mistakenly UNPUBLISH an event** (by clicking again on the “Publish” button, which toggles to “Unpublish”).
14. **Verify:** if something special has been done with the ticketing, view the event in public or preview mode and click on “Attend” to make yourself an attendee, and check that the registration process works correctly, with the correct explanations displayed. You can use “Cancel ticket order” under “Options” to remove yourself afterwards if you want to.
15. **Edits:** at a later stage, you can go back into your event and edit it if something changes or was incorrect (make sure to save the changes afterwards) - more details below.

Checklist - Adding An Event

Here is a brief checklist that you can use once you’re familiar with the process. See above for more detailed instructions and see the [Nomads Events - Leader’s Checklist](#) for a checklist covering the entire event leading process.

- ✓ **Duplicate** the Pro forma event. **Note:** Duplicate it, don’t edit it - the next person who needs it might be you!
- ✓ **Name:** enter the event name.
- ✓ **Image:** choose an image, preferably sized at 1920 x 1080 pixels - **the width needs to be approximately twice the height**. Add an image credit at the bottom if appropriate.
- ✓ **Starts/Ends:** select date and time (if unsure of end time, use 16:00).
- ✓ **Location:** if the location isn’t recognised, leave it blank.
- ✓ **Description:** enter details (or copy them from the newsletter item, [via an intermediate text editor to remove unwanted characters](#)). Afterwards, add bold, italics & hyperlinks if necessary. Put hyperlinks in bold and set the target to open in a new window.
- ✓ **Booking & Leader:** don’t forget to edit the Leaders email link (which will be of the form: leaderffffff@nomads.org.au where fffffs is your first name and first initial of your surname).
- ✓ **Auto-add Contacts to Group:** [don’t forget to check this option!](#)
- ✓ **Save**
- ✓ **Publish:** get one of the committee to check it and publish it. (Unpublished events will appear for administrators, but not for anybody else)!

How to Edit existing upcoming events

1. Log in to the website.
2. Click on “Admin Dashboard” (in the menu resulting when you click your initials at the top).
3. Click on **Events** on LHS, then **Upcoming Events**.
4. Click on **View Details** of the event you want to edit.

5. Click on **Edit Event Details**. Now you can edit details in the same manner as when the event was added.
6. Remember to click on **Save** at the bottom. If you don't want to keep the edits, or something has gone desperately wrong, then click on **Cancel**.

How to change the Leader Email link to YOUR Leader Email

At the bottom of the event description is a link for anyone to contact the leader through the anonymous TidyHQ email redirection system. You will have to change this link to your special email.

If you have not already been set up as a Leader Role (with a unique TidyHQ email address), request this from the administrator Roger Hatten rmearsh@gmail.com (or any other person with full rights). This email address will be in the form leaderrogerh@nomads.org.au (your name appears after "leader").

1. Go to **Edit Event Info** in your event
2. Go to event **Description**,
3. Right click on the highlighted **Leader** email address at the bottom of the Description and select **Edit link** button in the resultant menu (or alternatively: left-click in the Leader email address and select the Link tool, which is a sideways 8 that looks like a chain link)
4. In the **E-Mail Address** field, replace the name in the email address with your name (e.g. change Leader**RogerH**@nomads.org.au to Leader**FredN**@nomads.org.au) then copy the contents of the **E-Mail Address** field to the **Display Text** field. (Remember: there are two parts to the hyperlink)!
5. If needed (probably not), change the **Message Subject** to what you want to see when their email hits your inbox.
6. Click on OK

How to Set Up a New Leader's Email Address

Only authorised administrators can set up a new leader role: click on **Dashboard** -> **Organisation settings** -> **Admins and Roles** -> **Roles** on top of form. Then click on **Add** (RHS of form). The pop-up is fairly intuitive.