

What's On In Beechworth Calendar

How to post your event:

- Go to the Quercus Beechworth website: <http://quercusbeechworth.com.au>
- Click on **Whats On** in the top menu.
- You will see the calendar open displaying a grid of events.
- Click on the yellow **Post Your Event** button which is on the right above the grid (circled below)

QUERCUS BEECHWORTH

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What's On In Beechworth

Welcome to our new Community Calendar for all community events happening in Beechworth!
If you have an event happening within the 3747 postcode, please click on the *Post Your Event* button below.
If you have any questions or would like help using the Calendar, please Contact Us

Categories ▾

< 📅 OCTOBER 2017 - APRIL 2018 >

+ Post Your Event 📅 Posterboard ▾

Basic Food Handler Training OCT 16 Mon 6:00 pm HOSPITALITY	Painting For Beginners OCT 21 Sat 2:00 pm ART & CRAFT CLASSES	Quercus Flea Market NOV 4 Sat 9:00 am MARKETS	Q Pizza NOV 4 Sat 11:00 am COMMUNITY EVENT	Responsible Serving of Alcohol (RSA) NOV 20 Mon 6:00 pm HOSPITALITY
Printmaking For Gifts NOV 23 Thu 1:00 pm ART & CRAFT CLASSES	Neighbours Day NOV 26 Sun 12:00 am COMMUNITY EVENT	Introduction To Espresso Coffee NOV 29 Wed 10:00 am HOSPITALITY	Quercus Flea Market DEC 2 Sat 9:00 am MARKETS	Q Pizza DEC 2 Sat 11:00 am COMMUNITY EVENT

Clicking on **Post Your Event** will open a form which you can use to fill in your event details. Once you have finished, your event will be emailed to Quercus staff who will review and approve it.


✕

Post Your Event

All-day Add end date

Time zone:


Include map

 Categories

Free

Use Organizer information as Submitter

Image
Max. size: 500.00
KB



Enter a title in the title box: eg. **Movie Night at Town Hall**. Then click on the **Date** field to select a day from the calendar that pops up.

If you are posting on behalf of an organisation or club, it is great to include their name in the title if possible!

Post Your Event

Movie Night at Town Hall

8/9/2017 10:31 AM Add end date/time

September 2017

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Include map

Your event can either be an **All-day** event or at a specific time.

If the **All-day** button is selected, the time option will not show.

Just 'untick' the **All-day** button and a time field will appear.

The **Timezone** is automatically set to Melbourne, you shouldn't need to touch this!

Post Your Event

Movie Night at Town Hall

8/9/2017 All-day Add end date

Time zone: Melbourne

Venue name (required)

By clicking in the **Time** field that appears, you can enter in the starting time of your event.

If your event has a specific end time, just tick the **Add end date/time** box and you'll see the options for entering those.

Post Your Event

Movie Night at Town Hall

8/9/2017 10:31 AM Add end date/time

Time zone: Melbourne

Venue name (required)

Address (required) Include map

The next details you need to enter are your **Location** and **Address**. Please be as specific as possible, especially if your event is at a private venue.

Post Your Event

Movie Night at Town Hall

8/9/2017 7:30 PM 8/9/2017 10:30 PM

All-day Add end date/time

Time zone: Melbourne

Beechworth Town Hall

Ford Street, Beechworth VIC Include map

Categories

You can enter a category for your event by clicking on **Category** then choosing the most appropriate option from the drop-down list that appears.

If you can't see a category that suits your event in the list, just leave it blank & maybe let us know if you have a suggestion for a new category!

- Art & Craft Classes
- Community Event
- Cooking Classes
- Health & Wellbeing
- Hospitality
- Markets
- Technology Classes

Now it's time to add some more details about your event! You will find this easier if you have it typed up somewhere first so you can copy & paste your **Description** into the description field below the categories.

Your description just needs to have enough the basic info about your event, a catchy paragraph that will make everyone want to come along!

The **Organizer Name & Organizer Email, Phone Number** etc are all relating to the best contact for your event. Add in a website address (URL) if you have one, even a facebook page is fine to add.

Post Your Event

Movie Night at Town Hall

8/9/2017 7:30 PM 8/9/2017 10:30 PM

All-day Add end date/time

Time zone: Melbourne

Beechworth Town Hall

Ford Street, Beechworth VIC Include map

* Community Event

Description (required)

Organizer name (required) Organizer email (required)

Phone number (required) Your website URL

Add the **Cost** of the event, or if it is free just tick the **Free** box!

If you are taking registrations/ RSVPs/ expressions of interest via a website or Facebook page, enter the web address (URL) in the **Registration URL** box.

Copy & paste the address to make sure you get the full address (including http://...)

If you are submitting the event to the calendar but are not the main (organiser) contact, add in your name & email so we can get in touch if we have any questions! If you are both the organiser **and** the submitter, just tick the **Use Organiser information as Submitter** box.

Free Cost

Registration URL starting with https:// or ht

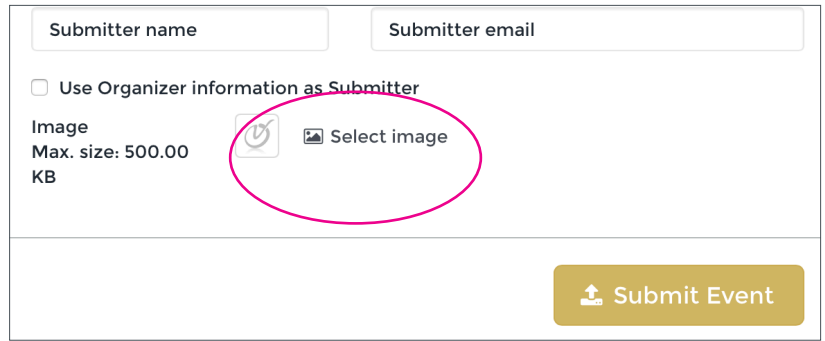
Submitter name Submitter email

Use Organizer information as Submitter

Now it's time to add an image to showcase your event on the main page of the calendar. If you don't have one, just skip this step & get in touch with the Quercus team about using one from our image library.


To upload your image, first make sure it has been resized to suit website use, the maximum size of images uploaded to our calendar is 500kb (0.5mb).

Click on **Select Image** (circled above) & a file browser window will open up to select the image from any location on your computer or phone.



Submitter name Submitter email

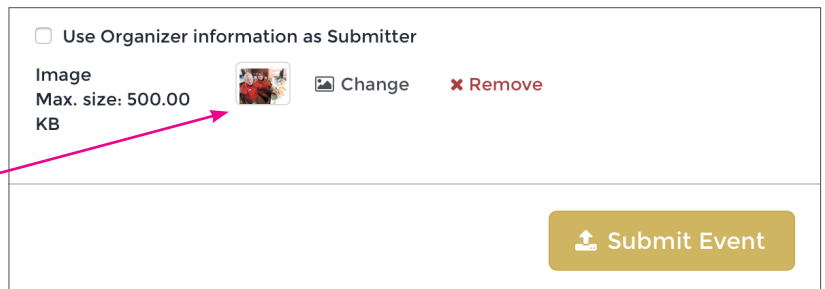
Use Organizer information as Submitter

Image  **Select image**


Max. size: 500.00 KB

Select your image and it will upload to the calendar. This may take a moment depending on your internet connection.

Once it has finished uploading you will see a little preview of your image.



Use Organizer information as Submitter

Image 

Max. size: 500.00 KB

Now everything is filled in, it's time to double check all of your entries to make sure you've got everything just how you want it. If you find any mistakes, just click on that entry to edit it.

If you're happy with everything, just click on **Submit Event** and your event details will be sent to the Quercus Beechworth team for review and approval.

**Thank you for submitting an event for our calendar,
we hope you will spread the word and help it become
a valuable resource for our community!**