

## Instructions for submitting a Multicultural Event

1. Select the month your event is taking place in by clicking on the drop down arrow 'create an event for'.
2. Enter the 'event name' in the text box provided.
3. Enter your 'event description' i.e. what the event is, contact details and location.
4. Choose the date of your event:
  - a. Tick the tick box if your event has a specific start time.
  - b. Enter the time the event starts
5.
  - a. If your event runs for a specific time tick the 'runs' box and insert the length of time the event runs for ie. 30 minutes, 1 hour;or
  - b. if your event runs over a period of time (days/weeks/months) tick the 'until' box and insert the end date and end time of your event.
6. Enter your event 'location' and the address.

*It is also suggested that you include the location details in the 'event description'.*
7. Please enter the name, telephone number and email of the 'contact' person who will be able to answer enquiries about the event.
8. Enter your event 'website' or social media pages. *Do not include the "http://".*
9. Press 'commit' to submit your event.

**Events list**

- > January
- > February
- > March
- > April
- > May
- > June
- > July
- > August
- > September
- > October
- > November
- > December

Multicultural SA >

### Submit Event

Submitting an entry is [subject to these conditions...](#)  
(Mandatory fields are marked with a red asterisk \*)

Create an Event for  \*

**Event name \***

**Event description**

*(In this section you should provide details about your event/celebration. You can enter as much or as little information as you choose. [More.](#))*

**Event date / time**

Occurs on   2014  at  :

runs  for  minutes

until   2014  at  :

**Location**

*(Where the Event will be held.)*

**Contact**

*(name / number / email)*

**Website**

*(Enter event website address. Do NOT include "http://")*