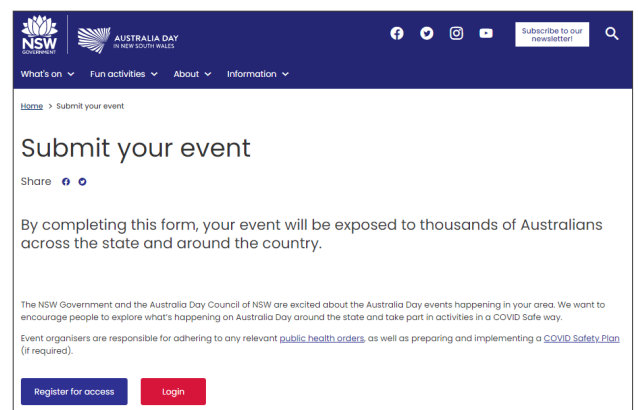




How to submit your Australia Day event listings

To submit an event to the Australia Day in NSW website, you need to register an account for your Local Government Area (LGA). To get started, visit the [Submit your event page](#).



Submit your event page

Existing contributors

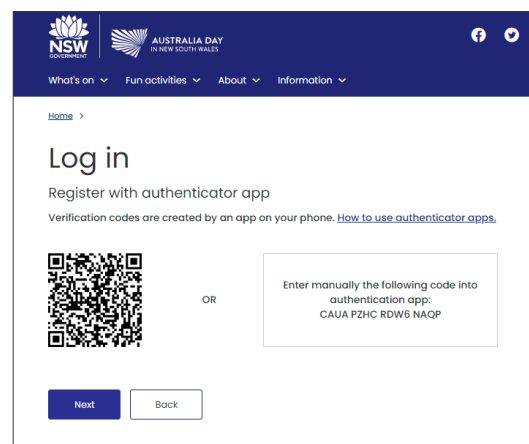
If you've created an event on this site before, then we've already created an account for you. All you need to do is:

1. [Reset your password](#) by following the instructions in the email.
2. Then [log in](#) (if you do not receive an email within 10 minutes, you don't have an account on the system and should register as a new contributor).

New contributors

If you're new to the site or are unsure if you have an account, you'll need to register an account for access.

1. After registering, you'll receive a verification email with a 6-digit code and a link to log in.



Account log in page with multi-factor authentication (Please see page 2)



2. Click on the link to sign in to your account. You can optionally set up multi-factor authentication ([MFA](#)) to increase your account security if required.
3. You then enter the 6-digit verification code from your email to complete your registration. You will then be approved by a site manager (this may take up to one business day).
4. You'll receive an email from us when you've been approved and can [login to create your events](#).

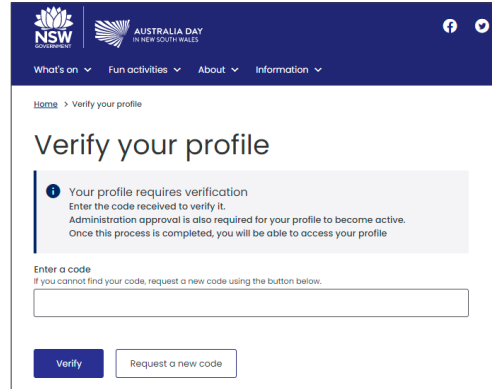
Create an Event Listing

1. Once you're logged in, click on the **Events** link under profile menu on the left, and then **Create an event**.
2. This will take you to the page where you can create, view, and edit your event listings.
3. Once you're ready, you can list your event – don't worry the form will guide you and give you some tips and tricks on how to make the most of your listing along the way.

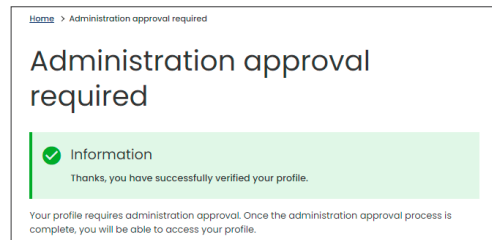
Our hot tips



- List events that showcase your community and are uniquely yours.
- Even if your numbers are limited, let travellers looking to celebrate Australia Day with a difference, know about your events.
- Upload your own community or event listing tile photo to stand out! Don't worry if you don't have one, we've provided some options for you to choose from as well.



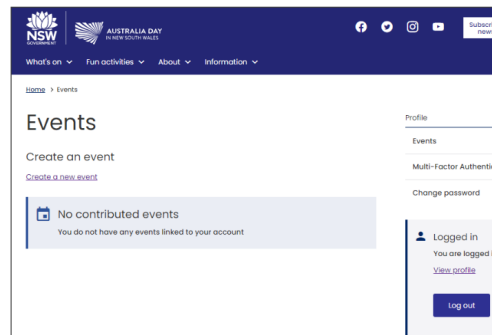
Entering your verification code



Registration complete



Events link under the Profile menu



Creating your event