



# 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](#).

## Existing Contributors

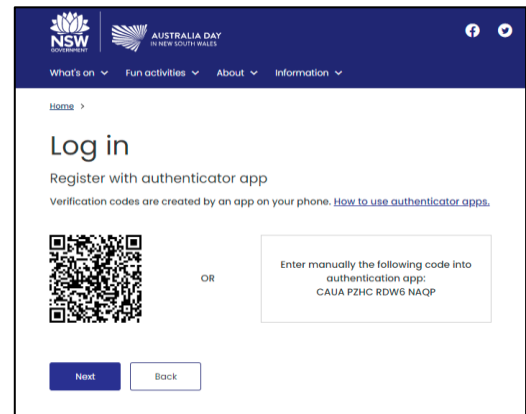
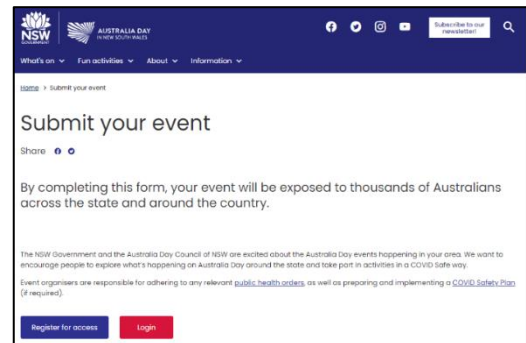
If you've created an event on this site before, then we've already created an account for you. All you need to do is

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, then 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 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 login.
2. Click on the link to sign into your account, you can optionally set up multi-factor authentication ([MFA](#)) to increase your account security. This step is not required so you can just skip ahead.

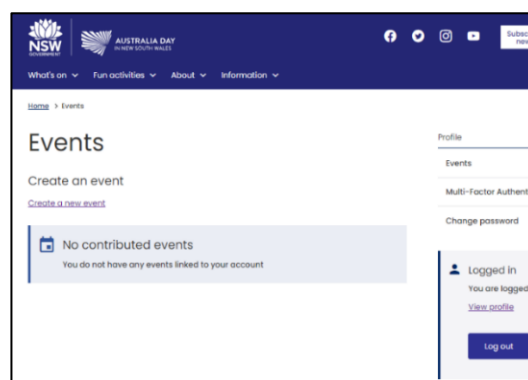


3. You then enter the 6-digit verification code from your email to complete your registration. You will then be approved by a site manager (this may take up to one business day to be approved).

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

- Consider the key information you need to provide in your event listing (about the event, location/s, times, speakers, activities to do, cost, is it ticketed, capacity etc.). Each event will be exposed to thousands of Australians - the more information the better!
- Write your listing with clear messaging and details, spell check the wording, and upload ONE listing per event. You can list as many events as you like. Include RSVP links and social media handles to event pages if available. Don't be shy to hype up your post!
- List events that showcase your community and are uniquely yours! Events that excite the locals, that highlights your community or key events you want to promote to visitors.
- 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 - listings with photo's attract more interest! (don't worry if you don't have one though we've provided some for you to choose from)