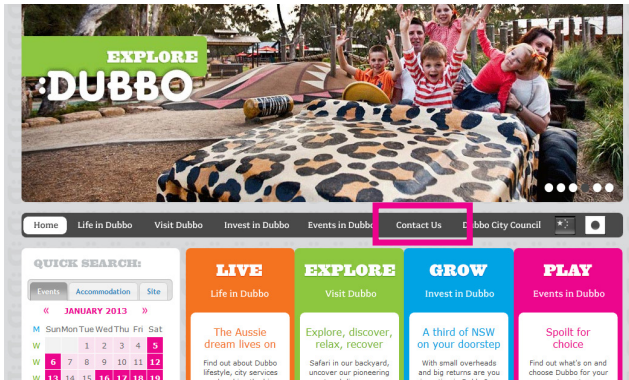


UPLOADING EVENTS TO DUBBO.COM.AU

1



Uploading your event onto dubbo.com.au is a very straight forward process. By including your event on dubbo.com.au, your event has the potential to reach some 17,000 visitors the site receives per month.

Please follow the steps below to upload your event to the site;

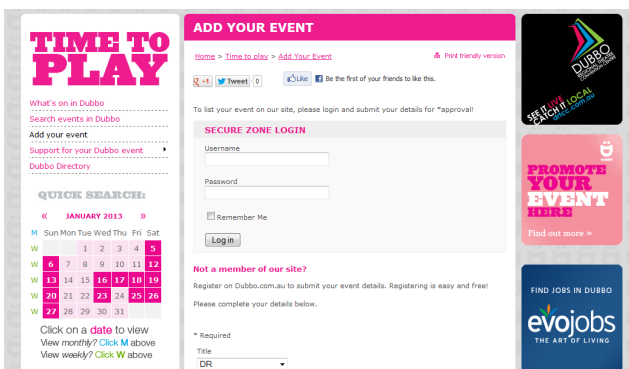
1. Visit www.dubbo.com.au and select the 'Events in Dubbo' tab which will take you to the events home page.
2. On the left hand side of the screen select 'add your event', complete the form and press submit. Once you have clicked submit a computer generated email will be sent to your email address asking you to set a password. (*Allow 3 working days to receive the email*)
3. Once you are a member visit www.dubbo.com.au, select the 'Events in Dubbo' tab, click on 'add your event' and log into the secure zone login with your new user name and password and complete the form. Make sure you have read the City Event Calendar Policy to ensure that your event complies with the policy.

2



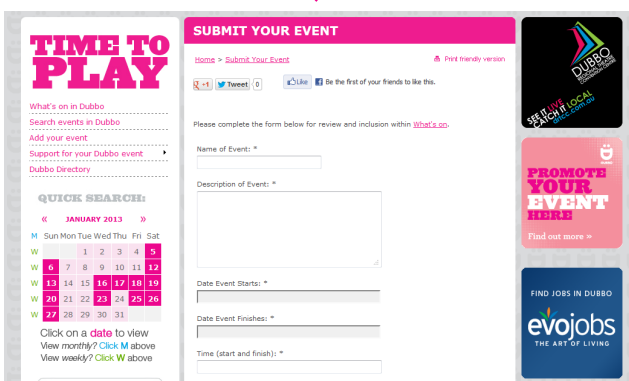
4. Submit your event. Once you have signed into the secure login zone and completed the form select submit your event at the bottom of the pages. Make sure you include your website and an image of your event. After you have completed and submitted the form, the event will be uploaded onto www.dubbo.com.au (subject to approval)

3



Note: (Please allow 3 working days for your event to be posted onto dubbo.com.au)

4



If you have any further questions please contact Council's City Promotions and Events Supervisor, Lana Willetts:

P (02) 6801 4451

E lanawilletts@dubbo.nsw.gov.au