



Multicultural Events Calendar

Instructions for event submission



**Government
of South Australia**

Department of the
Premier and Cabinet



Instructions

Field	Instruction details
Your Name	<p>Please ensure you include both your name <u>and</u> your organisation's name you are submitting the event for.</p> <p>For example, "Sam Smith – Multicultural Affairs"</p> <p>This will ensure that Multicultural Affairs knows who is completing the event submission and which organisation is hosting the event. It will also assist Multicultural Affairs to contact you or your organisation if more information is needed.</p> <p><i>This will <u>not</u> be publicly displayed in the calendar.</i></p> <p>Your Name</p> <input type="text" value="Sam Smith - Multicultural Affairs"/>
Your Contact Email	<p>Include either your email or your organisation's contact email (whichever is the best to contact you if Multicultural Affairs has any questions).</p> <p><i>This will <u>not</u> be publicly displayed in the calendar.</i></p> <p>Your Contact Email</p> <input type="text" value="MulticulturalEvents@sa.gov.au"/>
Private Notes for the calendar owner	<p>Leave any relevant messages or instructions for Multicultural Affairs (the calendar owner).</p> <p>If the event is funded through the Multicultural Affairs Celebrate Together Grant Program please also note this here.</p> <p>If another government department or institution is responsible for organising or hosting this event or has formally agreed to endorse, sponsor or advertise the event for another group, please note this here. Include any relevant details such as which department or institution and under what program or agreement the event is supported by.</p> <p><i>This will <u>not</u> be publicly displayed in the calendar.</i></p> <p>Private notes for the calendar owner (not shown with your event)</p> <input type="text" value="This event is funded through the Multicultural Affairs Celebrate Together Grant Program. The event is also sponsored by Arts SA."/>



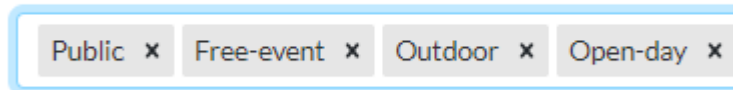
<p>Event Title</p>	<p>Insert the name of your event.</p> <p>Event Title</p> <p>Multicultural Affairs Celebrate Together Day (example event)</p>
<p>Add a button linking to the event website</p>	<p>For events funded by the Multicultural Affairs Celebrate Together Grant Program you can add a hyperlink to your event or organisation’s website or social media page.</p> <p>Tick the check box to add a website link. This will open the next two Fields.</p> <p><input type="checkbox"/> Add a button linking to the event website</p>
<p>A link to your event website</p>	<p>Insert your event website address.</p> <p>If you do not have an event website, you can</p> <ul style="list-style-type: none"> • insert your organisation website address if you have more information about the event on your website, or • untick the ‘add a button linking to the event website’. <p><input checked="" type="checkbox"/> Add a button linking to the event website</p> <p>A link to your event website</p> <p>https://www.dpc.sa.gov.au/responsibilities/multicultural-affairs</p>
<p>Text shown on the button linking to your website</p>	<p>Insert your call to action to encourage people to visit your website.</p> <p>You can include one of these options:</p> <ul style="list-style-type: none"> • ‘Learn More’ • ‘More Information’ • ‘Visit website’ <p><input checked="" type="checkbox"/> Add a button linking to the event website</p> <p>A link to your event website</p> <p>https://www.dpc.sa.gov.au/responsibilities/multicultural-affairs</p> <p>Text shown on the button linking to your website (keep it short)</p> <p>Visit website</p>

Keywords/Tags Add 'tags' (keywords) relevant to your event to make it easier for people to find when searching for events. Separate the keywords/Tags with a comma if more than one is required.

You can include as many of the following tags/categories that are relevant (please do not use any other words than on this list):

- Public
- Private
- Free event
- Ticketed event
- Outdoor
- Indoor
- Performance
- Food
- Music
- Exhibition
- Forum
- Workshop
- Webinar
- Presentation
- Awards
- Festival
- Open day.

Keywords/Tags (comma separated)



Event Image Add an image to give your event more appeal in the calendar, for example:

- a promotional photo or graphic, or
- photo from previous event or
- the host organisation's logo.


Please do not use a flyer/poster for your event image. Small text will not be readable.

Image specifications:

- landscape orientation
- Ratio 16:9 (this can also be cropped in the submission form)
- JPG files for photos or
- PNG files for illustrations
- less than 1MB file size.


Event Image

[Change Event Image](#)



Preview **Crop and add this image** ✕

- Local Files
- Direct Link
- Facebook
- Google Drive
- Dropbox
- Instagram
- Evernote
- Flickr
- OneDrive



[Cancel](#) [FREE](#) [16:9](#) [4:3](#) [3:4](#) [9:16](#) [1:1](#) [Done](#)

It is illegal to upload or use copyrighted files or images without an appropriate license or permission and strictly forbidden by Tockify's terms of service.

Image Alt Text

Enter a description of the image/graphic (this will show for people using screen readers when they view the Events Calendar).

Image Alt Text

Audience watching a performance at an outdoor event

From / At / To / At
Event Date and Time

Enter the date and start and end time of the event.

If the exact times for the event are not confirmed, you may like to select the 'all day' field by checking the box after the end time.

As soon as the date/times are confirmed, please email Multicultural Events with the details and request the Events Calendar is updated.

from at to at All day

05/24/2022 8:00 AM 05/24/2022 9:00 AM

timezone [Australia/Adelaide](#)

from to All day

05/24/2022 05/24/2022

timezone [Australia/Adelaide](#)

<p>Event Description</p>	<p>Provide a short description of the event, consider including details about:</p> <ul style="list-style-type: none"> • what will be offered at the event • if the event is free or what the entry cost is • if the event is open to the public or is for members only • how to register get tickets or RSVP (if required) • how to find more information (organisation website address/contact phone number). <p>For events funded by the Multicultural Affairs Celebrate Together Grant Program to link to another website, add a hyperlink by highlighting the word you would like to link, click on the link tool in the toolbar ribbon, and then insert the relevant website address.</p> <div data-bbox="432 669 1474 1021"> <p>Event Description</p> <p>Taste, experience and celebrate our state's cultural diversity!</p> <p>The Multicultural Celebrate Together Day features over 70 community groups, showcasing more than 50 cultures - there is something for everyone. This event offers a great day for celebrating cultural music, dance, heritage, arts and crafts, and culinary delights as community groups bring their culture to the big stage.</p> <p>The Multicultural Celebrate Together Day is a free, family-friendly and COVID safe event brought to you by the State Government.</p> <p>To learn more, visit www.multicultural.sa.gov.au or follow @MulticulturalSA on Facebook.</p> <p>#MulticulturalCelebrateTogetherDay</p> <p><i>(Please note this is a fictional event for example purposes only)</i></p> </div>
<p>Event Location Type – Street Address</p> <p>OR</p>	<ul style="list-style-type: none"> • Venue name/Room/Building (or other extra info) – insert the name • Street Address – insert the number and name of the street address • Map Preview – based on the information you enter; the system will automatically find the address and show it on a map • Directions – add any relevant directions to help people find the event venue. <div data-bbox="432 1503 1145 2002"> <p>Event Location Type <input checked="" type="radio"/> Street Address <input type="radio"/> Online Event (link) <input type="radio"/> Both</p> <p><u>Location</u></p> <p>Venue name/Room/Building (or other extra info)</p> <p>Victoria Square/Tarntanyangga</p> <p>Street Address</p> <p>address</p> <p>Directions</p> <p>Entry via the gates on Reconciliation Plaza</p> </div>

Event Location Type – Online Event (link)

OR

- Online Event Location Title (friendly name)
- Online Event Location Link (e.g. skype/zoom/hangouts link)
- Online Event Instructions (e.g. meeting id/key, alternative access)

Event Location Type

Street Address

Online Event (link)

Both

Online Location

Online Event Location Title (friendly name)

Join the event online

Online Event Location Link (e.g. skype/zoom/hangouts link)

www.multicultural.sa.gov.au

Online Event Instructions (e.g. meeting id/key, alternative access)

Visit our website to join the online event. Use the password CELEBRATE.

Event Location Type – Both

Refer to above two Event Location instructions.

Event Location Type

Street Address

Online Event (link)

Both

Online Location

Online Event Location Title (friendly name)

Join the event online

Online Event Location Link (e.g. skype/zoom/hangouts link)

www.multicultural.sa.gov.au

Online Event Instructions (e.g. meeting id/key, alternative access)

Visit our website to join the online event. Use the password CELEBRATE.

Location

Venue name/Room/Building (or other extra info)

Victoria Square/Tarntanyangga

Street Address

address

Directions

Entry via the gates on Reconciliation Plaza



Check and Submit

Select the green button at the top of the screen 'Check and Submit' (you may need to scroll up to see the button).

Check all the details are correct and at the top of the screen click on either the 'Submit Event' or 'Back to Editor' button.

Multicultural Celebrate Together Day (example event)

[Edit Event](#)

Tue May 24th 8:00am - 9:00am

UNPUBLISHED

Public • Free-event • Outdoor • Open-day

Victoria Square/Tampanyangga [Directions](#)

Online Event Location: [Watch the event online](#) [Instructions](#)



Taste, experience and celebrate our state's cultural diversity!

The **Multicultural Celebrate Together Day** features over 70 community groups, showcasing more than 50 cultures - there is something for everyone.

This event offers a great day for celebrating cultural music, dance, heritage, arts and crafts, and culinary delights as community groups bring their culture to the big stage.

The Multicultural Celebrate Together Day is a **free, family-friendly and COVID safe** event brought to you by the State Government.

To learn more, visit www.multicultural.sa.gov.au or follow [@MulticulturalSA](#) on Facebook.

#MulticulturalCelebrateTogetherDay

(Please note this is a fictional event for example purposes only)

