



How to 'Register an Event' Guide

We are proud to be able to amplify your Dying to Know Day event and by registering your event, we can help spread the word to the community! We actively point anyone inquiring about your event directly to your event listing so they may get in touch with you.

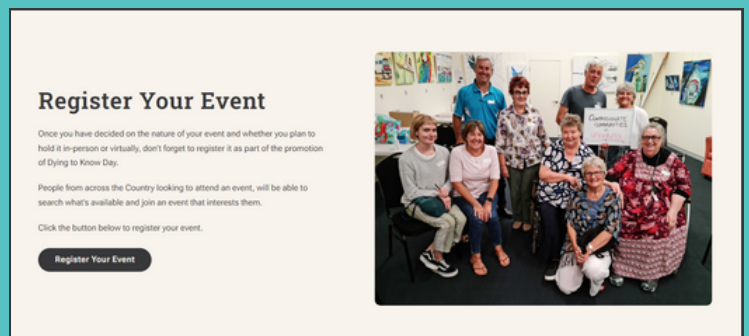
To make the registering process easy, we've created this handy guide with steps for how to register your event on our event platform!

If at any point you get stuck while registering, please email hello@dyingtoknowday.com with your event details and we'll register your event for you.

FOLLOW THESE STEPS TO REGISTER:

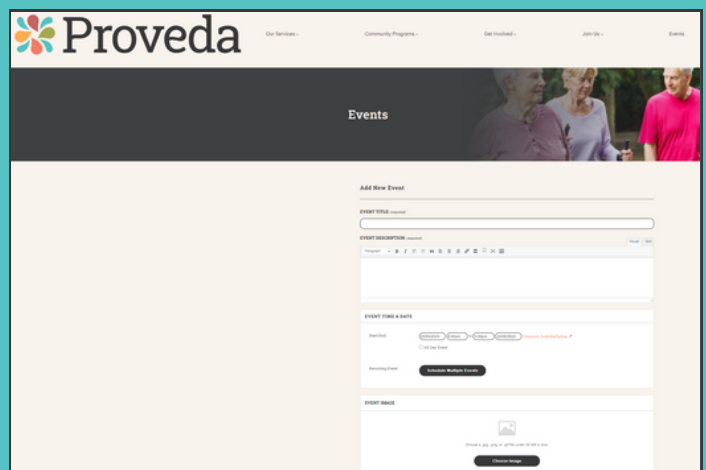
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Once on the Dying to Know Day landing page, click 'Host an Event' and scroll down to where it says 'Register your Event'



2

This will take you to our 'Events' page where you can begin to fill in the form to submit your event.



Dying to Know Day

8 August

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Fill in the form with the appropriate details including title, a short description, date and time, and upload an image (if available and under 36mb in size).

4

The event registration page handles all Proveda events across the organisations various programs. Therefore, at the 'Event Categories' section, type in 'Dying to Know Day' and select to be added to the correct event section.

EVENT CATEGORIES

Search: Dying To Know Day

- Coming Soon
- End of Life
- Dying To Know Day

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Under the 'Event Tags' section, type in 'Dying to Know Day' and select.

EVENT TAGS

Search from existing tags: Dying to Know Day

6

If event is virtual, select the 'Configure Virtual Event'. If not, move on to the next section.

- To 'Configure Virtual Event,' add in link to your Zoom video, Teams video etc as seen below:
- Keep all other boxes checked as they are.
- If you want to play a video as part of online event, add link to the video playing.

VIRTUAL EVENT

Type of Event: Virtual Event Hybrid Event

Add Video or Meeting Link: Search for video or meeting link

Video or Meeting Link URL: Enter URL for hosted video (YouTube, Vimeo, etc.) **FIND**

Display: Embed Video Linked Button
Label: Watch

Show when: Event is published Event starts

Show to: Everyone Logged in users RSVP Attendees only Ticket Attendees only

Virtual Event Label: Show on event page Show on calendar views

Virtual events will be indexed on Google as online events.

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Under 'Event Status' select 'Scheduled'

8

If hosting an in-person event, fill in the 'Venue Details' section by creating a new venue.

Begin by typing in the name and press enter. A drop down section will appear that will allow you to add in details including the address.

VENUE DETAILS

Venue:

Address:

City:

Country:

State or Province:

Postal Code:

Phone:

Website:

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Under 'Organiser Details,' begin to type in the organisation name that is hosting the event. A drop down section will appear where you can provide your organisations contact details

ORGANISER DETAILS

Organiser:

Phone:

Website:

Email:

The email address will be obfuscated on this site to avoid it getting harvested by spammers.

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Under the 'Organisation Website' section, provide the link to your organisations URL

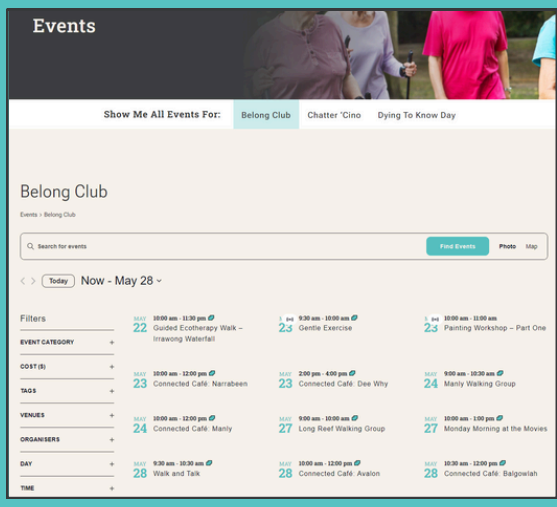
11

Under 'Event Cost' fill in if there is a cost associated with attending your event



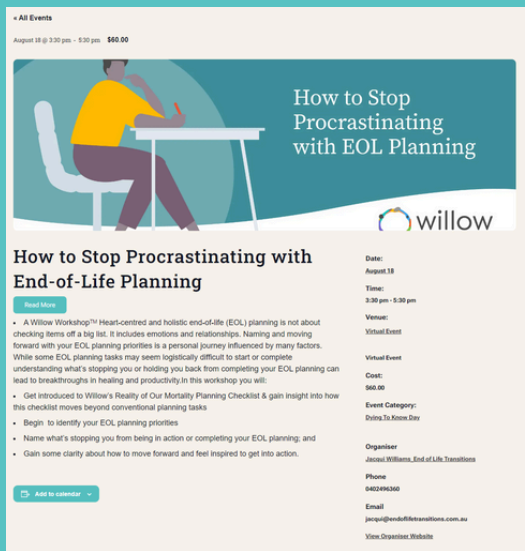
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Read over all your filled in details and click submit event. Our admin team will review your event and it should be live on the event webpage within 3 business days.



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Once our team has approved your event, the event listing will go live. Click on the listing to see full details about your event.



And that's it! Your event is now registered on the Dying to Know Day website!

Please check back in 3 business days to ensure all is correct in your event listing and let us know if anything changes or needs to be updated.

Contact us at hello@dyingtoknowday.com

MORE INFO

www.dyingtoknowday.com to learn more and make a plan for a future that's right for you.

@d2kday /D2KDay

Join the conversation #getdeadset #dyingtoknowday

