



## How to 'Register an Event' Guide



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

To make the registration 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@dyingtoknow.au](mailto:hello@dyingtoknow.au) with your event details and we'll register your event for you.

### FOLLOW THESE STEPS TO REGISTER:

1

From the Dying to Know page, click '**Host an Event**' and scroll down to '**Register your Event**'

#### Register Your Event

Once you have decided on the nature of your event and whether you plan to hold it in-person or virtually, don't forget to register it as part of the promotion of Dying to Know Day.

People from across the Country looking to attend an event, will be able to search what's available and join an event that interests them.

Click the button below to register your event.

Register Your Event



2

You will see '**Add New Event**' and then you fill in the form to submit your event.

A screenshot of the Proveda website's 'Add New Event' form. The form is titled 'Add New Event' and includes fields for 'EVENT TITLE', 'EVENT DESCRIPTION', 'EVENT TIME & DATE', and 'EVENT IMAGE'. There are also buttons for 'Cancel', 'Save', and 'Publish'. The website header shows the Proveda logo and navigation links.

3

Fill in the form with your details including event title, a short description, date and time, meeting link or full address (including street no) and upload the featured image

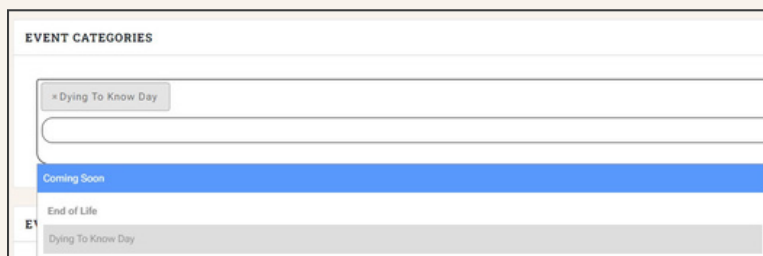
(\*Featured image: **1170 x 400px**)

We recommend that you centre your design within the featured image space as it gets auto-cropped on the event page.

4

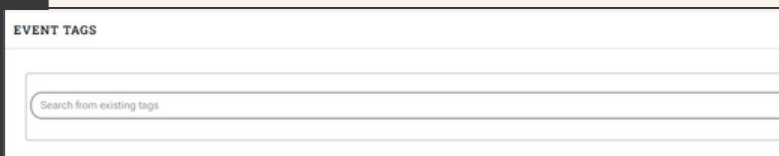
The event registration page handles all Proveda events across the organisation's various programs.

Therefore, at the 'Event Categories' section, type in '**Dying to Know Day**' and select to be added to the correct event section.



5

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

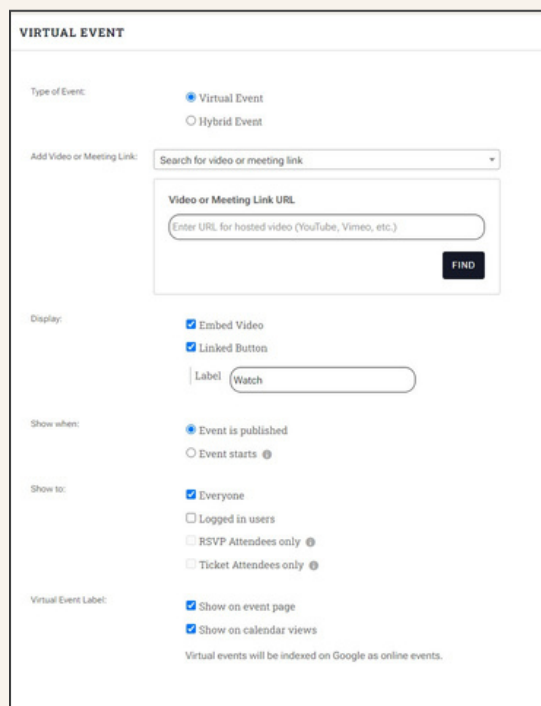


6

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.



7

Under 'Event Status'  
select 'Scheduled'

#### EVENTS STATUS

Set status:

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. Please ensure that you include full address details including street number of the venue so it can be located on a Google Map.

#### VENUE DETAILS

Venue:

Create: Manly Pavilion \* ▼

Address:

City:

Country:

Select a Country: ▼

State or Province:

Postal Code:

Phone:

Website:

9

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 organisation's contact details

#### ORGANISER DETAILS

Organiser:

Create: Dying to Know \* ▼

Phone:

Website:

Email:

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

10

Under the 'Event Website' section, provide the link to the relevant host organisation event web page

#### EVENT WEBSITE

External Link:

Enter URL for event information

11

Under 'Additional Fields' fill in any Video or Meeting links (eg Zoom)

#### ADDITIONAL FIELDS

Video or Meeting Link:

**12**

Under 'Event Cost' only fill in if there is cost for attending your event

**13**

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.

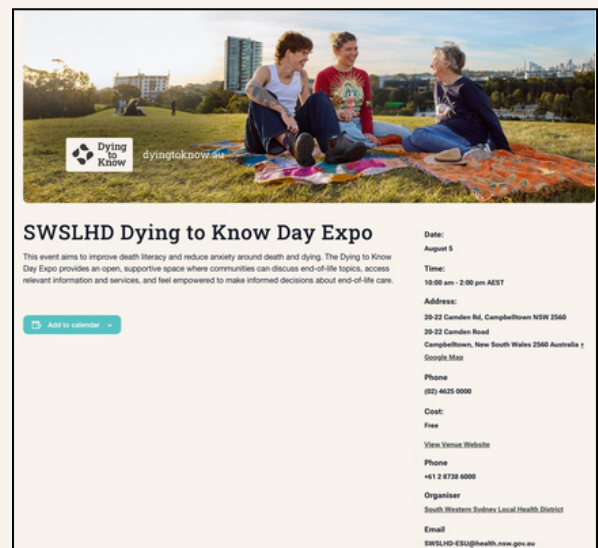
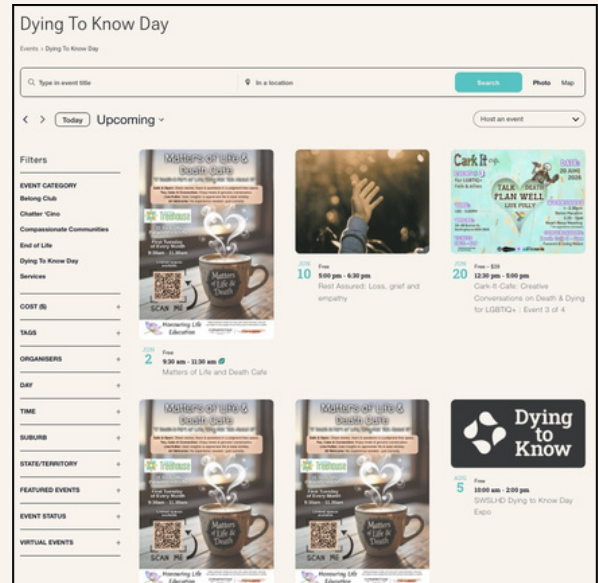
**14**

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 website!**

**Please check back in 3 business days to ensure that everything is correct with your event listing and let us know if anything needs changing.**

**Contact us at  
hello@dyingtoknow.au**



## MORE INFO

**dyingtoknow.au** to learn more and make a plan for a future that's right for you.

 @dyingtoknow.au

 /dyingtoknow

 /DyingtoKnow.au

**Join the conversation**

**#dyingtoknow #dyingtoknowday #nobodyknows**