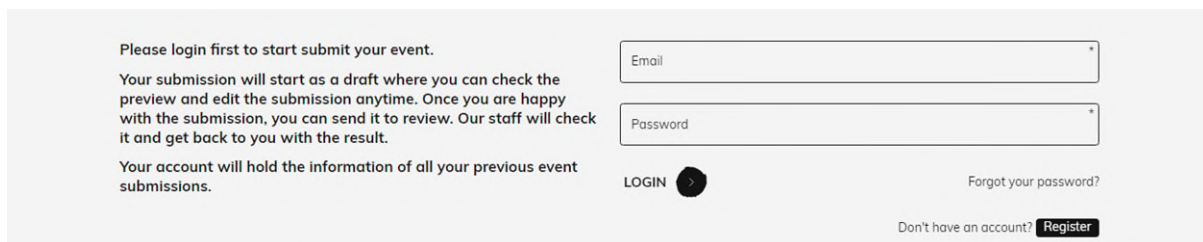
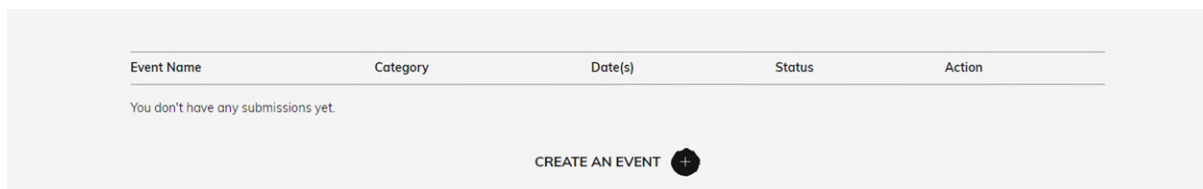


All events held in the Dubbo Regional Council Local Government Area are eligible, if they meet the Event Calendar Guidelines, to be uploaded to the Regions' event calendars. All events are to be uploaded to the Dubbo.com.au website using the steps below.


1. Go to <http://dubbo.com.au/submit-your-event> and sign in with your account details. If you have forgotten your password click on the 'Forgot your password?' link to reset it. If you have not yet created an account, click on the 'Register' button.



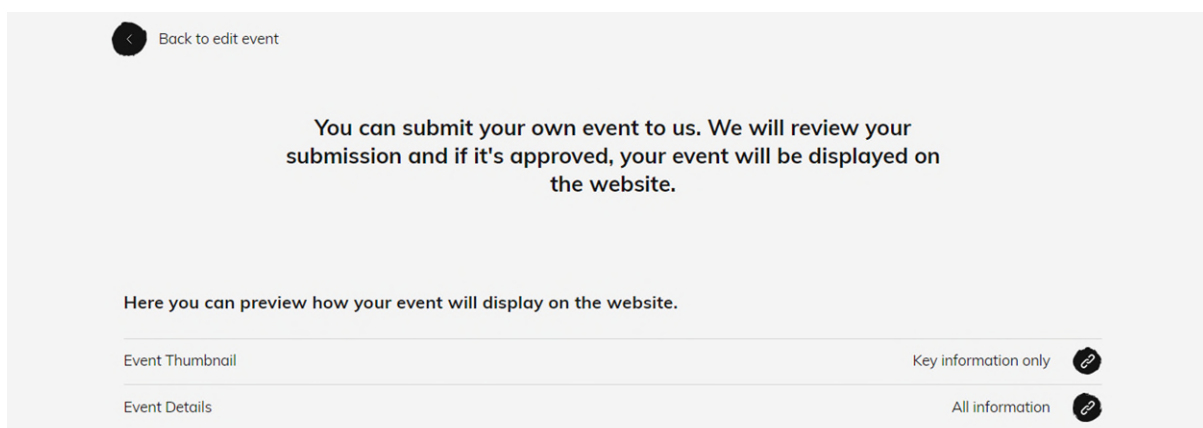
2. If this is your first time adding an event, click on the 'Create an event' button. Previous events added to the calendar will be listed in the table showing status and event details.




Event Name	Category	Date(s)	Status	Action
You don't have any submissions yet.				

CREATE AN EVENT 



3. Fill in all mandatory event details and click on the 'Save as a Draft' button at the end of the workflow. **NOTE: you must click on the 'Add Event Date' button to submit the date/time details. You can add multiple dates by re-entering details and pressing the 'Add Event Date' button again.**
4. Preview the event thumbnail and event details to ensure your picture and information is being reflected correctly. To make further changes to your listing, click on the 'Back to edit event' button.



 Back to edit event

You can submit your own event to us. We will review your submission and if it's approved, your event will be displayed on the website.

Here you can preview how your event will display on the website.

Event Thumbnail	Key information only 
Event Details	All information 

- Once you are happy with the result, click on the 'I've checked content preview and ready to submit for review' button.

I've checked content preview and ready to submit for review

Please note that once the event has been submitted to review, you won't be able to edit the content until a decision (eg. approval or rejection) is made.

- Your window will show a table of events you have uploaded with their status. You can make changes to your listing until your event is approved. To make changes afterwards, please contact regionalevents@dubbo.nsw.gov.au

Event Name	Category	Date(s)	Status	Action
TestAsh	Festivals	4/12/2019	Pending	

- You will receive email notification of any updates to your event listings. Log in to preview any messages.

Event Name	Category	Date(s)	Status	Action
TestAsh	Festivals	4/12/2019	Rejected	Edit

- If your listing is rejected please click on the 'Edit' button in the 'Action' column; there will be notes as to why it was rejected at the bottom of the event upload window. After your event has been rejected you can edit and resubmit your event, however you will need to reselect your venue again.

About This Submission

Submission Note to Admin

Submission Note from Admin

Image was unsuitable, please update and resubmit your event for approval.

- Your event will be reviewed by Council's Events Unit and, if approved, will be displayed on the Region's calendar within three (3) business days.

For support and assistance, please contact:

Dubbo Regional Council's Events Unit

P: (02) 6801 4000

E: regionalevents@dubbo.nsw.gov.au