

Creating an Event on Theatre Australia

First things first

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If you haven't yet created a User, then it is a good idea to create a Generic User that will be the ADMIN login for the Group. Something like **<GROUP NAME> Admin** would suffice. You do this by registering a User in the usual manner.

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Important Details

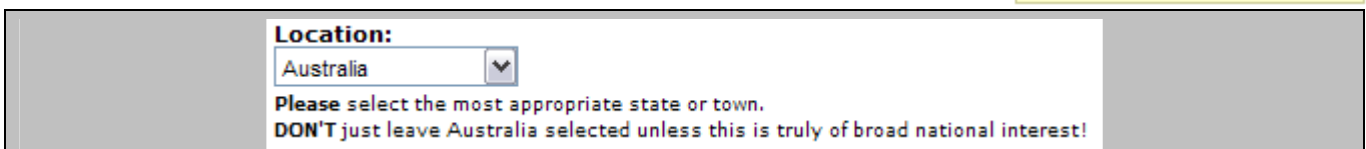
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UPSTAGEWA

Raising the Awareness and Standard of and about Community Theatre in WA

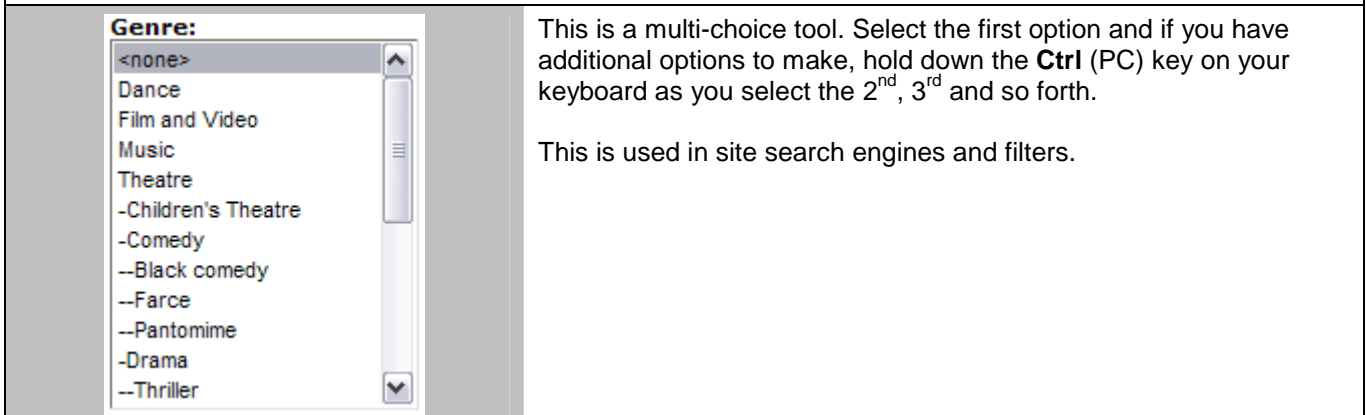
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- age: 3 years 27 weeks
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Location:
Australia

Please select the most appropriate state or town.
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Genre:

- <none>
- Dance
- Film and Video
- Music
- Theatre
- Children's Theatre
- Comedy
- Black comedy
- Farce
- Pantomime
- Drama
- Thriller

This is a multi-choice tool. Select the first option and if you have additional options to make, hold down the **Ctrl** (PC) key on your keyboard as you select the 2nd, 3rd and so forth.

This is used in site search engines and filters.

Content Ratings and Advice:

Adult content
-Contains nudity
-Frequent Coarse Language
-Frequent violence
-Mild Sexual References
-Some coarse language
-Some scenes and language may offend
-Some violence
Suitable for general audiences
A guide to suitability for audiences

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Roles:

<none>
-Actor
Administrator
-House Manager
-Marketing Publicist
Agent
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--Dancer - ballet
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Ctrl + click for more than one option

The roles required in an audition can be select here in a similar manner to Genre and Content. Users can then filter search results based upon these categories.

Ethnicity:

<none>
Please notify us via feedback of any omissions.

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Payment:

<none>

It is a big question to many actors. This will help identify your payment arrangements for the audition.

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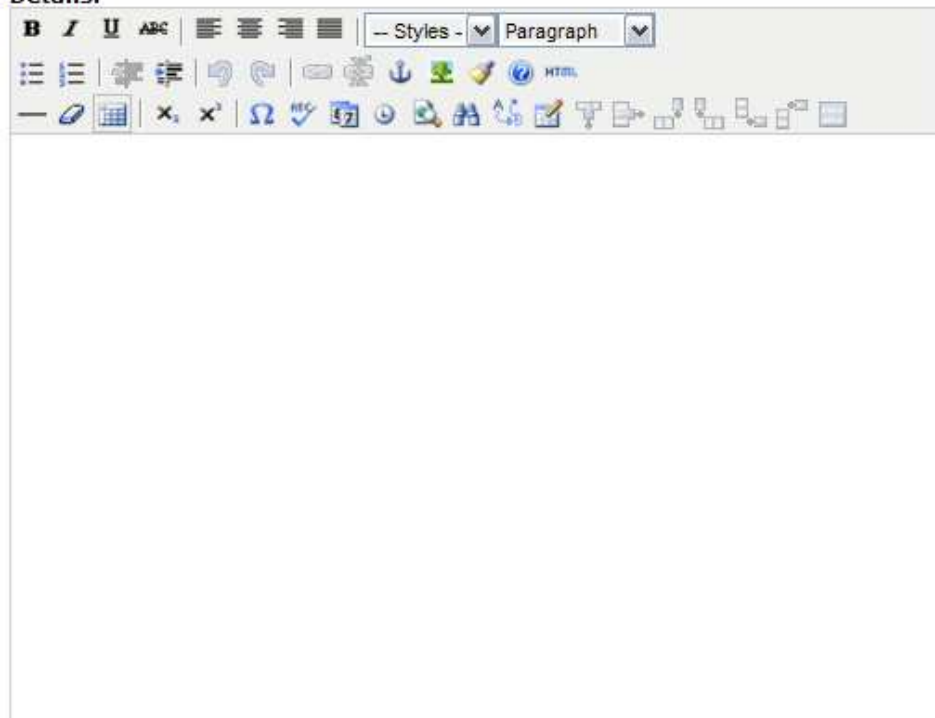
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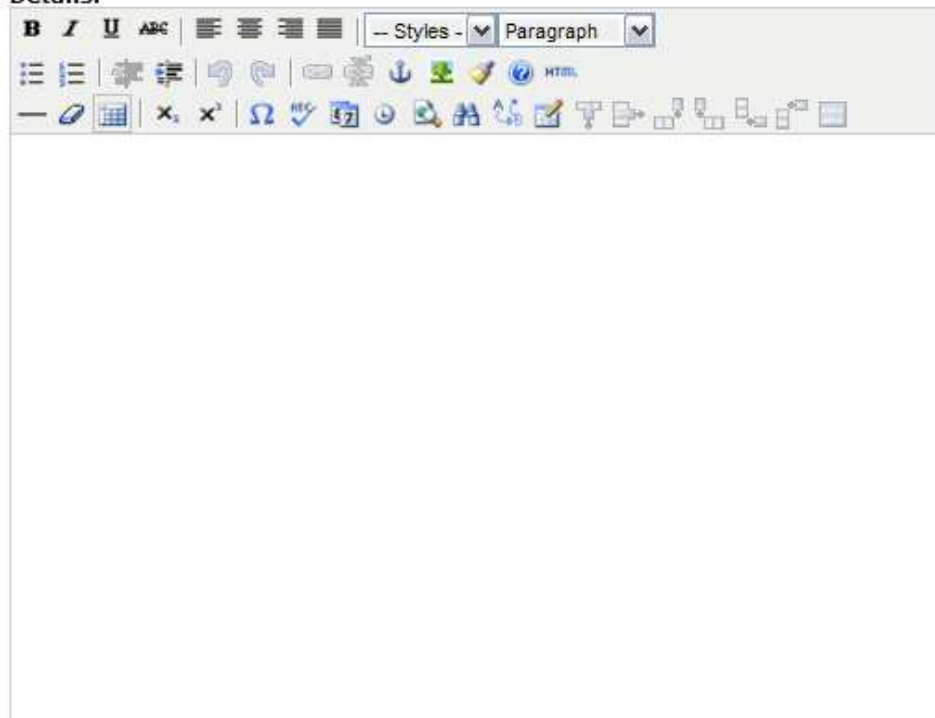
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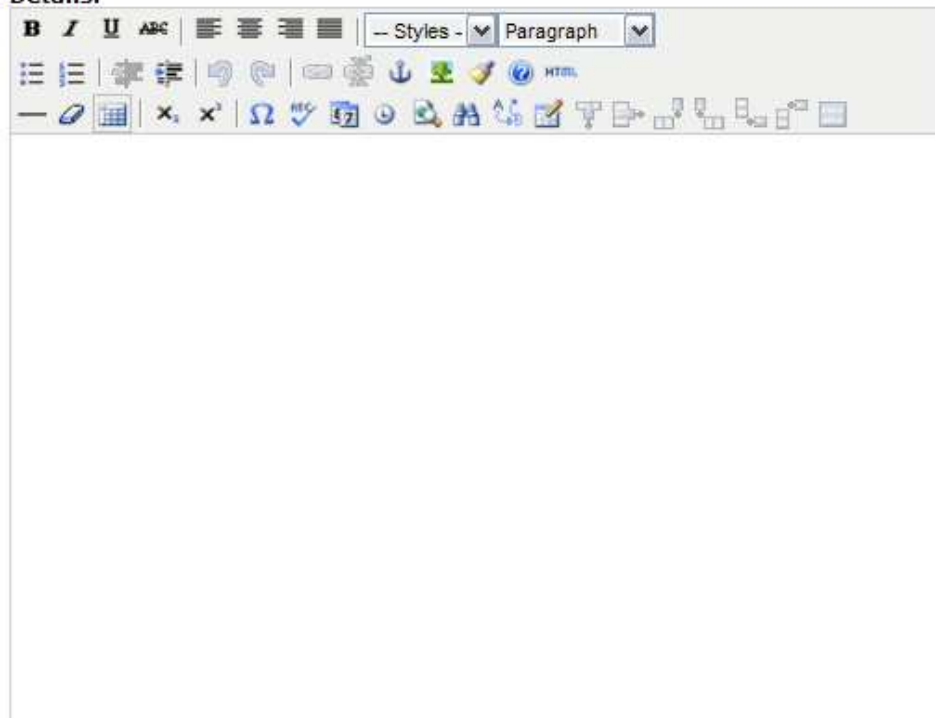
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7	8	9	10	11	12	13
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28						

< Mar 2010 >

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Details:



[enable rich-text](#)

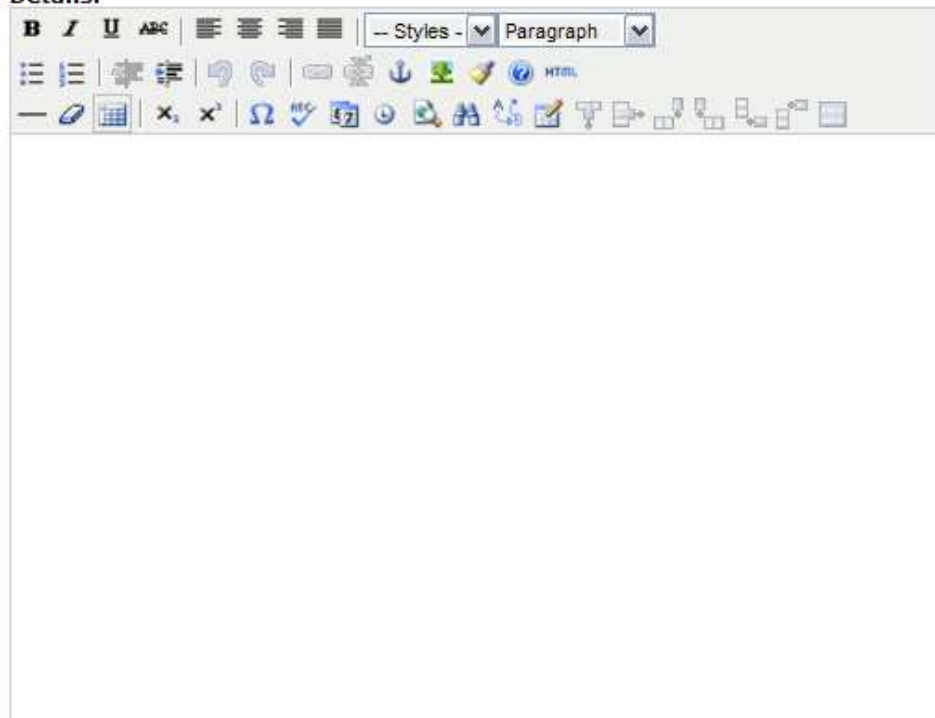
Formatting guidelines:

- Web and e-mail addresses are automatically converted into links.
- Textual smileys will be replaced with graphical ones.
- Lines and paragraphs break automatically.
- Glossary terms will be automatically marked with links to their descriptions

[More information about formatting options](#)

This is where the main body of you event description will go. By default, it opens in what is called Non-rich-text. If you are skilled in HTML coding, then you can use this screen. For everyone else, you may want to use the Rich-text view. To switch, select the **enable rich-text** text under the box. You should now see something like this. **First Time Users** may be asked to download a package. Please feel free to do this. **Note** the view may not be the same for all users.

Details:



[disable rich-text](#)

Text from elsewhere

When pasting text from another package such as Microsoft Word, please be aware that some packages use high level formatting codes that may cause odd side-effects with your final submission. These side effects are not dangerous in anyway but can make your post look very messy.

One suggestion is to paste the text into the Non-rich-text view which strips it of all formatting, then copy that same unformatted text, switch back to Rich-text, paste again, then apply bolding, underlining, etc as required. At least that way you don't have to type it out all over again.

Finally

Last but not least, once you have completed all the fields, you can preview your post. It is recommended that you do so as this way you can quickly determine if there are any formatting issues you may need to address BEFORE letting everyone else see it.

IMPORTANT NOTE: Please ensure that your location is clearly identified. Your post is being published on a site that is viewed by thousands of users across Australia and even overseas. The **Location** drop-down has a comprehensive list of locations but if yours is not there, you can request through the site Feedback to have a new one added.

Also include CONTACT DETAILS in your post's detail. Non-registered users are not able to access profiles and unless you plan to visit the site regularly to check for comments, providing a more direct line for people to contact you will ensure a higher return on your post.

Once you are happy you can then **Submit** your event. If you need to edit the item, then as the author, you should be able to access an edit option. This may not always be the case and if you have difficulties editing an event then please contact an administrator or leave feedback in the site.

Please provide as much detail as you can and thank you for using Theatre Australia.

Author: Jeff Watkins - 2010