

Creating an Event on Theatre Australia

First things first

Before you can create an event, you first need to register a user and then create a Company or Group. Events such as Productions, Auditions and Workshops can only be created Through a Group.

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.

If you already have a User or you created on as described above, then you can create a Company. Open the Company Menu and select Add Company. Follow the prompts and fill in as much as you can.

It also advisable that before you create any events, you ensure that any venues you use also exist. It is entirely possible that another Company has already created a venue that you would be able to use. Do a search on the site for your venue. If you cannot find it, then you will need to create it. See the Company menu below

Now that you have your User and your Company, you can now create events.

Let's make an event

To access your Company Page, first, make sure you are logged in. A simple way to find your company is to go to **My Account** which is a menu item located on the left hand side. If you have any company access, they will be listed here under a section called **Groups**. Select the Company you wish to create an event for and you will be taken to the Company Page.

Once loaded, you should see a Company Menu which looks something the menu shown here. As you will note, you can create a number of various event types. Each will have slightly different sections to complete but all are based upon a common template. You can also create venues.

Each event entry has certain fields that are required and are identified with a red asterisk (*). You will not be able to submit the completed entry until these fields are filled.

Important Details

Other common options are listed below. These specific options help to identify your post and therefore make it easier to search for your events through the site's search engine.



UPSTAGEWA

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

- create production
- create audition
- create classes and workshops
- create venue
- create meeting
- create exchange, sale or hire item
- create weblink
- 6 members
- age: 3 years 27 weeks
- manager: UPstageWA
- my membership

Location:

Australia

Please select the most appropriate state or town.

DON'T just leave Australia selected unless this is truly of broad national interest!

This helps to locate your event within Australia. Anything outside of Australia should be flagged with the International option located last on the list.

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

In productions and auditions, classifying the rating helps readers understand the requirements of the play.

Like the Genre, you can select more than one item from the list.

Roles:

<none>

- Actor
- Administrator
- House Manager
- Marketing Publicist
- Agent
- Casting Director
- Choreographer
- Composer
- Dancer
- Dancer - ballet
- Dancer - ballroom

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.

If you have specific Ethnic requirements for auditions, then identifying them here helps our users. Note, you can only select one item.

Payment:

<none>

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

Venue:*

None Selected

Venue where event will take place. If your venue isn't listed please [add venue here](#).

Select your Venue for an available list of those currently in the system.

< Feb 2010 > < Mar 2010 > 2010/02/02

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	
	5	6	7	8	9	10

Clear All Dates

Here you select the dates for your event. By default, TODAY'S date will already be there. You will need to CLEAR this date before entering any others.

Image:

Upload a .jpg or .gif image file The file is limited to 100KB and a resolution of 400x300 pixels (width x height).

Some events will allow you to load an image such as a promotional post, logo or similar. Please note the restrictions. Large images require more space and can take some time to load so keep them small.


If you want to maximise the ease of finding your events and the level of user friendliness for the site in general, then **please use all of the options above to clearly identify your event.**

It's all in the detail

Depending on the type of event you are creating, there will be a number of additional Text Fields or Date/Time Selection tools where you can include various additional details. To more you can fill in, the better informed will be your readers.

Most important of these additional text boxes is the Detail box.

Details:



[enable rich-text](#)

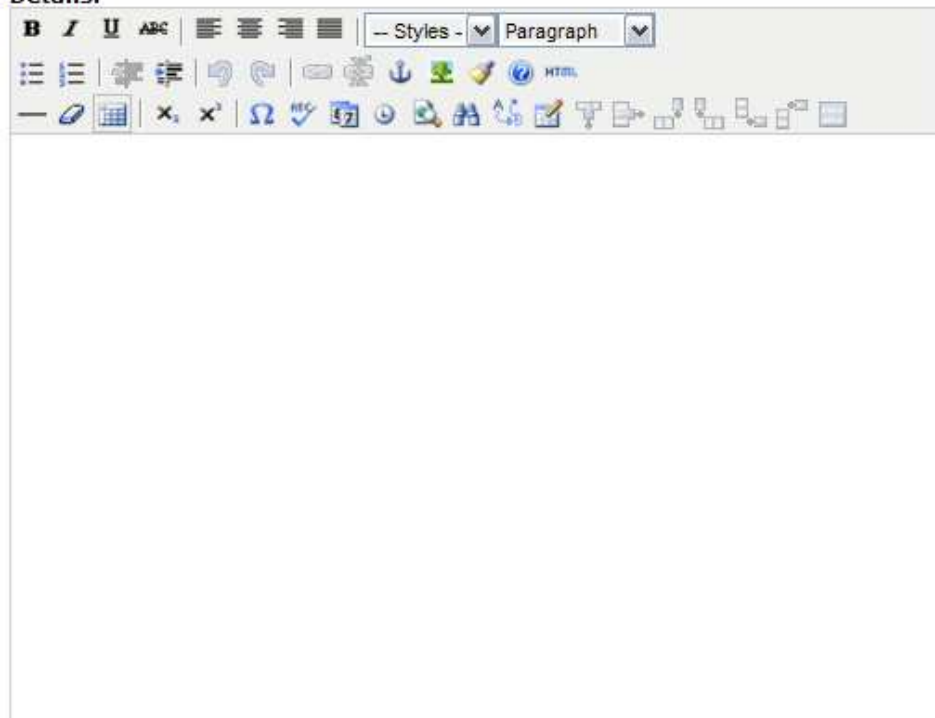
Formatting guidelines:

- 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