

INSTRUCTIONS ABOUT HOW TO USE THE WEBSITE

tmnlinks.net.au

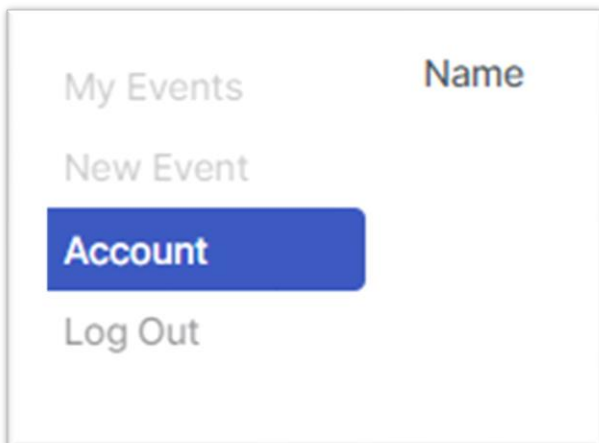


Once you return the membership form and pay the membership fee, I will email you your log in details.

“Log in” icon: on the top right-hand side of the page. Once logged in, you can create a profile for your organisation and promote activities/ events in the **Calendar (under “Events” menu)**

Create a profile for your organisation:

Click “Account”



- My Events: to see all events of your organisation in the Calendar
- New Event: to create a new event/workshop/session/activity
- Account: to post information about your organisation. You can upload flyers/ brochures here.

Fill in all the information about your organisation:

- Name of your organisation
- Uploading the logo
- Brief information about your service, maximum 500 characters (not 500 words)
- Address, Contact phone number
- “Contact email address” is the email for the public to contact your organisation
- Website: Must begin with **http://**
- Brochure Area: When uploading brochures, please upload one by one. The max file size is 1.7 MB per brochure

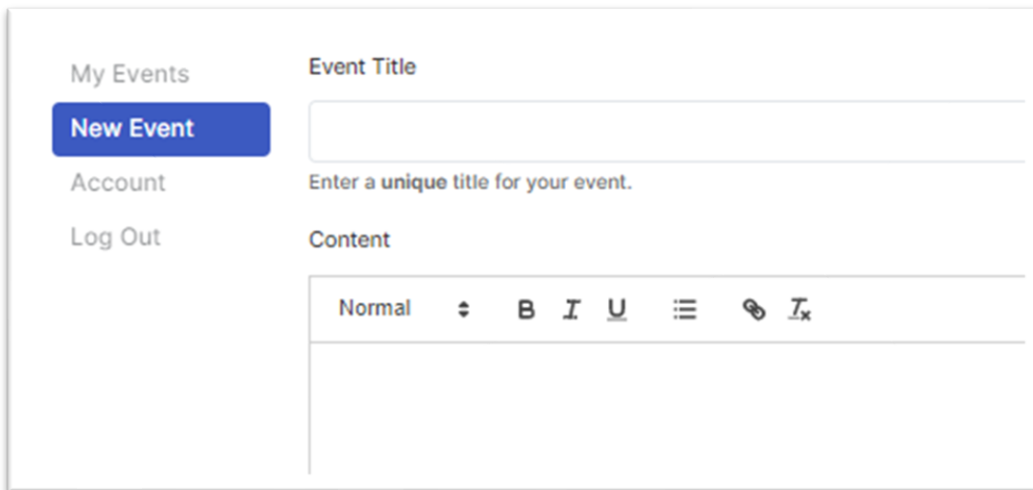
Then click “Submit”

Note: 1. I will approve your post. Normally it will take 1-2 days (as I work part-time). I will inform you as soon as I do so. If you don't get my email after 2 days, please contact me via email admin@tmn.net.au or phone (02) 9796 2235.

Once your account is approved, you can post your events/ activities/ workshops in "Calendar".

2. If your account information is already there, which means I created it, you can skip this step and create "New Event" straight away.

New Event:



The screenshot shows a user interface for creating a new event. On the left is a sidebar with navigation links: "My Events", "New Event" (highlighted in a blue button), "Account", and "Log Out". The main area is titled "Event Title" and contains a text input field with the instruction "Enter a unique title for your event." Below this is a "Content" section with a rich text editor toolbar. The toolbar includes a dropdown menu currently set to "Normal", and icons for bold (B), italic (I), underline (U), bulleted list, link, and unlink.

Event title: name of the event/workshop/activity. **If you have the same name as a previous event, there is a warning in red.** Please add anything: year, month, ... to have a different name

Content: brief information about the event. If you have an image (a flyer in .jpg format), then you don't need to fill in this section to save time.

A link for the event registration (if you have one) should be posted in the "Content" session.

Is this event on a single day, or multiple?

Single
 Multiple

Select Date

select

Select Category

Choose

Select Place/Address

Begin typing address...

Main Image

Choose File Browse

max file size is 1 MB

Flyer

Choose File Browse

max file size is 1 MB

Publish Discard

“Select date”: Once you choose “Single” or “Multiple”, the calendar will pop up. Click to choose the date(s).

“Select category”: based on the target group/ purpose of the events. Please pick one category:

- Children & Family
- Employment & Training
- Health & Wellbeing
- Seniors
- Disability
- Youth
- Women
- Aboriginal

Select place/ address: the address of your event or “Online via Zoom/ Teams”

Main image (optional): the flyer of your event in .jpg file format. **Maximum file size is 1 MB**

Flyer: PDF flyer (optional). **Maximum file size is 1 MB**

If you want to promote a new program/ service with general information rather than an event with specific date(s) or a job advertisement, please email me. I will promote them under “Community Resources”.

For any enquiries, please contact Le Pham on 02 9796 2235, email: admin@tmn.net.au.