



## LINKU2 EVENTS CALENDAR INSTRUCTIONS

To add an event to our events calendar is a free and easy to manage service. To do this, at the top of the events calendar is an “Add Your Event” button -

- Add your title, description, date and time (if you want to schedule multiple events (eg a show on for a week or weekly quiz, etc see “Recurring Events” instructions below)
- image (please try to make under 100 kb where possible)
- choose from the listed categories and tags (you cannot add your own but if you have any suggestions let us know as we can add for you) – these are used for searching
- Select your venue and organizer (you can add new ones in both these)
- Add your event url
- Accept the terms
- Tick recaptcha and submit
- Your event will **NOT** publish immediately – ***it is sent for approval and will be published within 24 hours***

Note: If you register with Linku2, once added you will be able to edit or delete your events by clicking on the Add An Event option again and you’ll see “View Your Submitted Events”. If you do not register you can still upload events but you will have no options to edit or delete.

## RECURRING EVENTS

If you have an event that is recurring, eg a show on for 5-6 days, or a weekly quiz, etc –

- **Firstly, do NOT add events for more than 4 months occurrences for weekly or 6 months for monthly and do NOT add events that are on daily for more than 14 days. Thank you**
- Under date and time click on “Schedule Multiple Events” button
- Select if Daily, Weekly, Monthly, Yearly or Once (note you can exclude days, eg a show not on a Monday)
- Select No of days, weeks, etc and whether the same time
- Select when event finishes
- You can then add more events, eg a show that has a couple of matinees
- If you want to exclude days click the “Add Exclusion” button
- The option will pop up (above the exclusion button) to again select Daily, Weekly, etc – pick Once if you are just excluding one day from an event on every day, if need you can do this for another day that is excluded once you’ve done the first one. You may want to exclude any events over the Christmas period or that you don’t hold on a public holiday.

If you have a recurring event but unclear on how to add email us for assistance.

## TO EDIT OR DELETE EVENTS

If you would like to edit any events you have submitted you need to be registered. Then -

- Click the “Add an Event” button again
- To the right you’ll get an option to “View Your Submitted Events”
- Click here and make your changes

***If you have any problems or questions, please email us on [hibiscuscoast@linku2.co.nz](mailto:hibiscuscoast@linku2.co.nz)***