



## Promoting your activities on the internet

Many organisations provide free event listings where you can promote your events and activities, either on their website, through their email, or other networks.

Including your group's event on the internet or an email list is very public.

- Always check and proofread your event details for accuracy before submitting them to any website or email list.
- Always include a contact point for more information and enquiries. Always check that the contact person listed has agreed for their personal details to be published.

Only activities or events that are endorsed by a Sustainable Neighbourhood Group, and noted in their meeting minutes can be represented as an event or activity organised by that group.

Each website has its own format and required information, and it can be time consuming to visit each website and type in the required information. It is helpful to prepare the event / activity details as below into a word document or similar, and then you can copy and paste the information as required into each website.

Sustainable Neighbourhood Group Name	Smithtown Sustainable Neighbourhood Group
Activity / event name	Smithtown Neighbourhood Swap Meet
Event description	One person's trash is another person's treasure! Bring along up to five good quality household items you no longer want, and swap them with your neighbours. Enjoy a BBQ lunch, provided by the Smithtown Lions Club.
Activity date	Sunday 10 September 2011
Activity start and end times	10:00am - 2:00pm
Activity location and address	Smithfield Community Centre, Main Hall 123 Smithtown Road, Smithtown
Special instructions for participants	Bring in up to five good quality items, by 12noon, and receive a token for each item.  Swap meet rules: <ul style="list-style-type: none"> <li>• Maximum of 5 items per person</li> <li>• One item equals one token</li> <li>• Only items in good condition will be accepted</li> <li>• No perishables, alcohol, electrical appliances, explicit or offensive items, or items too large to be carried by one person.</li> </ul>
RSVP details with contact phone, email, or website for more information	For more information, contact Bob Smith on 0400 999 999 or bobsmith@email.com.

Communities working together



## Web addresses

This list includes some known websites. If you encounter any errors, or other useful websites, please email the details to [admin@sustainableighbourhoods.org.au](mailto:admin@sustainableighbourhoods.org.au).

Many websites require you to set up a 'login' or 'account' before entering an event. You usually just need to this once. Record the login details you set up so that you can use them again in future.

Organisation / Noticeboard Name	Web Address and Notes
<b>Lake Macquarie City Council</b> (Community Events Calendar)	<a href="http://www.lakemac.com.au">www.lakemac.com.au</a> The events calendar is located on the home page, near the top right hand corner. Click on the 'Add Events' button to start.
<b>Lake Macquarie Sustainable Neighbourhood Alliance</b> (website calendar)	<a href="http://www.sustainableighbourhoods.org.au/calendar">www.sustainableighbourhoods.org.au/calendar</a> Email <a href="mailto:admin@sustainableighbourhoods.org.au">admin@sustainableighbourhoods.org.au</a> with all the details to have your event added.
<b>Newcastle City Council</b> (Events Calendar)	<a href="http://www.newcastle.nsw.gov.au/about_newcastle/events/events_calendar/events">www.newcastle.nsw.gov.au/about_newcastle/events/events_calendar/events</a> Click on 'Create Your Event!' to start.
<b>Wyong Shire Council</b> (My Community/Events)	<a href="http://www.wyong.nsw.gov.au/my-community/events/register-an-event">www.wyong.nsw.gov.au/my-community/events/register-an-event</a> The events calendar is located on the right hand side of the page. Click on 'Submit An Event' to start.
<b>Prime7 Television</b> (Infonet)	<a href="https://au.prime7.yahoo.com/n5/lifestyle/infonet/infonet-events">https://au.prime7.yahoo.com/n5/lifestyle/infonet/infonet-events</a> Complete the details on this page to add your event. Note that events may be mentioned during the televised InfoNet segment on PRIME7. A minimum 3 week's notice is required for your event to be considered for inclusion on-air.
<b>My Community Connect</b> (Covers Southern Cross Austereo, KO.FM 102.9 and NXFM 106.9)	<a href="http://www.mycommunityconnect.com.au">www.mycommunityconnect.com.au</a> Click on 'SUBMIT EVENT' from the menu at the top of the screen to start. Note that events may be publicised by Southern Cross Media Australia via the on-line calendars on this website, via advertisements broadcast on radio stations owned by SCM in your region, and via advertisements broadcast on Southern Cross Ten or Southern Cross Television in your region.
<b>NBN Television</b> (Community Noticeboard)	<a href="http://www.nbntv.com.au/cnb/community-noticeboard">www.nbntv.com.au/cnb/community-noticeboard</a> Click the button 'Click here to add your community event' to start. You can request to have the event to be read (broadcast)

	on NBN TV's Community Noticeboard. Notices need to be submitted at least 3 business weeks before the event.
<b>2NUR Community Radio (Community Service Announcements)</b>	<a href="http://www.newcastle.edu.au/community-and-alumni/arts-and-culture/2nurfm/community/community-service-announcements">www.newcastle.edu.au/community-and-alumni/arts-and-culture/2nurfm/community/community-service-announcements</a> 2NUR needs at least 2 weeks notice to ensure your event is placed in the system in plenty of time.
<b>Transition Towns (Eco Local Calendar)</b>	<a href="http://www.transitionnewcastle.org.au/events">www.transitionnewcastle.org.au/events</a> Click on the text 'Add It!' to add an event.
<b>The Herald</b>	<a href="http://www.theherald.com.au/community/events/">www.theherald.com.au/community/events/</a> Click on the 'Submit' button to add an event. You can also email your event details for possible inclusion in various parts of the paper: <ul style="list-style-type: none"> <li>• The Diary - Monday (events for the week) - <a href="mailto:diary@theherald.com.au">diary@theherald.com.au</a></li> <li>• Weekender – Saturday (play, stay, win) - <a href="mailto:weekender@theherald.com.au">weekender@theherald.com.au</a></li> <li>• The Herald H2 calendar – Saturday (music/events/markets) - <a href="mailto:h2planner@theherald.com.au">h2planner@theherald.com.au</a></li> </ul>

Sustainable Neighbourhoods is an initiative of Lake Macquarie City Council

