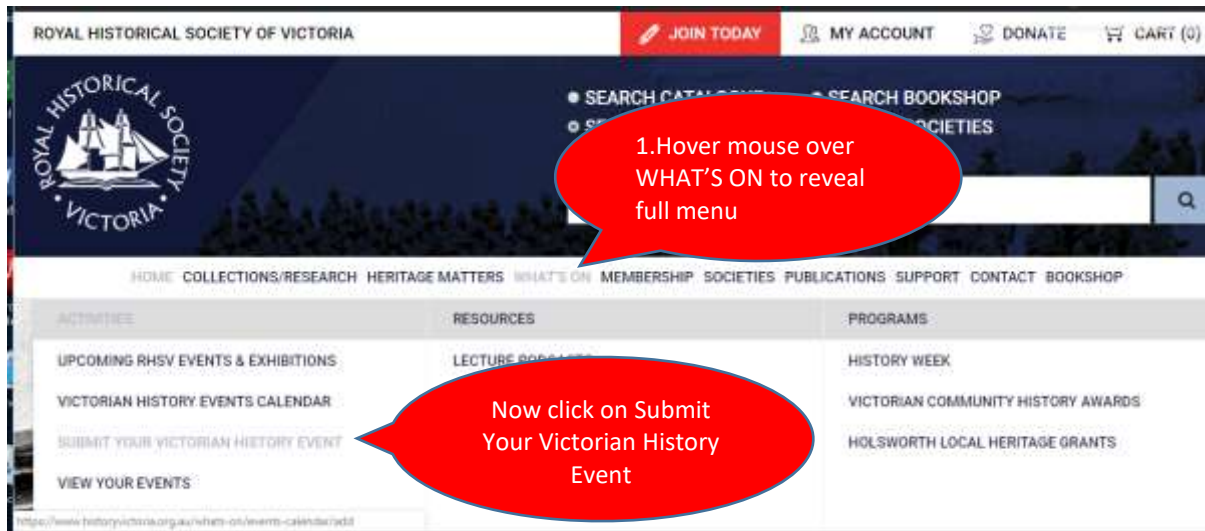# The RHSV's new website: www.historyvictoria.org.au
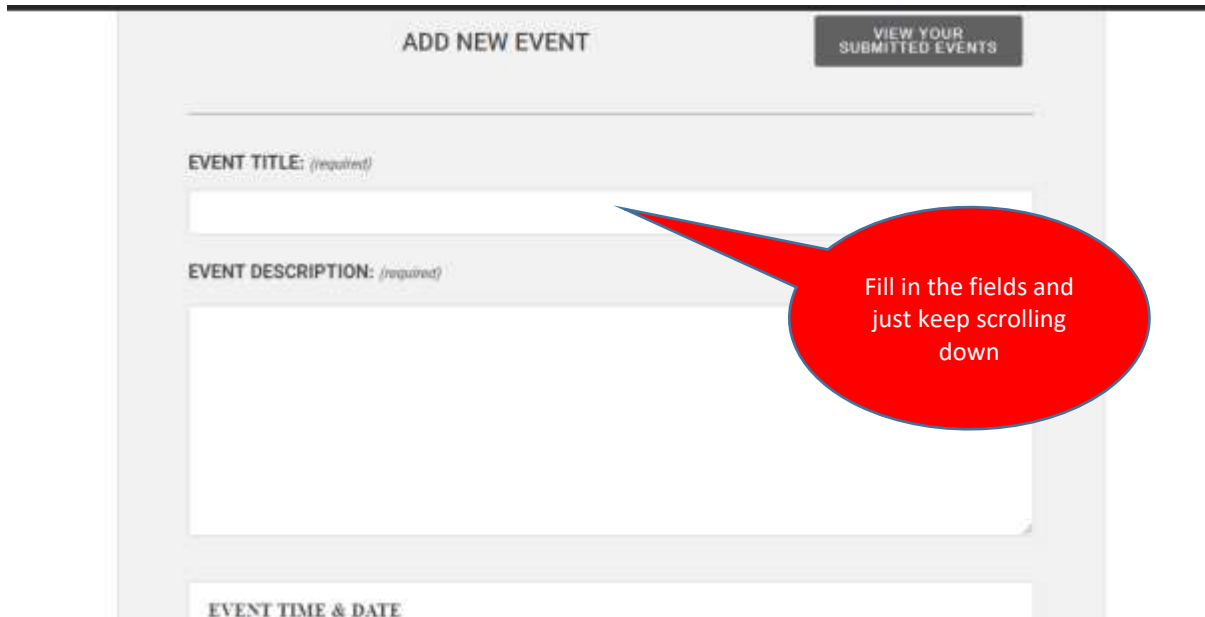# UPLOADING EVENTS

When you submit an event to the RHSV website it will be moderated by an RHSV staff member – this may take up to 24 hours. You will be notified automatically by email once the approval is granted.
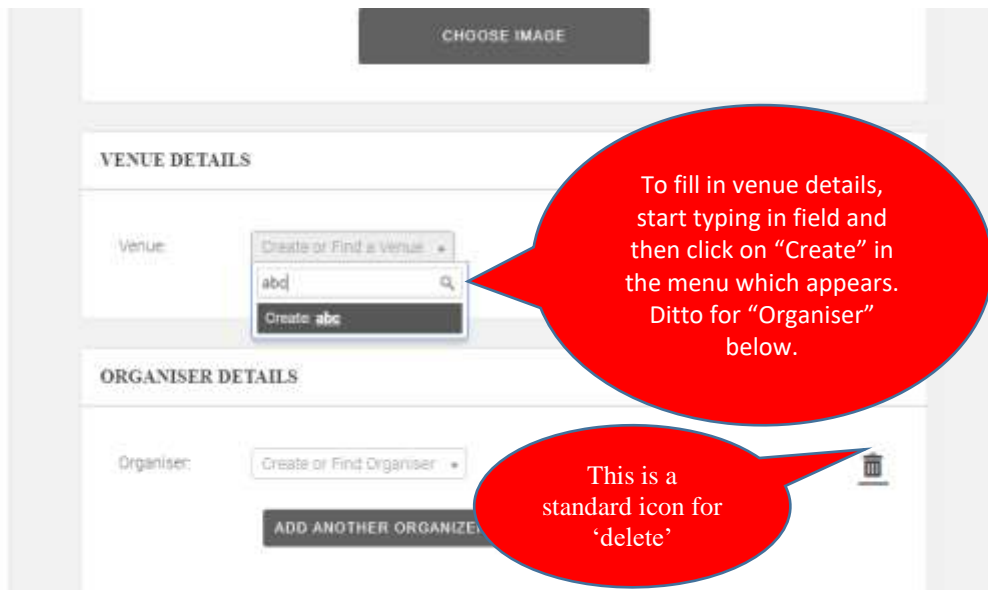
STEP ONE
From the HOME PAGE, click on "Submit your Victorian History Event"

STEP TWO

The Calendar is similar to all on-line calendars with the capacity to repeat events etc.

Create Venue: Start typing and, if your venue does not appear in the drop-down list, click 'create' ... Your venue, once you fill in all the details, is saved in the drop-down list so that you can re-use it in the future without re-entering all the tedious detail.

Create Organiser: Start typing and, if your society does not appear in the drop-down list, click 'create' ... the same thing happens in this field – once you've created an 'organiser' the details are stored in the drop-down menu for you to re-use for your next event.

Website: you can put your own website here or the URL for, say, the ticketing agency you are using.

Event cost: if you leave this blank it will not appear on the screen. If you put '0' in the field (zero) it will come up as $0. You can also put a range – 0-10 will be $0 - $10.

And, when you have completed all the fields. Click on **SUBMIT**.

STEP THREE   Now you have to be patient and wait for the RHSV to 'approve' your event. If you look at the list of your events you can see that your new event is 'pending' while this process is happening. When approved you get a tick! (and an email informing you of the approval). All done!