



# The Event Hub

For event organisers

The screenshot shows the A Taste of Harmony Event Hub interface. At the top is a navigation bar with the logo, links for HOME, MY EVENTS, PROMOTIONAL TOOLS, and FLAG GENERATOR, and a 'Share Your Involvement' button with social media icons. The main content area has a welcome message for 'Example Person!' and a list of features: viewing event details, RSVPing, adding meal information for meal cards, adding the event to calendars, and finding out more about the day. A video titled 'How to use the Event Hub Video' is shown. Below this is a 'My Events' section with an 'ADD ANOTHER EVENT' button. An event titled 'South Melbourne' is listed with an 'Add event date' field and a 'SET-UP YOUR EVENT' button. Below the event name are three icons: 'Event Page', 'Meal List', and 'Promo Tools'. A callout box points to the 'SET-UP YOUR EVENT' button, and another callout box points to the 'Event Page' icon.

**Welcome Example Person!**

This is your Event Hub for A Taste Of Harmony for 2019. This has been designed to help you organise for your event at work. Once you add more detail about your event, you'll be able to create an event page to share with your team where your staff can:

- View all event details such as date, time and what to bring
- RSVP to let you know if they're attending
- Add information about their meal, which can be printed out as Meal Cards on the day
- Add the event directly to any of their calendars
- Find out more about how to get the most out of the day

[Don't Show Me This Message Again](#)

**How to use the Event Hub Video**

**My Events** [ADD ANOTHER EVENT](#)

**Add event date**

**South Melbourne** [SET-UP YOUR EVENT](#)

[Event Page](#) [Meal List](#) [Promo Tools](#)

**How to use the Event Hub**  
[see our guide >](#)

Each event you create will appear here. This will allow you to monitor RSVPs, share invites with colleagues and see what dishes people will bring!

Click 'Set-up your event' to complete the details of your event



# Setting up your event

Event Name\*

Event Venue\*

Provide details of the event location so your team know where to go.

Location (suburb)\*

Sydney

Number of teams\*

1

Estimated number of participants\*

25

Where are you?\*

Victoria

Date\*

DD

March

2019

This information is used in the custom poster and calendar invitation.

Start Time\*

HH

MM

AM

End Time\*

HH

MM

AM

Event Description\*


We are taking part in A Taste of Harmony to recognise and celebrate the cultural diversity in our workplace. Everyone in the team will bring a dish that represents their culture, or a culture they have a strong affinity with. We'll get together for a delicious meal and have the chance to share stories. Please RSVP using the button below. Look forward to seeing you there!

What to Bring

Make sure you bring your meal and why not dress up...

Event Image

Your event page will use the default image below, however you can replace with your own.



CHANGE IMAGE

If you are holding multiple events at various locations, this is your opportunity to distinguish between the events

This is important if you're hosting a large event with multiple teams taking part!

It's okay to estimate how many people will attend

These dates can be edited at anytime

Provide a brief outline of your event

This could be your organisation's logo, or a picture from a past event



# Setting up your event

☐ Password protect event page

By default, your event page will be visible to anyone who is sent a link. Select this box if you would like your staff to add a password to access the page.

☐ Hide RSVP list

By default, staff will be able to see people from their team who have confirmed attendance and the food they are bringing. Select here to hide the list.

☐ Capture company name

If you are organising an event for staff across different companies, tick this to capture the company name the person RSVPs.

☐ I accept the [Terms & Conditions](#)\*

UPDATE EVENT

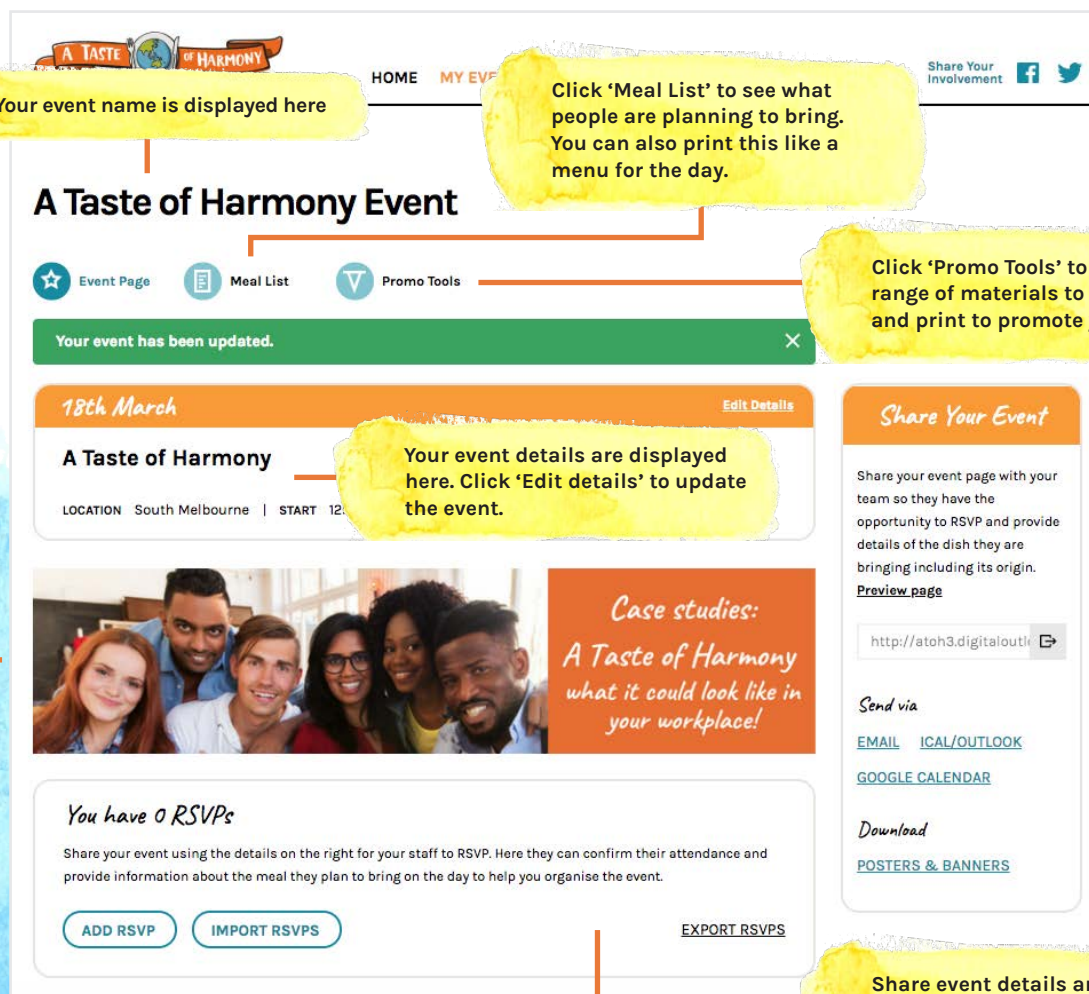
DELETE EVENT

If you'd only like to see the RSVP list as the admin, check this box.

Useful for co-working or shared events. Where multiple organisations are represented, you can ask participants to register their company name!



# Managing your event



**Callouts:**

- Your event name is displayed here
- Click 'Meal List' to see what people are planning to bring. You can also print this like a menu for the day.
- Click 'Promo Tools' to view a range of materials to download and print to promote your event.
- Your event details are displayed here. Click 'Edit details' to update the event.
- Check out how other organisations have hosted successful A Taste of Harmony events
- The Event Hub keeps track of RSVPs. You can also RSVP on behalf of team members by clicking here. You can also add a number of people by uploading a spread sheet.
- Share event details and ask your team to RSVP. It's as simple as sharing this link, or you can send via email.