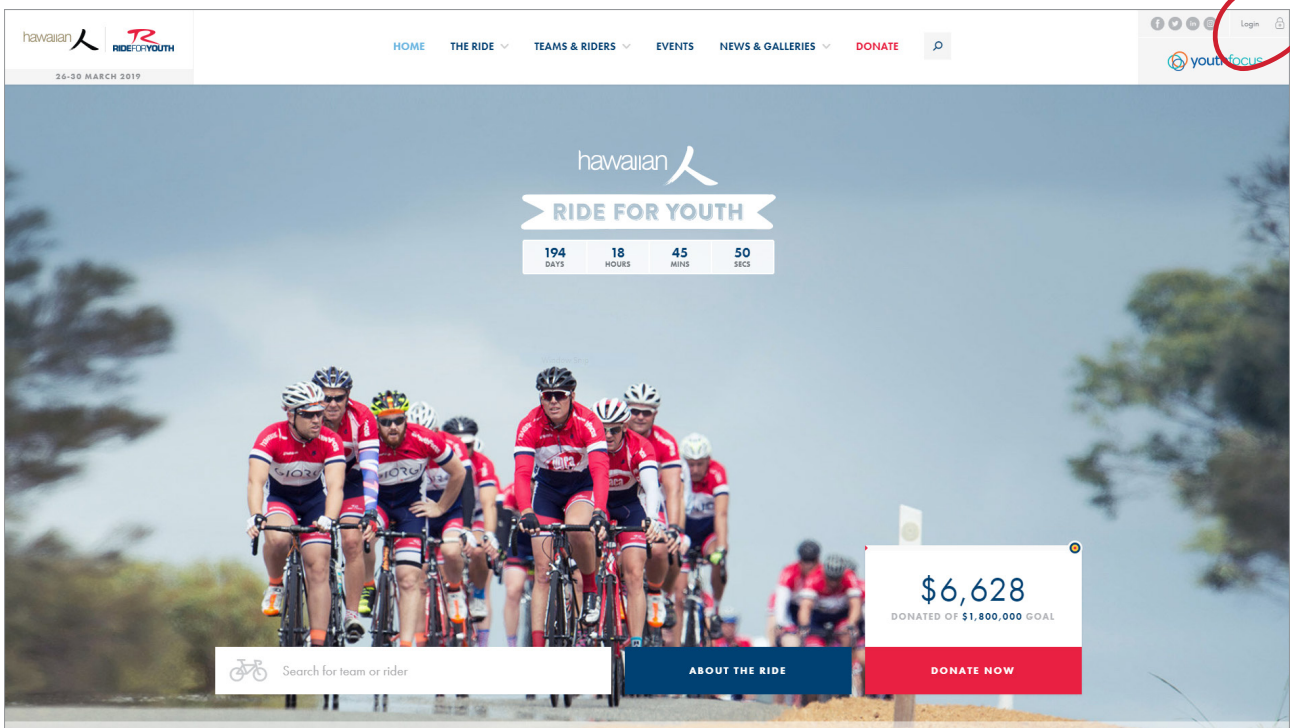


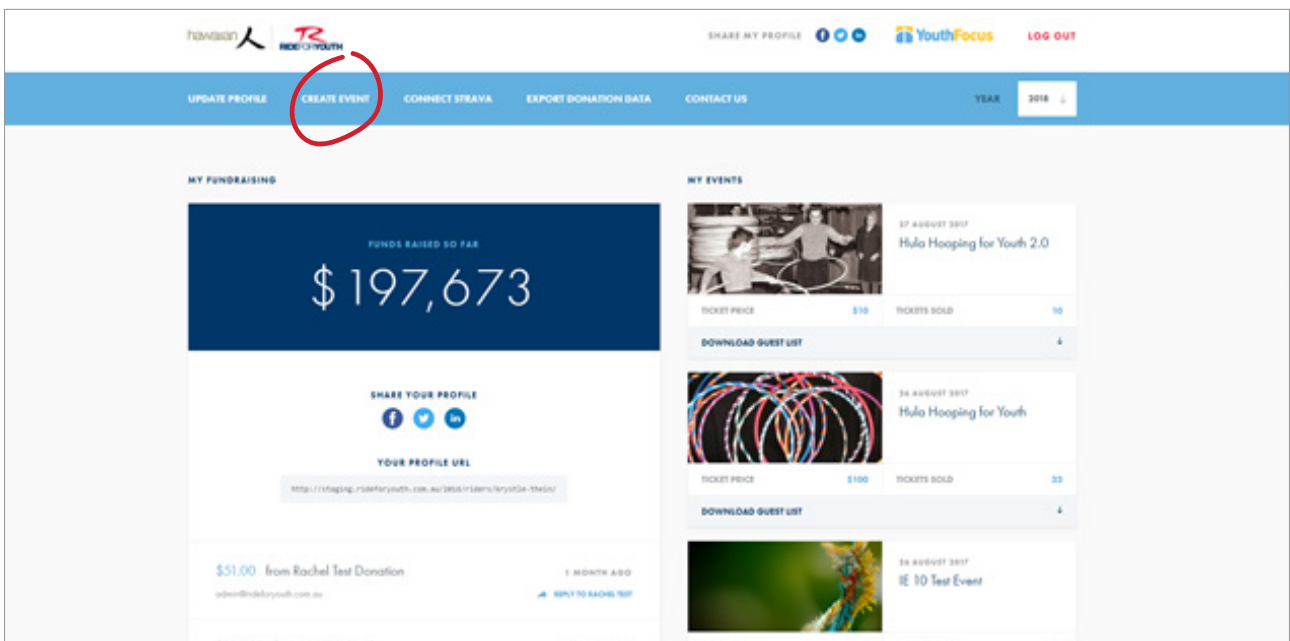
# WEBSITE EVENT SET-UP INSTRUCTIONS



1. **LOGIN** to [www.rideforyouth.com.au](http://www.rideforyouth.com.au)  
[top right of screen]



2. **CLICK CREATE EVENT** button  
[second from left on the ribbon]





### 3. POPULATE YOUR EVENT DETAILS

The screenshot shows the 'Add New Event' form with the following details:

- EVENT TITLE:** Curry Night
- EVENT DATE:** 07/10/2017
- STARTS:** 19:00
- ENDS:** 23:00
- LOCATION:** (Empty field)
- WILL THIS EVENT SELL TICKETS?:** Yes (selected)
- COVER PHOTO:** A blue abstract image with an 'EDIT' button.
- ATTACHMENTS:** Add attachment button.

### 4. Add your TEAM MEMBERS under ORGANISERS

The screenshot shows the 'Add New Event' form with the following details:

- EVENT TITLE:** Curry Night
- EVENT DATE:** 07/10/2017
- STARTS:** 19:00
- ENDS:** 23:00
- LOCATION:** Morgan Park Bowls Club
- WILL THIS EVENT SELL TICKETS?:** Yes (selected)
- TICKET PRICE:** \$ 25
- TOTAL TICKETS:** 00
- COVER PHOTO:** A blue abstract image with an 'EDIT' button.
- ATTACHMENTS:** Add attachment button.
- ORGANISERS:** A list of three team members is circled in red: Margory Nikolova, Elinor Ebert, and Logan Clark.

### 5. Once you've added all your organisers, CLICK SUBMIT EVENT [bottom of the page]