

# LIST ON [www.Eventfinda.co.nz](http://www.Eventfinda.co.nz)

Events are often a major draw card for the Rangitikei area. They have the ability to draw visitors to our region, which has a positive economic impact for local businesses, and also increases local sense of place and enjoyment.

Registering with Eventfinda is free and simple. Go online to, [www.eventfinda.co.nz](http://www.eventfinda.co.nz)



enter your email address and click on continue. You will be sent an email confirming your registration, and in this email there will be a link for you to click on. By clicking on the link you will confirm your registration with Eventfinda and will be redirected to their login page, where you can set up a password. Now, each time you want to log in to Eventfinda. Just head to [www.eventfinda.co.nz](http://www.eventfinda.co.nz) to log in.

On the dashboard scroll down to tasks and click on Create New Event Listing and follow the steps. You will be asked to fill in the title, category, subcategory, description, website, venue, date and time and ticketing information for your event. You should provide as much detail as possible as you Eventfinda listing is a way to really sell your event to potential customers nationwide. It should be interesting to read while also informing them of any key information they need to know. We would also recommend you always include a minimum of one image (up to 2MB in size) for each event listing.

## HOW TO CREATE YOUR LISTING

LIST ON [www.Eventfinda.co.nz](http://www.Eventfinda.co.nz)

All events that Rangitikei.com promote are sourced from Eventfinda.co.nz, so without a listing on this website the potential success of your event is limited. We encourage everyone to list their public events on the Eventfinda website.

## THE BENEFITS OF LISTING WITH EVENTFINDA

Eventfinda is a national events database, so any listing you make with them will be distributed out to multiple websites including Rangitikei.com, [stuff.co.nz](http://stuff.co.nz), [nz.yahoo.com](http://nz.yahoo.com), and more.

As part of your Eventfinda listing you will be able to see where your listing has been distributed, as well as how many times it has been viewed, and any comments the public may post about it. This makes Eventfinda a great measurable marketing tool, and enables you to get valuable feedback from potential attendees.

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## STEP BY STEP INSTRUCTIONS

- **Enter the title of your event** - Make sure you do not use all capitals.
- **Category** - Select the most appropriate category to suit your event i.e. Sports and Outdoors.
- **Subcategory** - Select the most appropriate subcategory i.e. Multisport, Triathlon.
- **Description** - Tell the potential customers about your event and list all of the relevant info that the public should know. Don't include the website, location, date or time and ticketing as you will fill this in shortly.
- **Website** - Add the website of your event if you have one.
- **Venue** - Most local venues are listed and options will appear as you enter the name. Click on the appropriate venue, the correct address should appear.
- **Date and Time** - Enter the start date of the event with both the start and finish time. If your event is over multiple days you can either click on the green plus sign or click on the next day button which replicates details already entered. If the event occurs every week click on the next week button, which will automatically duplicate your details, adding another field with the same day in the next week. The next month button will add another field with the same date as previously entered but in the next month. If you need to change this date, click on the green plus sign and manually change to the correct date. You can add as many dates as applicable for the event being entered.
- **Age Restrictions** - If you have various prices for children, adults etc then select which age restrictions apply to you and fill in the details, otherwise it will default to all ages. Select whether the event is free or not. If it is a free event then select and click on the save button
- **Ticketed Events** - If this is a ticketed event, select either Eventfinda ticketing service, Door Sales or Other. More information on the Eventfinda ticketing service can be found at [www.eventfinda.co.nz/about/ticketing-services](http://www.eventfinda.co.nz/about/ticketing-services). If selecting other you will need to enter the ticketing agent website and phone number.
- **Ticket Types** - Enter each type of ticket being sold using the green plus sign or add another ticket type button i.e. Adult, Child and Family. Click on the save button.
- **Upload Images** – Select the browse for photos option and locate the images that you want to use on your computer. Maximum size per photo is 2MB. Each event listed can have up to 36 images, but it is recommended to keep it under 10 images per listing. Suggestion: Resize your images first and place somewhere you can select all together, like your computer desktop. You can select multiple files at once by holding down the 'Shift' key and using your mouse to select the images you want. You can use your event or company logo, or the event posters as an image.
- **Save** - Click on save as new event button which is located at the bottom of the screen.

To add similar events, click on the events tab. Run your mouse over the event you want to use and click on list similar. This brings up all the details you've entered which you can edit for the new event. Checking your listing on the events tab also shows you the status of your event/s, views, comments and syndication.

If any questions please contact Rangitikei.com at [admin@rangitikei.com](mailto:admin@rangitikei.com) or 02102260313