



## LINKU2 EVENTS CALENDAR INSTRUCTIONS

To add an event to our events calendar is a free service. To do this, at the top of the events calendar is an “Add Your Event” button. Simple adding is fairly straight forward –

- Add your title, description, date and time (if your event is on more than one day see “Recurring Events” instructions below)
- image (please try to make under 100 kb where possible)
- choose from the listed categories and tags (you cannot add your own but if you have any suggestions let us know as we can add when approving) – these are used for searching
- Select your venue and organizer (you can add new ones of both of these if necessary)
- Add your event url
- If you want to issue tickets (free or paid) see instructions below (not currently available)
- Accept the terms and submit
- Your event will **NOT** publish immediately – it is sent for approval and will be published within 24 hours

Once added you will be able to edit or delete your events if you need to.

## RECURRING EVENTS

If you have an event that is recurring, eg a show on for 5-6 days, or a weekly quiz, etc –

- In the event time and date section add your first date and time
- Under Event Series select if it is Daily | Weekly | Monthly | Yearly | Once (you just want to select specific days)
- You can select how often, same or different days, same or different times and ending
- If you have an event in a series that doesn’t happen on certain days, eg a show that isn’t on a Monday or Tuesday, rather than use the “Add Exclusion” (which has bugs we are talking to the developer about) can you “Add More Events” and select “Once” then just add the date and you can change the time if you wish (this is good for shows with a couple of matinees)

If you have a recurring event but are unclear on how to add submit one event listing and email us on [hibiscuscoast@linku2.co.nz](mailto:hibiscuscoast@linku2.co.nz) with your additional dates and times and we can add these when approving the event.

## TICKETS and REGISTERING

If you would like to issue tickets through Linku2, or get RSVP’s to record numbers coming to your event, you are able. If the event is free there is no charge for this service. For paid tickets the charge is \$1 per ticket issued which is added on to your ticket price at checkout.

***Full details on these features will be available shortly (15/04/21)***

***If you have any problems or questions feel free to email us on [hibiscuscoast@linku2.co.nz](mailto:hibiscuscoast@linku2.co.nz)***