

This guide provides detailed information on how to get the most out of your listing on the Activity Finder!

A great Activity Finder listing means:

- more people can find your listing
- more people learn and get excited about the opportunities available
- more people want to join in on the fun and spread the word

We double check each listing before it is published to ensure it is looking great.

If you have any questions after reading this document, please contact us via info@actbelongcommit.org.au and we will be happy to assist you personally.

Activity Listing Step by Step Guide

1. Title of activity

Grab attention with a snappy title for your activity. Use words that clearly describe what your activity is. Where appropriate, include the **suburb** or **town** in the title, like these examples:

- Fremantle Men's Shed
- Toddler Rhyme Time (Melville)

If your event is for a **specific audience**, make sure you include that in the title too, for example:

- Scarborough Senior Women's Surfing Club
- Babies & Toddlers Rhyme Time (Karrinyup)

Including **key words** make it easier for people to find your listing!

2. Act Belong Commit partner?

Tick the **I am an Act Belong Commit partner** box if you are an official partner of Act Belong Commit.

- Partner's listings include an Act Belong Commit partner badge.
- Partners are able to upload their logo to feature on the listing.

If you are not an Act Belong Commit Partner and share our vision for a mentally healthy WA, [click here](#) to learn more about our Partnership Program.

3. Activity short description

The short description will appear as a sub heading under the activity title.

- Keep it brief, stick to one sentence.
- Include **key words** to help people find your activity.
- Make it exciting and fun, entice people to find out more and get involved.

“Join an energetic group of **women over 55**, who love to get fit, have a laugh, and brave the surf every Monday morning.”

4. Type of activity

Choose the activity type that aligns closest with you event.

This is a one-off event/activity

An activity that only occurs once a year, e.g., City to Surf fun run 2023.

Activity date

- Provide a **start date** for your activity. If your activity runs over multiple days or weeks, provide an **end date**.

Activity time

- This is an open text field, however, try to keep it simple, e.g., 9:00am - 2:00pm.
- If your activity timing is quite detailed, direct readers to your description, e.g., *Please see description for start times details* and include the details in your **Activity description**.

This is a regular recurring event/activity

A series of activities on standard days and times, e.g., Toddler Rhyme Time, every Wednesday at 9.30am.

Activity occurrence

- Select how often your activity will occur from **Weekly, Fortnightly, or Monthly**.
- Select the days of the week your activity occurs, you are able to select as many days as you like.
- An automatic disclaimer is included on this activity type - 'Public Holidays, School Terms and other disruptions may affect dates listed.'

Activity start date

- Provide a **start date** for your activity.

Activity time

- This is an open text field, however, try to keep it simple, e.g., 9:00am - 2:00pm.
- If your activity timing is quite detailed, direct readers to your description, e.g., *Please see description for start times details* and include the details in your **Activity description**.

Series Ends

- **On** - provide a **Series End Date** if your series finishes on a specific date.
- **After** - provide the **Number of Activities** if your series is running for a set number occurrences.

This is an irregular/custom recurring event/activity

A series of activities, with no standard day or time, e.g., a workshop running in August and November

Recurring Activity Dates

- Click the **Add Entry** button provide a **start date** for your activity. If your activity runs over multiple days or weeks, provide an **end date**.
- The **Time** section is an open text field, however, try to keep it simple, e.g., 9:00am - 2:00pm.
- If your activity timing is quite detailed, direct readers to your description, e.g., *Please see description for start times details* and include the details in your **Activity description**.
- Repeat this process for each occurrence of your activity.

We have no set dates/times

An organisation, community, interest, or group that doesn't have specific planned activity dates, e.g., a charity organisation that is welcoming new volunteers, a group that loves going to the theatre and attending shows together, or an online community that enjoy chatting about their common interests.

5. Activity cost

Free

- If your activity is a free event, select **Free** and a **Free** badge will appear on your listing.
- If your activity is a free event, but may offer optional extras as a cost, select **Free** and outline any extras and costs in your description.

Price

- Keep the **Price description** simple, e.g., Adults \$20, Children \$5.
- If your pricing structure is more detailed, use the **Price description** to direct readers to your description, e.g., *Please see description for details*, and include the details in your description section.

6. Contact details

These details will be displayed on your listing, so please use details you are comfortable being public.

- Contact email (required), e.g., john.smith@actbelongcommit.org.au
- Contact number (required), e.g., **04## ## ## ##**
- Name of organisation (required), e.g., **Act Belong Commit**
- Contact name (optional), e.g., **John Smith**
- Website address (optional), e.g., <https://www.actbelongcommit.org.au/>

7. Activity description

Use this section to provide more information about your activity.

- Provide a clear and succinct summary of your activity, get readers excited!
- Include **key words** to help people find your activity.
- Consider any extra details that you may have mentioned in the **time, date, cost** or **location** sections.
- Include formatting where possible, including line breaks, using **lists and spaces** to break up your paragraphs, this provides a better reading experience. We double check each listing before it is published.

8. Submitter email

Please provide your direct email address so we are able contact you.

- We will use this email address to let you know when your activity is live and when it is due to expire.
- This information is private and will not be displayed on your activity.

9. Location

Let readers know exactly where your activity will be taking place.

- Specify whether your activity is online or at physical location.
- Please select the Online virtual activity box if this applies to you and provide the a relevant URL
- If your activity is taking place at a physical location, please provide the full address.
- The Region drop down menu allows you to select major operating region, if you operate in a few large regions, you may select State-wide and provide more details in your Activity description.
- Your Website address is a required field, please include your most relevant URL for people to find more information about your activity.

10. Image

This will be the image displayed on the search page and your listings page.

- Images are a great way to engage with your audience, use this to show them how great your activity is!
- File types: jpg, jpeg, png. Aspect ratio: 4:3 (landscape). Maximum file size: 2 MB.
- Most importantly, you must have the rights to use the image for promotional purposes. You will be required to tick a box confirming that it is your original image, the photographer has provided written permission, or you have purchased the image from a stock image site. This tick box also confirms that anyone featured in the image provided written permission.
- Please contact us at info@actbelongcommit.org.au if you are unsure about your image permissions.

11. Categorise your activity

- Categorising your activity ensures that it will be easily found through the Activity Finder search functions.
- Select up to 5 categories that best fit your activity. They don't have to be a perfect match to be relevant, so think widely when making your selections.
- You also have the option to include up to 5 additional tags, or key words, to help people find you.
- Lastly, you will be able to add a short one-sentence description that search engines will display for your activity page. We suggest using the same sentence as your Short activity description.

Activity Finder Listing Example

1 Free Outdoor Fitness (Mandurah)

Connect with nature and enjoy Mandurah's stunning scenery whilst fitting in your morning workout.

4 Wednesday, 16 November 2022

Multiple Dates - [View All](#)

9 When & Where

9:00am - 9:45am
Keith Holmes Reserve
Mandurah Ocean Marina
Mandurah, 6210

[Visit Website](#)

6 Contact

City of Mandurah
victoria.galbraith@mandurah.wa.gov.au
08 9550 3600



7 About this activity...

Exercising in the outdoors boosts your mental health, relieves stress and allows you to get fit and active in a friendly and welcoming environment.

Throughout November, we will be running our popular outdoor fitness classes. Join us each Wednesday morning for fun and active fitness classes suitable for all abilities.

Wednesdays 9:00am - 9:45am
2 November - 7 December 2022
Keith Holmes Reserve, Mandurah

Activity type: [Health & Wellness](#) - [Nature](#) - [Sports & Fitness](#)

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Thanks to our valued partner...



Please note: Public Holidays, School Terms and other disruptions may affect dates listed.
Act Belong Commit promotes activities on behalf of the Western Australian community. We do not host these events ourselves. Please contact the host organisation with enquiries.

Disclaimer:

- It is at the discretion of Act Belong Commit to approve Activity Finder listings.
- Listings must align with Act Belong Commit's values, promoting mentally healthy communities across WA.
- Reference to the consumption of drugs or alcohol, gambling, unhealthy foods or drinks, or associated brands are not permitted on any activity promotional materials.
- Act Belong Commit will only support activities that promote a smoke free environment.

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