

# Submit an Activity Guide



## OVERVIEW

The following advice provides detailed information on how to make your activity listing as desirable and easily searchable as possible. The more people that can find your activity, event or group, the more people will be able to get excited about what you have to offer, and of course, the more people who will join in and spread the word. We will check every listing before publishing to make sure each one is as well-represented as possible.

If you have further queries after you have read this document, please contact us at [info@actbelongcommit.org.au](mailto:info@actbelongcommit.org.au) and we will be happy to assist you personally.

Please note the following before proceeding:

- It is up to Act Belong Commit's discretion to approve listings on the Activity Finder.
- All Activities need to align with the Act Belong Commit values promoting mentally healthy communities throughout WA.
- There should be no reference to consuming and promoting alcohol and other drugs, tobacco, gambling, unhealthy foods/drink, or the associated brands on promotional materials associated with the event.
- Act Belong Commit only supports activities/events that promote a smoke free environment.

## TITLE OF ACTIVITY

Use this section to provide a snappy title for your activity. Use words that clearly and succinctly describe what your activity is.

- When appropriate include the suburb or town in the title, either as a part of the main title eg. Fremantle Men's Shed or in brackets eg. Toddler Rhyme Time (Melville). Titles that include key words that people may search for will be more easily found.
- If your event is for men, women, over 55's, families, toddlers etc. please include that in the title, for example, instead of 'Surfing', include key words such as 'Scarborough Senior Women's Surfing Club', instead of 'Rhyme Time', include key words such as 'Babies and Toddlers Rhyme Time (Karrinyup)'.

## ACT BELONG COMMIT PARTNER

Only tick this box if you are an official Partner of Act Belong Commit.

- All Partners get an Act Belong Commit Partner logo badge shown on their listing.
- All Partners will be prompted to upload their logo to feature on their activity listing page.
- If you are not yet a Partner but would like [some information or to get in contact, click here.](#)

## ACTIVITY SHORT DESCRIPTION

This will appear as a sub-heading underneath your title, it is where you can provide a little more information. Keep it brief, using one sentence that includes more key words to assist people when they search. It's also a good opportunity to make your activity sound exciting and fun, to entice people to keep reading about it and hopefully contact you to join eg. Join our group of energetic, over 55's women who love to get fit, have a laugh and brave the surf every Monday morning.

## CHOOSING THE TYPE OF ACTIVITY

You now have the option of choosing what type of activity yours is most suited to:

1. This is a one-off event/activity
2. This is a regular recurring event/activity
3. This is an irregular/custom recurring event/activity
4. We have no set dates/times

### **1. This is a one-off event/activity:**

Select this button if your activity only occurs once a year eg. City to Surf Fun Run.

- Once you have selected this type of activity you will be prompted to enter a start date and an end date (optional). An end date is required if your event runs over several days/weeks eg. a course or program. Your activity expiry date will automatically calculate as the day after your event is complete (even if you do not enter an end date). You will be reminded your activity is due to expire 14 days prior to expiry.
- You will also be asked to input activity times, it is best to keep these very short and simple eg. 9am-11am. This is an open text field so if your start times are detailed, for example a fun run with different starting times for different groups, you can give some indication eg. 'Some start as early as 6am but events go all day' OR 'Please see description for detailed start times' and include this in your description section.
- Lastly, you will be asked to select whether your activity is free or has a price. If you select 'free' then your activity will be given a 'free' badge when it appears on the search page. If you select 'price' you will be asked to provide a short summary of price details eg. \$5 children, \$10 adults, \$7 seniors/concession). If your pricing structure is quite detailed eg. an exercise group that has different prices for different classes, then we suggest writing 'Please see description for details' and include your detailed information in the description section. If your activity is mostly free to join, it is possible to select 'free' and explain the minor costs in your description eg. Free to join but some excursions may be at a cost.

### **2. This is a regular recurring event/activity:**

Select this button if your activity has standard days and/or times eg. Toddler Rhyme Time, that happens every Wednesday at 9.30am If you are affected by school terms and public holidays, note there is an automatic disclaimer on every listing 'Please note: Public Holidays, School Terms and other disruptions may affect dates listed.'

- You will be asked to select 'weekly', 'fortnightly' or 'monthly'. If relevant to you, this will display on your activity listing.
- You will then be asked to select which day of the week your activity occurs. You can select as many days of the week as you like. Some activities may occur once a month on Mondays eg. a sewing club, while others may occur every weekday of every week eg. an exercise group with multiple class types and times that run all week.
- Next you will need to enter your activity start date (which will be your next planned event).
- You will also be asked to input activity times, it is best to keep these very short and simple eg. 9am-11am. If your start times are detailed eg. a running group with different starting times for different groups, you can write 'Please see description for details' and include your details in the description section.
- Now select whether your series of activities ends on a particular date, or 'after' a certain number of activities/occurrences eg. there are 10 sessions. Once you have made your selection, you can enter in either your 'series end date' or the 'number of activities' that you have planned.
- Lastly, you will be asked to select whether your activity is free or has a price. If you select 'free' then your activity will be given a 'free' badge when it appears on the search page. If you select 'price' you will be asked to provide a short summary of price details eg. \$5 children, \$10 adults, \$7 seniors/concession). If your pricing structure is quite detailed eg. an exercise group that has different prices for different classes, then we suggest writing 'Please see description for details' and include your detailed information in the description section. If your activity is mostly free to join, it is possible to select 'free' and explain the minor costs in your description eg. Free to join but some excursions may be at a cost.

### **3. This is an irregular/custom recurring event/activity:**

Select this button if your activity runs more than once but is not occurring on a standard day or time structure eg. a workshop that happens in August and then again in November.

- Click 'Add Entry' to enter your first activity date. A calendar will appear where you can select the month, year and day of your first activity. The start date will automatically populate upon your selection. If you wish to enter an end date the calendar will appear again for you to do so. An end date is only required if your event runs over a number of days. Your activity expiry date will automatically calculate as the day after your event is complete (even if you do not enter an end date). You will be reminded your activity is due to expire 14 days prior to expiry. An opportunity to update the activity is then provided.
- You will also be asked to input activity times, it is best to keep these very short and simple eg. 9am-11am. If your start times are very detailed eg. a fun run with different starting times for different groups, it is best to write 'Please see description for details' and include your detailed information in the description section.
- Once you have completed this entry, click 'Add Entry', otherwise should you wish to remove or start the entry again, you can click 'Cancel' and then 'Are you sure?'. This will return you to the submission page.
- If you have entered a first activity, you will now see it listed in the table, with the options to either 'Edit' or 'Cancel'. To submit more activity dates, click 'Add Entry' and repeat the process until all your planned activity dates/occurrences have been entered and listed in the table.
- Lastly, you will be asked to select whether your activity is free or has a price. If you select 'free' then your activity will be given a 'free' badge when it appears on the search page. If you select 'price' you will be asked to provide a short summary of price details eg. \$5 children, \$10 adults, \$7 seniors/concession. If your pricing structure is quite detailed eg. an exercise group that has different prices for different classes, then we suggest writing 'Please see description for details' and include your detailed information in the description section. If your activity is mostly free to join, it is possible to select 'free' and explain the minor costs in your description eg. Free to join but some excursions may be at a cost.

#### **4. We have no set dates/times:**

Select this button if your listing is for an organisation, community, interest, or group that doesn't necessarily have any specific planned activity dates eg. a theatre interest group who may arrange to go to shows when they come to town or simply talk about theatre online, or a charity organisation that is welcoming volunteers.

- Lastly, you will be asked to select whether your activity is free or has a price. If you select 'free' then your activity will be given a 'free' badge when it appears on the search page. If you select 'price' you will be asked to provide a short summary of price details eg. \$5 children, \$10 adults, \$7 seniors/concession. If your pricing structure is quite detailed, then we suggest writing 'Please see description for details'. If your activity is mostly free to join, it is possible to select 'free' and explain the minor costs in your description eg. Free to join but some excursions may be at a cost.

#### **ACTIVITY DESCRIPTION**

Now you can enter the contact information and activity description that will help people get to know you and get in touch with you. All this information will be displayed on your listing, so please enter details that you are comfortable being public information. This is where you can write all about your wonderful activity. It is best to be succinct but do feel free to use exciting describing words that will entice readers and include any important information about relevant age groups or cultures. Some tips:

- You will see the website field is optional, but it is highly recommended as websites (even a Facebook page) allow people to get a better feel for who you are. Do not include a web address in the text of this section as it will not work as an active link (there are two other sections where you are encouraged to input your website address as they will be live links).
- It is a good idea to include your organisations name in the text.

- If you have mentioned previously that pricing and activity time details will be in this section, remember to include those details here.
- Please consider formatting where possible, including line breaks, lists and spaces to break up your paragraphs allows for a better reading experience (don't worry, we will check your listing and fix-up any major formatting issues before we push it to our live site).
- Lastly, you will input your email address (submitter email) so Act Belong Commit can contact you about your listing if we need to. This is not published, and it is for our contact only.

## **LOCATION**

Here is where you specify whether your activity is online or a physical location. Please select the 'online virtual activity' box if this applies to you, you will then be asked to supply the web address where your online activity takes place. If you don't select 'online virtual activity', you input your physical location, allowing you to enter the most relevant Suburb/Town name for you.

- Note, a suburb/town will not automatically populate when you input a postcode. You will also see a 'region' drop down, here you can select your major operating region, or if you operate in a few large regions, you can select State-wide and explain exactly where you in the Activity Description.
- A website address is a MANDATORY entry for this section, please include your most relevant page for people to find more information about your activity (this can be a Facebook page).

## **IMAGE**

Now it's time to upload an image that represents your activity. Imagery is a very important part in appealing to your audience, so please choose your image wisely. Accepted file types are jpg, jpeg, gif, png. Maximum file size is 2 MB. We recommend JPEGs no bigger than 2MB in landscape format. Images that are wider than they are tall, with a ratio of 4:3, will look best. If your image is too large or the wrong shape, you can adjust it yourself.

Most importantly, you must have the rights to use this image for promotional purposes for your activity. You will be required to tick a box to make that statement. This means that the original photographer and any people featured in the image have given you permission in writing to use this image for your activity's promotional purposes, or that you own the image outright as it is your original image, or you have purchased it from a stock imagery site such as Shutterstock. Please contact us at [info@actbelongcommit.org.au](mailto:info@actbelongcommit.org.au) if you are unsure about your image's permissions.

## **CATEGORISE YOUR ACTIVITY**

This section will assist with ensuring your activity is easily found when people are using the search functions of the Activity Finder.

- Please select up to 5 categories that best fit your activity. The categories can be quite wide, they don't have to be a perfect match to be relevant, so think widely when making your selections (e.g., 'Toddler Rhyme Time' may include elements of Music, Dance, Arts & Crafts, Books & Reading, Support Groups, Games & Gaming).
- You then have the option to include any additional words (aka tags) that will assist people when searching for you (e.g., 'Toddler Rhyme Time' would benefit from the words; Toddler, Kids, Family, Children, Babies).
- 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 (e.g., 'Join our group of energetic, over 55's women who love to get fit, have a laugh and brave the surf every Monday morning.').

## **TERMS & CONDITIONS**

Before you submit your activity, you are required to agree to our Privacy Statement and give permission to share your activity on our Activity Finder.