



# Submit an activity

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.
- The Activity Finder has been established to promote free or low costs opportunities for people to Act Belong Commit.

## Activity Information

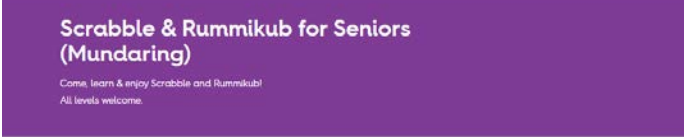
All fields are required unless otherwise indicated. Need help? Use the [Submit an Activity Guide](#).

### TITLE OF ACTIVITY

- Titles including key words which people may search for will be more easily found.
- When appropriate include the suburb or town in the title, either as a part of the main title e.g. Fremantle Men's Shed or in brackets e.g. Toddler Rhyme Time (Melville).
- If your event is for a specific group of people 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)'.



HOW TITLE APPEARS [HOMEPAGE]



HOW TITLE APPEARS [IN LISTING]

### Title of activity

0 of 65 max characters

If the title of your activity does not include your location (e.g. Fremantle Men's Shed), please include it in brackets (e.g. Baby Rhyme Time (Melville))

### Activity short description

This is a brief summary of your activity and appears under the title.

0 of 175 max characters

- This is a one-off event/activity If the event is one off or annually e.g. City to Surf
- This is a regular recurring event/activity If the activity has standard days and/or times e.g. Weekly Friday morning walk at 8am
- This is an irregular/custom recurring event/activity If the activity runs more than once but is not occurring on a standard day or time e.g. a workshop that happens in August and then again in November
- We have no set dates/times

Use for an organisation listing

### Start date

### End date (optional)

### Activity times

Enter a brief description about the activity times. Eg. \*9:00am - 2:00pm\*.

### Activity cost

- Free
- Price

### FREE

Select if activity is free.



HOW FREE ACTIVITIES APPEARS [HOMEPAGE]

Show FREE events only

HOW USER FILTERS BY FREE ACTIVITIES

## Activity detail

Help people get in touch with you. This information will be displayed on your listing.

### Contact email

### Contact number

### Name of organisation

### Contact name (optional)

### Website address (optional)

### Activity description

0 of 600 max characters

Please provide a summary of your activity. This will be displayed on your Activity listing as your main Activity description.

### Submitter email (private)

This email will not be displayed on your activity. We will use this to get in touch with you to let you know when your activity is live and when it is due to expire.

## Location

Online virtual activity

### Address line 1

### Address line 2

### Suburb/Town

### Postcode

### Region

### Website address

## Image

### Upload a photo for your activity

No file chosen

Accepted file types: jpg, jpeg, gif, png. Max. file size: 2 MB.

Act Belong Commit recommends 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.

I have permission to use this image. I grant Act Belong Commit the rights to use and distribute it on their website and social media networks.

## Categorise your activity

Choose a maximum of 5 categories to describe your activity to help more people find it.

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Animals         | <input type="checkbox"/> Gardening         | <input type="checkbox"/> Sports & Fitness           |
| <input type="checkbox"/> Arts & Crafts   | <input type="checkbox"/> Health & Wellness | <input type="checkbox"/> Support Groups             |
| <input type="checkbox"/> Books & Reading | <input type="checkbox"/> Music             | <input type="checkbox"/> Technology                 |
| <input type="checkbox"/> Comedy          | <input type="checkbox"/> Nature            | <input type="checkbox"/> Theatre & Cinema           |
| <input type="checkbox"/> Cycling         | <input type="checkbox"/> Ocean & River     | <input type="checkbox"/> Volunteering & Giving Back |
| <input type="checkbox"/> Dance           | <input type="checkbox"/> Online            | <input type="checkbox"/> Walking & Hiking           |
| <input type="checkbox"/> Games & Gaming  | <input type="checkbox"/> Spiritual         |   |

### Optional: Add additional tags that will assist users with their search

Choose up to 5 additional terms to further categorise your activity. Separate each tag with a comma.

For example, if you choose Games & Gaming you can add specific tags like Dungeons & Dragons, board games, RPG, role playing game.

### Optional: Add a short description that search engines will display for your activity page

I have read and agree to Act Belong Commit's [Privacy Statement](#).

I have permission to share this activity on the Act Belong Commit Activity Finder.

Completed

### 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 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.

### Imperial Calisthenic College Annual Concert

This is our college's annual concert showcasing routines from each age group across all disciplines. If you have ever wanted to see what calisthenics is all about, join us!

### HOW THE SHORT DESCRIPTION APPEARS [IN LISTING ONLY]

### WEBSITE

Should be the organisations website [or facebook page if you don't have a website]

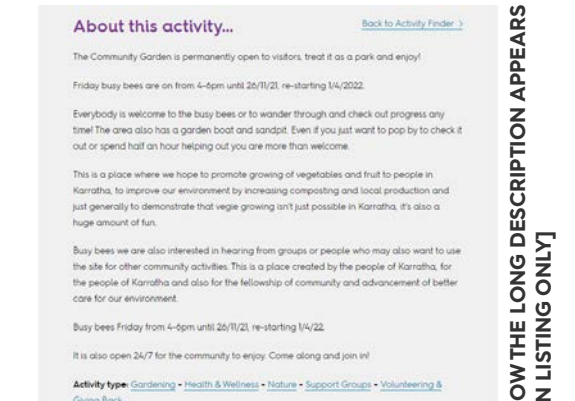
### When & Where

- 🕒 10:00am - 12:00pm
- 📍 The Hub of the Hills
- 📍 9 Cray Street
- 📍 Mundaring 6073
- 🌐 [Visit Website](#)

WHERE THIS LINK TO WEBSITE APPEARS [IN LISTING ONLY]

### ACTIVITY [LONG] DESCRIPTION

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.



HOW THE LONG DESCRIPTION APPEARS [IN LISTING ONLY]

### WEBSITE

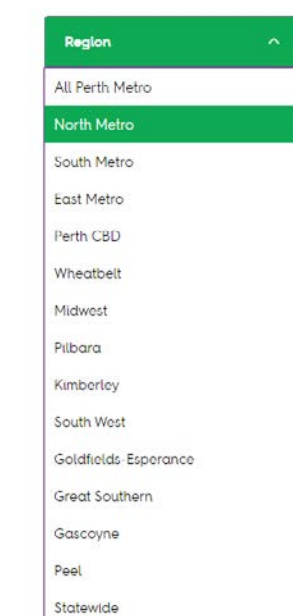
Use the URL which the organisation wants people to use to make enquiries.



THE WEBSITE APPEARS AS A BUTTON [IN LISTING ONLY]

### REGION

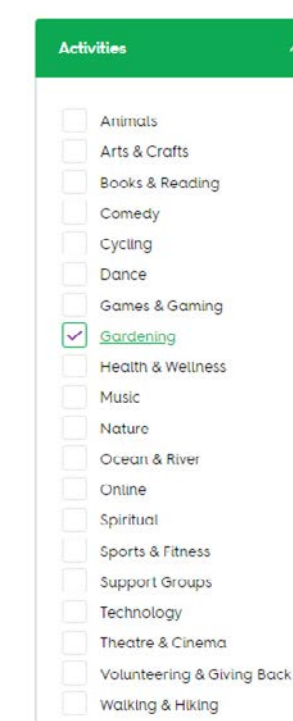
When submitting an activity or event be sure to select the region where the event/activity is located. For Perth activities consider if people will travel, as it may be beneficial to also select 'All Perth metro' rather than a specific region. If you have multiple locations across the state also select 'Statewide' in addition to the specific regions.



HOW USER FILTERS BY REGION

### ACTIVITY TYPE FIELD

When submitting an activity or event select all relevant activity categories. For example if 'dance' is ticked by user, all listings with 'dance' appearing in their activity type list will appear.



HOW USER FILTERS BY ACTIVITY TYPE

### CONTACT DETAILS

This should be the contact details your organisation wants people to use to make enquiries. If the listing is likely to be up for a while it may be best to use a general email rather than an individual's email.



HOW CONTACT DETAILS APPEARS [IN LISTING ONLY]

### ADDRESS

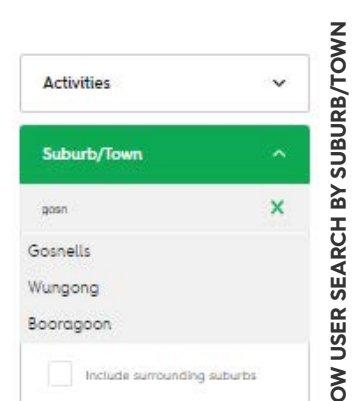
The physical address where the activity is being held [including postcode].



HOW ADDRESS APPEARS IN LISTING

### SUBURB/TOWN

When submitting an activity or event be sure to include the suburb/town of where the event will be hosted - not the location of the office. For example if Brentwood or is typed in by user, all Brentwood listings will appear. If Melville is typed, and 'include surrounding areas' is checked, the Brentwood listings will also appear.



HOW USER SEARCH BY SUBURB/TOWN

### IMAGE

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.