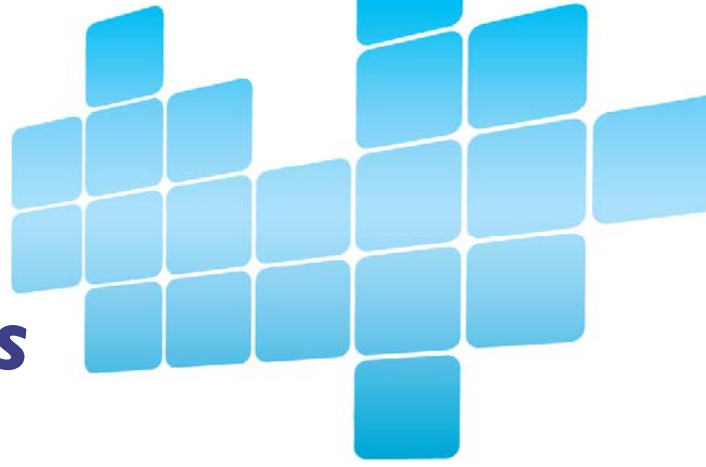


How do I add my event to the communityExpress Calendar?



It's easy!

All you need to do is to tell us about your event and provide us with the following details:

1. Type of function ie forum, training sessions, information sessions, event etc.
2. Date and day.
3. Time.
4. Where.
5. Who – remember, the communityExpress calendar is on the internet so the audience will be *public*. Therefore it isn't appropriate to enter meetings or events that are specific to your organisation such as steering committee meetings etc.
6. Details of costs, if any.
7. Contact details of the person who can answer any queries regarding your event.
8. Links – provide us with the details of a suitable link you would like to include (ie back to your organisation's website which will provide extra information).

Send these details to karen.payne@dhhs.tas.gov.au and we will enter your event.



Remember, if you do not send us all the details, we will not be able to enter your event.