



How to submit an activity or event

1. Click on “Activities” on the purple bar at the top of the screen
2. Click on “Submit your upcoming event” at the top left of the calendar
3. This will take you to a new page where you can enter information about the activity you would like to add
4. Type the title of your event in the “Event Title” field (this is required)
5. In the “Date” box, enter the date and time for the activity
 - If your activity runs across a number of days, you can enter an end date and time by clicking the “Show End Date” box
6. If you would like to add an image to go with your activity, click “Choose File;” select the file you want to upload and then click “Upload”
7. Enter your first name, last name and email address (all required)
8. Click on the arrow in the “Type” box to choose the type of activity
9. Enter the name of your group or organisation
10. Enter a description and details about the event
11. Enter your best contact number
12. If you would like to include a link to an Auslan video, enter the URL in the “URL” field
13. Make sure the checkbox with “*I agree to be added to the Conexu Foundation database*” is ticked (this is required)
14. When you have finished, click “Submit Your Event”

We’re looking forward to hearing about your activities!